

Example summary of procedure

Procedure in accordance with Article 12(3) MRR

Article 24(1) of the Commission Decision 2011/278/EU requires Member States to ensure that all relevant information about any planned or effective changes to the capacity, activity level and operation of an installation is submitted by the operator to the competent authority by 31 December of each year.

Article 12(3) of the Monitoring and Reporting Regulation (Regulation (EU) 601/2012, or MRR) provides a linkage to that Article 24(1) of the CIMs as it entitles competent authorities (CA) to require operator to have a procedure attached to the monitoring plan for tracking such changes. Article 12(2) of the MRR requires operators to summarise procedures in the monitoring plan.

For this purpose, the following example should demonstrate how such a summary for the procedure in accordance with Article 12(3) may be provided in the format given by the Commission's monitoring plan template.

Example: An installation is producing saturated steam at 15 bar using a steam boiler. This steam is consumed for indirect drying of a product that is not covered by a product benchmark. Therefore, the rules for heat benchmark sub-installations have been applied for free allocation during the NIMs. Table 1 shows how a summary of the procedure for tracking the activity level of this sub-installation can be prepared.

Table 1. Example summary of the procedure

Title of procedure	ETS heat BM sub-installation activity level tracking
Reference for procedure	ETS_HeatBM_AL_Tracking
Diagram reference (where applicable)	N.A.
Brief description of procedure Description should cover the essential parameters and operations performed	<ul style="list-style-type: none"> ● Monitoring: heat consumption measured using heat meter XY-123 ● Data stored online in process control system → monthly data extracted and transferred into Excel workbook ● Quality assurance by monthly cross-checking measured amounts of heat consumed with amount of product dried ● Responsible person uses Tool 1 and Tool 2B of the template provided by the Commission and enters data until 31 October of each year (i.e. assumed deadline set by CA for preliminary reporting) ● If projected activity level under part 2 of Tool 1 indicates any changes of the adjustment factor until the end of the year, a NER template will be filled in by the responsible person and submitted to the CA until 31 December of each year in case a change of the adjustment factor really occurred
Post or department responsible for the procedure and for any data generated	HSEQ deputy head of unit
Location where records are kept	Electronically: "X:\ETS\ETS_HeatBM_AL_Tracking.xls"
Name of IT system used (where applicable).	Excel workbooks stored on normal network drives
List of EN or other standards applied (where relevant)	N.A.