European Environment Agency

Reporting of major accident information under the Seveso Directive (eMARS)

Manual for Reporters – Extract

Version 1

Cover design: EEA

Cover photo: Photo by Victor on Unsplash

Layout: EEA

Contents

1 Introduction

This document is an extract of the overall user manual for major accidents 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 Phase I of major accidents reporting testing in March 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 18 (1) of the Seveso Directive (Directive 2012/18/EU) and in line with the format defined in Commission Decision 2009/10/EC.

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.

Phase I testing: Note that only the parts that are ready during this phase of testing are enabled.

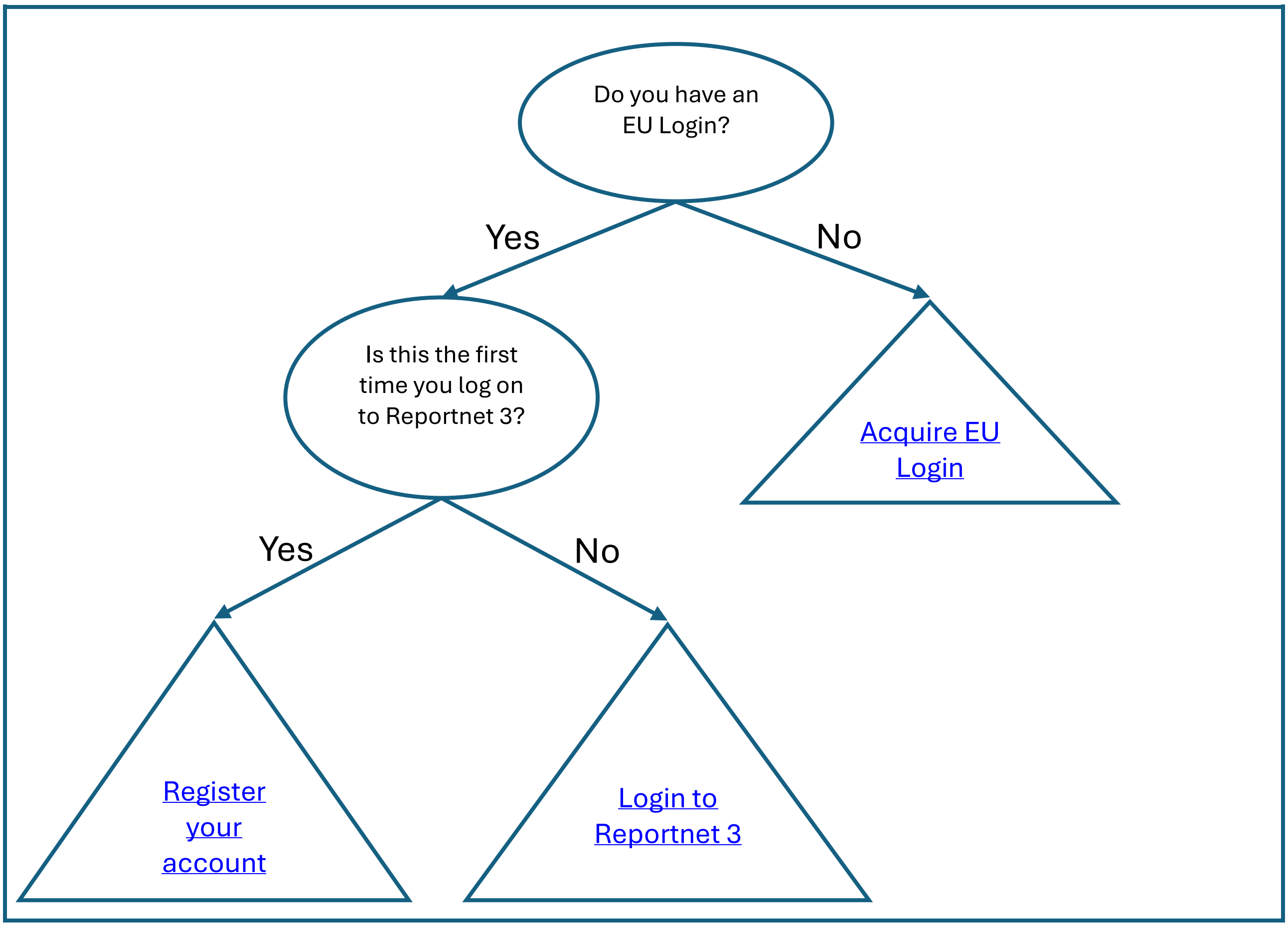
Member State Competent Authority (MS CA)	**System**	**MS CA**	**EC**
Login to the system Create a new accident report Edit an existing accident report	Automated quality checks	Review and submit data	Technical feedback

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).

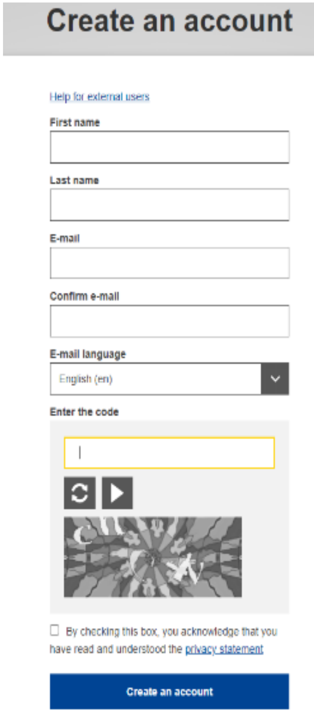
Select one of the buttons in the chart below to go to the right section of the guidance on how to access Reportnet 3:



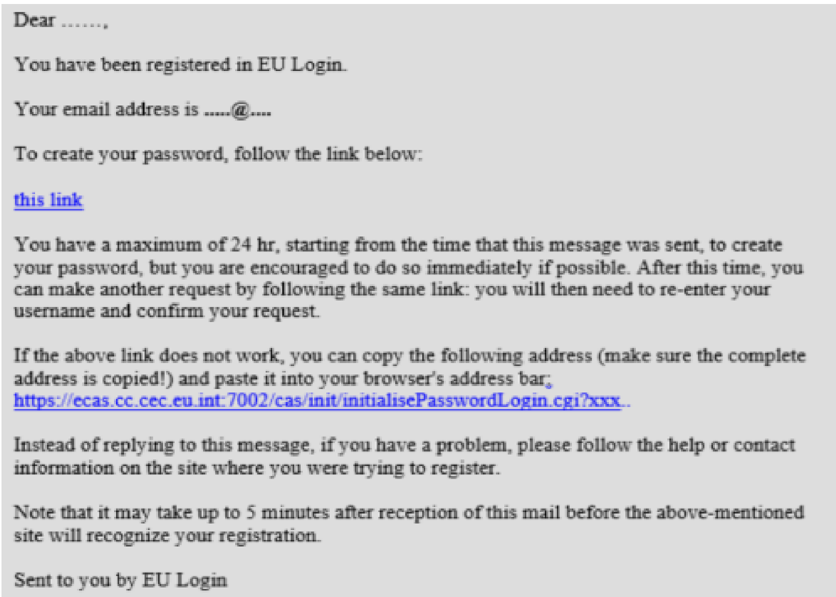
2.2.1 Acquire EU login

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.



Dear ……,

You have been registered in EU Login.

Your email address is .....@....

To create your password, follow the link below:

this link

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
https://ecas.cc.cec.eu.int:7002/cas/init/initialisePasswordLogin.cgi?xxx..

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

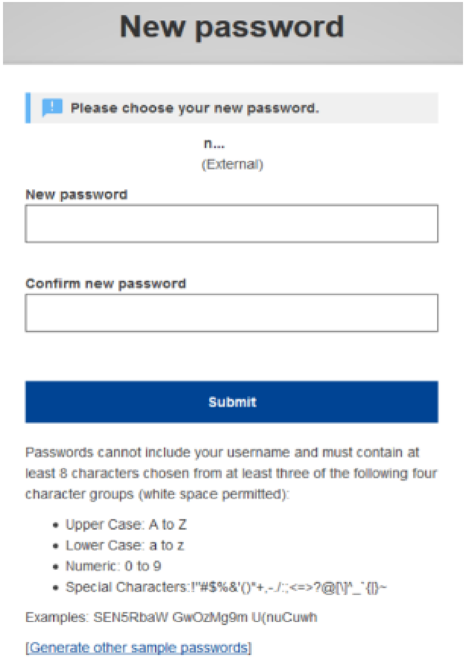
6. **Click the link** in the e-mail or copy/paste it in the address bar of your browser.

   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.



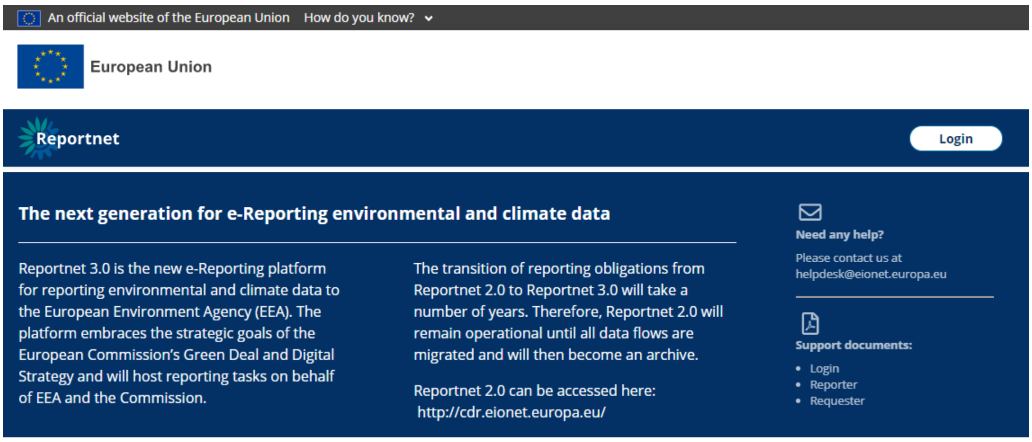
   Type your password again in the **"Confirm new password"** and click on **Submit**.

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

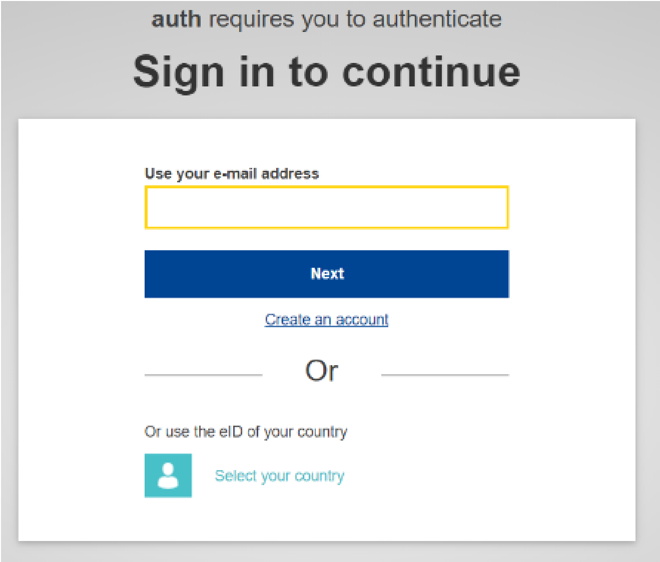
2.2.2 Register your account on Reportnet 3

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.

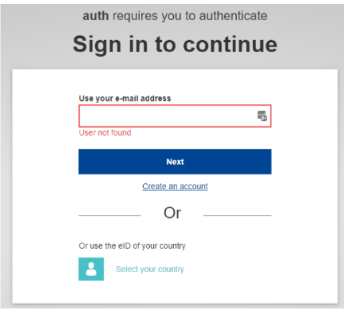
1. Navigate to Reportnet 3 https://reportnet.europa.eu/ and click on **Login** button on the top right corner of the page:



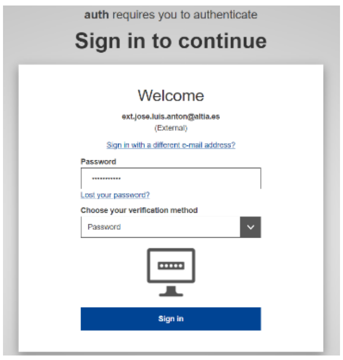
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



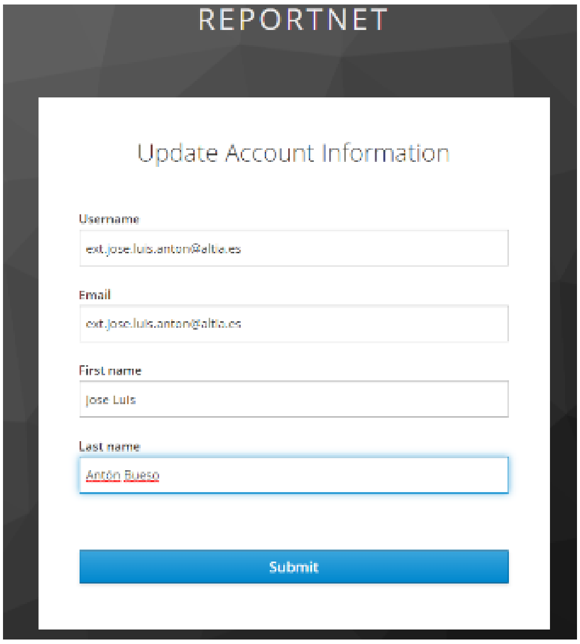
3. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account (see the previous section).



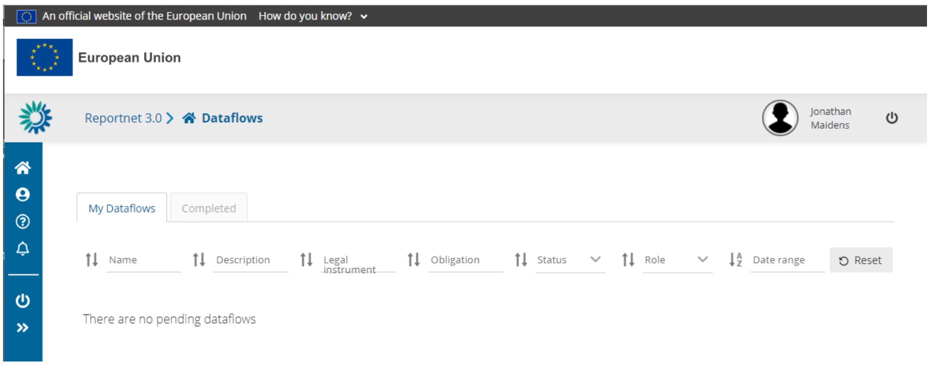
4. If you do have an EU login, you will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**



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

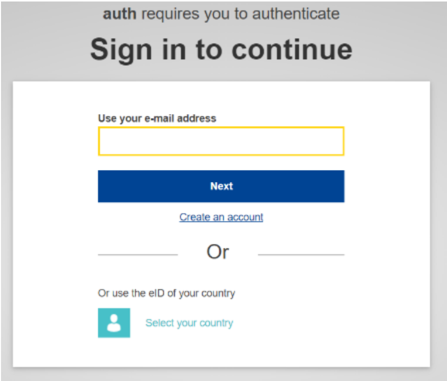
If you do not have an EU login, follow the steps in Section 2.2.1.

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

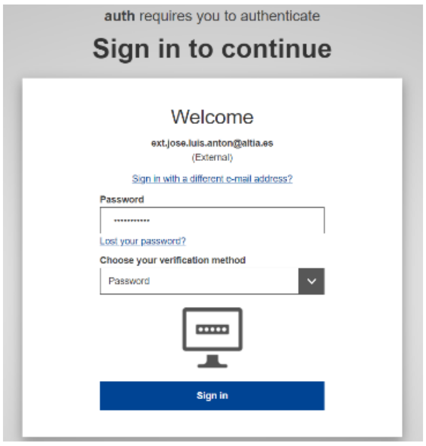
This section describes a regular login to Reportnet 3, after registration.

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

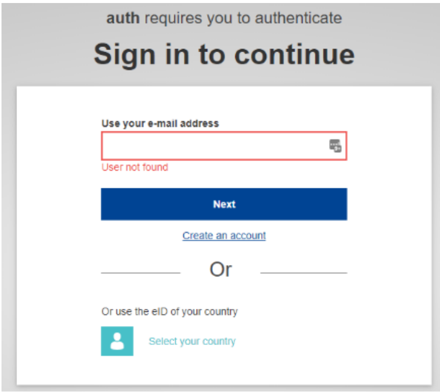
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.



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.

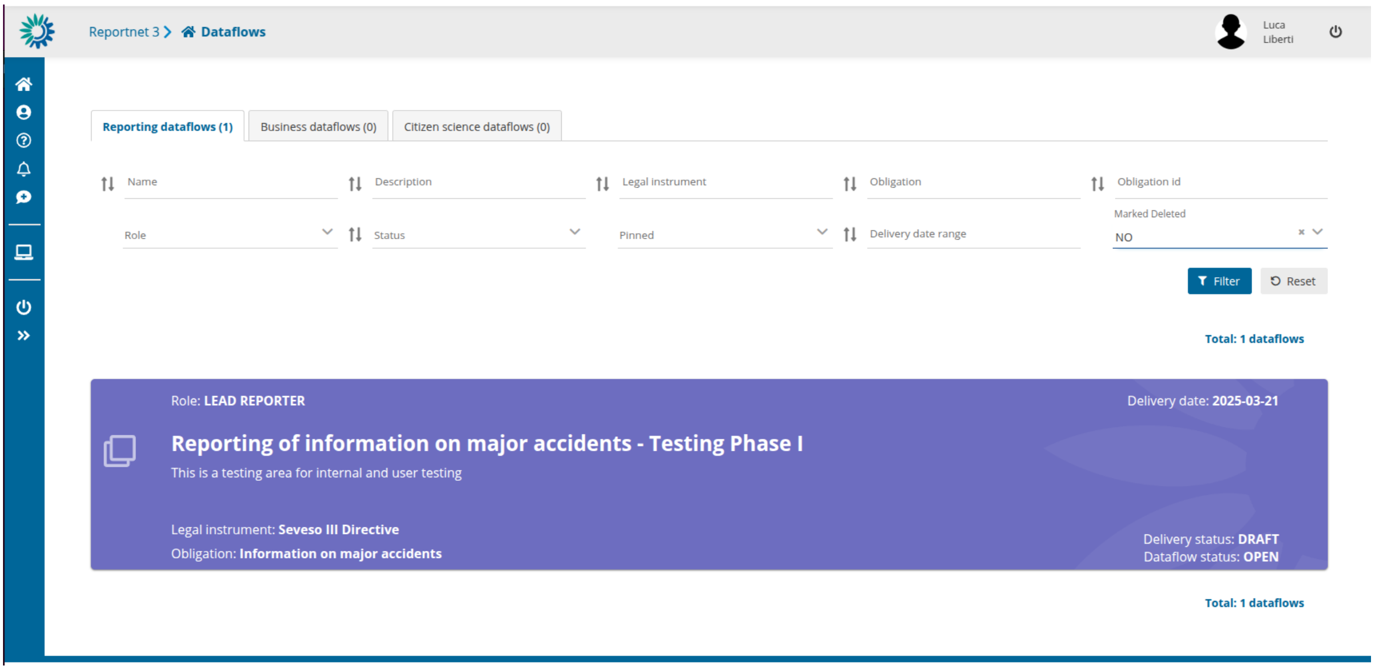
2.3 Preparing a new accident report

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

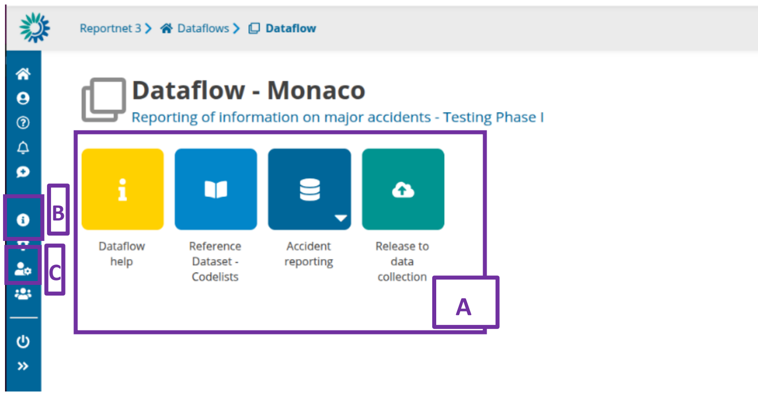
See section 2.2 for details, if you need guidance on how to do this.

Step 2: Access the reporting section for major accident information

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



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 - Codelists** – contains all codelists currently used in the form
  - **Accident reporting** is where the data is 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).

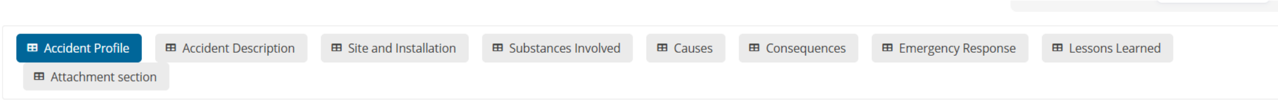
- **[B]** – **Properties** displays the information regarding the dataflow, reporting obligation and legal instrument.

[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.

Enter the reporting area by clicking the “Accident reporting” button. This will lead to the form to be filled in.

<u>Step 3: Fill in the information following the tab structure provided</u>

At the top of the form you can see the relevant tabs, each corresponding to a section in the Commission Decision that establishes the format for major accident reporting:



You can fill these in any order. The data saves automatically as soon as you enter it. The mandatory fields are marked with an asterisk *.

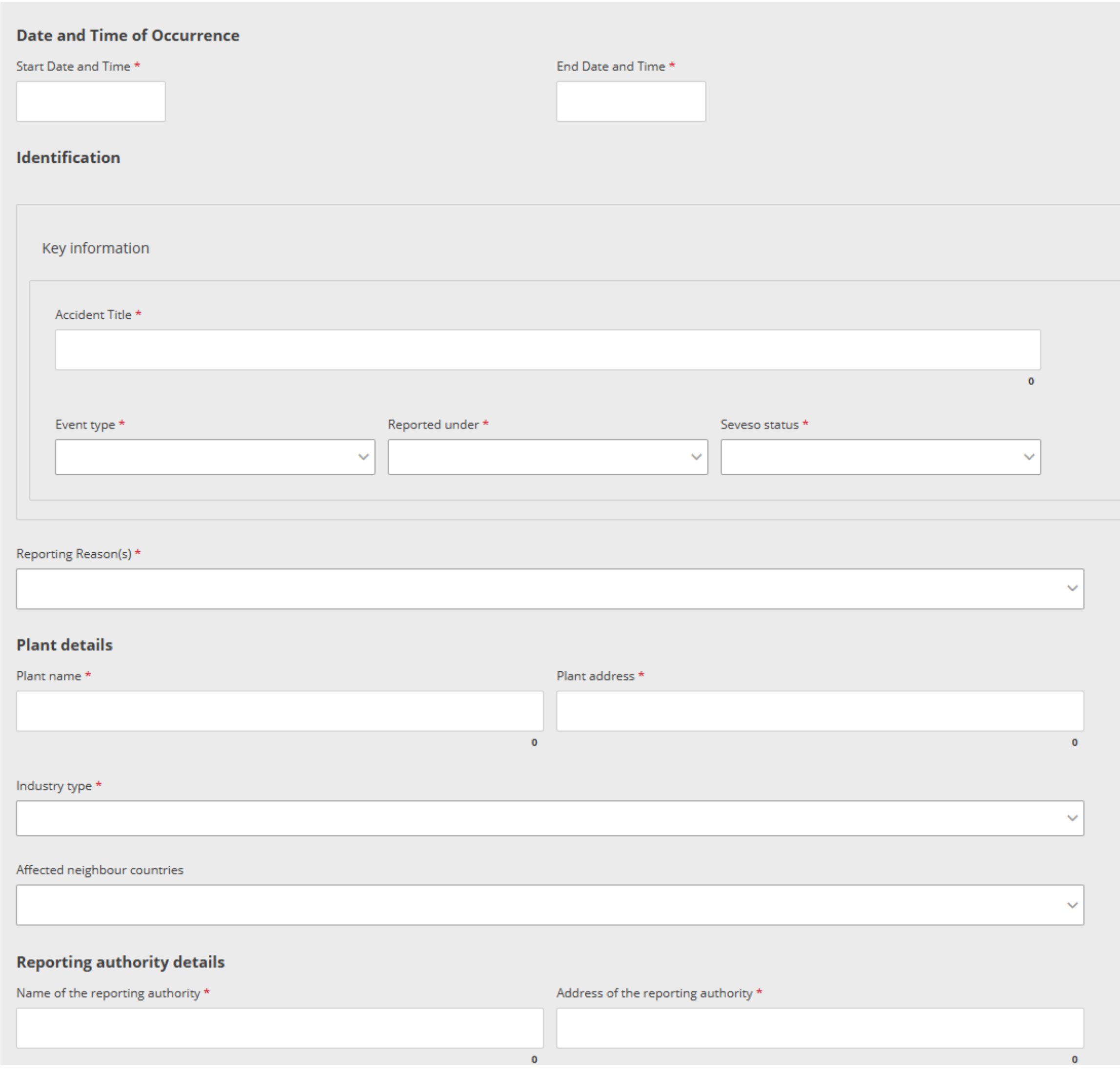
The data entered via this web-based form is saved into tables. You can see those if interested, but it is not required to interact with them.

In the following sections, each Tab is introduced and explained. At the end of each section, there is a small box that indicates information relevant to the testing Phase, including where changes are considered or planned and known issues.

Accident profile:

The accident profile includes the information on the type of accident, the reasons for reporting it, the data about the establishment where the accident occurred, and the reporting authority.

When the “Accident profile” tab is opened, the following view is displayed:



Enter the relevant information in the free-text areas provided or using drop-down menus. Most information is mandatory in this tab, as it aims to collect basic information about the accident.

The data entered is saved automatically, so when you are ready, you can move to the next tab.

<u>Testing phase information:</u>

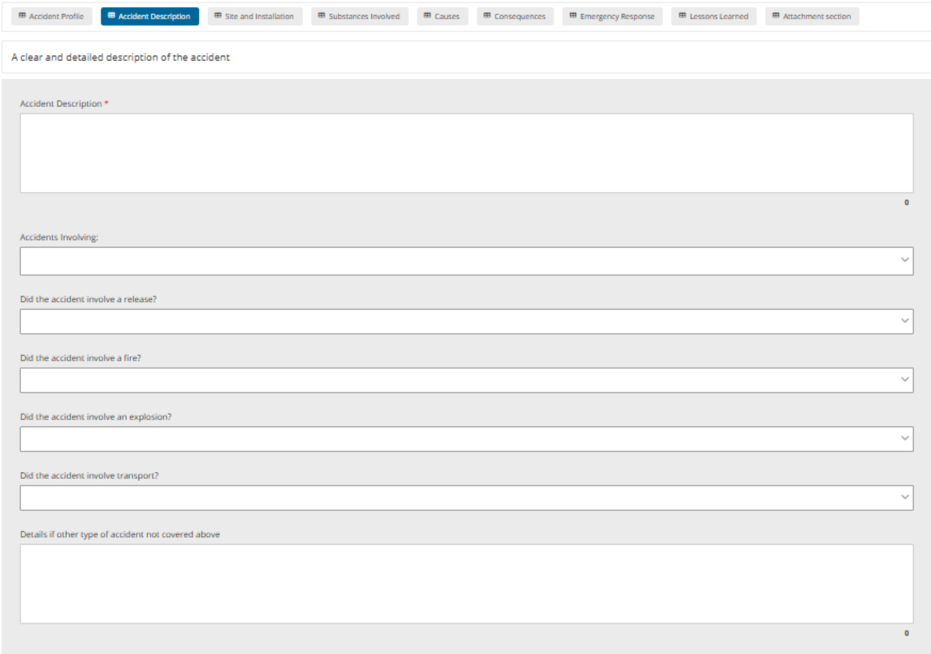
1) note that accident profile does not include the section on contact information of the reporting contact, only the reporting authority name and address. The information on the reporter is available from the system, in the list of reporters.

2) the “Reported under” field only contains the relevant Directive number, and not “OECD”, “UNECE” elements (as membership of these organisations is known). This approach still needs to be confirmed or tailored.

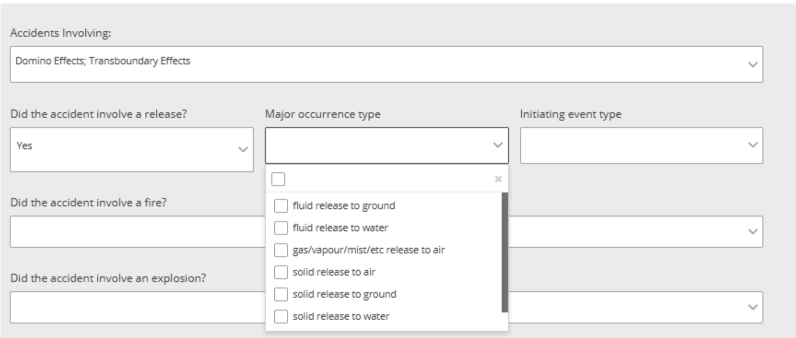
3) Start Date and Time and End Date and Time do not currently include time. A solution is being developed.

Accident description:

When tab "accident description" is selected, the main page once open will look as follows:



The "Accident Description" field is mandatory. Underneath the textual description there are four drop-down menus, used to indicate the types of events that occurred during the accident (fire, release, explosion, transport). For each type of event, the drop-down boxes require a yes/no selection. If "yes" is selected for one of the items, a new section will appear where details can be provided:



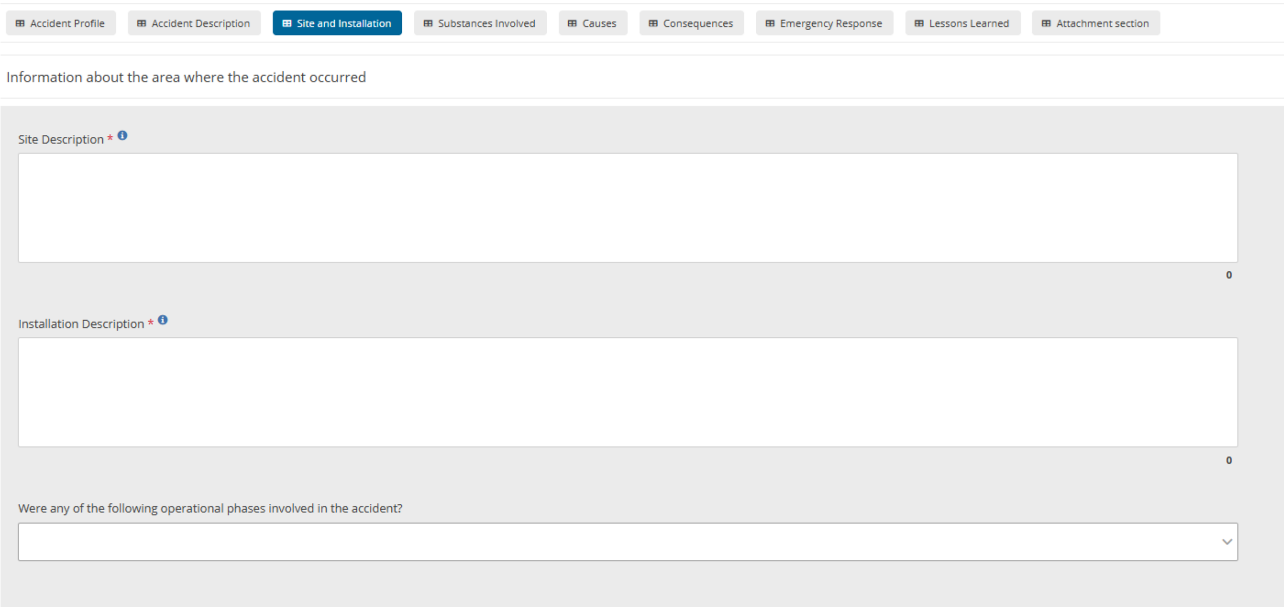
The data entered is saved automatically, so when you are ready, you can move to the next tab.

<u>Testing phase information:</u> 1) Note that the current form implements the Commission Decision as is. The item raised during the eMARS webinar regarding terminology regarding "major occurrence" and "initiating event" has not been addressed in this version.

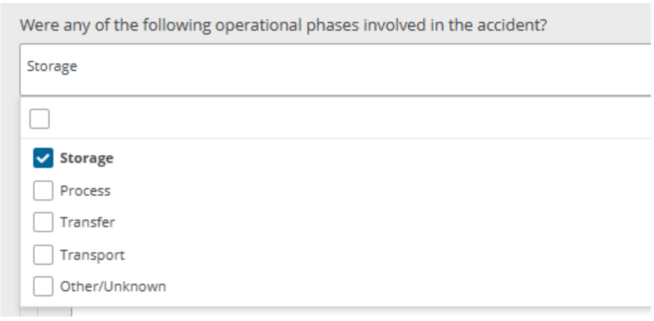
2) note: if you enter "yes", for example, in "did the accident involve a fire", and fill in the additional fields, then subsequently select "no", the additional fields will disappear, but the additional information will still be saved. A solution is being looked into.

Site and installation:

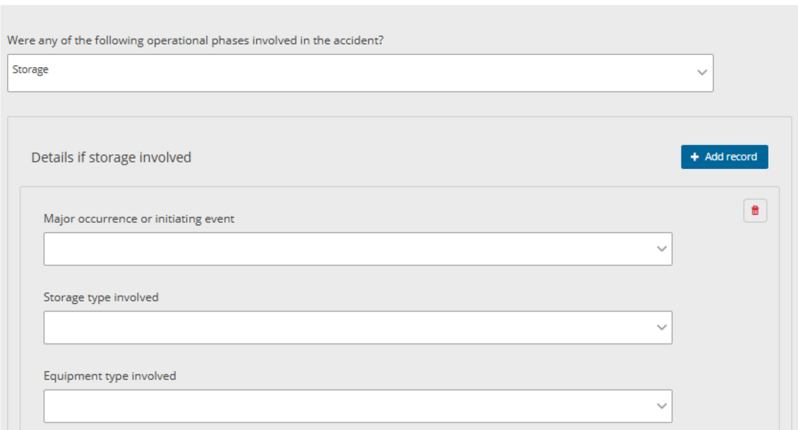
When “site and installation” tab is selected, the main page will look as follows:



The description fields are mandatory. Below the description fields, there is a drop-down box, which allows selecting one or more of the following: storage, process, transfer, transport, other/unknown.



Once a stage or stages are selected, a new area below becomes visible, to enter information for that item, e.g. type of storage involved, type of equipment involved:



Here, each type of storage and associated equipment involved in the accident should be entered, also indicating whether it was during an initiating event or as a major occurrence. If more than one element is needed, use “Add record”, which will generate another set of drop-down boxes.

The same should be repeated for all relevant operational phases.

The data entered is saved automatically, so when you are ready, you can move to the next tab.

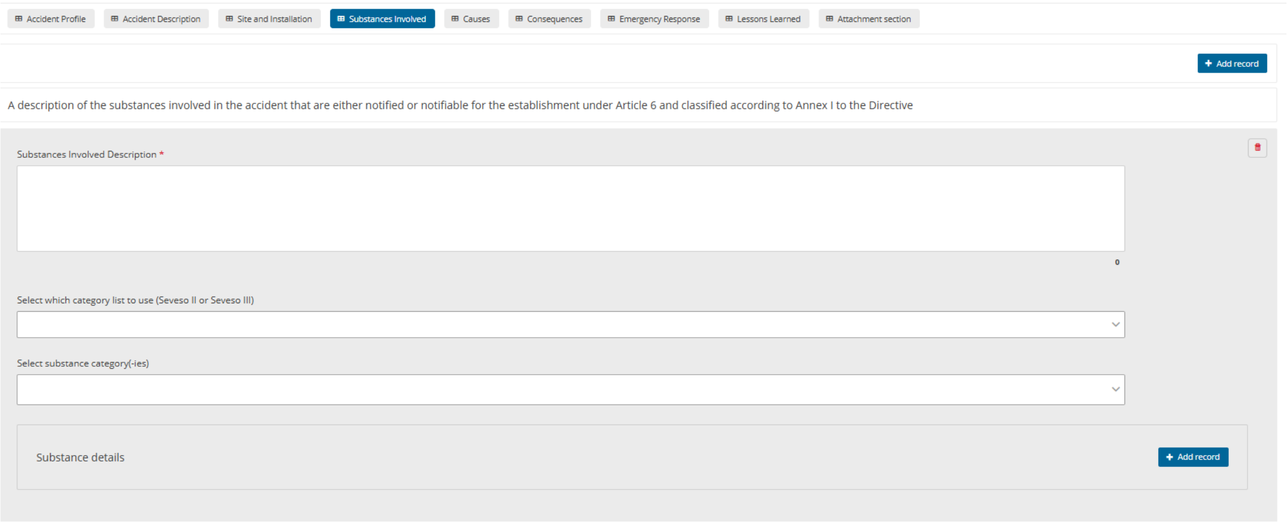
<u>Testing phase information:</u> 1) We are working on implementing a more compact version of the form, where the fields in the "detail" sections would be formed in several columns.

2) note that the "equipment" section has been trimmed down to only the entries provided in the Commission Decision (current system combines all equipment types for all the operational phases)

3) similar as for "accident description", note that the current form implements the Commission Decision as is. The discussion on terminology regarding major occurrence and initiating event has not been addressed in this version.

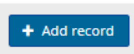
Substances involved:

When "substances" tab is selected, the main page will look as follows:

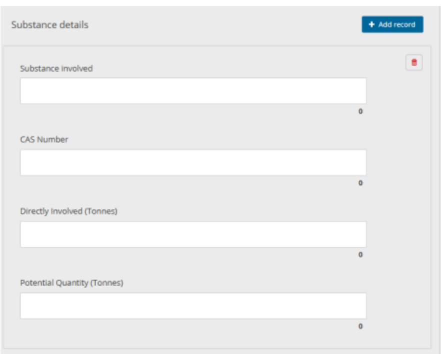


The description is mandatory. The substance categories can be added using the two drop-down boxes: the first one to indicate which substance list to use (from Seveso II or Seveso III), the second one to indicate the categories from the relevant Annex.

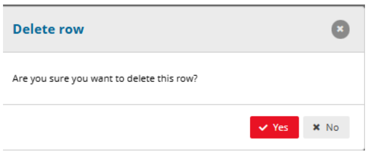
Finally, the "Substance details" section at the bottom is intended for the details on each substance involved: name, CAS number, and quantities directly and potentially involved.

To add a substance, click the "add record" button: 

. New input fields will appear:



If you need to add more substances, click “Add record” again. To delete a substance box, click on the bin icon: . You will be prompted to confirm deletion:

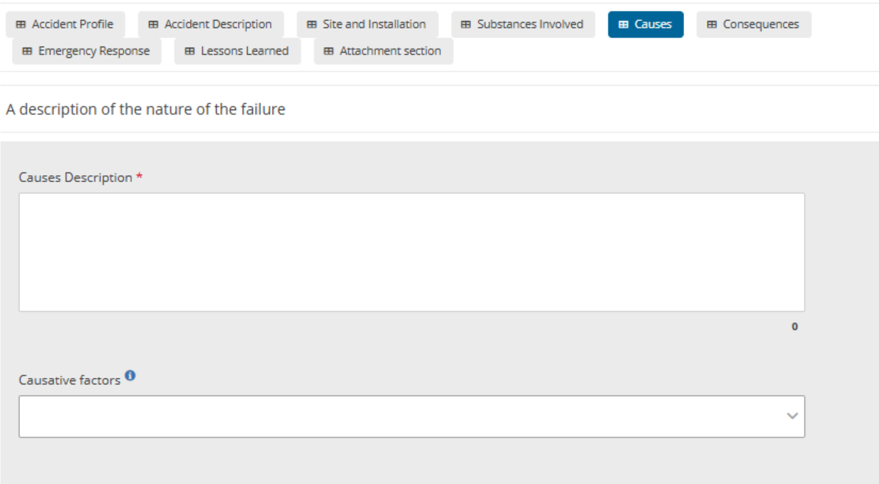


The data entered is saved automatically, so when you are ready, you can move to the next tab.

<u>Testing phase information:</u> The current implementation for entering “Substance details” information allows entering any values under Substance name and CAS number. The possibility to limit these values to a fixed list is under consideration.

Causes:

When “causes” tab is selected, the following view will be shown:



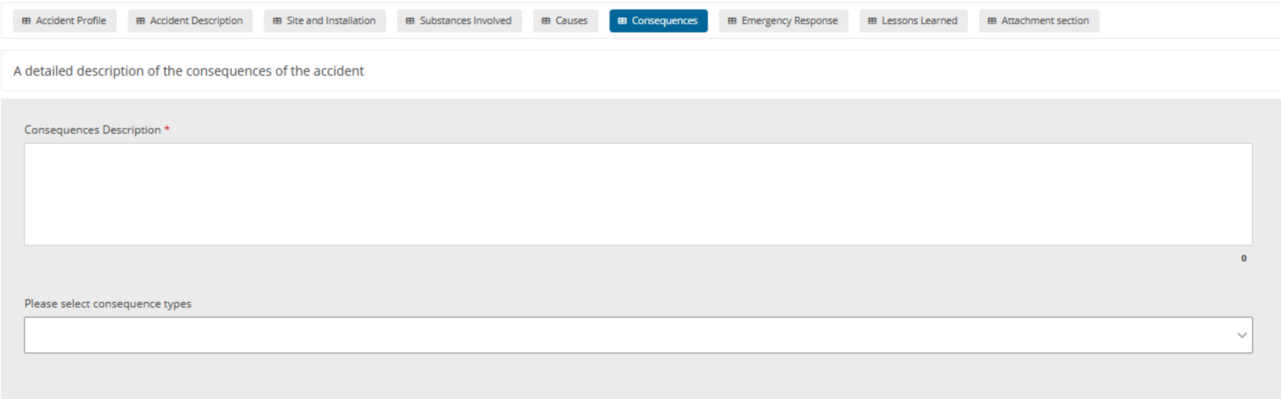
The “causative factors” drop-down will allow selecting one or more causative factor types (human, organisational, plant/equipment, external, other). Once these are selected, new boxes will appear for providing more detail on the specific causes, e.g.:

Select one or more entries as relevant.

<u>Testing phase information:</u> 1) note: if you select, for example, “human”, in “causative factors”, and fill in the additional fields, then subsequently remove selection “human” from the “causative factors” field, the additional fields will disappear, but the additional information will still be saved. A solution is being looked into.

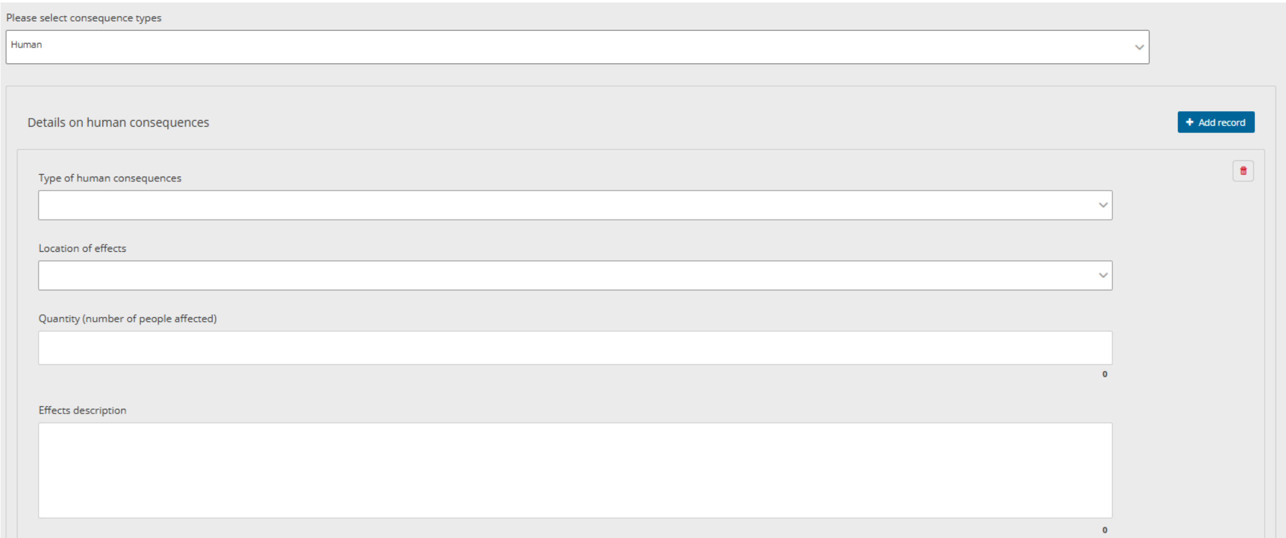
Consequences:

When “consequences” tab is selected, the following view is available:



The “consequences description” field is mandatory. The “Consequence types” dropdown allows selecting one or more generic consequence types (human, environmental, material, disruption).

Once a type or types of consequences are selected, a new area below becomes visible, to enter information for that item, e.g., type of human consequences, location of effects (onsite/offsite), quantity (number of people) and a description field.



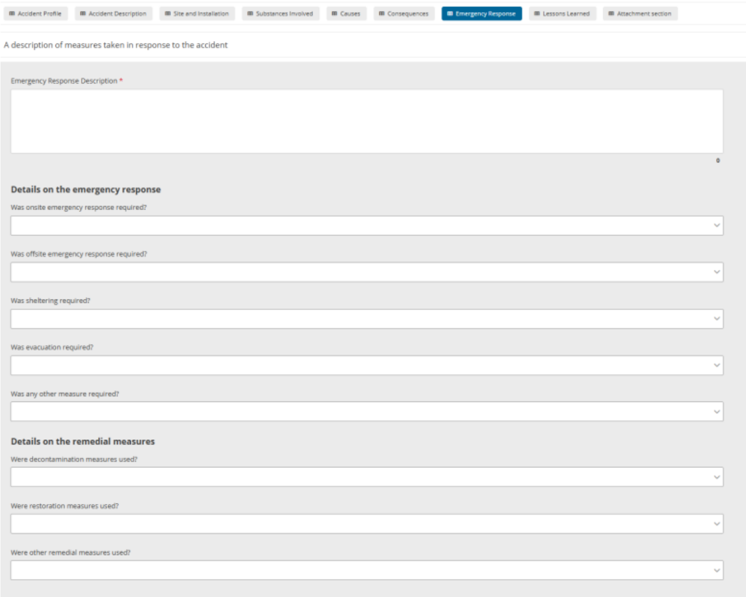
Here, each type of human consequence should be entered, also indicating whether it was onsite or offsite. If more than one element is needed, use “Add record”, which will generate another set of drop-down boxes.

<u>Testing phase information:</u> 1) We are working on implementing a more intuitive and compact version of the form, where the sections for “detail” would appear if relevant elements are selected in the drop-down (same as in the *Site and Installation* section).

2) note that for “environmental consequences”, the form currently allows choosing between on-site and off-site effects. In the future potentially all environmental consequences would be considered “offsite”, and this choice would disappear.

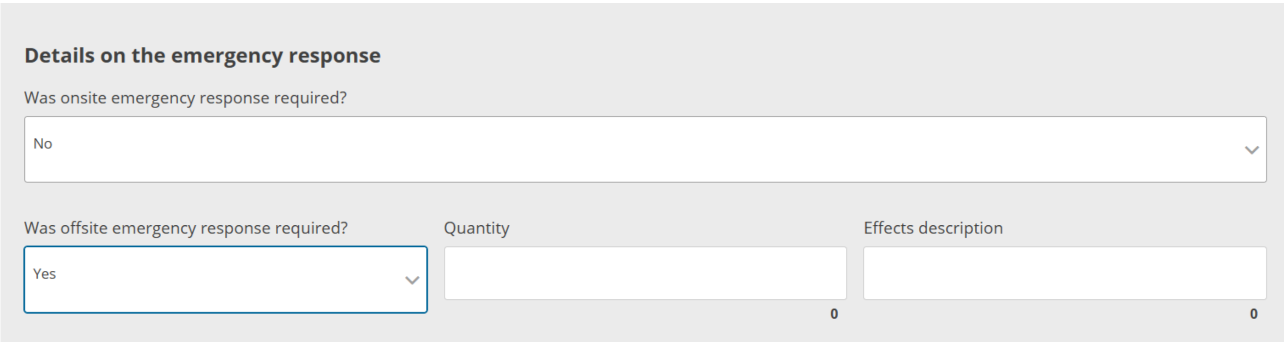
Emergency response:

When “emergency response” tab is selected, the following view is visible:



The description is mandatory. The following sections allow to provide details on the emergency response and remedial measures.

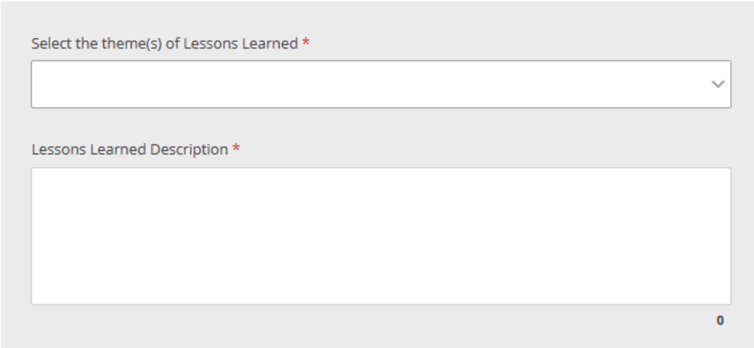
Similarly to the “accident description” section, the form is formulated as a set of “yes-no” questions. If “yes” is selected, additional fields appear that allow providing more data. For example, in the screenshot below, the user selected “no”, for “onsite emergency response”, and this part of the questionnaire remains unchanged. However, they selected “yes” for “offsite emergency response”, thus two new fields appeared for entering “Quantity” and “Effect description” related to the offsite emergency response.



<u>Testing phase information:</u> 1) note: if you enter “yes”, for example, in “was offsite emergency response required”, and fill in the additional fields, then subsequently select “no”, the additional fields will disappear, but the additional information will still be saved. A solution is being investigated.

Lessons learned:

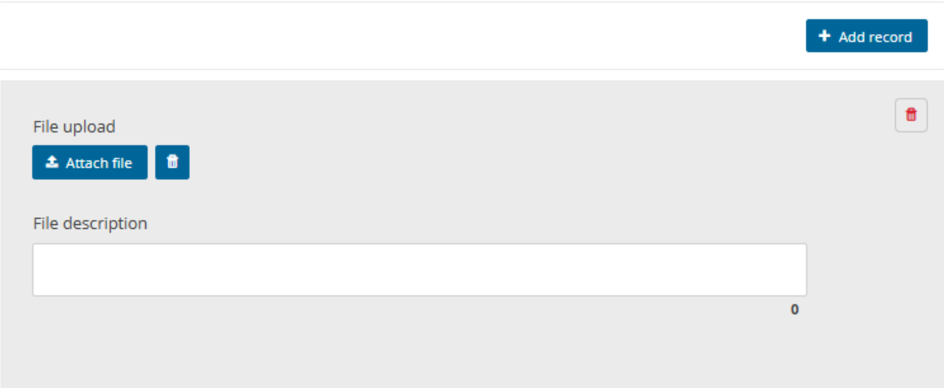
When "lessons learned" tab is selected, the following screen becomes available:



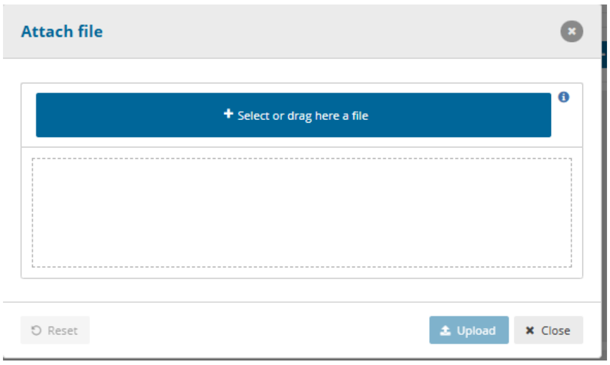
Both fields are mandatory. The first field is a drop-down menu which allows the user to select one or more pre-defined themes for lessons learned. The second is the free text box.

Attachment section:

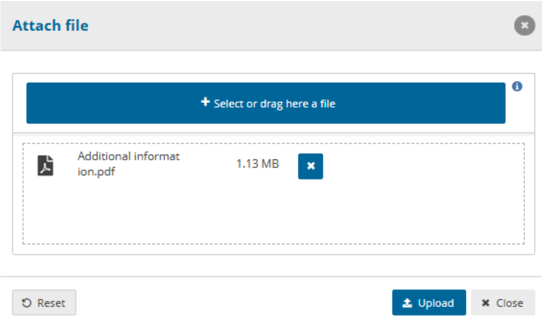
When the "Attachments" section is first opened, the following view is displayed:



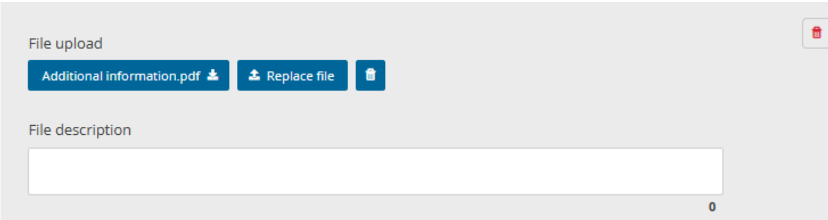
Attachments are not mandatory. A description of the file can be provided in the "file description" field. To attach a file, click on the "Attach file" button. A dialog box will pop-up:



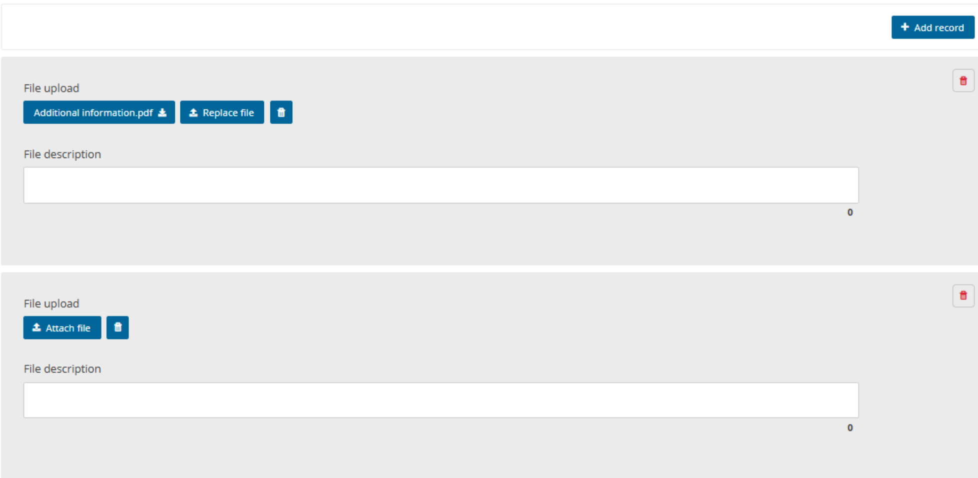
Drag a file to the white field or select it using the "+ Select or drag here a file" button. Once the file is added, the "Upload" button will be enabled:



Click on the “Upload" button to finish. The following view will be displayed:



To add another file, click on “Add record” button above the form. A new block for uploading a file will appear:



The steps above can be repeated for the second and further files as needed.

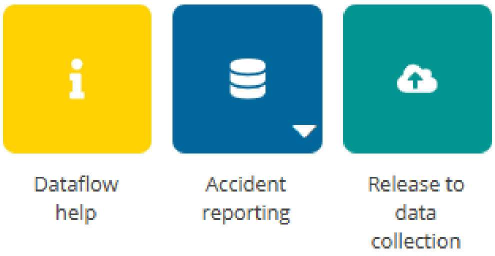
Note that the maximum supported file size is 100MB.

2.4 Editing an existing accident report

Will be available in the June edition of this guidebook

2.5 Submission

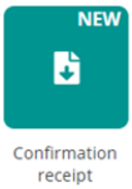
Once the accident report has been filled in, it can be submitted. To do this, go to the dataflow overview:



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

Several basic automated quality checks are embedded in the system. These check mainly that the mandatory fields have been filled in. The form will be checked automatically when a submission is attempted.

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.

Testing phase information: At this stage, none of the errors will block the submission, even if mandatory fields are empty.

2.6 Technical feedback and resubmission

Will be available in the June edition of this guidebook

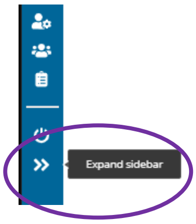
2.7 Adding supporting reporters for your country

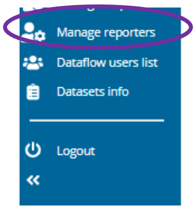
Lead Reporters nominated by the Member State can add additional colleagues to support the reporting process if required. There are two different access levels that can be granted by a lead reporter to the supporting reporters:

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

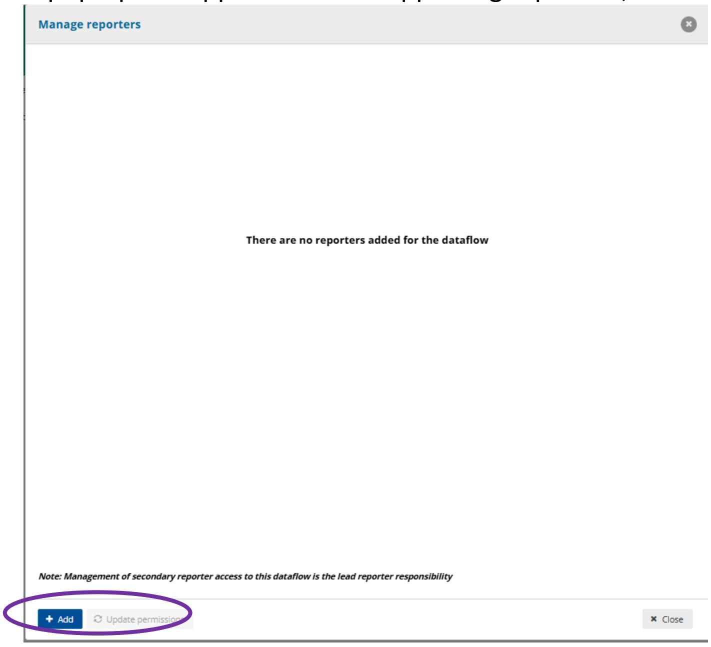
Supporting reporters will also need to register on Reportnet 3. See Section 2.2.2. Steps to add supporting reporters are as follows:

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**'

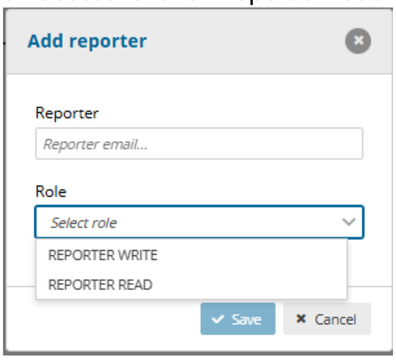




3. A pop-up will appear. To add supporting reporters, click on the “Add” button at the bottom.



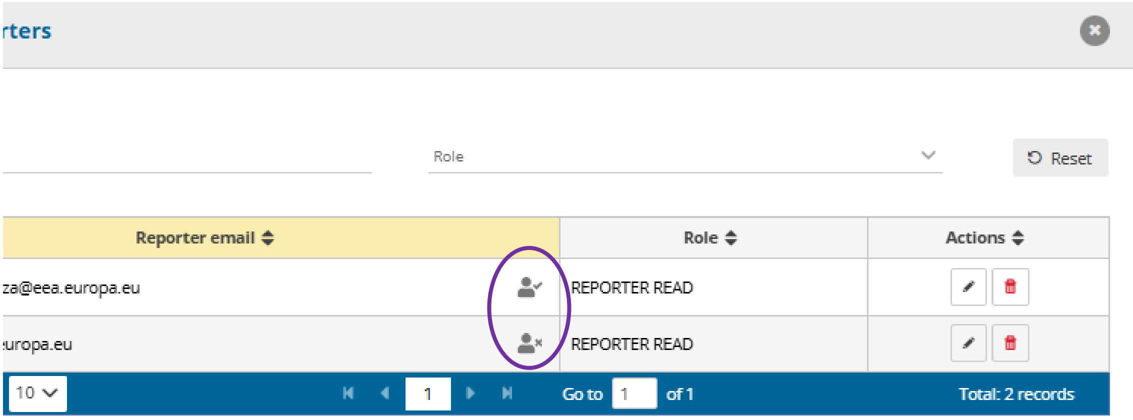
4. In the next window, add the reporter accounts using their email addresses. Under “Permissions”, select an access level of ‘reporter read’ (can only see the data) or ‘reporter write’ (can edit).



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).



5. Once you have added all your reporters click '**Close**'