Marine Noise Registry: Help and guidance document

A step by step guide for data input into the Marine Noise Registry (MNR).

If you have further questions or queries email mnr@jncc.gov.uk

Contents

Glossary

Activity application number (AAN)

A number that is allocated to each proposed activity submitted to the MNR. Every submission is allocated an AAN by the MNR. The AAN remains the same for the proposed activity form and the subsequent close-out report, linking the planned activity with the completed actual activity information.

Close-out report

A form that collects noise event data detailing when and where the event has taken place.

Home page

Once logged onto the MNR, the home page is the first page shown. It shows a welcome message and a list of actions. It is accessed by selecting 'home' from the ribbon near the top of every page

Noise Event

An individual activity that creates impulsive noise covered by the Marine Noise Registry such as impact pile driving or a seismic survey.

Organisation

The company/operator/developer that is associated with activity noise event.

Parent activity

An activity entry to the MNR that has secondary activity entry(s) linked to it.

Proposed activity form

A form that collects impulsive noise activity data detailing when and where an activity is planned to be carried out.

Title page

The first page viewed when visiting the MNR at https://mnr.jncc.gov.uk/ before logging in.

User

A person that has registered with the MNR with the intention to submit noise event data.

Voluntary notification

Data entry to the MNR for a particular activity that is not required by licence condition or condition of consent.

1. User Information

1.1.   Registration

You are only able to submit information to the Marine Noise Registry (MNR) once you have registered with the MNR and joined your organisation.

To register:

- Select 'Start Now' on the MNR title page,
- select 'Register',
- enter the required information and select 'Save'
- You will receive a conformation email, follow the link within the email to finalise registration,
- log in.

The email entered here is used to log into the MNR. This email is only used for email correspondence if you are an administrator of an organisation (see Organisational administrators role) or if you forget your password. All other correspondence regarding the noise generating activity will be sent to the organisational contact details (go to Organisational membership).

1.2.   Logging in

Using the email address and password you registered with:

- Select 'start now' on the title page of the MNR,
- enter your email address,
- enter your password.

Note: All passwords contain a number and upper-case letter.

- Select 'Log In'.

1.3.   Forgotten password

If you have forgotten your password:

- Select 'start now' on the title page,
- select the 'reset' link, located next to 'forgotten password?'
- enter the email you registered with,
- select 'reset password'.

You will receive an email with a new password and a link to the MNR

- follow the link in the email and log in using your email and **new password**

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

1.4.   Change password

- Go to the Home page.
- Under the heading 'User actions' select 'Change password'.
- Enter your current password and your new password.
- Select 'Change Password'

The next time you log in, the new password will be required.

1.5.   Editing user details

To change personal user details:

- Go to the Home Page,
- Select 'Edit user details' located under the heading 'User actions'.

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

- Select 'edit my details' under the heading 'Actions',
- edit the required details,
- select 'Save' and 'Finished'

2. Organisational membership

An organisation is the company/operator/developer that the activity is associated with or carried out by.

Upon registering as a user (see Registration) you are required to join an organisation. Until you become a member of an organisation, data input to the MNR will not be enabled. If required you can become a member of multiple organisations.

There are 2 ways of joining your organisation:

- Join an already existing organisation within the registry, if the organisation has previously submitted activity notifications, or:

- Create a new organisation if this is the first time an organisation is submitting to the MNR.

2.1.   Joining an organisation

If the organisation you wish to supply information for has previously submitted activities to the MNR and you are not a member, you must request membership;

- Go to the Home Page,
- under the heading 'User Actions', select 'join/create an organisation'
- Select the organisation you wish to become a member of.

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',
- and 'finished'.

An email is sent to the administrator of the chosen organisation. The administrator will either accept or reject the request for membership and you will receive an email stating whether your membership has been accepted or rejected. If your membership has been rejected, a reason will also be included in the email.

Organisations that you are awaiting verification of membership can be viewed via the 'user details' link available on the home page, organisations listed with 'unverified' in brackets next to the name indicate that the organisational admin is yet to accept or reject the membership request.

2.2.   Creating a new organisation

If your organisation is not present in the list of registered organisations you must create it.

- Go to the home page.
- Under the heading 'User actions' Select 'Join/create organisation'.
- Double check the organisation list for the organisation you are creating.
- If it is not on the list, select 'Create new organisation' under the heading 'Actions'.
- Fill in the required details for the organisation
  - Contact name/ email/ phone number can be a department of the organisation or an individual. This contact will be used for email correspondence regarding activities submitted, for example, notification emails for overdue close-out reports.
  - Note: organisational details are visible to the regulator associated with the activities being submitted.
- Save.

Upon creating a new organisation, you automatically become the [administrator](#). This can be delegated to another user if required (see [promotion/demotion of users](#)). An organisation may have more than one administrator.

For help amending any organisational details see [Edit organisational details](#).

2.3.   Organisational administrator role

The responsibilities of an administrator include:

2.3.1. Accepting/ rejecting user membership

- Go to the Home Page
- Select 'Administer organisations'
- Select the organisation
- Select the user requesting membership located under the heading 'Organisation Membership Requests'
- Accept or reject the application

Here you can also indicate whether this member should also become an administrator;

2.3.2. Promotion/ demotion of users to and from administrators

- Go to the Home Page
- Select 'Administer organisations'
- Select the organisation
- Select the person in question from the list of members located under the heading 'Organisation Members'
- Select the person's name
- Change the 'Organisational administrator' accordingly; True or false

2.3.3. Maintaining user membership is up to date

This is achieved by maintaining an up to date members list, deleting those no longer affiliated.

- Go to the Home page,
- select 'Administer organisations',
- select the organisation.
- Select the name of the person you wish to remove from the organisation members list.
- Select 'remove user'.
- Confirm user deletion.

2.3.4. Edit organisational details

Keeping the organisational contact details up to date;

- Go to 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
- Edit the details required
- Select 'Save' and 'Finished'.

The updated details will now be visible within the system.

2.3.5. Reverting inputs from a proposed status to draft

As an administrator you can revert proposed activity forms back to a draft status for the purpose of amending information input. For example if an activity was postponed, the latest end date will require amendment, therefore reverting the input to draft will allow for the data to be changed.

- Go to the Home page,
- select 'View proposed activities/ submit close-out report',
- select the activity application number for the input you wish to revert.
- Under the heading 'Actions' select 'Revert to draft'.
- An interim page will appear with a summary of the activity. Enter a reason for reversion in the text box.
- Select 'Revert Status'
- Your activity input will now be in a draft status and can be located in the draft activities table.

3. Proposed activity form

The form is the same for each organisation or activity. One activity type is permitted per form. To link related different activities that share an earliest start and latest end date, see Linking Activities. To create a new proposed activity:

- Go to the home page.
- under the heading 'organisation actions' select 'create new proposed activity'.

This takes you to the proposed activity form.

- Select your **organisation** from the predetermined list.

If the organisation is not available, check that you are a member of the organisation, see Organisational Membership.

- Select the **regulator** associated with the project;

If the activity does not require licensing please select the regulator whose geographical remit covers the majority of the location for which the activity is to be conducted, unless the activity is related to the **oil and gas industry**, select **Department for Business, Energy & Industrial Strategy**. See table below for coarse geographical remits. Inshore: from low- water mark to 12 nautical miles. Offshore: beyond 12 nautical miles.

English inshore	Marine Management Organisation
English offshore	Marine Management Organisation
Northern Irish inshore	The Department of Agriculture Environment and Rural Affairs
Northern Irish offshore	Marine Management Organisation
Scottish inshore	Marine Scotland
Scottish offshore	Marine Scotland
Welsh Inshore	Natural Resources Wales
Welsh Offshore	Marine Management Organisation

- Select yes or no to indicate whether the submission is a **voluntary notification;**

Selecting '**yes'** indicates that the project is **not required by licence condition** to enter data to the MNR.
Selecting '**no'** indicates that the data submitted **is required as part of a licence condition**.

3.1.   Date entry

- Enter **earliest start date** in format DD/MM/YYYY

'Earliest start date' refers to the earliest proposed start date the impulsive noise activity could begin, or when the licence issued begins.

- Enter **latest end date** in format DD/MM/YYYY

'Latest end date' is the last potential day that the impulsive noise activity could be carried out on or when the licence issued expires.

- Enter the **estimated duration** in days

The estimated duration is the estimated number of days the activity will be carried out on. Round up to the whole day. For example if an activity is estimated to be carried out over 2.5 days, enter 3 days.

3.1.1. Activities spanning year end or consecutive years

Activities that span consecutive years cannot be entered within a single proposed activity form (for example start date: 01/12/2017 to end date: 01/02/2018). Please create separate proposed activity entries for each year the activity spans.

The supplementary information text box should be used to input any information to relate the separate entries i.e. a common licence number or a sentence stating the split.

For example, if an activity was planned to be carried out between earliest start date 01/11/2018 and the latest end date 31/01/2020 it would require 3 proposed activity forms; the first for 01/11/2018 – 31/12/2018, the second for dates 01/01/2019 – 31/12/2019 and the final for 01/01/2020 – 31/01/2019.

3.2.   Activity type

- Select the **activity type** from the list.

Only **one activity type** can be entered **per proposed activity form**. You can link 2 or more proposed activity forms with different activity types if they share the same earliest start date and latest end date, see linking activities.

Each activity type has separate information requested for input, a summary table is found in Annex I. For more information regarding completion of source property fields such as source levels and frequency data see further source property guidance.

3.2.1. Seismic Surveys
- Select from the list the survey type:
    - Ocean bottom cables/ocean bottom nodes
    - Vertical seismic profiling
    - Site
    - Regional
    - Reservoir
    - Route
    - Other (please specify)
- Select from the list the data type:
    - 2D
    - 3D
    - 4D
- Source properties (*optional*)
    - Maximum airgun volume, cubic inches
    - Sound Pressure Level, dB re 1µPa (peak) @1m
    - Sound Exposure Level, dB re 1µPa^2 s @1m

3.2.2. Sub Bottom Profiling
- Select the source used:
    - Pinger

- o Boomer
- o Sparker
- o Chirp

- Source properties (*optional*)
  - o Frequency, Hertz
  - o Sound Pressure Level, dB re 1μPa (peak) @1m
  - o Sound Exposure Level, dB re 1μPa^2 s @1m

3.2.3. Impact pile driving
- Source properties (*optional*)
  - o Maximum hammer energy, kilojoules[1]
  - o Sound Pressure Level, dB re 1μPa (peak) @1m
  - o Sound Exposure Level, dB re 1μPa^2 s @1m

3.2.4. Explosives
- Source properties (*optional*)
  - o TNT equivalent, kilograms (1d.p.)
  - o Sound Pressure Level, dB re 1μPa (peak) @1m
  - o Sound Exposure Level, dB re 1μPa^2 s @1m

3.2.5. Acoustic deterrent device (≤10kHz)
- Source properties (*optional*)
  - o Frequency, kilohertz
  - o Sound Pressure Level, dB re 1μPa (peak) @1m
  - o Sound Exposure Level, dB re 1μPa^2 s @1m

3.2.6. Multibeam echosounder (≤12kHz):
- Source properties (*optional*)
  - o Frequency, kilohertz
  - o Sound Pressure Level, dB re 1μPa (peak) @1m
  - o Sound Exposure Level, dB re 1μPa^2 s @1m

3.2.7. Further guidance: Source properties
- Real time measurements are not required.
- If the activity has a range of values for each source property **please select the lowest frequency** and the **highest value for sound pressure level** and **sound exposure level** between 10Hz and 10kHz (12kHz for Multibeam Echosounder).
- If the activity presents a range of values for each source property please select the lowest frequency, and the highest value for sound pressure level and sound exposure level.

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[1] Maximum hammer energy is the predicted maximum hammer energy to be used during the entire activity duration that the submission covers. It is not per day or an additive value. If you wish to submit individual maximum hammer energy values see Submitting multiple maximum hammer energy values.

3.3.   Supplementary information

This is an optional free text box for additional information relating to the noise event. Maximum 500 characters.

Enter related licence numbers and note whether noise event data has been split over multiple proposed activity forms for example, in the event of the activity spanning multiple years enter a sentence stating the split, including any related activity application numbers when possible.

3.4.   Location entry

Location entry is accepted in the following formats; point data, polygon data or oil and gas blocks. Locations can be entered manually or uploaded as a .csv file.

3.4.1.   Manual entry

Report the location in **one** of the following three formats. An unlimited number of locations can be added.

- Enter the proposed locations individually,
- selecting 'save location' after every entry.
- The location will appear under the heading 'locations'.

3.4.1.1.   Point location

- Enter in decimal degrees, with '-' denoting West,
- up to 7 decimal places

3.4.1.2.   Oil and Gas block code

This code is based on the UK oil and gas licensing quadrant and block grid, containing the same spatial and labelling system.

- Enter all blocks that the activity is proposed to take place within
- The format is 'Quadrant/Block'. The quadrant could be a letter or number. The block will always be a number between 1 and 30.

3.4.1.3.   Polygon

Polygons are accepted in a proposed activity form however upon completing a close-out form you will be required to input the location as point latitude/ longitude points or oil and gas blocks.

More than one polygon can be entered.

- Enter a succession of latitude/longitude (decimal degrees) corner points, working around the area in clockwise order. You are not required to enter the starting point twice.
- **Keep it simple**, there is no requirement for complex accurate polygons.
- **Remember to save the location.**
- Enter second polygon using the same method above, and save location.

3.4.2. .csv file upload

CSV formatted files can be uploaded to the MNR. Choose a [format of location](#), it is not required to enter the location in multiple formats[2]. Ensure each row in the CSV is an individual location and each column is a different field, as demonstrated within table 1.

All latitude longitude points should be in decimal degrees with '-' denoting West.

Polygon identifiers should be numbers or letters. Polygon entries should be entered as a succession of latitude/longitude (decimal degrees) corner points, working around the area in clockwise or anti clockwise order. Do not enter the starting point twice.

Table 1. Example csv table for all location formats

Oil and Gas Block	Polygon Identifier	Latitude (decimal degrees)	Longitude (decimal degrees)	Notes
12/2				OGB Block
12/3				OGB Block
		59.332	-0.223	Point
		53.8072	-3.5829	Point
	1	53.240208	1.105076	
	1	53.299408	1.447453	Polygon 1
	1	53.143112	1.301239	
	b	54.257	-0.145	
	b	54.318	0.053	Polygon b
	b	54.230	0.039	

<div style="border:1px solid #000;background:#fde9c8;width:200px;height:30px;"></div>   Data not required

To upload a CSV file;

- Select 'use CSV entry',
- select 'save as draft'.

The MNR will take you to a data upload page

- Choose the CSV file,
- select either **'**CSV file to replace existing location data' or 'CSV file to be added to existing location data' under the 'upload type',
- submit.

You will be taken to a second data upload page.

- From the options given, identify the relevant data type; oil and gas block, polygon identifier, latitude column and longitude column.
- Choose from the drop down list the corresponding column heading from your CSV file,
- leave blank any column headings that are not applicable,

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[2] However, the MNR will allow for and accept location data in more than one format via csv.

- submit.

A summary will be shown of the data uploaded.

- Select confirm.

3.4.3. No location entries at present
Alternatively, select no location entries at present. Note that location entry at close-out report stage is mandatory.

3.5.   Form submission options

Once the form is completed, there are 3 options;

3.5.1. Save as Draft [3]
Saving as a draft will enable further editing (go to Editing). All drafts are accessible via the draft activity table:

- Go to the home page
- Select 'view draft activities',

3.5.2. Save and Submit
Clicking 'save and submit' will submit the proposed activity form and it will no longer be editable. If you require the entry to be edited after submitting as proposed, please contact the organisation administrator. If you are the organisation administrator see reversion/deletion of entries.

3.5.3. Cancel
If you wish to cancel the form;

- Select 'cancel' located next to the 'save and submit' button,

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

- Select OK.

4. Editing a draft (proposed) activity

The proposed activity form will have been saved as a draft. If you saved and submitted a proposed activity and wish to edit please contact an organisation administrator who will be able to revert the entry back to draft.

To edit a proposed activity form saved as draft:

- Go to the home page,

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[3] Close-out reports can only be completed for an activity or project when the proposed activity is not in a draft status.

- Select 'view draft activities' under the 'organisational actions' heading.

This will direct you to a table of draft activities.

- Select the activity application number of the draft activity required,
- select 'edit draft application' under the actions menu,
- make the required changes.
- Select whether you would like to save and submit or save as a draft (see Form submission)

A summary of the proposed activity will be shown,

- Select 'finished'.

5. Cancelling/deleting a proposed/draft activity

In the event of a proposed activity being cancelled

- Go to the home page.
- Select 'view proposed activities' or 'view draft activities' under the heading 'organisational actions' (dependent on whether the activity entry is in a proposed or draft status),
- Select the activity application number of the activity that requires cancellation.
- Under the heading 'Actions' select 'cancel activity' or 'delete draft activity' respectively

An interim page will be shown.

- 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 a cancelled status, if the activity was in a draft status there will no longer be a record of it within the MNR.

An email is sent to the associated regulator to inform of the cancellation of the proposed activity form.

6. Close-out report due date

The close-out report due date is the date to which submission of a completed close-out report (actual activity information) to the MNR is expected by. It is calculated by adding a set number of weeks (decided by the by the associated regulatory body) to the latest end date given in the proposed activity form. The number of weeks set by each regulatory body is stated below:

Department for Business, Energy and Industrial Strategy	**12 weeks/** 84 days

Marine Scotland	**12 weeks/** 84 days
Marine Management Organisation	**12 weeks/** 84 days
Department of Agriculture, Environment and Rural Affairs	**8 weeks/** 56 days
Natural Resources Wales	**8 weeks/** 56 days

If the activity is a **voluntary notification** the due date is still generated and a reminder email for voluntary close-out report completion is sent upon due date.

7. Linking activities

The proposed activity form allows for entry of one singular activity type; however, it is recognised that some projects may involve multiple activity types. Therefore, it is possible to link proposed activity entries within the MNR. It is assumed that linked activities will occur within the same time period - between the earliest start date and latest end date entered. There is no limit to the number of entries you wish to link.

To create a linked activity;
- Create a new proposed activity or select a previously completed the proposed activity form you wish to link an activity to.
  The proposed activity can be in either a proposed or draft status. This entry will become the 'parent activity' to which you can link other entries too.
- From the actions list, select 'create linked activity'.
- Complete a proposed activity form for the second activity.
- For location entry, you have the same options as previous; - manual entry or csv upload (see proposed activity location entry), or
- to copy the parent activity locations. By selecting this option, you will copy over all locations previously entered within the parent proposed activity form. Copying parent activity locations does not restrict the activity to only these locations, you can add or delete the location entries as necessary at the close-out report stage.
- Repeat as above to create more linked noise events.

8. Close-out report (post activity reporting)

A close-out report is a record of what has happened; the noise event's location, dates and related source properties. A close-out report is completed after a proposed activity form has been submitted. The proposed activity form is completed either by the developer, regulator or JNCC before the activity commences. Close-out reports are required to be finalised by the close-out due date.

Before completing a close-out report ensure you have joined the organisation you wish to submit for (see Organisational membership). The activity must be submitted as a proposed activity before a close-out report can be completed. If your activity is in a draft status:

- Select the activity application number from the draft activities table,
- this will show an overview of the input, if no changes are required to the input then select 'Submit proposed activity' under the heading 'Actions'.

To complete a close-out report:

- Go to the home page,
- select 'view proposed activities',
- select the activity application number of the proposed activity you wish to submit close-out data for[4].
- Select 'submit close-out data' under the 'actions' heading.

8.1. Supplementary information

This is an optional free text box. Any information input within the proposed activity form will still be present and can be amended or added too.

Use this box to record when acoustic deterrent devices have been used as mitigation for piling activity.

8.2. Actual source properties[5]

The first section of the form is a summary of the proposed activity (information previously submitted). Below are actual source property/proxy fields for entry. They are automatically populated with proposed activity values.

- Enter the actual values for source properties if they have changed from the proposed.
- See Further guidance for source properties for more information.

If you wish to submit more than one value for maximum hammer energy please follow the see Submitting multiple maximum hammer energy values.

8.3. Location and date entry

A close-out report requires the entry of actual locations; where the activity was carried out, either in oil and gas blocks or point locations. Also required are the dates the activity occurred on at each location.

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[4] If the proposed activity is missing from the table, check the draft activity table. Located the required entry and select 'submit proposed activity' under the 'actions' menu. This will take the entry out of a draft status and make it proposed and available to submit a close-out report for.
[5] It is not required to make real time noise measurements. If the activity presents a range of values for each source property please select the lowest frequency, and the highest value for sound pressure level and sound exposure level

Locations entered in the proposed activity form are carried over to the close-out report however, if the location was a polygon you will be required to re-enter in point format or oil and gas blocks. See Alternative to polygons for guidance.

There are two methods to enter locations; manually or via CSV upload.

8.3.1. Manual addition of locations
- Select the location input format; Latitude/longitude (decimal degrees, '-' denoting West) or oil and gas block code.
- Enter the location, in the specified format.
- Select 'save location'.
- The location will appear above, under the heading 'locations and dates'.

8.3.2. Manual date input
For each location entered, record the dates the activity was carried out on by:
- For each location input within the close-out report, select yes/no to indicate whether the location has or has not experienced activity within.
- If yes, click within the box below the location[6] and a calendar will appear,
- select the dates the activity was carried out on for the specified location OR
- Manually type or copy and paste dates directly, ensuring they follow the same format: 01/02/2013, 03/02/2013, 04/03/2013.
- Dates available for selection are limited to dates specified between the earliest start date and latest end date given in the proposed activity form.

8.3.3. CSV upload
Alternatively, locations and dates can be uploaded together[7] via CSV file upload. Only CSV formatted files can be uploaded to the MNR. It is not required to upload the location in multiple location formats[8]. Ensure each row in the CSV is an individual location and each column is a different field as demonstrated within Table 2 below. All latitude longitude points must be decimal degrees with '-' denoting West. Remember polygon format is not accepted within a close-out report, see Alternative to polygon input

Ensure when a CSV is uploaded to a close-out report, it should include **all** locations/dates including those previously added. If not included, previously saved dates not included in the CSV file will be deleted from the close-out report upon upload.

Before uploading your CSV file ensure it follows the formats shown in tables 2 and 3.

To upload a CSV file;

- Select 'Data Upload',
- choose your CSV file (see table 2 and table 3 for example format)

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[6] If the field for date entry is missing please double check the location is not a polygon. Please add the location of activity either as point locations or in oil and gas blocks. For more guidance see Alternatives to polygons and follow the guidance.

[7] Dates can also be amended/added manually to a location after csv upload.

[8] However, the MNR accepts location data in more than one format via csv.

Table 2. Example CSV file table format for upload to a close-out report. Yellow column not required field.

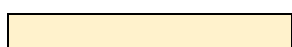| Oil and Gas Block	Latitude (decimal degrees)	Longitude (decimal degrees)	Dates	Notes
12/2			01/01/2017, 02/01/2017, 03/01/2017	OGB Block
12/3			01/01/2017, 02/01/2017,	OGB Block
	59.332	-0.223	01/01/2017	Point
	53.8072	-3.5829	01/01/2017, 02/01/2017, 03/01/2017	Point

         [   ] Data not required

Table 3. Accepted formatting for data input via CSV table upload. Dates which are recorded in an American format or as text will not be accepted.

Date format	Example
dd/MM/yyyy	07/06/2017
d/MM/yyyy	7/06/2017
dd/MMM/yyyy	07/JUN/2017
d/MMM/yyyy	7/JUN/2017
dd/M/yyyy	07/6/2017
d/M/yyyy	7/6/2017
yyyy-MM-dd	2017-06-07
yyyy-M-dd	2017-6-07
yyyy-MMM-dd	2017-JUN-07
yyyy-MM-d	2017-06-7
yyyy-M-d	2017-6-7
yyyy-MMM-d	2017-JUN-7

8.3.4. Form submission

Once the form has been completed you have 3 options:

8.3.4.1. Submit interim close-out data

Submitting interim data will keep the close-out report in an interim stage for data input at a later stage (see Editing Interim Close-Out Reports). An interim close-out report will remain in the proposed activities table identifiable by its status of interim close-out.

8.3.4.2. Close-out activity

By selecting this option, you are closing the entry and no further edits or additions can be made to the close-out report. Therefore, all dates and locations have been entered correctly and no further activity will be carried out.

The entry is now complete and is located within the completed activities table.

8.3.4.3. Return to activity

Selecting this option will **not** save any information inputted to the close-out report and will return you to the summarised proposed activity page.

8.5. Alternatives to polygon input:

If a proposed location was inputted as a polygon within the proposed activity form your are required to enter the location information either as point location or quadrant block code. Activity specific guidance is given below:

8.5.1. Geophysical surveys

The preferred location entry method is using the UK oil and gas licensing quadrant blocks. For cases where the organisation that has undertaken a geophysical survey and does not have access to GIS software or a mode to translate survey location to quadrant blocks the following method for location entry should be used. This method is not favoured or encouraged due to the potential for the underestimation[9] of noise spatially.

- Enter a sequence of latitudinal/longitudinal point locations in an order corresponding to the route taken,
- Ensure a unique point is entered for every day that the geophysical survey equipment was in use.
- Turning points should also be recorded.

8.5.2. Impact Pile Driving

Please record the latitude/longitude point location of every pile driven. If piling is for **wind turbine** construction please input a **single location point for each turbine**.

9. Editing interim close-out reports

- Go to the Home page,
- select 'view proposed activities',
- select the activity application number of the activity you wish to submit edit/add too,
- select 'submit close-out data' under the 'Actions' heading.
- Make the required additions/changes
- Choose again whether to submit interim close-out information or save and submit (see [Form submission](#))

Remember to include all locations and dates previously added to the close-out report when using the CSV upload function. If not included, previously saved dates will be deleted from the close-out report upon upload of the new CSV file.

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[9] If recorded start end survey points were to transverse multiple oil and gas blocks and not have a point recorded within all blocks, those blocks in the middle, may be missed out and not have the noise event recorded within.

10.   Deleting or editing a closed close-out report

If you require edits made to a closed close-out report or you require a close-out report to be deleted, please send an email request to mnr@jncc.gov.uk stating the activity application number, the organisation and the activity type, including a short explanation of the reason and JNCC will be able to amend as needed.

11.   Submitting multiple maximum hammer energy values

The current proposed activity forms and close-out reports allow for entry of a singular maximum hammer energy value per form - the maximum hammer energy used within the entire activity period.

If you wish **to submit more than one maximum hammer energy value** for an activity follow the process below:

- Complete a proposed activity form prior to activity commencement as normal.

When ready to complete a close-out report:
- identify the number of individual maximum hammer energy values you wish to submit. You will be required to create linked proposed activity forms for each value of maximum hammer energy requiring submission.
- Copy over locations from the parent activity or input different locations associated with the different maximum hammer energy (see example below).
- Cancel the parent activity if all activity is captured within the linked entries.
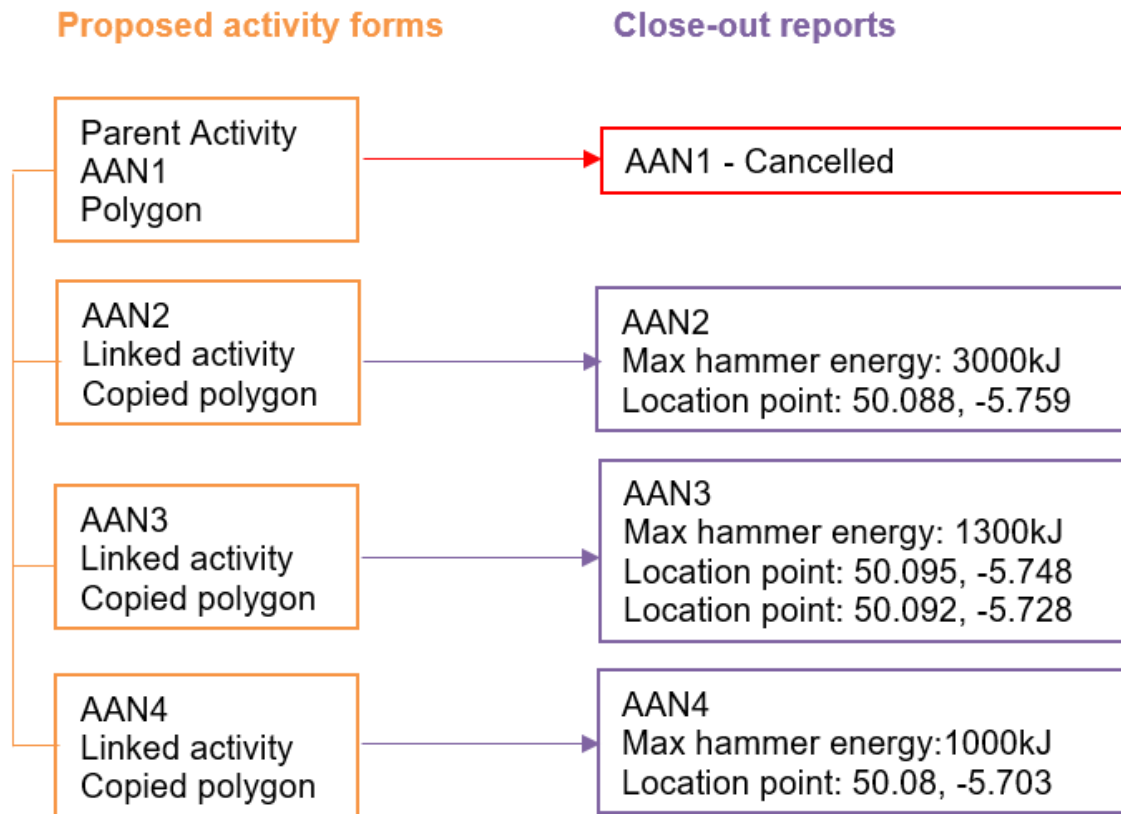
Each entry will require closing out individually.

To complete the entry, close-out the activity. Follow the close-out report methodology ensuring all location(s) entered within each individual entry relate the maximum hammer energy.

11.1.   Example

An organisation submitted a single proposed activity form for impact pile driving prior to commencement of construction. After construction was complete, the organisation found that the maximum hammer energy stated in the proposed activity form was true but only for one of the piles driven. Other piles driven had lower maximum hammer energies. Therefore, the organisation wants to submit more than one maximum hammer energy value to the MNR for the activity period.

4 piles were driven in total. The highest maximum hammer energy of 3000kJ was at one location, 2 piles had a maximum of 1300kJ and the final 1000kJ.

As shown in the diagram below; the organisation created 3 linked proposed activity forms to the original parent activity; AANs 2,3,4. The organisation then completed close-out reports for the linked activity forms and cancelled the original input AAN1 as all data was captured in the linked activity forms.

Proposed activity forms   **Close-out reports**

Parent Activity
AAN1
Polygon

→ AAN1 - Cancelled

AAN2
Linked activity
Copied polygon

AAN2
Max hammer energy: 3000kJ
Location point: 50.088, -5.759

AAN3
Linked activity
Copied polygon

AAN3
Max hammer energy: 1300kJ
Location point: 50.095, -5.748
Location point: 50.092, -5.728

AAN4
Linked activity
Copied polygon

AAN4
Max hammer energy:1000kJ
Location point: 50.08, -5.703

Regulators

12.   Regulator functions

Regulators are not able to submit noise events through the regulator interface. Regulators can only view submissions (proposed activity forms and close-out reports) of which they are the named regulatory body.

12.1.   View proposed activities

To view a proposed activity form:

- Go to the home page,
- select' view all proposed activities'

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

12.2.   View closed activities

To view a close out report or cancelled activity:

- Go to the home page,
- select 'view completed activities'

12.3.   Email Notifications

The MNR has the option to issue email notifications for the following:

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

Email notifications are sent to the email registered for the regulator. To request email notifications to be switched on or off contact JNCC by email mnr@jncc.gov.uk

12.4.   Editing regulator/user details

To edit **regulator detail's** contact JNCC by email to mnr@jncc.gov.uk

To edit **user details,** see guidance above: editing user details.