

European Environment Agency



# Reporting of establishment information under the Seveso Directive (eSPIRS)

Manual for Reporters – Extract

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Version 1

Cover design: EEA

Cover photo: Photo by Victor on [Unsplash](#)

Layout: EEA

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# 1 Introduction

This document is an extract of the overall user manual for establishment reporting. The extract focuses on the use of the EEA’s reporting platform. This extract is prepared for the purpose of supporting testing by country users during establishment reporting testing in summer 2025.

## 2 Reporting process: using EEA Reportnet

Reportnet 3 is the European Environment Agency’s digital infrastructure for data collection. This chapter explains how to use Reportnet 3 for the purpose of reporting information to the European Commission in accordance with Article 21 (3) of the Seveso Directive (Directive 2012/18/EU) and in line with the format defined in Commission Implementing Decision (EU) 2022/1979.

### 2.1 Overall flow

The overall reporting flow consists of several key steps: from reporting to submission and feedback. The flowchart below shows the key steps in the process, and each box contains a link to the relevant section of the chapter.

Testing round: Note that no technical feedback round will be conducted at this stage.

**Please note that in the current testing phase the prefill data consists of a synthetic dummy dataset generated for illustration purposes. The platform does not yet comply with the legal and technical requirements for handling sensitive information. Please, do not enter or upload any kind of sensitive data during the test.**

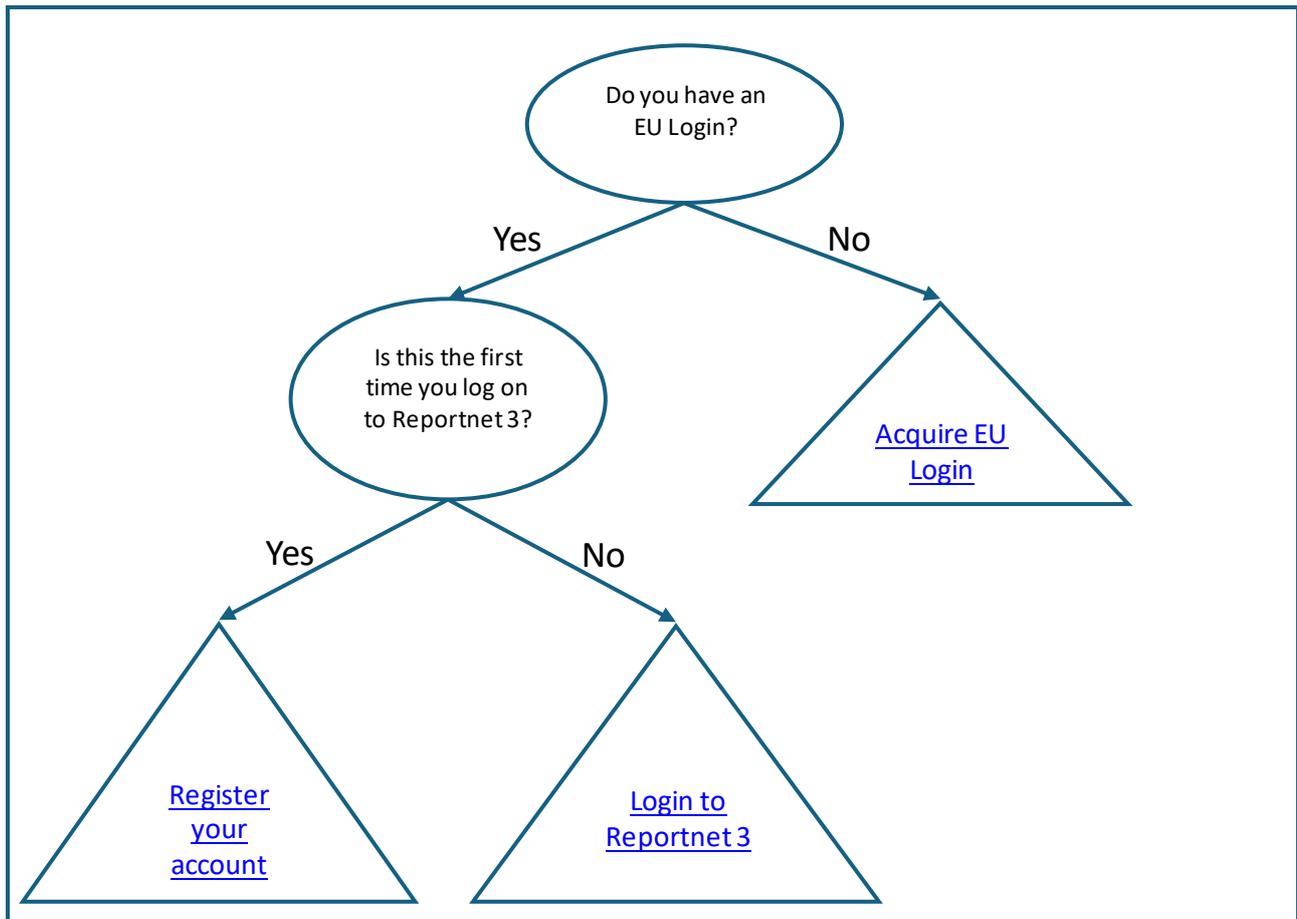
Member State Competent Authority (MS CA)	System	MS CA	EC
<a href="#">Login to the system</a> <a href="#">Report establishments using</a> <a href="#">Add or edit an individual establishment</a>	Automated quality checks	<a href="#">Review and submit data</a>	Technical feedback

### 2.2 User accounts and access permissions

To report accident information under the Seveso Directive will require:

- **Permissions to report the national delivery.** For reporting purposes, each competent authority nominates a **Lead reporter**. The permission to access the reporting platform will be granted to **the Lead reporter** by the EEA. The lead reporter may add additional colleagues to assist with reporting (see section 2.7 for details on the available roles)
- **EU Login** with a username and password (EU Login with Multifactor Authentication is used to access reporting on Reportnet 3).

Select one of the buttons in the chart below to go to the right section of the guidance on how to access Reportnet 3:



### 2.2.1 Acquire EU login

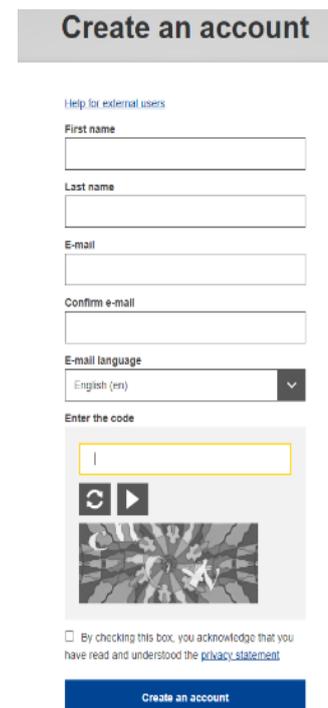
1. Navigate to Reportnet 3 <https://reportnet.europa.eu/> and click on "Login" button on the top right corner of the page
2. You will be redirected to authenticate using EU login

3. Click on the **Create an account** link on the EU Login sign-in page

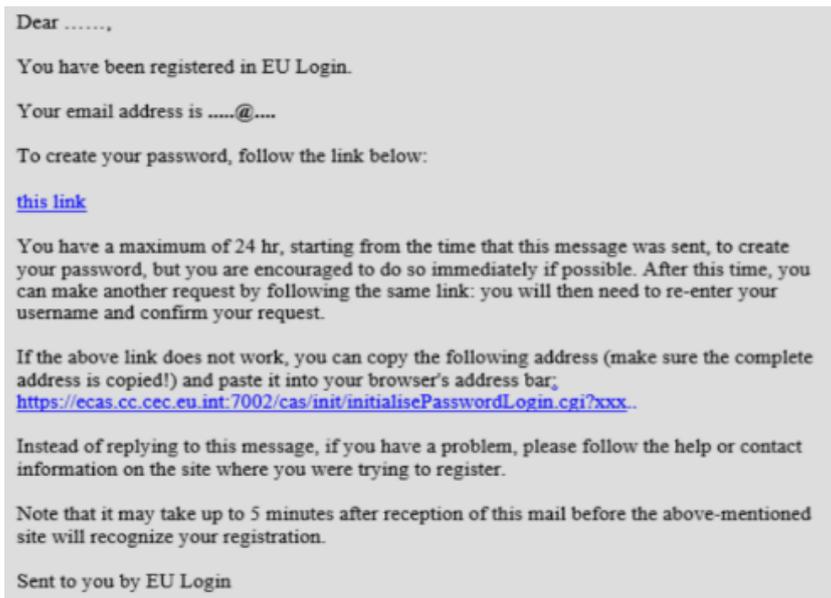


4. Fill in the provided form with your personal details

- **First name** – Your first name cannot be empty and can contain letters in any alphabet;
- **Last name** – Your last name cannot be empty and can contain letters in any alphabet;
- **E-mail** – An e-mail address that you have access to;
- **Confirm e-mail** – Type your e-mail address again to make sure it is correct;
- **E-mail language** – The language used when EU Login sends you e-mails regardless of the language used in the interface. It guarantees that you are able to understand these e-mails even if they were triggered mistakenly. EU Login only sends you e-mails for validating your identity or for notifying you about security events affecting your account;
- **Enter the code** – By entering the letter and numbers in the picture, you demonstrate that you are a human being who is legitimately creating an account. If the code is too difficult to read, click on the button with two arrows to generate a new one;
- Check the **privacy statement** by clicking on the link and tick the box to accept the conditions;
- Click on **Create an account** to proceed.



5. If the form is correctly filled in, an e-mail is sent to the address you provided to verify that you have access to it. If you cannot find the e-mail, check your spam, or junk folder.



6. **Click the link** in the e-mail or copy/paste it in the address bar of your browser.

You are invited to **select a password** and to **confirm it** to make sure you did not mistype it.

Your new password must contain at least 10 characters and a combination of:

- upper case letters,
- lower case letters,
- numbers and
- special characters.

The E-mail field is prefilled and cannot be changed. It should contain the e-mail address you provided previously.

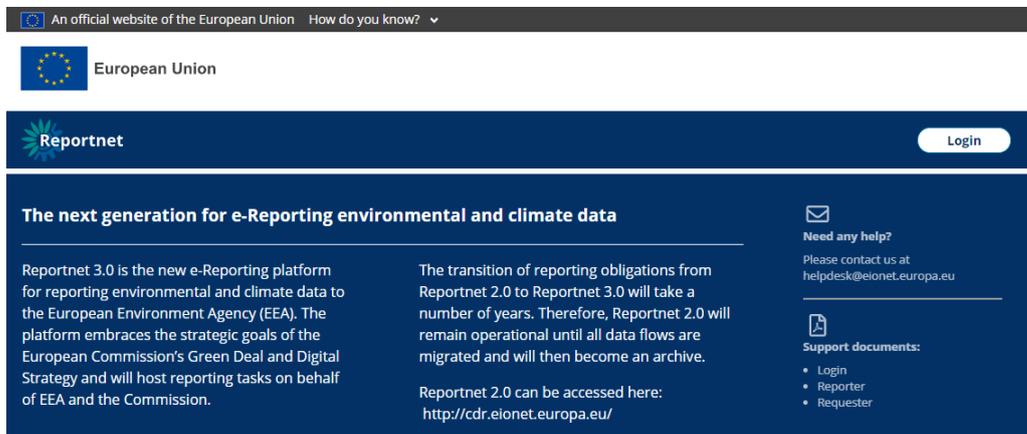
Type your password again in the "**Confirm new password**" and click on **Submit**.

7. You now have an EU Login account and can proceed with the login for Reportnet 3 following the process for first time login

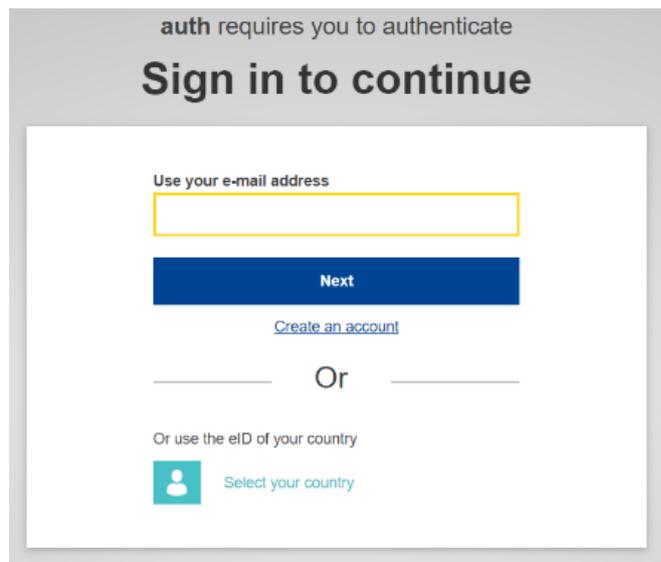
## 2.2.2 Register your account on Reportnet 3

If you **do not** have an EU login, follow the steps in the previous section. The following steps only need to be done one time.

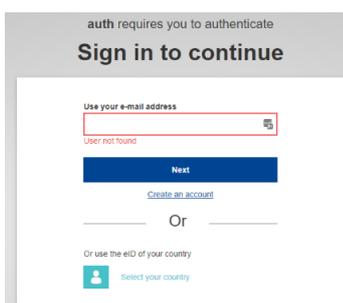
1. Navigate to Reportnet 3 <https://reportnet.europa.eu/> and click on **Login** button on the top right corner of the page:



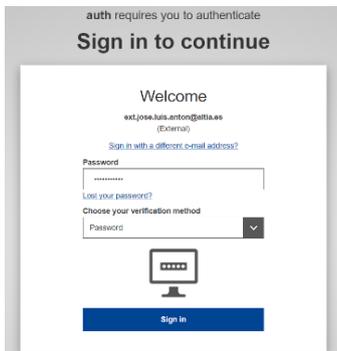
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



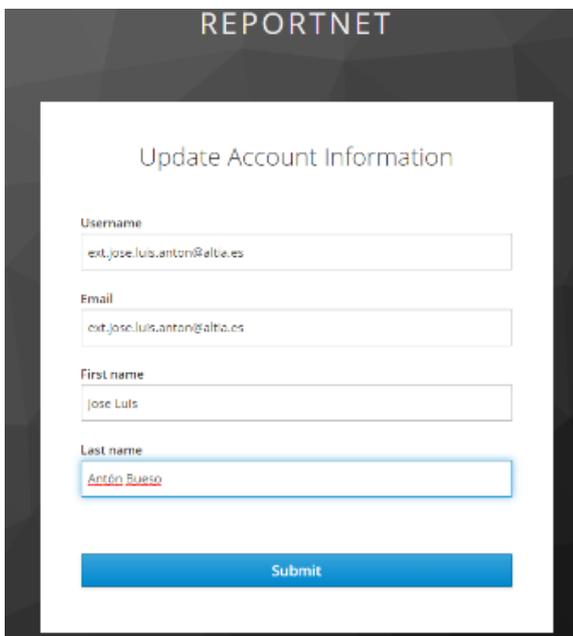
3. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account (see the previous section).



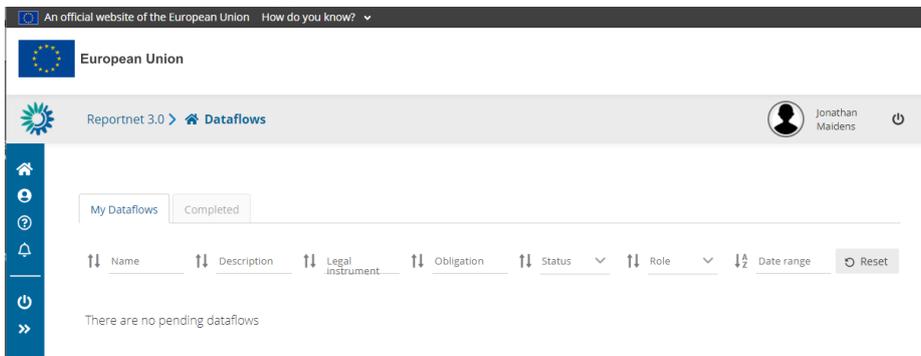
4. If you do have an EU login, you will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



5. In your first login to Reportnet 3, after you have been authenticated by EU login, you will be asked to fill a form. Username should be the same email address as your EU login. Fill the form and press **Submit**



6. You will now be logged in to the platform, but the dataflow list will be empty:



7. If you are the **Lead reporter**, the EEA will grant you permissions after your registration on the platform. Next time you login, you will be able to see access to the reporting you are responsible for.

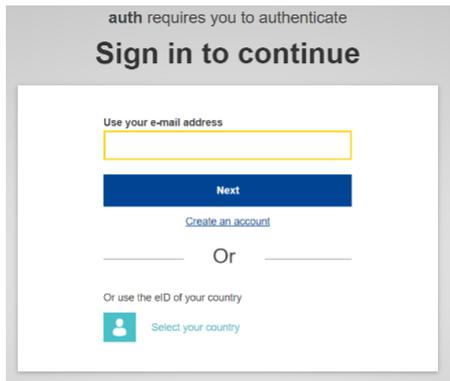
### 2.2.3 Log on to Reportnet 3

If you do not have an EU login, follow the steps in Section 2.2.1.

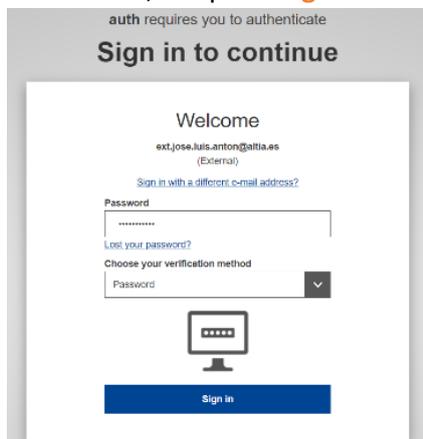
If this is the first time you access Reportnet 3, follow the steps in Section 2.2.2.

This section describes a regular login to Reportnet 3, after registration.

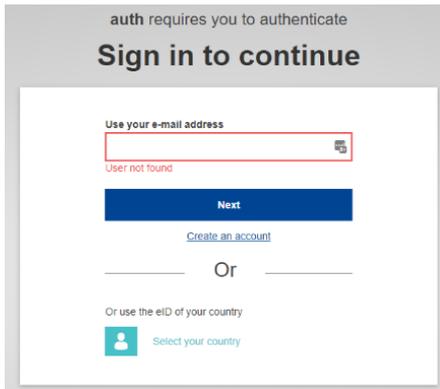
1. Navigate to Reportnet 3 <https://reportnet.europa.eu/> and click on **Login** button on the top right corner of the page.
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



3. You will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



4. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account and then follow the steps for the first time login.



5. With successful login you will be redirected back to Reportnet 3. You are now logged in and can see access to the reporting you are responsible for.

## 2.3 Reporting all establishments using import

### 2.3.1 Step 1: login to the EEA's Reportnet 3 platform

See section 2.2 for details, if you need guidance on how to do this.

### 2.3.2 Step 2: Access the reporting section for information on Seveso establishments

Once logged in to the platform you will see the reporting elements you are responsible for. It may be only the reporting on establishments or also the major accidents reporting. On the platform, each reporting item is denoted a "dataflow". Click on the establishments dataflow to enter the overview of reporting of establishments:

Name	Description	Legal instrument	Obligation	Obligation id
Role	Status	Pinned	Delivery date range	Creation date range
Marked Deleted				
NO				

Filtered: 31 | Total: 35 dataflows

Grid view

Role: LEAD REPORTER

Creation date: 2025-06-19  
Delivery date: 2025-07-23

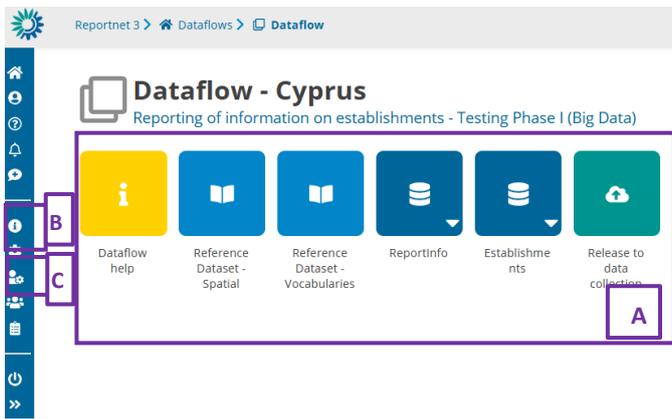
**Reporting of information on establishments - Testing Phase I (Big Data)**

Phase I Testing of the platform

Legal instrument: Seveso III Directive  
Obligation: Information on establishments

Dataflow status: OPEN

Once inside the dataflow, the overview page will be visible:



The dataflow overview page contains the following elements:

- **[A]** – The main part of the page are icons which lead to the components of the dataflow:
  - **Dataflow help** – in here you will find three tabs showing documents, links and technical overview of the reporting schema.
  - **Reference Dataset - Spatial** – contains the geometry of the country boundaries. This is a reference dataset used for quality checks
  - **Reference Dataset - Vocabularies** – contains all codelists currently used in the establishments reporting for quality checks.
  - **ReportInfo** is where the metadata (year and reporting entity) are entered and validated.
  - **Establishments** component is where the data for establishments are entered and validated.
  - **Release to data collection** is for submitting your reported data once you have uploaded and validated it (visible to **Lead reporter** only).
- **[B]** – **Properties**  displays the information regarding the dataflow, reporting obligation and legal instrument.
- **[C]** – **Manage reporters**  displays a dialog where a lead reporter can provide access to the dataflow for other reporters – see section 2.7 for details. Visible to lead reporter only.

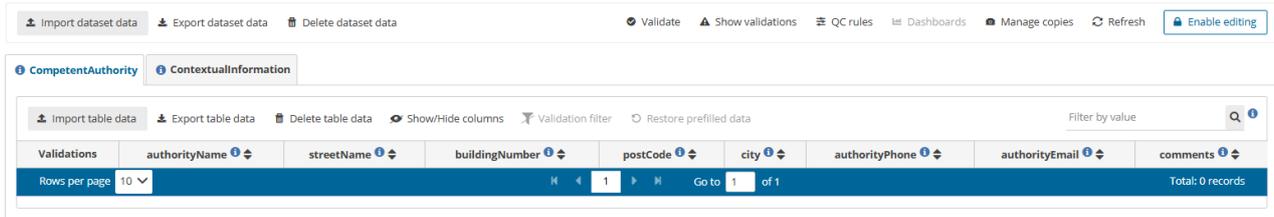
The Reference Dataset components, marked with a book icon , are not editable. The information there is for reference, you can enter the components and view the information as needed.

The reporting components are marked with the database symbol . You need to fill the information in both “Establishments” and “ReportInfo” areas, before submitting the report. You can do so in any order.

### 2.3.3 Step 3: Enter the metadata in “ReportInfo”

Testing phase information: Note that this component contains simple metadata that reporters need to import and check. The EEA is considering options for how to introduce this metadata into the database. In the future reporting, it may already be pre-filled or stored in another way.

Enter the reporting area for metadata by clicking the “ReportInfo” button. This will lead to the tabular view for the metadata required.

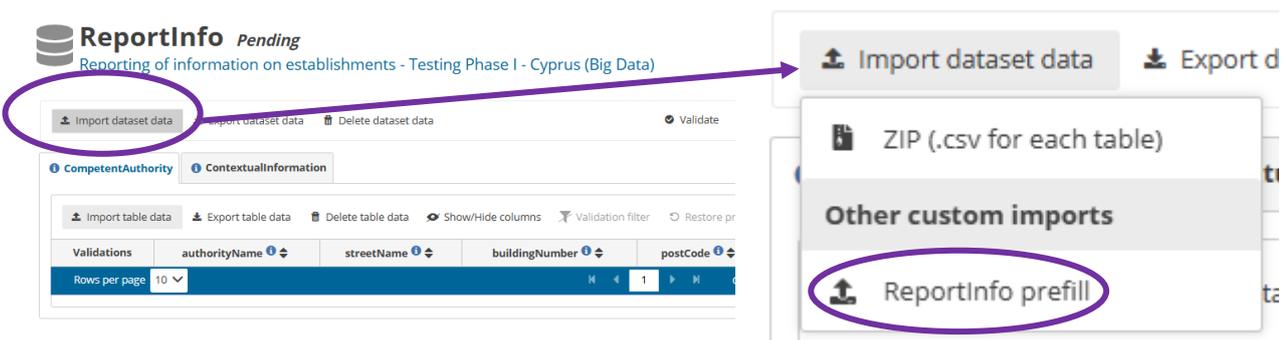


In this component, all information can be either reported from scratch or pre-filled with existing data and then adjusted if needed.

### Prefill

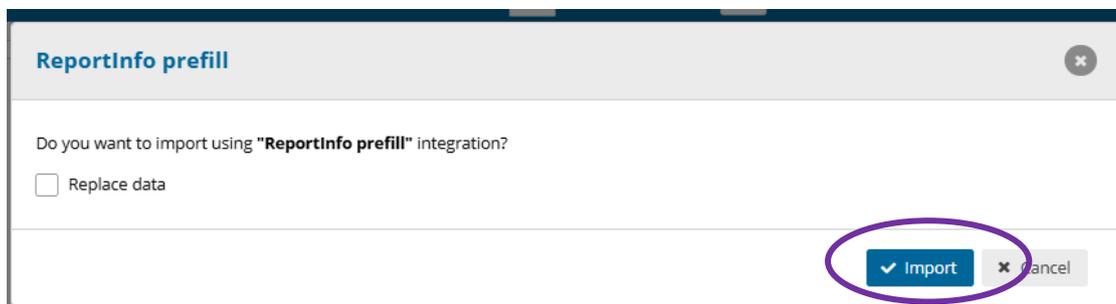
Currently the prefill functionality will only append data to the dataset tables. If the tables are not empty the, in order to avoid data duplication, users should first remove the existing content by clicking on the “Delete dataset data” button placed to the right of the import button. This issue will likely be solved soon. The manual will be updated accordingly.

To pre-fill with existing data, click on “import dataset data”. Two options will appear. Select “ReportInfo prefill”. **Please note that in the current testing phase the prefill data consists of a synthetic dummy dataset generated for illustration purposes.**



A dialogue box will appear.

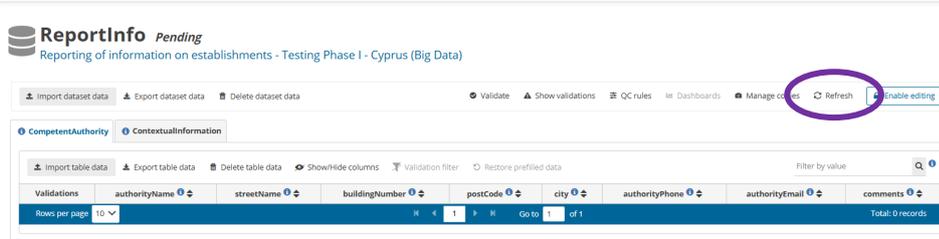
Click “Import”:



A brief pop-up will appear and the notifications button on the left  will light up with a new event , indicating initiation. You will be notified again when the process is finished, first when the data is fetched, and once more when the data is loaded to the tables. You can see the information on this three-step process if you click on the notifications button:

Loaded data completed at <a href="#">Cyprus</a>	<b>SUCCESS</b>	2025-06-23 13:49:32
External processes ended at <a href="#">Cyprus</a>	<b>SUCCESS</b>	2025-06-23 13:49:05
Importing data in <a href="#">Cyprus</a>	<b>INFO</b>	2025-06-23 13:48:26

When the data is loaded, the “Refresh” button will be highlighted. Press on the “Refresh” button for data to be displayed on the screen.



Before loading:



After loading:

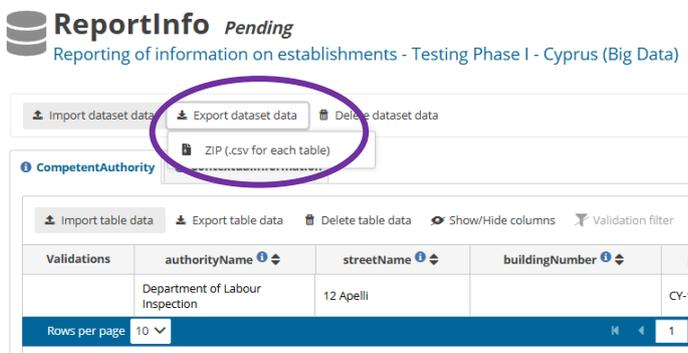


After refreshing, the data in the CompetentAuthority and ContextualInformation tables will be presented.

- **CompetentAuthority:** This table contains the name and contact details of the Competent Authority in charge of reporting the data according to the Seveso Directive.
- **ContextualInformation:** This is the basic metadata for the reporting. reportingYear is the current year and countryCode is the two-digit code of the reporting country.

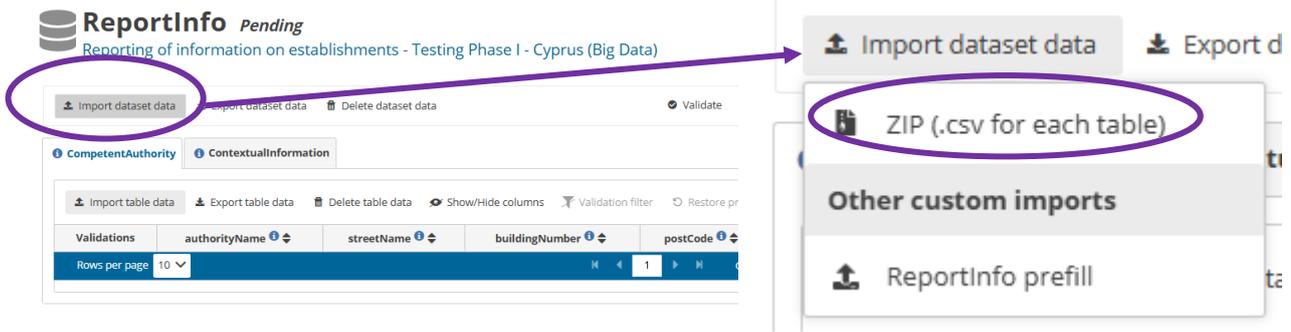
### Update or report without prefilling

To enter without prefilling or to edit the pre-filled data, it is necessary to have the .csv files containing the correct columns. It can be generated by using the “Export dataset data” button and selecting “ZIP (.csv for each table)”:

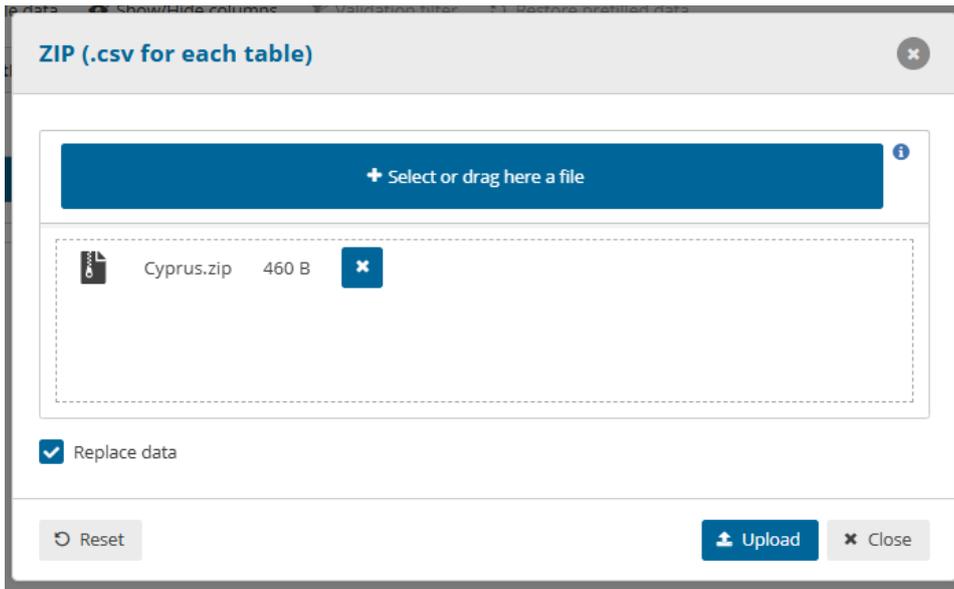


Relevant .csv file can be edited as needed (without changing its structure, tab, column names, file names).

To update the dataset with the new data, click on “import dataset data”. Two options will appear. Select “ZIP (.csv for each table)”.

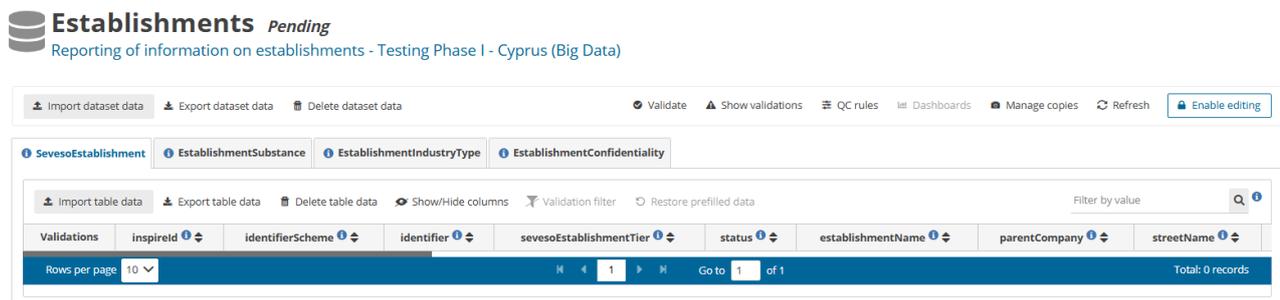


A dialogue box will appear. Add the ZIP file, make sure you tick “Replace data” and click “Upload”:



### 2.3.4 Step 4: Enter the establishments data in “Establishments”

Enter the reporting area for establishment information by clicking the “Establishments” button. This will lead to the tabular view for the establishment data required.

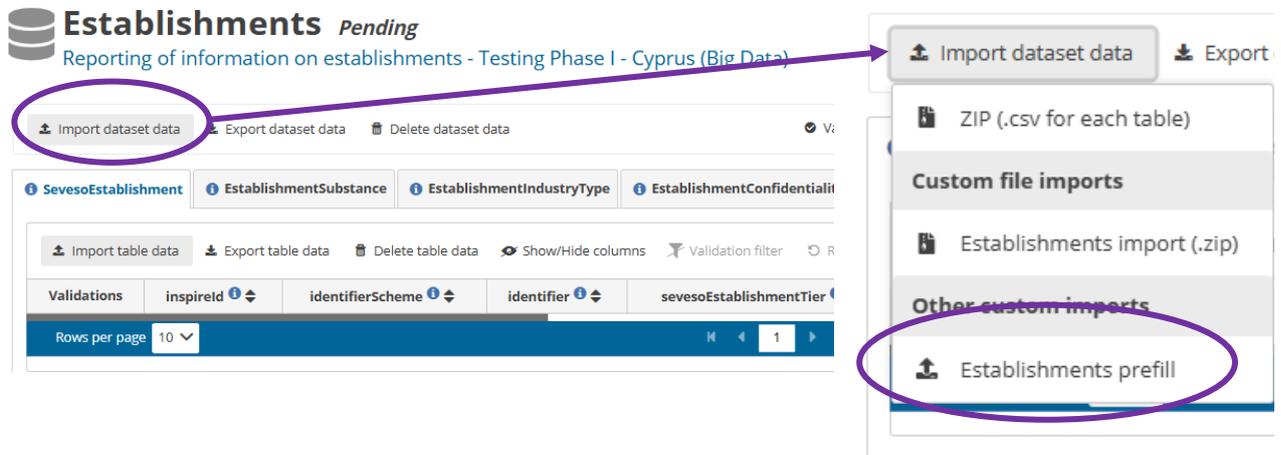


In this component, all information can be either reported from scratch or pre-filled with existing data and then adjusted if needed.

#### Prefill

Currently the prefill functionality will only append data to the dataset tables. If the tables are not empty, in order to avoid data duplication, users should first remove the existing content by clicking on the “Delete dataset data” button placed to the right of the import button. This issue will likely be solved soon. The manual will be updated accordingly.

To pre-fill with existing data, click on “import dataset data”. Two options will appear. Select “Establishment prefill”.



A dialogue box will appear.

Click “Import”:



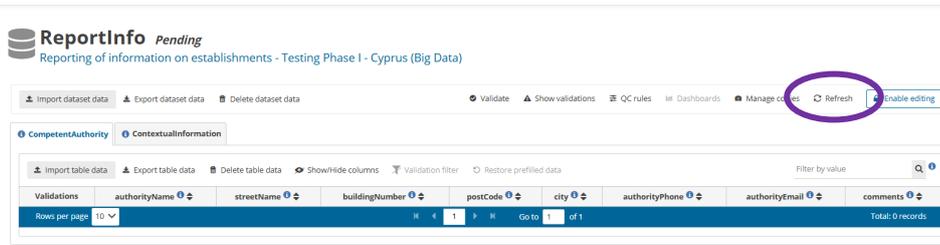
A brief pop-up will appear and the notifications button on the left  will light up with a new event , indicating initiation. You will be notified again when the process is finished, first when the data is fetched, and once more when the data is loaded to the tables. You can see the information on this three-step process if you click on the notifications button:

Message	Level	Date
Loaded data completed at <a href="#">Cyprus</a>	SUCCESS	2025-06-23 17:33:24
External processes ended at <a href="#">Cyprus</a>	SUCCESS	2025-06-23 17:32:43
Importing data in <a href="#">Cyprus</a>	INFO	2025-06-23 17:32:33

When the data is loaded, the “Refresh” button will be highlighted. Press on the “Refresh” button for data to be displayed on the screen.

Before loading:





After loading:

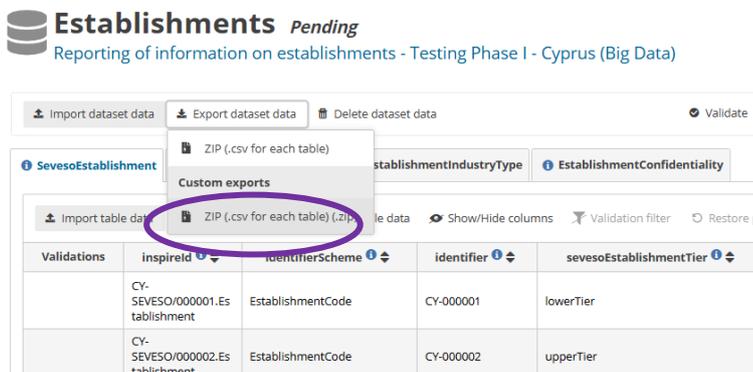


After refreshing, the data in all tables will be presented, corresponding to the latest reported data in the eSPIRS database **Please note that in the current testing phase the prefill data consists of a synthetic dummy dataset generated for illustration purposes.**

You can choose to confirm the data as is, edit it, or replace everything with a new dataset. To update the dataset, follow the instructions in the next section.

### Update or report without prefilling

To enter without prefilling or to edit the pre-filled data, it is necessary to have the .csv files containing the correct columns. It can be generated by using the “Export dataset data” button and selecting “Custom exports” -> “ZIP (.csv for each table)”:



**IMPORTANT:** select the option under “Custom exports” to generate the correct .csv files.

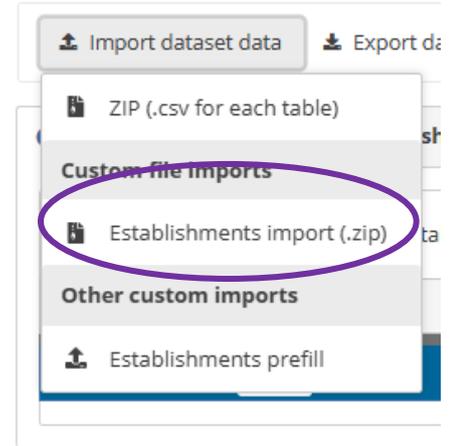
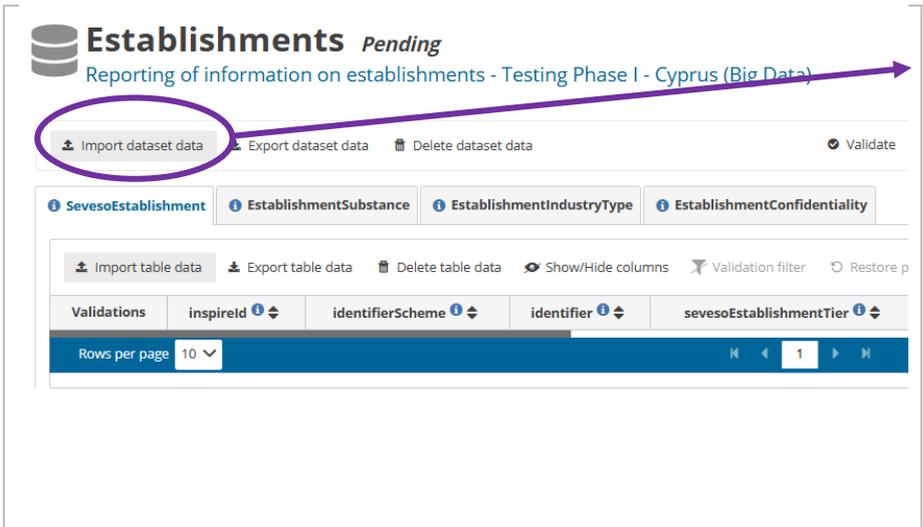
The export may take a few minutes. You can locate the generated file by clicking “notifications”, “Action” column:

Message	Level	Date	Action
External reporting export file generated successfully	SUCCESS	2025-06-23 17:53:07	<a href="#">Download file</a>

Downloaded .csv files can be edited as needed (without changing their structure, tab, column names, file names).

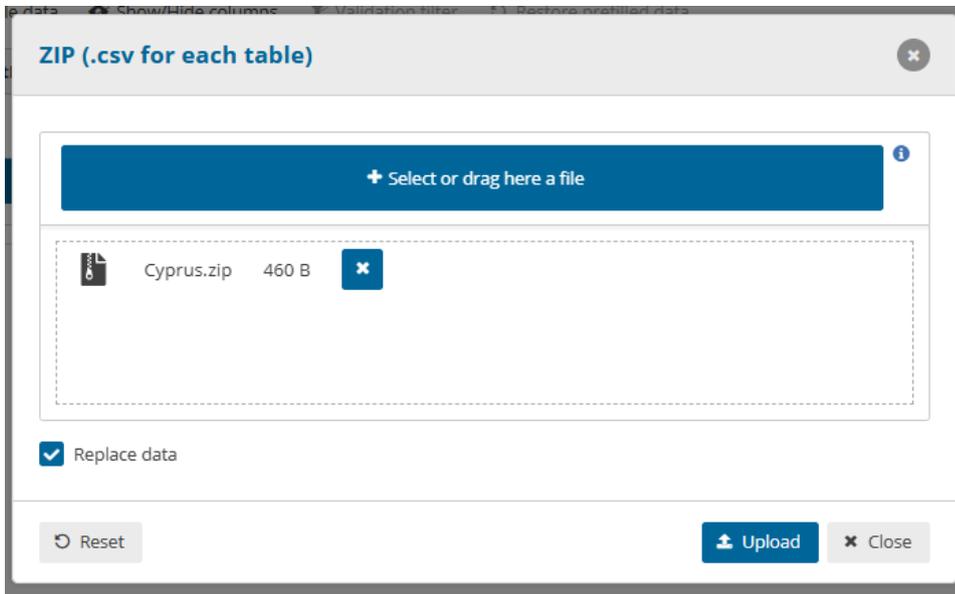
To update the dataset with the new data, click on “import dataset data”. Three options will appear. Select “Establishments import (.zip)”, under “Custom file imports”.

**Please note that during the testing phase the platform does not yet comply with the legal and technical requirements for handling sensitive information. Please, do not enter or upload any kind of sensitive data.**



**IMPORTANT:** select the option under “Custom file imports” to generate the correct tables.

A dialogue box will appear. Add the ZIP file and click “Upload”:



“Replace data” checkbox:

- Full dataset: If you have edited the .csv files and are uploading the entire dataset of establishments at once, the “Replace data” checkbox should be checked.
- Deleting establishments: remove the establishments from the .csv files, if they are present, or upload the .csv without the deleted establishments. The full dataset of existing and new establishments (without the deleted establishments) should be uploaded, and the “Replace data” checkbox should be checked.
- Appending the dataset: if only new establishments need to be added, .csv files with only the new establishment data can be imported. In this case, the “Replace data” checkbox should be left unchecked, and the new data will be added as new records to the dataset.
- Editing individual establishments: see section 2.4

## 2.4 Reporting or editing an individual establishment using webform

It is currently possible to edit an individual entry in the table of establishments. However, a data entry webform will be available for this in the future. The information on how to use it will be available in the future edition of this guidebook.

## 2.5 Submission

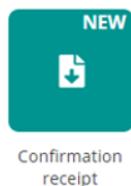
Once the establishment information and reporting metadata has been filled in, it can be submitted. To do this, go to the dataflow overview:



Click on the button **Release to data collection**.

Several automated quality checks are embedded in the system. The form will be checked automatically when a submission is attempted. The process for running and reviewing automated quality checks is described in a separate note.

If everything is correct, a notification will appear saying the data has been 'released successfully'. You will also see a new icon from which you can download a **Confirmation receipt**. If you change the data and resubmit a new version, then a new confirmation receipt is available for download.



If errors have been detected, the submission will fail, and a notification will appear informing that the quality checks have not been passed.

## 2.6 Technical feedback and resubmission

Will be available in the future edition of this guidebook.

## 2.7 Adding supporting reporters for your country

Lead Reporters nominated by the Member State can add additional colleagues to support the reporting process if required. There are two different access levels that can be granted by a lead reporter to the supporting reporters:

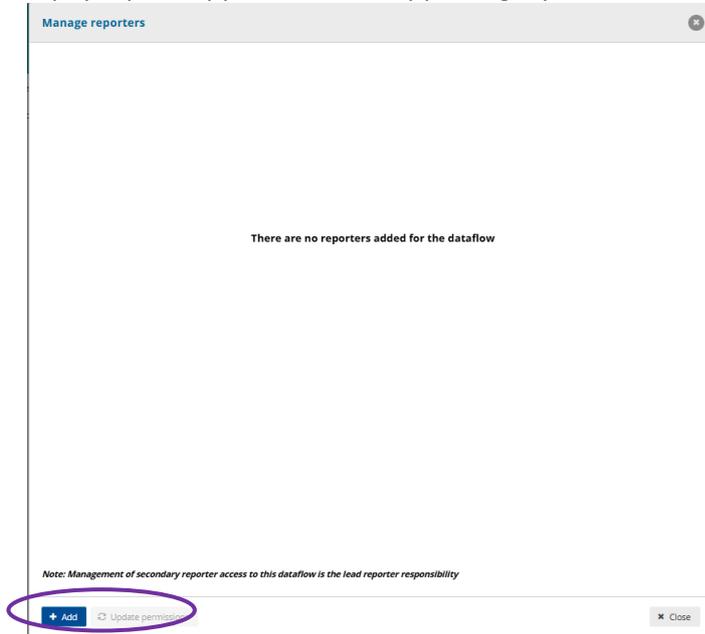
- "Reporter Write": This permission level allows editing data and running data validations (quality checks).
- "Reporter Read": This permission level allows only viewing the information.

Supporting reporters will also need to register on Reportnet 3. See Section 2.2.2. Steps to add supporting reporters are as follows:

1. Enter the reporting that you would like to add supporting reporters for.
2. Click on the **double arrow** at bottom of the left panel to expand the menu, and click on the button **'Manage reporters'**



3. A pop-up will appear. To add supporting reporters, click on the “Add” button at the bottom.



4. In the next window, add the reporter accounts using their email addresses. Under “Permissions”, select an access level of ‘reporter read’ (can only see the data) or ‘reporter write’ (can edit).

Once an email address is entered, “Save” button will be enabled, and the information can be saved. In the overview, the newly added reporter can now be seen. You can add more reporters by using the “Add” button.

The emails must have an associated EU Login and have been registered on Reportnet 3. The overview will show if that is the case:

- a. If the email is registered, there will be an icon with a tick (✓) next to the email address.
- b. If the system cannot find the email as a registered user, then an icon with a cross (✗) will be shown next to the email address. If not found, then the reporter has not registered on the platform (see section 2.2.2).

Reporters

Role

Reset

Reporter email	Role	Actions
za@eea.europa.eu	REPORTER READ	 
:uropa.eu	REPORTER READ	 

10    1   Go to 1 of 1 Total: 2 records

- Once you have added all your reporters click 'Close'