

Guide to
Completion of the Notification Form

Chemicals Act (Control of Major Accident Hazards Involving Dangerous
Substances) Regulations 2015

S.I. 209 of 2015

(COMAH Regulations)

Revision 1; 17th May 2021

Please read this guide before completing the form.

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Notification under the COMAH Regulations

The Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015, (S.I. No. 209 of 2015) ('the COMAH Regulations'), implement the Seveso III Directive (2012/18/EU). The purpose of the COMAH Regulations is to lay down rules for the prevention of major accidents involving dangerous substances, and to seek to limit as far as possible the consequences for human health and the environment of such accidents, with the overall objective of providing a high level of protection in a consistent and effective manner.

The COMAH Regulations apply to any establishment where dangerous substances are present in quantities that exceed specified thresholds. The dangerous substances and threshold quantities are specified in Schedule 1 of the Regulations.

Under the COMAH Regulations, operators are required to submit certain information to the Central Competent Authority ('CCA'). This information includes notification details, information for the development of technical land-use planning advice by the CCA and information that will be made permanently available to the public by the CCA.

The COMAH Regulations state that the CCA will specify the manner in which the information should be submitted. The Health and Safety Authority (HSA), as the CCA under the COMAH Regulations, has designed a Notification Form as a Microsoft® Excel® 2010 ('Excel') spreadsheet. This form **must** be electronically completed by operators when submitting the information to us. (Please note that versions of Excel prior to and including 2007 will not support the entry of all the data into the spreadsheet and are therefore unsuitable).

The notification form is to be used for:

- first time notifications under the COMAH Regulations;
- pre-construction or pre-operation notifications;
- 5-year updates;
- increases or decreases in the quantity or change in the nature or physical form of the dangerous substances present, from that provided in the original notification under the COMAH Regulations, or a change in the processes using those dangerous substances, which could have significant consequences for major accident hazards;
- modification of an establishment or an installation which could have significant consequences for major accident hazards;
- the permanent closure of the establishment or its decommissioning;
- changes to the name and/or trade name of the operator and the full address of the establishment or the registered place of business, or of the name or position of the person in charge.

The full text of the COMAH Regulations¹ and the *Guide to the Regulations*² are available on the COMAH section of the HSA website.

Purpose of this guide

The purpose of this guide is to assist the operators of COMAH establishments to complete the notification form.

The form contains four sheets:

- Data Entry sheet
- Additional Inventory sheet
- Confidentiality sheet
- Additional Section 3 Information sheet.

The Data Entry sheet should be completed first: it will collect all the required data.

It is divided into four sections:

- **Section 1** seeks general information for all establishments as specified by Regulation 8.
- **Section 2** relates to the public information required by Part 1 of Schedule 5. Applies to all establishments.
- **Section 3** seeks the information which is required by Part 2 of Schedule 5. Applies to upper-tier establishments only.
- **Section 4** collects the initial information for the provision of technical land-use planning advice as required by Regulation 24(11). Applies to all establishments.

Increasing the magnification on the spreadsheet (up to 130-140%) will improve the legibility of the form.

Please read this guide before attempting to complete the form. If you have any queries about the form, please contact your site inspector.

¹http://www.hsa.ie/eng/Your_Industry/Chemicals/COMAH/SI_209_of_2015.pdf.

²http://www.hsa.ie/eng/Your_Industry/Chemicals/COMAH/A_Guide_to_COMAH_SI_No_209_of_2015.pdf.

How to Complete the Form

Section 1 – General Information

Operator Details

Section 1 seeks specific details about the operator.

There are four columns in this table:

- *Data Type*
- *Web*
- *Required Information*
- *Supplied Information.*

The *Data Type* column provides the source of the legal requirement from the COMAH Regulations, while the *Required Information* column sets out in more detail what is required in each data field.

The *Web* column indicates the information in this section that will be required for the public information webpage.³

The *Supplied Information* column is to be used for entering your data. The majority of fields in this part of the form are free text cells, and prompts on what should be entered in each cell will become visible when you click on the cell.

For example, in the cell adjacent to *Registered Name*, the name of the operator as registered with the Companies Registration Office (www.cro.ie) should be entered in the free text cell under *Supplied Information*.

General Information		
Web	Required Information	Supplied Information
✓	Registered Name	ABC Company
✓	Trade Name	
✓	Address 1	
✓	Address 2	
✓	Address 3	
✓	Address 4	
✓	Country	-- Select --

Registered Name
The name of the company as notified to the Companies Registration Office

Figure 1. The prompt in the 'Supplied Information' cell for 'Registered Name'

Under *Trade Name*, you should enter the name you trade under (the name on the sign over the door or at the entrance to the establishment) in the free text cell.

³ The CCA will host the Schedule 5 information on the COMAH section of the HSA website.

Enter the address details for the establishment in the next group of cells including the *Eircode* and *Website* address (if you have one). Select *County* from the drop-down list (*County Not Selected* is the default entry) and the cell colour will change to white.

Generally in the spreadsheet, selection of an appropriate entry from a cell drop-down list will change the cell colour from pink to white.

Latitude and *Longitude* refer to the geographic coordinates of the centre of the establishment to six places of decimal degrees (these can be easily obtained from Google Earth, Google Maps, Bing Maps, Openstreetmaps or similar programmes). The decimal digits for both the latitude and the longitude must be selected from the drop-down lists provided. The first digits under latitude and longitude default to 51° and -06° respectively and should be changed as necessary for your site.

Next, enter the address of the *Registered Place of Business* including the *Eircode* (if different to the *Establishment Address*) in the free text cells. Select *County* from the drop down list (*County Not Selected* is the default entry). *Outside Ireland* is included in the drop down list if this applies.

Input the *Name* and *Position of the Person in Charge of the Establishment* in the free text cells.

Under *Contact Name*, enter the name of the management person working in the establishment to whom routine correspondence should be directed and their *Contact Email* in the free text cells.

Enter the current date in the *Date of Notification Submission*, the final free text cell of this block.

Dangerous Substances

This part of Section 1 relates to the dangerous substances which are present in the establishment at quantities greater than 2%⁴ of the lower-tier threshold.

Note: the lower-tier threshold should also be used by upper-tier sites when calculating the 2% threshold.

Recall that a **dangerous substance** is a substance or mixture covered by Part 1 of Schedule 1 or listed in Part 2 of Schedule 1 and includes raw materials, products, by-products, residues or intermediates. Starting with the highest threshold substance, enter the *Name of the Dangerous Substance* and the *Quantity (tonne)*

⁴ Quantities less than this should be included if their location in the establishment means they can act as an initiator of a major accident elsewhere in the establishment.

in the free text cells. It is strongly recommended that you begin by entering the names and quantities of all dangerous substances and only when you are satisfied that they are entered in the correct order should you proceed with entering the remaining details.

The *Substance Form* should be selected from one of three options in the drop down list (*Form Not Selected* is the default entry).

Note: all the information on dangerous substances required by Regulation 8(1), including the name, must be provided in this part of the form. If you consider any of this information to be confidential, it should be recorded in the Confidentiality sheet of the form, as described later in this guide in the section 'Information to the Public and Confidentiality' (see page 21).

Under *Hazard Categories of the Dangerous Substance*, you can select up to three hazard categories (as listed in Part 1 of Schedule 1) for each dangerous substance from the drop-down list. Select the corresponding hazard statement for each hazard category from the drop down list under *Dangerous Characteristics*. (See Appendix 1 for list of hazard statements relevant to Schedule 1 hazard categories).

When you select a hazard category, only the COMAH-relevant hazard statement(s) that apply to this category will be available to select under *Dangerous Characteristics* (see figure 2 below). For example, if you select the hazard category *Env.E1*, you will only be able to choose hazard statements *H400* or *H410*. You will not be able to select other hazard statements such as *H411*, *H412* or *H413* that apply to the aquatic environment but do not apply to *Env.E1*. There is also an option of selecting *Other* if neither of these hazard statements apply – although if neither of these hazard statements apply it does not belong to category E1! (The option to select *Other* is available for each hazard category).

Hazard Categories of the Dangerous Substance	Dangerous Characteristics	No. Subst
Env.E1	<div style="border: 1px solid black; padding: 2px;"> H400 H410 Other </div>	=
		=
		=

Figure 2. Only H-statements relevant to the hazard category are available under 'Dangerous Characteristics'

If you wish to select more than one hazard statement for the same hazard category, you should select the hazard category on multiple rows (see figure 3 below). For example, if the dangerous substance comes under the hazard category *Env.1* and both the hazard statements *H400* and *H410* apply, then select *Env.1* on the first row

and *H400* in the corresponding cell. Select *Env.1* again on the second row and *H410* in the corresponding cell. If necessary, continue down the table:

Hazard Categories of the Dangerous Substance	Dangerous Characteristics	Sub
Env.E1	H400	=
Env.E1	H410	
Health.H1	H300	
Physical.P5c	H225	
		Dangerous Characteristics Select the relevant hazard statements from the drop down list.

Figure 3. Entering multiple hazard categories/dangerous characteristics

Caution: if you select a hazard category and corresponding hazard statement, but subsequently change the hazard category, the hazard statement which you selected initially **will not** change automatically to correspond with the new hazard category. Instead, you will have to re-select the correct hazard statement under *Dangerous Characteristics*.

If the dangerous substance is also a named substance (that is, if it is included in Part 2 of Schedule 1), select *Yes* from the drop down list under *Named Substance*, otherwise, select *No. Response Not Selected* is the default entry for this cell and the cell colour will change to white when either *Yes* or *No* is selected.

Note: if you select *Yes* under *Named Substance* and the substance has a COMAH-relevant hazard statement which has not already been selected under *Dangerous Characteristics*, you can select additional hazard statements (up to three) from the drop-down list in the *NS H-statement* column (see figure 4 below). This does not apply if the dangerous substance is not a named substance.

Characteristics	Named Substance (NS)	NS H-statement
	Yes	H290
	= = Select =	H302
		H304
		H311
		H312
		H314
		H315
		H317

Figure 4. Adding additional H-Statement for a named substance (optional)

If the dangerous substance **is not** a named substance and *No* has been selected under *Named Substance*, the cell in the column under *Sch 1 Part?* will default to *Part 1*.

In the final column you can enter the CAS Number in the *CAS #* column:

Named Substance (NS)	NS H-statement	Sch.1 Part?	CAS #
No	<input type="text"/>	Part1	<input type="text"/>

Figure 5: Entering the CAS Number

Now that you have completed the details for the first dangerous substance you can continue to enter details for up to 10 dangerous substances in the same way.

If you have more than 10 dangerous substances of greater than 2% of the lower-tier threshold, click on the link *I want to add additional inventory*.

This will bring you to the *Additional Inventory* sheet where you can enter the name and relevant details of up to an additional 50 dangerous substances.

When you have finished entering the additional inventory details, click on the link *Back to the Data Entry sheet* which will bring you back to the *Data Entry* sheet.

Activity

For the *Activity or Proposed Activity*, select the activity from the drop-down list that best describes what your establishment does (the list of activities which has been taken from eSPIRS⁵ is shown in Appendix 2). *Type Not Selected* is the default entry.

If you select *Other activity (not otherwise specified in the list)*, a prompt *Describe the nature of your activity* will appear and you should enter the relevant details in the adjacent free text cell. Similarly, if you select *Not known/not applicable* you will be prompted to *Provide further details* in the indicated free text cell.

Tier

Under *Tier of Establishment*, select Lower-tier or Upper-tier.

Lower-tier should be selected from the drop down list if the dangerous substances in your establishment are present in quantities equal to or in excess of the quantities listed in Column 2 of Part 1 or in Column 2 of Part 2 of Schedule 1, but less than the quantities listed in Column 3 of Part 1 or in Column 3 of Part 2 of Schedule 1, where applicable using the summation rule laid down in note 4 to Schedule 1.

⁵Seveso Plant Information Reporting System. Further information on SPIRS is available at: <https://minerva.jrc.ec.europa.eu/en/espirts/content>

Upper-tier should be selected from the drop down list if the dangerous substances in your establishment are present in quantities equal to or in excess of the quantities listed in Column 3 of Part 1 or in Column 3 of Part 2 of Schedule 1, where applicable using the summation rule laid down in note 4 to Schedule 1.

Tier Not Selected is the default entry.

Immediate Environment of the Establishment

This part of the form relates to the immediate environment of the establishment and the factors likely to cause or aggravate the consequences of a major accident.

The *Required Information* column is divided into three elements:

- *Details of nearest neighbouring COMAH establishment(s) with the potential for domino effects* – enter the name(s) of neighbouring establishment(s) (if any), the distance(s) from your establishment and the hazards (if any) they present to you in the free text cell.
- *Details of neighbouring site(s) (if any) which are outside the scope of the Regulations and which could be the source, or increase the risk or consequence, of a major accident* – enter the name(s) of such site(s) (if any), the distance(s) from your establishment and the hazard(s) (if any) they present to you in the free text cell.
- *Area(s) or development(s) (if any) that could be the source of, or increase the risk or consequence of, a major accident at your establishment* should be entered in the free text cell provided. Examples of what could be included are visible in the cell prompt (when you click on the free text cell).

Maps

Two scaled maps must be included in this part of the form.

- A scaled (not less detailed than 1:2,500) **site 'map'** showing the general locations of the dangerous substances at your establishment (as listed in the Data Entry and Additional Inventory sheets).
- A scaled (not less detailed than 1:10,000) **area 'map'** that clearly shows the establishment boundary, neighbouring COMAH establishment(s) and site(s) that fall outside of the Regulations (as listed in the Data Entry sheet), external sources of major accidents and the location of the significant human and environmental receptors.

Note: both maps must display a scale bar and a direction indicator.

The files containing the maps should be embedded in the notification form as an image file or a scanned map (for example, pdf, jpeg, tiff or similar file type) or as a shapefile, KML file or similar file.

Procedure for embedding the maps into the form

(A short video to guide you through embedding a file is available at this [link](#))

1. In the appropriate cell, click on 'Insert' (on the toolbar at the top of the page) and then click on 'Object' (in the group labelled 'Text' on the tool bar at the top of the page).

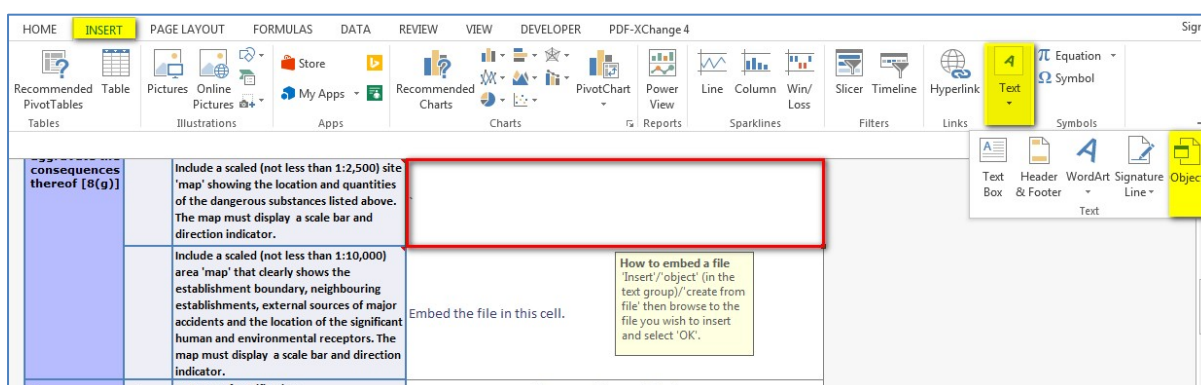


Figure 6. Embedding a map -1 – Under 'Insert', in the Text group, select 'Object'...

The following window box will appear on your screen:

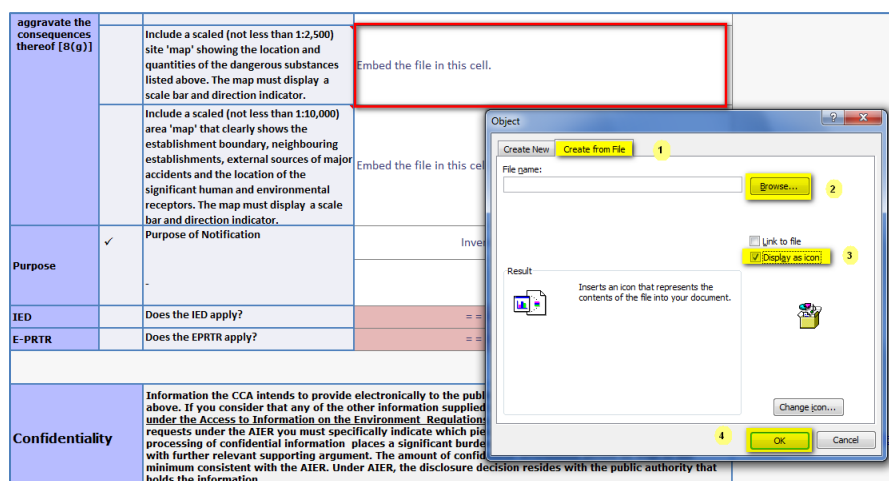


Figure 7. Embedding a map – 2: 'Create from file', browse to file location, tick 'Display as icon', 'OK'.

2. Click on the tab 'Create from File', then click on the 'Browse' button to the file you wish to insert, tick the box 'Display as icon' and then click 'OK'.

(A short video to guide you through embedding a file is available at this link.)

Purpose of the notification

Select the *Purpose of the Notification* from the drop down list. *Response Not Selected* is the default entry.

For some responses (inventory increase (significant), classification change to a dangerous substance, significant modification to establishment), you will be prompted to provide further details.

Industrial Emissions Directive (IED), European Pollutant Release and Transfer Register (E-PRTR)

These two questions at the end of Section 1 refer to the application of the Industrial Emissions Directive (IED)⁶ and the European Pollutant Release and Transfer Register (E-PRTR)⁷ to your establishment. They have been included to assist the CCA in meeting its eSPIRS reporting requirement.

Both questions default to *Response Not Selected* and the colour of the cells will change to white when *Yes* or *No* is selected from the drop-down lists.

⁶Establishment covered by Directive 2010/75/EU of the European Parliament and of the Council. Further details are available at:

<http://ec.europa.eu/environment/industry/stationary/ied/legislation.htm>.

⁷Establishment covered by Regulation (EC) No 166/2006 of the European Parliament and of the Council. Further details are available at: <http://prtr.ec.europa.eu/Home.aspx>.

Section 2 – Information to the Public

Section 2 contains information which **all establishments** are required to provide to the public under Part 1 of Schedule 5. It is in two parts:

- *How the public will be warned*
- *Further Information.*

	Required Information	Supplied Information
Para (5) of Schedule 5 Part 1 - How Public will be warned	General information about how the public will be warned, if necessary;	== Response Not Selected ==
	adequate information about the behaviour in the event of a major accident	== Response Not Selected ==
	or where that information can be accessed electronically	
Para (5) of Schedule 5 Part 1 - Further Information	Any additional information the operator would like to include:	

Figure 8: Structure of Section 2 of the form

How the public will be warned

General information

Select the measure that best describes the arrangements at your establishment from the drop down list. *Response Not Selected* is the default entry.

If *Other* is selected from the drop down list, a prompt *Describe the arrangements you have* will appear and you should enter the relevant details in the adjacent free text cell.

Behaviour in the event of a major accident

Select the measure that best describes the arrangements at your establishment from the drop down list. *Response Not Selected* is the default entry.

If *Other* is selected from the drop down list, a prompt *Describe the arrangements you have* will appear and you should enter the relevant details in the adjacent free text cell.

Alternatively, enter the full web address where the information can be accessed electronically in the free text cell.

Further information

Any additional information you would like to include should be entered in the free text cell.

Information for the public website

In addition to the information you provide for this section, the CCA intend to put the following information on the public website as standard:

'Members of the public are advised to co-operate with any instructions or requests from the emergency services in the event of an accident.'

'In the first instance, further information may be available from the operator. Subject to Regulation 26 ('Access to information and confidentiality') information may be available from the HSA, on request.

For upper-tier establishments the following additional information will be provided:

'Information may also be available on request from the Local Authority, the Gardai and the Health Service Executive in relation to external emergency plans, subject to Regulation 26.

Section 3 – Additional Information to the Public

Section 3 contains information which **upper-tier establishments only** are required to provide to the public under Part 2 of Schedule 5. It is divided into four areas:

- *Nature of major hazards*
- *Control measures*
- *On-site response*
- *External emergency planning.*

You should complete a section for each **type** of major accident (this includes accidents with on-site or off-site effects) that could occur at your establishment beginning with the accident with the most significant effects. If all the possible major accidents are of the same type, for example tank or bund fires that relate to bulk storage of flammable liquid, you are required to record only the most significant here. If you wish to provide information on more than two types of major accidents, click on the link *Enter additional major accidents* at the end of Section 3. This will bring you to the sheet labelled *Additional Section 3 Information* where you can enter the details for an additional four major accident types. When you have finished entering details on this page, click on the link *Back to the Data Entry sheet* which will bring you back to the *Data Entry* sheet.

Nature of major hazards

	Required Information	Supplied Information
Para. 1 Schedule 5 Part 2 - Nature of Major Hazards (1)	Nature of the major accident	== Response Not Selected ==
		== Response Not Selected ==
		== Response Not Selected ==
	Potential effects to human health	== Effect Not Selected ==
		== Effect Not Selected ==
	Potential effects on the environment	== Effect Not Selected ==
		== Effect Not Selected ==
Accident scenario description		

Figure 9: 'Nature of Major Hazards' part of Section 3

Nature of the major accident

Select the three most appropriate descriptions for each major accident from the drop down lists. *Response Not Selected* is the default entry in each cell and the cell colour will change to white when one of the descriptions (including *No Other Effect*) is selected.

Potential effects on human health

Select the two most appropriate descriptions for potential effects on human health from the drop down lists. *Effect Not Selected* is the default entry in each cell and the cell colour will change to white when one of the descriptions (including *No Effect* or *No Other Effect*) is selected. These descriptions should be consistent with the hazard statements which have been selected for the dangerous substances listed in Section 1. (See Appendix 4 for the list of potential effects on human health).

Potential effects on the environment

Select the two most appropriate descriptions for potential effects on the environment from the drop down lists. *Effect Not Selected* is the default entry in each cell and the cell colour will change to white when one of the descriptions (including *No Effect* or *No Other Effect*) is selected. (See Appendix 5 for the list of potential effects on the environment).

Accident scenario description

Enter a short description of the accident scenario in the free text cell. For example, 'overfilling of a bulk tank during loading operations leading to a fire in bund X'.

Control measures

The CCA will provide general information on the public website about the requirements of the COMAH Regulations and the duties of operators in relation to the prevention and mitigation of major accidents. Therefore, in selecting the appropriate control measures from the drop down lists in this section, pick the most relevant and specific measures that will be in place rather than referring to the more general duties of the Regulations on operators.

Response Not Selected is the default entry in each cell and the colour of the cells will change to white when control measures have been selected. You can enter the details of other control measures you consider to be important in the free text cell. (See Appendix 6 for the list of control measures options that are provided in the form).

On-site response

Select the most appropriate description of the on-site response from the drop down list. *Response Not Selected* is the default entry.

External emergency response

Select the two most appropriate descriptions of the external emergency response from the drop down lists. *Response Not Selected* is the default entry. If the external emergency plan for your site has not yet been prepared when you are completing the form, there is a description option in the drop down list to cover this situation.

Section 4 – Information for Land-use Planning

Section 4 of the notification form collects information relating to LUP. Under the COMAH Regulations, operators are required to provide sufficient information to the CCA, as part of a notification or an update as a result of a modification and following a request at any time from the CCA, on the risks arising from an establishment, to enable the CCA to provide technical advice on land-use planning ('LUP'), and in particular to ensure that technical advice on those risks is available for LUP purposes. The current policy and approach of the HSA to COMAH risk-based LUP, which is for review in 2016, is available on the HSA website.⁸

The map provided in Section 1 of the form will be used in conjunction with Section 4 in identifying the locations of dangerous substances with significant hazard potential.

Note: When entering data, all distances should be given in metres, volumes in m³ and frequency means the number of relevant operations per year.

Beginning with the worst case accident for LUP, select the *LUP description* that *best* describes the hazard source within your establishment from the drop down list. The contents of this list have been taken from the HSA policy document referred to above. (See Appendix 7 for the list of hazard source descriptions, which includes *Other*). *Hazard Source Not Selected* is the default entry.

When the LUP description has been selected, the columns under *Required Information* in the table below will be automatically populated. You should then enter the specific details which are required in the adjacent free text cells:

LUP 1	The LUP description that <i>best</i> describes the hazard source within your establishment: →	LNG/LPG Installation	
Complete the required information in the relevant fields below:			
Required Information	Supplied Information	Required Information	Supplied Information
Dangerous substance		Largest Road tanker filled (LPG)	
Largest Gas Vessel Volume		RT fills per year (LPG)	
# Gas vessels of this volume		Vessel filled from ship (LPG)?	
Coated or Mounded		Ship Fills per year (LPG)	
Next Largest Vessel Volume		Other relevant information?	
# Gas vessels of this volume		-	No information required
Coated or Mounded		-	No information required
Next Largest Vessel Volume		-	No information required
# Gas vessels of this volume		-	No information required
Coated or Mounded		-	No information required
Next Largest Vessel Volume		-	No information required
# Gas vessels of this volume		-	No information required
Coated or Mounded (LPG)		-	No information required

Figure 10. Selecting the LUP description fills the 'Required Information' cells: you then enter the information under 'Supplied Information'

⁸http://www.hsa.ie/eng/Your_Industry/Chemicals/COMAH/Approach_to_LUP_under_Comah_Regs.pdf

Some establishments may have multiple hazard types. For example, a pharma site may have bulk flammable storage, bulk toxic storage, pressurised toxic gases and chemical warehousing, in which case the details should be provided for each one consecutively. Details on up to three of the listed hazard types can be entered in the tables *LUP1* to *LUP3*. **Only** the requested information which relates to these hazard types should be entered here.

If the LUP information for your site does not fit into any of these hazard types, you may select use *LUP4* and select *Other* from the drop down list and the cells under *Required Information* and *Supplied Information* will populate as shown below:

The screenshot shows the LUP 4 form interface. At the top, there is a header 'LUP 4' and a text box for 'The LUP description that best describes the hazard source within your establishment:'. A dropdown menu is open, showing 'Other' selected. Below this, a prompt says 'Complete the required information in the relevant fields below:'. The main table has four columns: 'Required Information', 'Supplied Information', 'Required Information', and 'Supplied Information'. The first and third columns are highlighted in yellow and contain 'User Input' prompts. The second and fourth columns are white and are empty.

Required Information	Supplied Information	Required Information	Supplied Information
Dangerous substance		User Input ..	
Inventories (R4)		User Input ..	
User Input as necessary		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	
User Input ..		User Input ..	

Figure 11: User Input is required in both 'Required Information' and 'Supplied Information' columns when 'Other' selected.

If you wish, you can embed a document, relevant to the major accident hazards at your establishment and relevant to the generation of LUP advice. (Follow procedure for embedding maps, pages 12-13).

Information to the Public and Confidentiality

Information to the public

The CCA must make certain information relating to each establishment permanently available to the public, including by electronic means. The nature of this information is set out in Schedule 5 to the Regulations: Part 1 relates to all establishments, while Part 2 is specifically for upper-tier establishments.

In Section 1 of the form, some of the cells under the column labelled *Web* contain a tick (✓). The presence of the tick indicates that this is information the CCA intends to provide on the public website. In addition, the details in Sections 2 and 3 of the form, which contain other information specified in Parts 1 and 2 of Schedule 5, will be provided on the public website. Currently, the CCA does not intend to provide the information in Section 4 of the form on the public website. However, if you consider any of the information in Section 4 to be confidential, you should specify that when completing the form.

Confidentiality

Information received by the CCA for the purpose of the COMAH Regulations comes within the scope of the *European Communities (Access to Information on the Environment) Regulations 2007 to 2014* ('AIE Regulations') and it will be made available to any natural or legal person who requests it, in accordance with the provisions of those Regulations.

However, disclosure of that information, including information referred to in Regulation 25, may be refused or restricted by the CCA where the conditions laid down in the AIE Regulations apply.

If you consider that any of the information supplied in the notification form is confidential under the exclusions available in the AIE Regulations and should not be released to requests for information under the AIE Regulations you must specifically indicate which information is to be excluded.

As the processing of confidential information places a significant burden on the CCA, any claim should be justified with further relevant supporting argument. The amount of confidential information should be kept to the minimum consistent with the AIE Regulations.

Under AIE Regulations, the final disclosure decision resides with the public authority that holds the information.

Recording of confidential information

Click on the link *Go to confidentiality page* at the end of Sections 1 and 3. This will bring you to the sheet labelled *Confidentiality* where details about each *Item* that you wish to keep confidential should be entered in the free text cell. The basis

for confidentiality of each item should be selected from one of the options in the drop down list *Basis for confidentiality in the AIE Regulations* (*No Reason Selected* is the default entry).

When the basis for confidentiality has been selected, the adjacent cell under *Type of supporting info required* will populate to show the type of information that the CCA requires to support the claim for confidentiality.

Basis for confidentiality in AIE Regs	Type of Supporting info required	
<div style="border: 2px solid red; padding: 2px;"> Would adversely affect the course of justice (including criminal inquiries and disciplinary inquiries) [Reg. 9(1)(b)] </div>	Supporting information should be precise on how the course of justice would be affected by disclosure.	
= = Reason Not Selected = =	No information	
= = Reason Not Selected = =	No information	

Figure 12: When basis for confidentiality is selected, the type of supporting information required is specified.

This information should then be entered in the free text cells under *Information in support of claim for confidentiality*.

If there is more than one basis for confidentiality in the AIE Regulations, additional options should be selected from the drop down lists in the cells below. If necessary, you can embed supporting documents in the *Supporting Documents* column. (Follow procedure for embedding maps, pages 12-13).

When you have finished entering details on this page, click on the link *Back to the Data Entry sheet* which will bring you back to the *Data Entry sheet*.

The Authority is a public body and records created or held by the Authority under the Chemicals Acts 2008 and 2010 are subject to the provisions of the Data Protection Act 2018, the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014. This means that in certain circumstances, the Authority may be obliged to release certain information including the personal information of individuals. For more details on how the Authority handles this, please refer to <http://www.hsa.ie/eng/Privacy/> and to our website www.hsa.ie.

How to submit the form

When you have completed the form, please check that all the necessary information has been provided. Incomplete notification forms **will not** be accepted. You are advised to keep a copy for your own records and to assist you with subsequent updates which may be required.

Name the file

The saved file should be named as follows:

EstablishmentName_comah_notification_ddmmmyyyy

Example:

ChemicalStorageCompany_comah_notification_17May2021

(If there are two or more establishments within a group which have identical names, add a unique location immediately following the establishment name).

Send the file to us

Send the Excel file electronically to the unique and secure location which will be provided to you by the HSA. For an existing establishment, contact your site inspector if you have not received an email with this link or if you have misplaced the link.. New establishments should communicate through the mailbox comah@hsa.ie and request the provision of a secure link.

Hard copies of the form will not be accepted.

Appendix 1: Hazard Statements Relevant to Schedule 1 Hazard Categories (Section 1)

Section 'H' — HEALTH HAZARDS	Relevant H-Statements			
H1 ACUTE TOXIC				
Category 1, all exposure routes	300	310	330	
H2 ACUTE TOXIC				
Category 2, all exposure routes	300	310	330	
Category 3, inhalation exposure <i>route</i> (see note 7)	301	331		
H3 STOT SPECIFIC TARGET ORGAN TOXICITY				
SINGLE EXPOSURE STOT SE Category 1	370			
Section 'P' — PHYSICAL HAZARDS	Relevant H-Statements			
P1a EXPLOSIVES (see note 8)				
Unstable explosives or	200			
Explosives, Division 1.1, 1.2, 1.3, 1.5 or 1.6, or	201	202	203	205
Substances or mixtures having explosive properties according to method A.14 of Regulation (EC) No. 440/2008 (see note 9) and do not belong to the hazard classes Organic peroxides or Self-reactive substances and mixtures				
P1b EXPLOSIVES (see note 8)				
Explosives, Division 1.4 (see note 10)	204			
P2 FLAMMABLE GASES				
Flammable gases, Category 1 or 2	220	221		
P3a FLAMMABLE AEROSOLS (see note 11.1)				
'Flammable' aerosols Category 1 or 2, containing flammable gases Category 1 or 2 or flammable liquids Category 1	222	223		
P3b FLAMMABLE AEROSOLS (see note 11.1)				
'Flammable' aerosols Category 1 or 2, not containing flammable gases Category 1 or 2 nor flammable liquids category 1 (see note 11.2)	222	223		
P4 OXIDISING GASES				
Oxidising gases, Category 1	270			
P5a FLAMMABLE LIQUIDS				
Flammable liquids, Category 1, or	224			
Flammable liquids Category 2 or 3 maintained at a temperature above their boiling point, or	225	226		
Other liquids with a flash point of ≤ 60 °C, maintained at a temperature above their boiling point (see note 12)				
P5b FLAMMABLE LIQUIDS				
Flammable liquids Category 2 or 3 where particular processing conditions, such as high pressure or high temperature, may create major accident hazards, or	225	226		
Other liquids with a flash point ≤ 60 °C where particular processing conditions, such as high pressure or high temperature, may create major accident hazards (see note 12)				
P5c FLAMMABLE LIQUIDS				
Flammable liquids, Categories 2 or 3 not covered by P5a and P5b	225	226		

P6a SELF-REACTIVE SUBSTANCES AND MIXTURES and ORGANIC PEROXIDES		
Self-reactive substances and mixtures, Type A or B or	240	241
organic peroxides, Type A or B	240	241
P6b SELF-REACTIVE SUBSTANCES AND MIXTURES and ORGANIC PEROXIDES		
Self-reactive substances and mixtures, Type C, D, E or F or	242	
organic peroxides, Type C, D, E, or F	242	
P7 PYROPHORIC LIQUIDS AND SOLIDS		
Pyrophoric liquids, Category 1	250	
Pyrophoric solids, Category 1	250	
P8 OXIDISING LIQUIDS AND SOLIDS		
Oxidising Liquids, Category 1, 2 or 3,	271	272
Oxidising Solids, Category 1, 2 or 3	271	272
Section 'E' — ENVIRONMENTAL HAZARDS	Relevant H-Statements	
E1 Hazardous to the Aquatic Environment		
Category Acute 1 or	400	
Chronic 1	410	
E2 Hazardous to the Aquatic Environment		
Category Chronic 2	411	
Section 'O' — OTHER HAZARDS	Relevant H-Statements	
O1 Substances or mixtures with hazard statement EUH014	EUH014	
O2 Substances and mixtures which in contact with water emit flammable gases, Category 1	260	
O3 Substances or mixtures with hazard statement EUH029	EUH029	

Appendix 2: Activities or proposed activities (Section 1)

- Ceramics (bricks, pottery, glass, cement, etc.)
- Chemical installations
- Electronics and electrical engineering
- Fuel storage (including heating, retail sale etc.)
- General Chemicals manufacture (not otherwise specified in the list)
- General engineering, manufacturing and assembly
- Handling and transportation centres (ports, airports, lorry parks, marshalling yards etc.)
- LNG storage and distribution
- LPG production, bottling and bulk distribution
- LPG storage
- Manufacture of cement, lime and plaster
- Manufacture of food products and beverages
- Manufacture of glass
- Medical, research, education (including hospitals, universities etc.)
- Mining activities (tailings & physicochemical processes)
- Other activity (not otherwise specified in the list)
- Not known/not applicable
- Petrochemical/Oil Refineries
- Plastic and rubber manufacture
- Power generation, supply and distribution
- Processing of ferrous metals (foundries, smelting, etc.)
- Processing of metals
- Processing of metals using electrolytic or chemical processes
- Processing of non-ferrous metals (foundries, smelting, etc.)
- Production and manufacturing of pulp and paper
- Production and storage of pesticides, biocides, fungicides
- Production and/or storage of fertilisers
- Production of basic organic chemicals
- Production of pharmaceuticals
- Production, destruction and storage of explosives
- Waste storage, treatment and disposal
- Wholesale and retail storage and distribution (excluding LPG)
- Wood treatment and furniture

Appendix 3: Purpose of notification (Section 2)

- Change in information referred to in paragraphs 1(a), 1(b) or 1(c) of Regulation 8
- Classification change to a dangerous substance
- Closure (or decommissioning) of the establishment
- First notification of an establishment under S.I. 209 of 2015
- Inventory increase (significant)
- Inventory decrease (significant)
- Pre-construction notification
- Pre-operation notification
- First update required by SI 209 of 2015
- Routine (five-year) update
- Significant modification to establishment
- Tier-Change: lower to upper
- Tier-Change: upper to lower

Appendix 4: Potential Effects on Human Health (Section 3)

- Airborne material that can cause burning of the eyes and, if inhaled the throat, coughing or breathing difficulties.
- Breathing air with high concentrations of dangerous substances that could lead to asphyxiation and/or poisoning, which could result in fatal consequences.
- Breathing air with high concentrations of dangerous substances that could lead to asphyxiation and/or poisoning, which could result in unconsciousness.
- Pollution and contamination of drinking water supplies with consequent health effects.
- Inhalation could cause cancer.
- Injuries caused by projectiles being ejected from the incident site.
- No Effect
- No Other effect
- Temporary exposure to smoke from a fire from which generally fit and well people are unlikely to experience long-term health problems.
- Potential for burns to body.
- Risk of eardrum damage from blast.
- Single exposure by inhalation could lead to damage of certain internal organs.
- Substantial exposure to toxic chemicals (potentially fatal)
- There are no potential consequences on human health from the major accident hazards identified.
- Very dense smoke may cause irritation of the lining of the air passages (nose, throat and lungs) the skin and the eyes.

Appendix 5: Potential Effects on the Environment (Section 3)

- Dangerous substances contaminating groundwater.
- Dangerous substances contaminating groundwater if containment fails.
- Dangerous substances discharged to sewer with potential to cause harm to the marine environment.
- Dangerous substances discharged to sewer, passing through the sewage treatment works, being discharged into freshwater or estuarine waters and causing harm to the aquatic environment.
- Dangerous substances entering freshwater or estuarine waters and causing harm to the aquatic environment.
- Deposition of dangerous substances on protected habitats.
- Deposition of dangerous substances on widespread habitats and agricultural land preventing growing crops or grazing animals or rendering the area inaccessible to the public.
- Direct contact with dangerous substances causing harm to specific species of plants.
- Inhalation, ingestion or direct contact with dangerous substances causing harm/fatality to specific species of animals.
- No Effect
- No Other effect
- Physical damage to and contamination of unlisted buildings and offsite such as houses, schools, offices, etc.
- Physical damage to listed buildings or scheduled ancient monuments.
- There are no potential consequences on the environment from the major accident hazards identified.

Appendix 6: Control Measures (Section 3)

- A manual surface water isolation valve is present on site
- An automatic surface water isolation valve is present on site
- Access to the site is strictly controlled.
- Air pollution prevention systems are in place.
- Air quality monitoring systems are in place.
- All of the establishments storage tanks, process vessels, pipework and control systems are designed and maintained to an appropriate standard to prevent major accidents.
- All relevant warehouses and storage facilities are fitted with fire detection and protection systems.
- All relevant warehouses and storage facilities are fitted with fire detection systems.
- Suitable arrangements are in place to prevent or minimise loss of containment of dangerous substances.
- Buildings on site are designed and arranged to prevent or minimise knock-on effects of an incident.
- Chemical spillage prevention systems are in place.
- Containment systems are in place for relevant work areas to minimise the loss of spilled material to the environment.
- Decontamination procedures are in place.
- Detectors are in place to alert staff to any loss of containment.
- Emergency arrangements are in place to notify Irish Water/Local Authority if dangerous substances are accidentally released into groundwater or freshwater used for drinking water supply.
- Emergency arrangements are in place to notify the local authority if dangerous substances are accidentally discharged into the sewer.
- Emergency response systems & procedures are in place.
- Establishment has an automatic fire alarm system connected to a central monitoring station and/or the fire service.
- Establishment has a manual fire alarm system.
- Establishment has a manual fire alarm system connected to a central monitoring station and/or the fire service.
- Establishment has facilities for extraction and ventilation of flammable materials to prevent them causing fires and explosions.
- Establishment has facilities to detect and manage releases of gases that may have harmful effects.
- Establishment has facilities to detect releases of gases and has taken steps to minimise the chance that any releases are ignited.
- Establishment has on-site response facilities to reduce the impact of an incident.
- Establishment has taken steps to deal with severe weather conditions.
- Good communication systems are in place, internally and with outside agencies to prevent/mitigate major accidents.

- Incompatible materials are segregated and stored separately.
- Isolation procedures are in place to prevent or reduce the extent of an incident.
- Key operating units and storage facilities are fitted with automatic shutdown and isolation systems.
- Key operating units and storage facilities are fitted with fire detection systems.
- Key operating units and storage facilities are fitted with fire detection and suppressant systems.
- Key operating units and storage facilities are fitted with fire protection systems.
- Key operating units and storage facilities have containment systems in place to keep chemicals and firewater on-site.
- Overpressure prevention systems are in place as necessary.
- Procedures are in place to manage any changes at the site that could impact on health, safety and the environment.
- Procedures are in place to manage older processing plant and equipment.
- Procedures are in place to select, use and manage appropriate equipment.
- Procedures in place to identify and manage deviations from normal operating conditions.
- Potential ignition sources are eliminated in accordance with the ATEX Directive to protect against the ignition of flammable material.
- Traffic management arrangements are in place.

Appendix 7: Hazard sources for LUP (Section 4)

For LUP 1, LUP 2 and LUP 3

- Fertiliser blending/storage
- Flammable storage in bulk – CLP Categories 1 & 2
- Flammable storage in bulk - CLP Category 3
- LPG/LNG installations
- Potable Spirit
- Toxic gas drum & cylinder store
- Toxic liquid stored in bulk tank
- Warehouse (chemical)

For LUP 4

- Other

Appendix 8: Confidentiality

Basis for Confidentiality in the AIE Regulations	Supporting Information
Would adversely affect international relations, national defence or public security [Reg. 9 (1)(a)]	Supporting information should include a communication from An Garda Siochana attesting to this exemption.
Would adversely affect the course of justice (including criminal inquiries and disciplinary inquiries) [Reg. 9(1)(b)]	Supporting information should be precise on how the course of justice would be affected by disclosure.
Would adversely affect commercial or industrial confidentiality, where such confidentiality is provided for in national or Community law to protect a legitimate economic interest [Reg. 9(1)(c)]	A concise explanation of why and how disclosure of the information would affect the operator.
Would adversely affect intellectual property rights [Reg. 9(1)(d)]	A concise explanation of why and how disclosure of the information would affect the operator.
Would adversely affect the confidentiality of personal information relating to a natural person who has not consented to the disclosure of the information, and where that confidentiality is otherwise protected by law [Reg 8(a)(i)]	An explanation of how disclosure will affect the confidentiality of personal information relating to the natural person and of where that confidentiality is otherwise protected by law [Reg 8(a)(i)].
Would adversely affect the interests of any person who, voluntarily and without being under, or capable of being put under, a legal obligation to do so, supplied the information requested, unless that person has consented to the release [Reg 8(a)(ii)]	An explanation of how the information was supplied voluntarily and was not capable of being required by the COMAH Regulations 2015.
Would adversely affect the protection of the environment to which that information relates [Reg 8(a)(iii)]	An explanation of precisely how disclosure of the information will affect the relevant environment.