

# NPI Reporting Steps

Here are 25 broad steps involved in NPI reporting:

## Prepare

1. Read the latest NPI Guide
2. Review processes and determine which NPI EET Handbooks are relevant
3. Read relevant NPI EET Handbooks
4. If needed, seek assistance from relevant Jurisdictional Environment Agency
5. Prepare data collection templates based on relevant NPI EET Handbooks
6. Document data collection template EETs
7. Register to use the NPI Online Reporting System
8. Read about the NPI Online Reporting System

## Collect

9. Collect usage data for NPI substances
10. Determine which NPI substances are above relevant reporting thresholds
11. Collect usage data for fuel used onsite
12. Determine which NPI fuel reporting thresholds are exceeded (Category 2a or 2b)
13. Collect activity data for processes associated with NPI substances which are above relevant reporting thresholds
14. Document data collection process in words and pictures for later reference

## Report

15. Calculate emissions and transfers for processes associated with NPI substances above relevant reporting thresholds
16. Calculate emissions of NPI substances associated with fuel combustion
17. Combine emission estimates for relevant processes to derive an overall emission estimate for each NPI substance above relevant reporting thresholds
18. Calculate transfers for each NPI substance above relevant reporting thresholds
19. Compare emission and transfer estimates with emissions and transfers reported for the site in previous NPI reporting periods
20. Compare emission and transfer estimates with emissions and transfers reported for other similar industry sector sites in previous NPI reporting periods
21. Compare emission and transfer estimates with emissions and transfers reported for all NPI reporters in previous NPI reporting periods
22. Analyse reasons for any discrepancies with previous NPI reports, or other sites
23. If necessary, make relevant corrections to NPI emission and transfer estimates
24. Enter draft estimates to the NPI Online Reporting System
25. With relevant approval, submit estimates to NPI Online Reporting System

More information about NPI reporting can be obtained from the NPI Guide:

[www.npi.gov.au/resource/national-pollutant-inventory-guide](http://www.npi.gov.au/resource/national-pollutant-inventory-guide)

## Time Required for NPI Reporting

The time required to complete NPI reporting activities can vary widely depending on site complexity and individual capabilities.

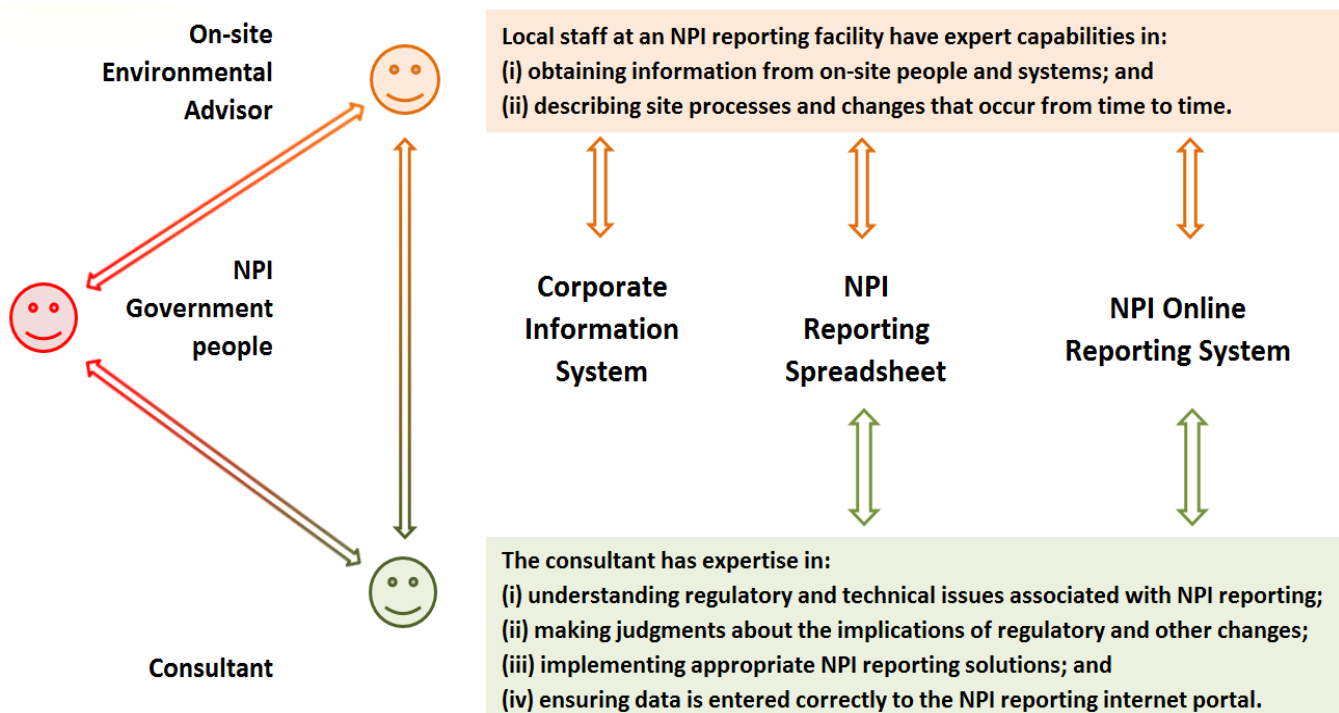
Some facilities might only require a few hours on some of the 25 steps implying a total reporting time of 25 hours or less. Other more complex facilities might require several hours for each step implying a longer total reporting time of 50, 100 or more hours.

The higher estimates of time are relevant for a person with no previous experience of NPI reporting who needs to research and consider relevant requirements and issues. There are nearly one hundred NPI Emission Estimation Technique manuals, ranging in size from a few pages to over 80 pages. These publications contain information which needs to be applied with appropriate judgment to the individual circumstances of an NPI reporting facility. This process can take time and may require numerous iterations.

NPIplus has extensive experience and can typically complete the work involved in NPI reporting in a fraction of the time required by a less experienced person. Comprehensive computerised reporting solutions have been developed and continuously enhanced over many years through application at a wide range of facilities across Australia.

Apart from saving time, obtaining assistance from an experienced consultant will help maximise the chance that NPI reporting will be acceptable to government.

## People relevant to NPI reporting



## Obtaining expert assistance with NPI reporting

A consultant with expert knowledge about NPI reporting can save an NPI reporter time, money and minimise post-reporting work arising from government scrutiny.

For information about how NPIplus can assist you with NPI reporting please ring Peter on 0412 621480, send e-mail to [peter@NPIplus.com.au](mailto:peter@NPIplus.com.au) or visit [www.NPIplus.com.au](http://www.NPIplus.com.au).