

# EDM

Elektronisches Datenmanagement - Umwelt



MINISTERIUM  
FÜR EIN  
LEBENSWERTES  
ÖSTERREICH

## **USER MANUAL FOR AIRCRAFT OPERATORS EMISSION TRADE SYSTEM - EDM**

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| <b>Kurzbeschreibung:</b> | <p>Dieses Dokument ist das Benutzerhandbuch für den Emissionshandel im EDM-Benutzerbereich (EBB) in der aktuellen Version R2.0. Es soll den BenutzerInnen Unterstützung und Hilfestellung im Umgang mit der Anwendung bieten.</p> <p>Der EDM-Benutzerbereich wird schrittweise weiterentwickelt und orientiert sich dabei stets an den konkreten Anforderungen der einzubindenden Anwendungen. Die erste EDM-Fachanwendung, die an den EDM-Benutzerbereich angebunden wurde, ist eGutachten.</p> |

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# 1 INTRODUCTION

According to Directive 2008/101/EC, amending Directive 2003/87/EC on the EU Emissions Trading Scheme (EU ETS), all flights operated within the EU as well as all flights between a Member State of the EU and third countries are covered by the Emission Trading System (ETS) for aviation activities. Therefore, according to the Austrian [Emissionszertifikatengesetz \(EZG\)](#) paragraph 9, BGBl. I 118/2011 idgF each aircraft operator is obliged to submit an Annual Emissions Report on CO<sub>2</sub> emissions from its aviation activities to the Competent Authority. The principles of reporting which are described in Annex 4 and 5 and in the guidelines of article 14 of directive 2003/87/EC have to be employed. In Austria it has to be done electronically to the Federal Ministry of Agriculture, Forestry, Environment and Water Management (BMLFUW) before the 31th of March of the following year. This report has to be verified by an accredited verification body pursuant to paragraph 10 EZG.

Templates for the Annual Emissions Report for Aircraft Operators and for the corresponding Verification Report can be downloaded in the Area for Downloads (see chapter 5 Downloads).

## 1.1 Legend of the symbols used in the document



The exclamation mark gives you useful and important additional hints.



The spectacles describe the outlook such as a development in future.



The document describes further informations.



The book is used for definitions.



The bull`s eye is used for examples

## 1.2 Preface

**The electronic data management system for environmental and waste management is the centralized e-government project of the Federal Ministry of Agriculture, Forestry, Environment and Water Management. [edm.gv.at](http://edm.gv.at)**

Companies can process efficiently their obligation for information and reporting. Main task of the EDM is to reduce the administrative burden for reporting on environmental issues as well as for the registration of persons, sites and corresponding permits

Approximately 46,000 persons (natural or legal) have been registered in the EDM so far.

The electronic data management system has following tasks:

- Support for users applying complicated laws (AWG 2002, Deponieverordnung 2008, etc.)
- Reduce of the administrative burden
- Clarity, traceability and legal security



Therefore the administration gets an efficient tool for the registration and control of personal and site specific data

Registered users can access different services with just one „Single-sign-on“ authentication.

The electronic data management **edm.gv.at** is an integrative System for different areas of the environment which operates transparently and enhance synergies between the different fields.

### 1.3 Further Information

You can find following further explanations (partly in German) in case that the descriptions of this document are not sufficient:

- Help text in the application:
  - o  The question mark symbol displayed in the right corner of the website gives you general information
  - o  For each input box you can click the button providing a help text for the application.
- EDM Helpdesk:

You can reach the EDM Helpdesk either **from Monday till Friday between 7:00 a.m. and 7:00 p.m.** at the customer service phone number: **(+43 1) 31 304 / 8000** .

or by email:  
[edm-helpdesk@umweltbundesamt.at](mailto:edm-helpdesk@umweltbundesamt.at)
- Information for users / Downloads:

Further information for users and downloads can be also found in the download area of the EDM site [www.edm.gv.at](http://www.edm.gv.at) clicking on the button "**Downloads**".

### 1.4 System requirements

You can use principally all kinds of web browsers, if they support 128 Bit coding. The EDM system and its applications have been tested with the Internet Explorer (because of its frequent use) for version 10.0 or higher. Firefox has also been tested sporadically and will be supported if possible. If you encounter any problems, please inform the EDM Helpdesk. The use of other browser is possible but support cannot be guaranteed by EDM team.

## 2 GENERAL INFORMATION FOR USER OF THE EDM REGARDING EMISSION TRADE SYSTEM

### 2.1 First steps

Aircraft operators as well as verification bodies have to register. This has to be done only once and the registration will be valid for the following years.

A description of the registration and the maintenance of the master data can be found following the link "Helpdesk" of the EDM homepage. The user manual for registration and maintenance can be downloaded as pdf document pressing the second button.

#### **Anmelden / Log in**

After registration you should have received your access data (username, password) via postal service with which you can access the system.

To login you have to start the internet browser selecting the EDM homepage. You have to use your username and corresponding password as it is shown in figure 1.

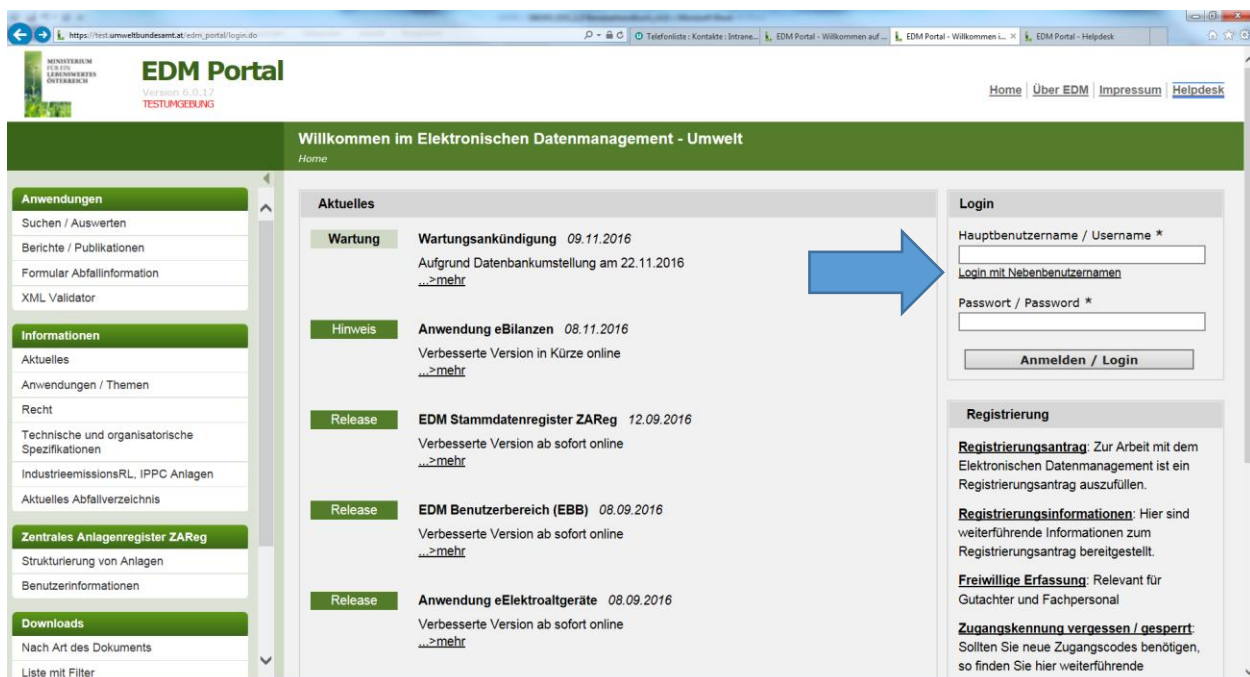


Figure 1: Anmeldung / Login - EDM

### 2.2 Access to the EDM

#### **Personal Page**

Following items can be found on the personal page:

#### **Maintenance of the master data (Stammdatenpflege)**

#### **Management of user (Benutzer verwalten)**

If you have to operate a process regarding emission trading system (e.g. sending messages to the competent authority or to another company, submitting or editing reports), please select the button „Emissionshandel (EU ETS)“ after log on to the EDM system (see figure 2).

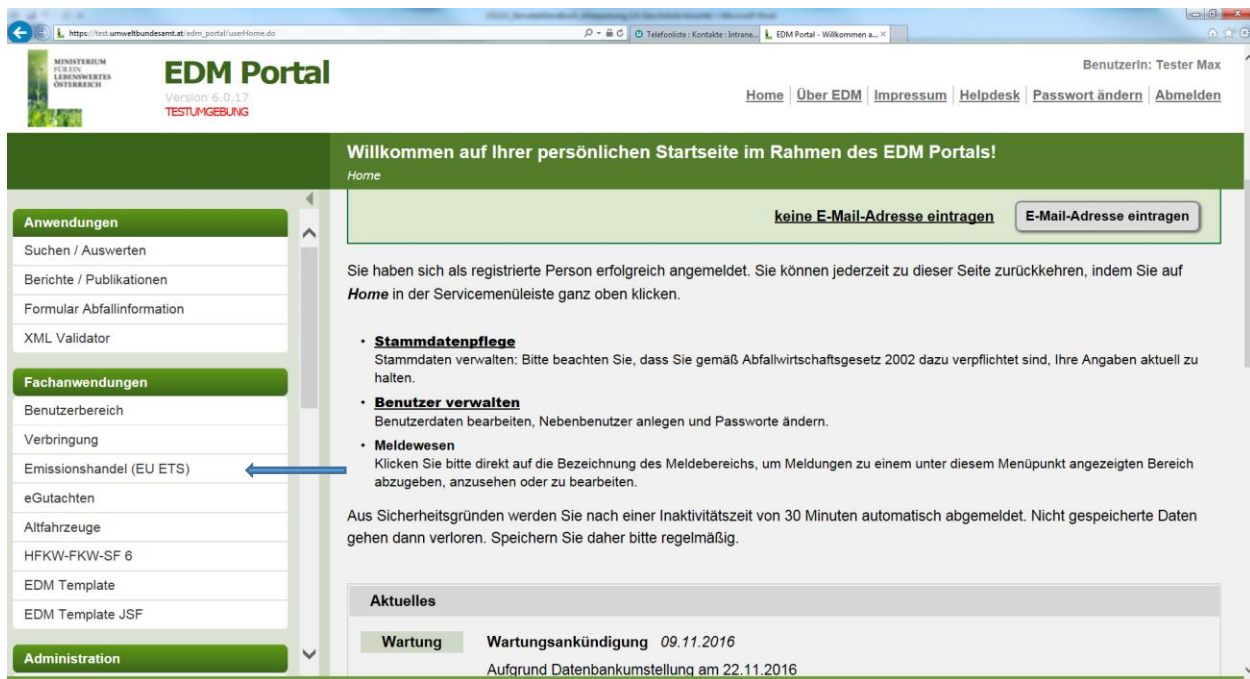


Figure 2: Personal Page of the EDM portal

This will open the EDM operator area for the ETS. It gives you an overview of all messages, reports and notifications and is also the starting point to generate a new process. A short description of the functionalities of the EDM operator area is given in the following chapter 2.3.

## 2.3 Short introduction to the EDM operator area

As mentioned before you can access the EDM functionalities through the EDM operator area.

Following activities are offered:

- Reports which have been already sent,
- Messages and notifications which have been sent or received,
- Files which have been uploaded or generated by the export of a report.

The EDM operator area displays messages, notifications and reports not only from the ETS but also from other relevant legal issues in relation to your activities.

Several Search and Filter possibilities are disposed to administer easily your messages, notifications and reports (see chapter 2.6 Search and Filter Criteria). Furthermore it is possible to adjust the display of your screen to support your individual requirements and demands. (See chapter 2.5).

It is also possible to send securely messages between you and the competent authority as well other companies within the EDM operating area. This is described in more details in chapter 2.5 and 2.6.



This user manual describes how the EDM operating area can be used efficiently for activities concerning the European Emission Trade System (EU ETS).

If you need a more detailed and general description for the EDM operating area and its functionalities the general user manual for the EDM operating area is provided in the download section of the homepage. [EBB2.0-HB].

## 2.4 Description of professional objects (Fachobjekten) in the EDM operating area

Messages, notifications and reports are summarized to professional objects by the EDM operating area. They are displayed in lists which you can alter for your purposes (see chapter 2.6). As you can generate your own view on the lists, the following figure just shows you an example how the screen might look like.

| Aktionen            | Symbole | Typ            | Fachobjekt  | Beschreibung   | Zuordnung   |
|---------------------|---------|----------------|---|--|---|
| <br>Bitte auswählen |         | EZG<br>Meldung | <b>Zeitstempel:</b><br>26.01.2017 17:02:29<br><i>(letztes<br/>Speicherdatum)</i><br><b>Status:</b> eingebracht                  | <b>Meldeverpflichteter:</b> EZG<br>Luftfahrzeugsbetreiber 4,<br>9008390490082<br><b>Berichtszeitraum:</b> 04.01.2013<br>- 30.11.2014<br><b>NIM-Code:</b> LFZB4<br><b>Kontonummer:</b> LFZBK4 | <b>Aufgabenstatus:</b><br>Übernommen<br><i>(26.01.2017)</i>               |
| <br>Bitte auswählen |         | EZG<br>Meldung | <b>Zeitstempel:</b><br>26.01.2017 14:58:26<br><i>(letztes<br/>Speicherdatum)</i><br><b>Status:</b> eingebracht,<br>per Bescheid | <b>Meldeverpflichteter:</b> EZG<br>Luftfahrzeugsbetreiber 4,<br>9008390490082<br><b>Berichtszeitraum:</b> 01.01.2015<br>- 31.03.2015<br><b>NIM-Code:</b> LFZB4<br><b>Kontonummer:</b> LFZBK4 | <b>Aufgabenstatus:</b><br>Noch nicht<br>übernommen<br><i>(26.01.2017)</i> |
| <br>Bitte auswählen |         | EZG<br>Meldung | <b>Zeitstempel:</b><br>26.01.2017 12:06:31<br><i>(letztes<br/>Speicherdatum)</i><br><b>Status:</b> eingebracht,<br>per Bescheid | <b>Meldeverpflichteter:</b> EZG<br>Luftfahrzeugsbetreiber 4,<br>9008390490082<br><b>Berichtszeitraum:</b> 01.01.2016<br>- 30.06.2016<br><b>NIM-Code:</b> LFZB4<br><b>Kontonummer:</b> LFZBK4 | <b>Aufgabenstatus:</b><br>Noch nicht<br>übernommen<br><i>(26.01.2017)</i> |

Figure 3: Display of your professional objects (Fachobjekten) in the EDM operating area.

Following information is shown in this list:

**Column Aktionen (Actions):** You can open your object with the symbol . Then you can see the details in case of a report, in case of a message or notification you can see the exact content and in case of a file it opens.

Another possibility to open a professional object (Fachobjekt) within the EDM operating area is given by the symbol . Other possible actions (Dropdown) can be selected and/or described in the general user manual for the EDM operating area (EDM-Benutzerbereich 2.0 [EBB2.0-HB]).

**Column Symbole (Symbols):** Messages, notifications and reports can be flagged by certain symbols to emphasize their main feature. Thus, it is possible to see within a second which kind of professional objects are displayed. However, not all professional objects are flagged by symbols.

**Column Typ (Type):** the type of report is displayed.

**Column Fachobjekt (Professional Object) and Column Beschreibung (Description):** Data which describe the professional object in more detail. Following information is displayed:

- Zeitstempel (Time Stamp): Exact date, when the report has been saved or submitted
- Status
- Meldeverpflichteter (Responsible person for reporting obligations) (Your name and GLN)
- Berichtszeitraum (Reporting period)
- Version: number of version is displayed

**Column Zuordnung (Attribution):** The content of this column is described in detail the general user manual for the EDM operating area (EDM-Benutzerbereich 2.0 [EBB2.0-HB]).



Furthermore, it is described how you can organize your messages and notification as well files and the additional information which is displayed.

## 2.5 Views in the EDM operating area

You see all your reports, messages and notifications in the EDM operating areas. This includes all legal items. Therefore it is possible to restrict your objects to administer the high amount by employing different Search- and Filter Criteria (see chapter 2.6).

You can save every combination of search and filter criteria as "Ansicht" (view), which you use more often. Thus, the system becomes more efficient as you do not need to select the same search and filter criteria.

Additionally to the personal generated "views" you can use default "views". For aircraft operators in EU ETS it is:

- Emissionshandel

If you choose the view „Emissionshandel“, you just see your corresponding reports, messages and notification in the EDM operating area. It will be the same view when selecting the button „Emissionshandel“ on the left side in your personal start page after logging in the system (see chapter 2.2).

The general user manual for the EDM operating area (EDM-Benutzerbereich 2.0 [EBB2.0-HB]) describes the definition and generation of your own „view“.

## 2.6 Search and Filter Criteria for the EDM operating area

You can search or filter for all information which are displayed in the list of your professional objects (Fachobjekte).

You can use the box „Suche“ (Search) for a full text search where all information are searched for certain term. Following you can find a possible example.



If you search for messages / notifications to and/or from the Competent Authority than use "EZG Behörde" (EZG Competent Authority) as term. As a result you receive all desired messages but also all other professional objects where the term "EZG Behörde" is mentioned.



Figure 4: Full text search in the EDM operating area



If search for reports, messages and notifications which are connected to certain person, then enter the name or the GLN of the person to get the desired information.

Annotation: Please remind that the name of a person could possibly change during the time and thus not all available information might be displayed. Therefore, it is suggested to use the GLN as the preferred option.

The box „Filter“ can be used to filter all objects to certain criteria. It is possible to combine different criteria.

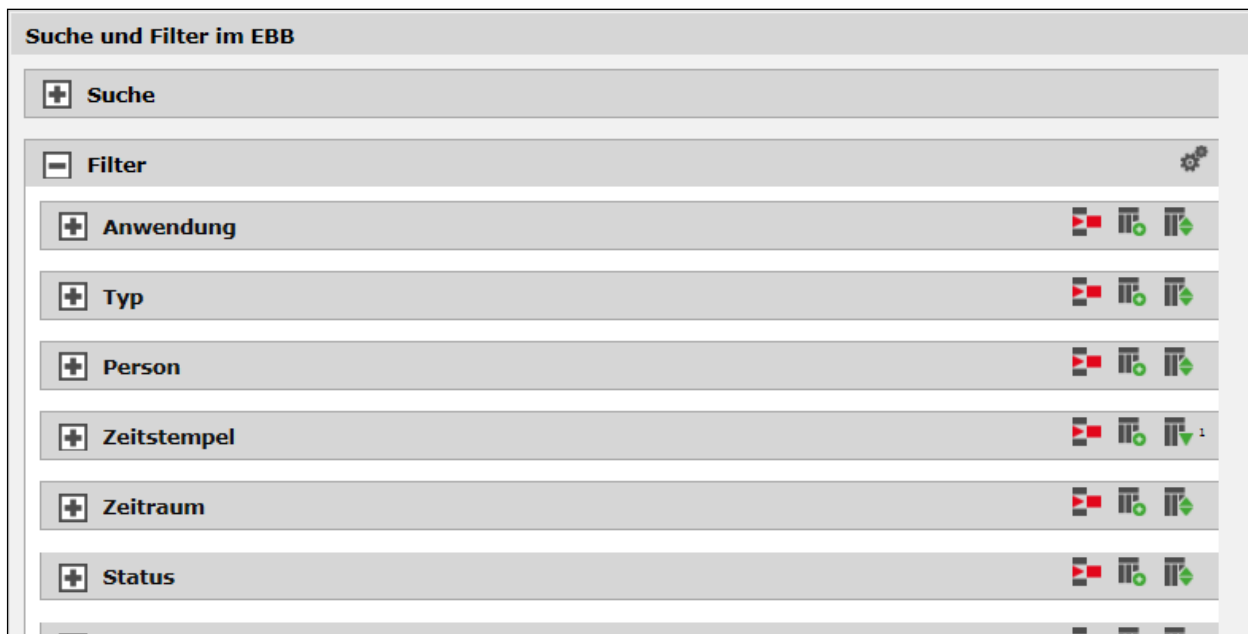


Figure 5: Filter criteria in the EDM operating area

For example if you search for all reports which have been already submitted to the Competent Authority, you can combine following filter criteria.

Select the filter for “Typ” to “EZG Meldung” and combine it with the filter “Status” which is set to “eingebracht” (submitted). The resulting list will display all reports regarding EZG and submitted to the Competent Authority.

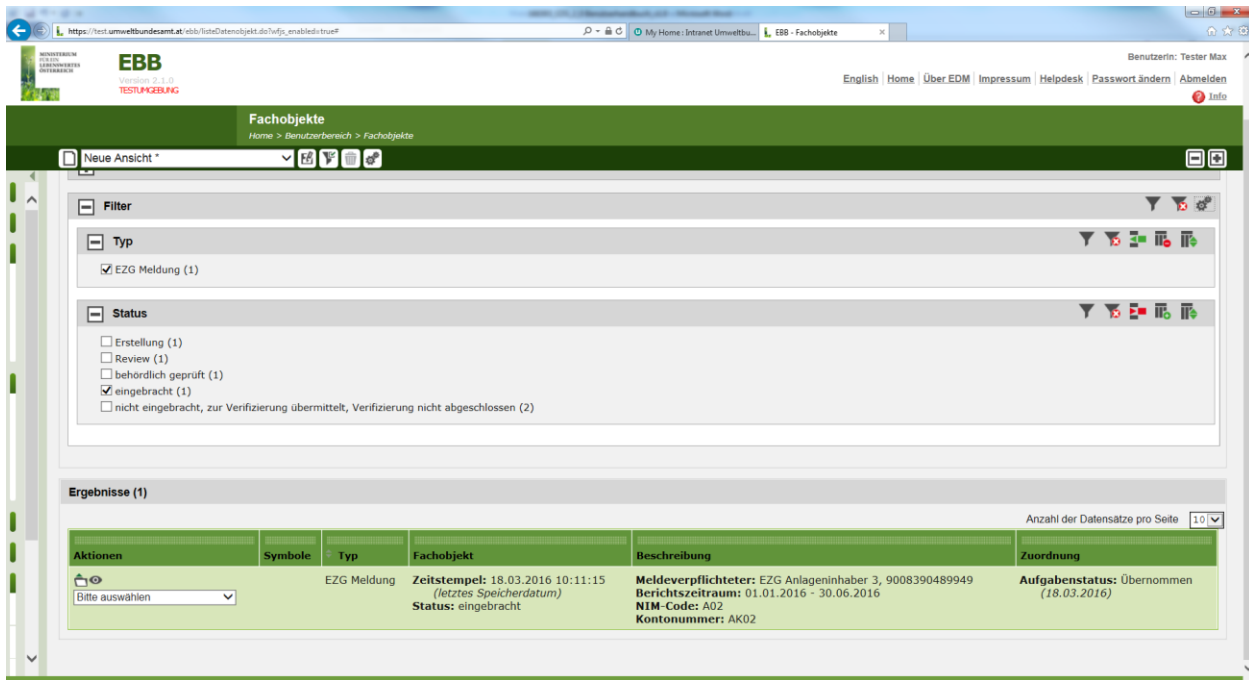


Figure 6: Example for filter criteria and its results.

A more detailed description for setting filters and for searching can be found in the general user manual for the EDM operating area (EDM-Benutzerbereich 2.0 [EBB2.0-HB]).

### 2.6.1 Journal

To each professional object (Fachobjekt) (report, message, notification, file), which is displayed in the EDM operating area, a journal entries are generated and can be displayed. In the box „Journal“ you can see to each professional object what was recorded, e.g.:

- die Meldung wurde erstellt – the report was generated
- die Nachricht erhalten – message received
- der Status der Meldung hat sich geändert – the status of the report has been changed.

You can open to each professional object the journal by selecting the action “Journal anzeigen” (display journal):

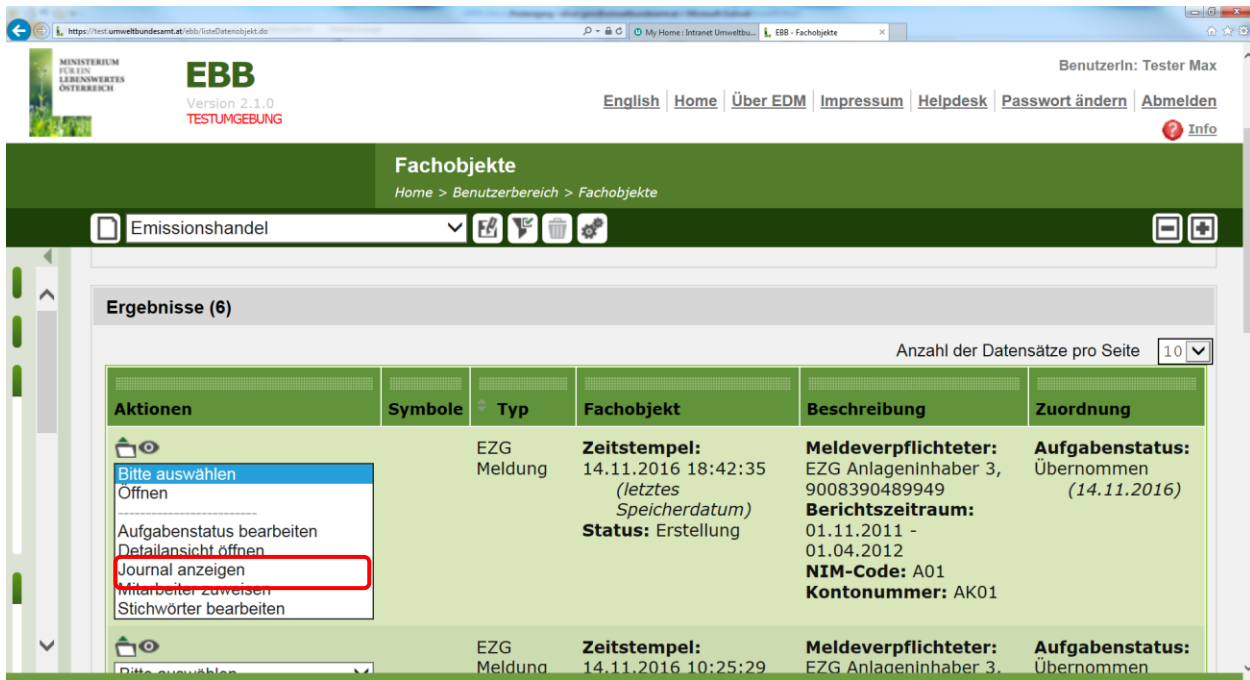



Figure 7: Function "Journal anzeigen"  
 The journal of an ETS annual report might be following:



Figure 8: Example of a report's journal



The example shown above contains two entries:

1. The older entry is displayed below. The report was generated (Journaltyp „Fachobjekt erstellt“). The type and status of object is displayed in the middle column. (“Erstellung”-report generated, not submitted for verification).
2. The next entry (Journaltyp „Fachobjekt geändert“ – professional object changed) informs you that an attribute of the professional object has been changed and the status has changed to „eingebracht“ (submitted).

Instead of opening a journal of a certain professional object, it is possible to display the list with all journal

entries. You have to select “Journal” in the dropdown list of possible actions.

This can be practical to get an overview of all information which has been changed in one or another way for you.

An example of a journal is shown in figure 9:


**Journal**  
Home > Benutzerbereich > Journal

Journal

Ergebnisse (7) Anzahl der Datensätze pro Seite 10

| Aktionen | Symbole | Journal  | Fachobjekt   | Beschreibung   |
|----------|---------|--|--|--|
|          |         | <b>Journaltyp:</b> Fachobjekt geändert<br><b>Erstellt am:</b> 26.01.2017 17:02:29<br><b>Erstellt von:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br><b>Priorität:</b> Information | <b>Typ:</b> EZG Meldung<br><b>Person:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br>(Ersteller)<br><b>Zeitstempel:</b> 26.01.2017 17:02:29<br>(letztes Speicherdatum)<br><b>Status:</b> eingebracht       | <b>(Rechts-)Bereich:</b> EZG 2011<br><b>Meldeverpflichteter:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br><b>Berichtszeitraum:</b> 04.01.2013 - 30.11.2014<br><b>NIM-Code:</b> LFZB4<br><b>Kontonummer:</b> LFZBK4 |
|          |         | <b>Journaltyp:</b> Fachobjekt erstellt<br><b>Erstellt am:</b> 26.01.2017 15:14:41<br><b>Erstellt von:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br><b>Priorität:</b> Information | <b>Typ:</b> EZG Meldung<br><b>Person:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br>(Ersteller)<br><b>Zeitstempel:</b> 26.01.2017 15:14:41<br>(letztes Speicherdatum)<br><b>Status:</b> Erstellung        | <b>(Rechts-)Bereich:</b> EZG 2011<br><b>Meldeverpflichteter:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br><b>Berichtszeitraum:</b> 04.01.2013 - 30.11.2014<br><b>NIM-Code:</b> LFZB4<br><b>Kontonummer:</b> LFZBK4 |
|          |         | <b>Journaltyp:</b> Fachobjekt erhalten<br><b>Erstellt am:</b> 26.01.2017 14:58:27<br><b>Erstellt von:</b> EZG Behörde - BMLFUW, 9008390360033<br><b>Priorität:</b> Information         | <b>Typ:</b> EZG Meldung<br><b>Person:</b> EZG Behörde - BMLFUW, 9008390360033<br>(Ersteller)<br><b>Zeitstempel:</b> 26.01.2017 14:58:26<br>(letztes Speicherdatum)<br><b>Status:</b> eingebracht, per Bescheid | <b>(Rechts-)Bereich:</b> EZG 2011<br><b>Meldeverpflichteter:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br><b>Berichtszeitraum:</b> 01.01.2015 - 31.03.2015<br><b>NIM-Code:</b> LFZB4<br><b>Kontonummer:</b> LFZBK4 |
|          |         | <b>Journaltyp:</b> Fachobjekt erhalten<br><b>Erstellt am:</b> 26.01.2017 12:06:31<br><b>Erstellt von:</b> EZG Behörde - BMLFUW, 9008390360033<br><b>Priorität:</b> Information         | <b>Typ:</b> EZG Meldung<br><b>Person:</b> EZG Behörde - BMLFUW, 9008390360033<br>(Ersteller)<br><b>Zeitstempel:</b> 26.01.2017 12:06:31<br>(letztes Speicherdatum)<br><b>Status:</b> eingebracht, per Bescheid | <b>(Rechts-)Bereich:</b> EZG 2011<br><b>Meldeverpflichteter:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br><b>Berichtszeitraum:</b> 01.01.2016 - 30.06.2016<br><b>NIM-Code:</b> LFZB4<br><b>Kontonummer:</b> LFZBK4 |

Figure 9: Example of a journal

You can open the object (report, message, notification and file) by clicking the symbol  directly at the journal entry.

### **2.6.2 Rights for principal and side users**


All users of a registered person (i.e. principal and side users) have the same rights in the EDM operating area. They see the same journal entries, messages and reports.

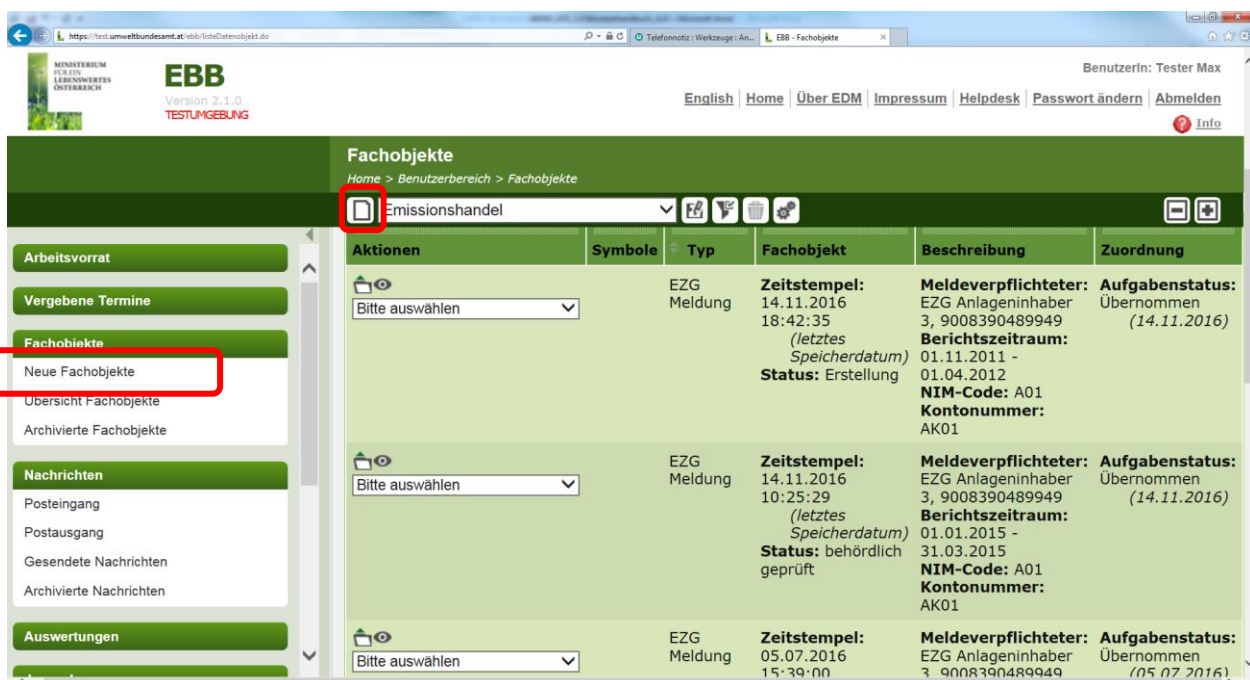
## 3 TO EDIT YOUR EMISSIONS REPORT

### 3.1 Homepage Emission Trade System

As a first step you have to log in to the system to be able to edit and submit your annual emissions report in compliance to the EU ETS. After entering the personal page (see chapter 2.2) you have to select the button „Emissionshandel (EU ETS)“.

#### 3.1.1 Generating a new professional object („neues Fachobjekt“) for submitting the annual emissions report

Press the symbol  or select the box on the left side „Neue Fachobjekte“ to generate a new professional object („neues Fachobjekt“).



| Aktionen        | Symbole | Typ            | Fachobjekt  | Beschreibung   | Zuordnung  |
|-----------------|---------|----------------|---|--|--|
| Bitte auswählen |         | EZG<br>Meldung | <b>Zeitstempel:</b><br>14.11.2016<br>18:42:35<br>(letztes<br>Speicherdatum)<br><b>Status:</b> Erstellung            | <b>Meldeverpflichteter:</b><br>EZG Anlageninhaber<br>3, 9008390489949<br><b>Berichtszeitraum:</b><br>01.11.2011 -<br>01.04.2012<br><b>NIM-Code:</b> A01<br><b>Kontonummer:</b><br>AK01 | <b>Aufgabenstatus:</b><br>Übernommen<br>(14.11.2016) |
| Bitte auswählen |         | EZG<br>Meldung | <b>Zeitstempel:</b><br>14.11.2016<br>10:25:29<br>(letztes<br>Speicherdatum)<br><b>Status:</b> behördlich<br>geprüft | <b>Meldeverpflichteter:</b><br>EZG Anlageninhaber<br>3, 9008390489949<br><b>Berichtszeitraum:</b><br>01.01.2015 -<br>31.03.2015<br><b>NIM-Code:</b> A01<br><b>Kontonummer:</b><br>AK01 | <b>Aufgabenstatus:</b><br>Übernommen<br>(14.11.2016) |
| Bitte auswählen |         | EZG<br>Meldung | <b>Zeitstempel:</b><br>05.07.2016<br>15:39:00   | <b>Meldeverpflichteter:</b><br>EZG Anlageninhaber<br>3, 9008390489949  | <b>Aufgabenstatus:</b><br>Übernommen<br>(05.07.2016) |

Figure 11: New professional object (Neues Fachobjekt)

In the following step all possible kind of reports will be displayed dependent on your specification in the master data.

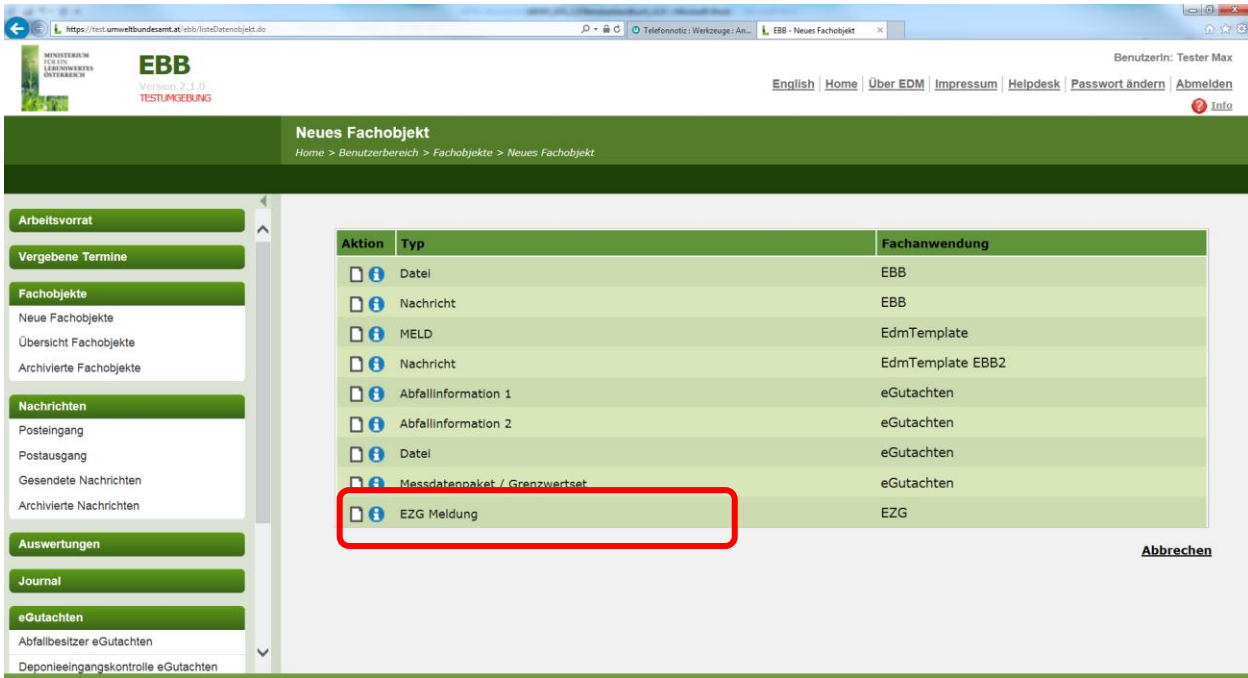


Figure 12: Selection of Professional Objects depending on the specification on the master data

Tick the box „EZG Meldung“ if you want to submit a emissions report. It will open a new Window where you have to choose the reporting period. Only reporting periods which have been activated and for which you have not submitted so far, can be selected. If you want to edit an existing report, you can find it in the list of professional objects (Fachobjekt) in the EDM operating area (see chapter 2.4).

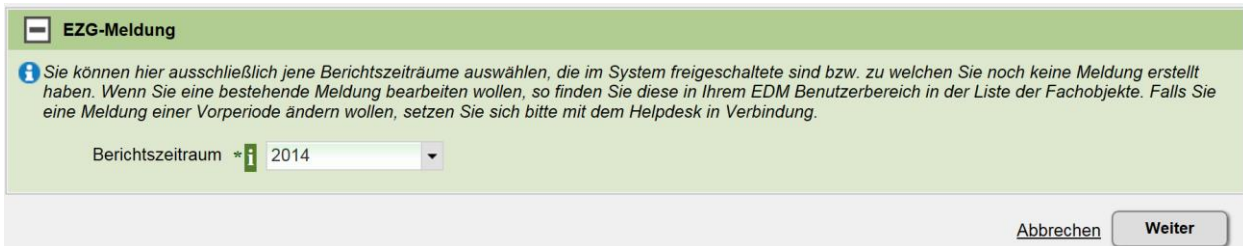


Figure 13: Selection of the reporting period

In the next step you select your airline for which you have to report your emissions.



Figure 14: Selection of use of a small emitter tool approved under Commission Regulation (EU) No 606/2010



After selection of the airline you have to select your verifier who is verifying the annual emissions report. Annotation for small emitter: If you are an aircraft operator with total annual emissions lower than 25,000 tonnes CO<sub>2</sub>, your emissions shall be considered to be verified emissions if determined by using the small emitters tool approved under Commission Regulation (EU) No 606/2010 (1) and populated by Eurocontrol with data from its ETS support facility (EZG §10 (5a) and 2003/87/EC §28a (6)). You wish to use the ETS support facility tool, click the box and approve:

„Ich bestätige, dass die Emissionen in der abgelaufenen Berichtsperiode weniger als 25.000t CO<sub>2</sub> betragen haben. Zur Erstellung der Emissionsmeldung wurden Daten von Eurocontrol aus der Unterstützungseinrichtung für das Emissionshandelssystem der Union unter Anwendung eines Instruments für Kleinemittenten gemäß der Verordnung (EU) Nr. 606/2010 zur Schätzung des Treibstoffverbrauchs verwendet. Ich bin [oder dieser LFZB ist] daher berechtigt, gemäß §10 Abs. 5a EZG 2011, diese Emissionsmeldung ohne Vorlage einer Bescheinigung einer unabhängigen Prüfeinrichtung gemäß § 14 einzubringen, und möchte von dieser Ausnahme Gebrauch machen.“

In the next step you have to upload your annual emissions report (see Figure 18). In the following step you have the possibility to add an additional (e.g. supporting) document. Once again you can save your inputs with "Zwischenspeichern".

In the final step you can submit your emission report directly to your competent authority (Figure 14 a)

Emissionshandel (EU ETS) \*

Home > Benützerbereich > EZG-Meldung Seite 4 von 4

Stammdaten

Berichtszeitraum: 2011

Inhaber: EZG Luftfahrzeugsbetreiber 4 (9008390490082)

Unique ID: LFZB4

Kontonummer: LFZBK4

Prüfeinrichtung

Ich bestätige, dass die Emissionen in der abgelaufenen Berichtsperiode weniger als 25.000t CO<sub>2</sub> betragen haben. Zur Erstellung der Emissionsmeldung wurden Daten von Eurocontrol aus der Unterstützungseinrichtung für das Emissionshandelssystem der Union unter Anwendung eines Instruments für Kleinemittenten gemäß der Verordnung (EU) Nr. 606/2010 zur Schätzung des Treibstoffverbrauchs verwendet. Ich bin daher berechtigt, gemäß §10 Abs. 5a EZG 2011, diese Emissionsmeldung ohne Vorlage einer Bescheinigung einer unabhängigen Prüfeinrichtung gemäß § 14 einzubringen, und möchte von dieser Ausnahme Gebrauch machen.

Liste von Dateien

| Dateiname | hochgeladen am      | Typ                                 |
|-----------|---------------------|-------------------------------------|
| Test.xls  | 27.01.2017 10:30:06 | Emissionsmeldung gemäß § 9 EZG 2011 |

Liste zusätzliche Dateien

| Dateiname                | angefügt von | hochgeladen am |
|--------------------------|--------------|----------------|
| Keine Einträge gefunden. |              |                |

Abbrechen Zurück **Emissionsmeldung einbringen**

Figure 14 a: Submission of the emission report to the competent authority

**Emissionshandel (EU ETS)**  
 Home > Benutzerbereich > EZG-Meldung Seite 1 von 4

**Stammdaten**

Berichtszeitraum

Inhaber

Unique ID

Kontonummer

**Prüfeinrichtung**

Prüfeinrichtung

Ich bestätige, dass die Emissionen in der abgelaufenen Berichtsperiode weniger als 25.000t CO2 betragen haben. Zur Erstellung der Emissionsmeldung wurden Daten von Eurocontrol aus der Unterstützungseinrichtung für das Emissionshandelssystem der Union unter Anwendung eines Instruments für Kleinemittenten gemäß der Verordnung (EU) Nr. 606/2010 zur Schätzung des Treibstoffverbrauchs verwendet. Ich bin daher berechtigt, gemäß §10 Abs. 5a EZG 2011, diese Emissionsmeldung ohne Vorlage einer Bescheinigung einer unabhängigen Prüfeinrichtung gemäß § 14 einzubringen, und möchte von dieser Ausnahme Gebrauch machen.

**Ansprechpersonen**

| Name         | Telefonnummer | E-Mail Adresse |
|--------------|---------------|----------------|
| Tester Erika |               |                |

Figure 15: Selection of the verifier

You have the possibility to search your verifier with the symbol of the magnifying glass. If you do not enter any criteria you can choose from a list with all available verifiers.

**Prüfeinrichtung**

Suche

**Suche nach Registrierten**

GLN

Personenname

Standortname

Unternehmensreg.-Id

FirmenbuchNr

VereinsregisterNr

ErgänzungsregisterNr

**Sitz**

Staat

Bundesland

Bezirk

PLZ/Ort

Gemeinde

Straße

Figure 16: Search for a verifier

After selection of your verifier, you can save („Zwischenspeichern“) your input or continue with the next steps („Weiter“).

**Prüfeinrichtung**

Prüfeinrichtung

**Personen-GLN**

**Sitzadresse**

**Ansprechpersonen**

| Name       | Telefonnummer | E-Mail Adresse |
|------------|---------------|----------------|
| Tester Max |               |                |

Figure 17: Selection of the verifier

In the next step you have to upload your annual emissions report.

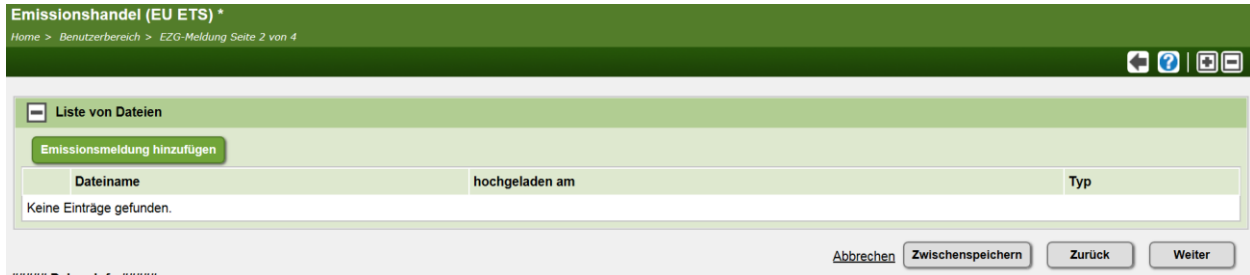


Figure 18: Upload of your annual emissions report



Figure 19: View after the upload of the annual emissions report

Again you can save your input ("Zwischenspeichern") or you can continue („Weiter“) with the next steps.

If you want to delete the report, press the symbol . If you want to replace your report click the button „Emissionsmeldung ersetzen“.

In the following step you have the possibility to add an additional (e.g. supporting) document. Once again you can save your inputs with "Zwischenspeichern".

In the last step you get a summary with all your inputs and with the possibility to end this process by forward your emissions report to your verifier „Emissionsmeldung an den Verifizierer übermitteln“ (see figure 20).

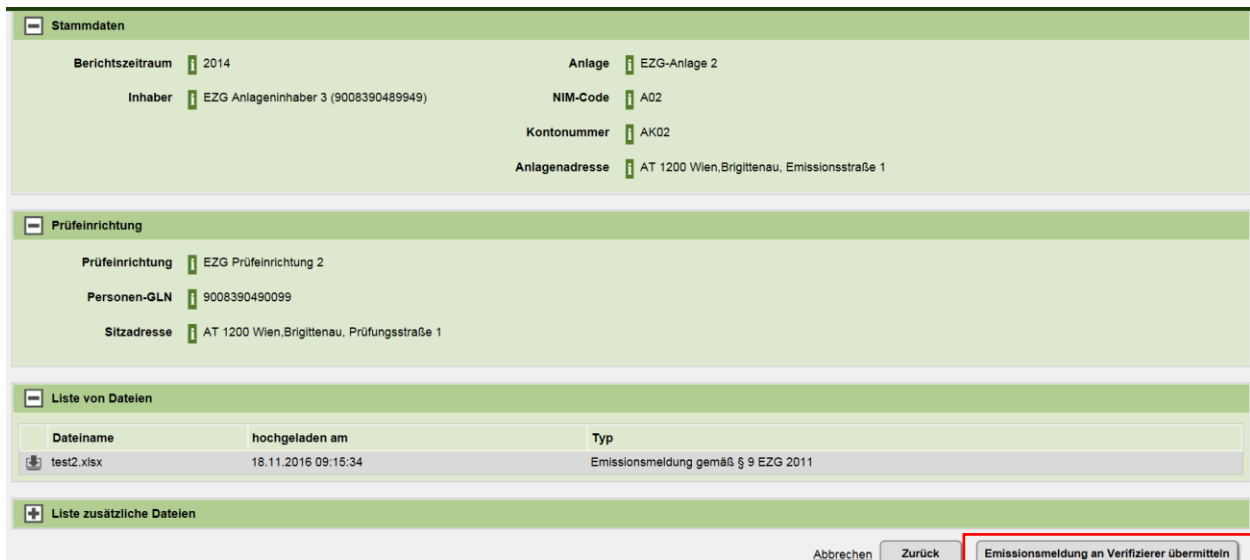


Figure 20: Forwarding your report to the verifier

### 3.1.2 To view or to edit an existing report

If you want to view or edit an existing annual emissions report, you can search or filter in the EDM operating area as described in chapter 2.6.

As an example it is shown in the figure 21 below how all reports which has not been submitted to the competent authority so far can be searched:

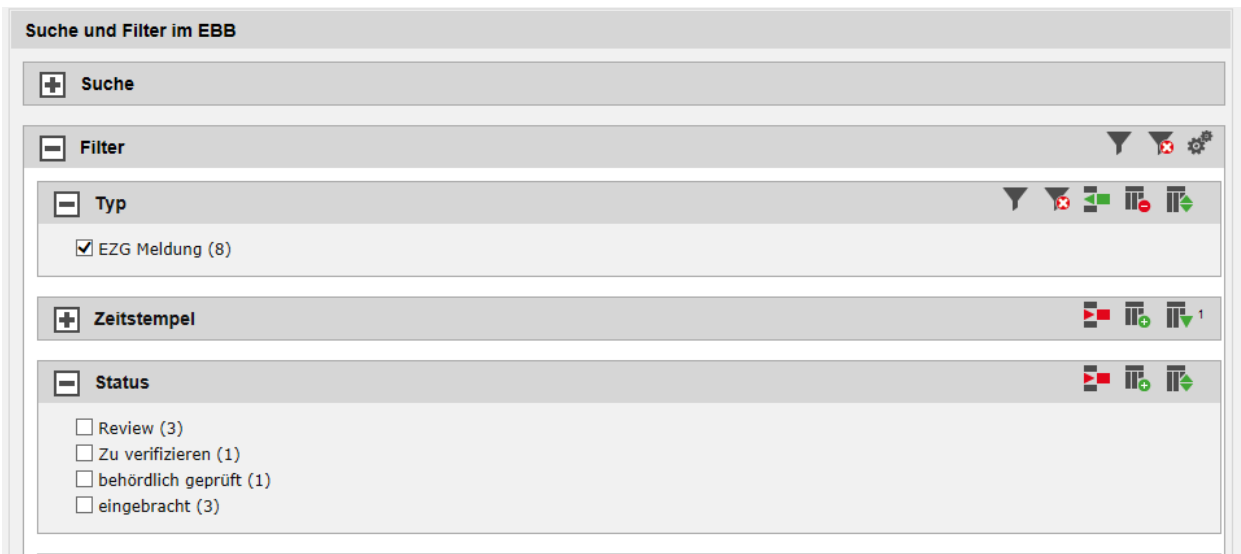



Figure 21: Example: Filter criteria for report not submitted to the Competent Authority

As you can see that just one of the eight reports has been already proven by the Competent Authority. All other 7 reports are still in different states.

If you want to view or edit one particular report, click the symbol  to open it.

| Aktionen  | Symbole | Typ         | Fachobjekt  | Beschreibung  | Zuordnung   |
|---|---------|-------------|---|---|---|
|  Bitte auswählen |         | EZG Meldung | <b>Zeitstempel:</b><br>27.01.2017 09:49:31<br>(letztes Speicherdatum)<br><b>Status:</b> Zu verifizieren | <b>Meldeverpflichteter:</b> EZG Luftfahrzeugsbetreiber 4, 9008390490082<br><b>Berichtszeitraum:</b> 01.01.2013 - 30.11.2013<br><b>NIM-Code:</b> LFZB4<br><b>Kontonummer:</b> LFZBK4 | <b>Aufgabenstatus:</b><br>Noch nicht übernommen<br>(27.01.2017) |
|  Bitte auswählen |         | EZG Meldung | <b>Zeitstempel:</b><br>27.01.2017 09:18:10<br>(letztes Speicherdatum)<br><b>Status:</b> eingebracht     | <b>Meldeverpflichteter:</b> EZG Anlageninhaber 3, 9008390489949<br><b>Berichtszeitraum:</b> 01.01.2016 - 30.06.2016<br><b>NIM-Code:</b> A04<br><b>Kontonummer:</b> AK04             | <b>Aufgabenstatus:</b><br>Noch nicht übernommen<br>(27.01.2017) |
|  Bitte auswählen |         | EZG Meldung | <b>Zeitstempel:</b><br>22.11.2016 10:44:30<br>(letztes Speicherdatum)<br><b>Status:</b> eingebracht     | <b>Meldeverpflichteter:</b> EZG Anlageninhaber 3, 9008390489949<br><b>Berichtszeitraum:</b> 01.01.2015 - 31.03.2015<br><b>NIM-Code:</b> A03<br><b>Kontonummer:</b> AK03             | <b>Aufgabenstatus:</b><br>Noch nicht übernommen<br>(22.11.2016) |

Figure 22: Open of a professional project (Fachobjekt)

## 3.2 Verification

### 3.2.1 Entry

As a verifier pursuant to § 14 EZG you have to register and to log in as described in chapter 2.1 and 2.2. After entering the system you find your personal page where you have to select the button „Emissionshandel“ to get to the list of all professional objects (Fachobjekte) belonging to you and concerning the EU ETS.

If you do not find the button „Emissionshandel“ at your personal page, you should check your master data, if you have selected the field „Unabhängige Prüfeinrichtung gemäß § 10 EZG“ which would activate your verifier options.

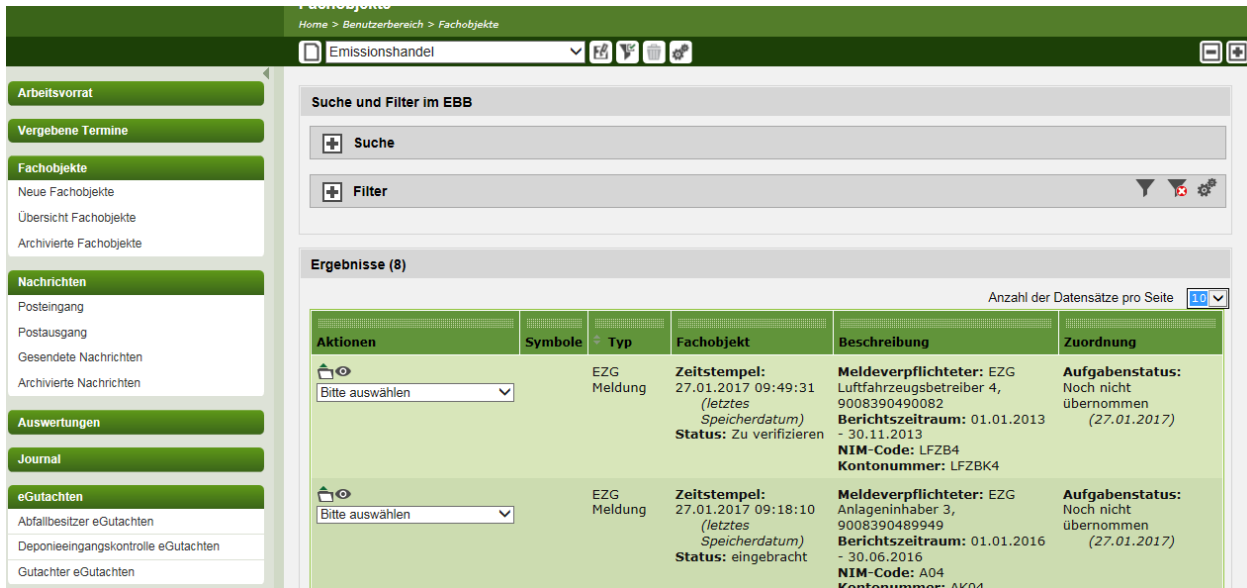


Figure 23: Professional objects (Fachobjekte) of a verifier

The general information is described in chapter 2. There are the same rules for verifiers for the description of professional objects (Fachobjekten) in the EDM operating area (chapter 2.4), views in the EDM operating area (chapter 2.5) and the search and filter criteria for the EDM operating area (chapter 2.6).

### 3.2.2 Verifying the report

All objects with the **status „zu verifizieren“** must be worked off. Open the professional object (Fachobjekt) with which you want to work (figure 24).



Figure 24: Details of the professional object with the „Review“

You can download the annual emissions report to be able to view and control it. In the next step you can upload your corresponding verification report (“Prüfbericht hinzufügen”).

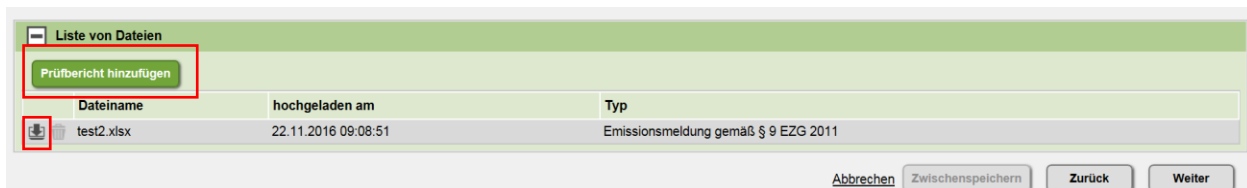

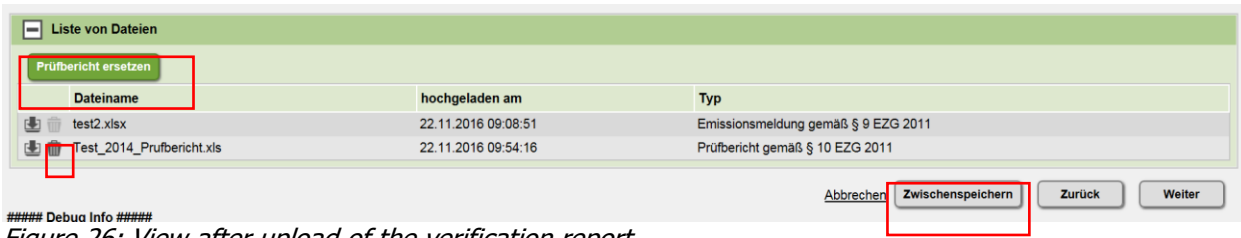


Figure 25: Upload of the verification report

After the upload you can save your input (“Zwischenspeichern”), delete  or replace it (“Prüfbericht ersetzen”).



#### Debug Info ####

Figure 26: View after upload of the verification report.

In the next step you can upload additional (e.g. supporting) files.



Figure 27: Addition of an extra file

In the final step you get a summary of your inputs of the existing annual emissions report and you have the possibility to verify the report ("Emissionsmeldung verifizieren") or to reject it ("Emissionsmeldung zurückweisen"). If you reject the report, you can do it without uploading a verification report.

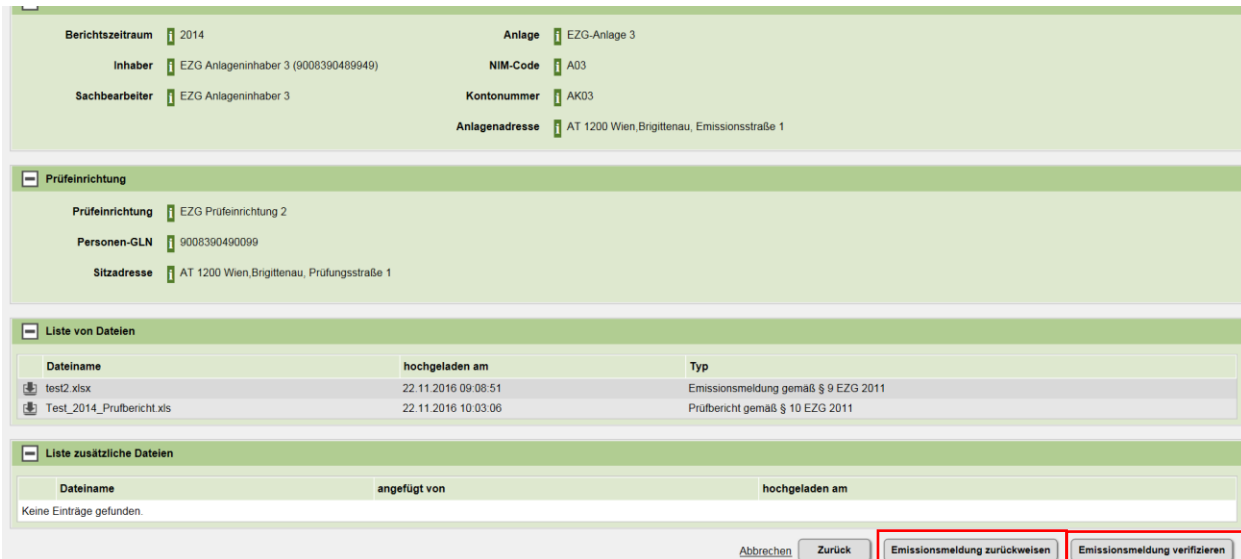


Figure 28: View of the summary of the annual emissions report and its corresponding verification report

After you have finished the procedure you see the edited professional object (Fachobjekt) in the status „Verifiziert“.

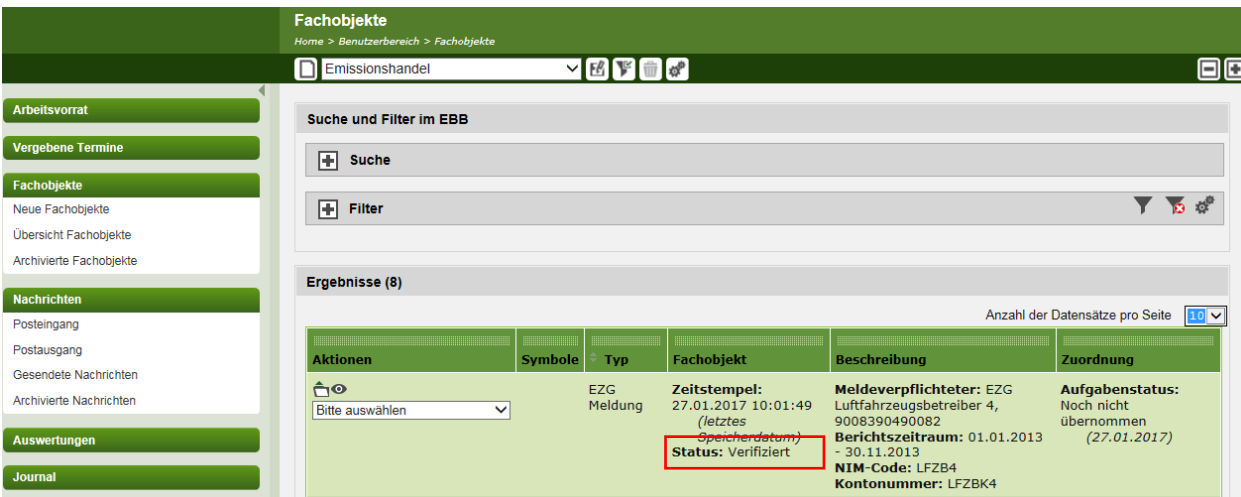


Figure 29: View of the professional object (Fachobjekte) after verification

The aircraft operator can now submit its annual emissions report to the Competent Authority BMLFUW.

## 4 SUBMISSION TO THE COMPETENT AUTHORITY BMLFUW

After the verification process the aircraft operator can submit the report within the EDM operating area to the BMLFUW.

For that reason the aircraft operator has to logon once more to the EDM system (see chapter 2.2).

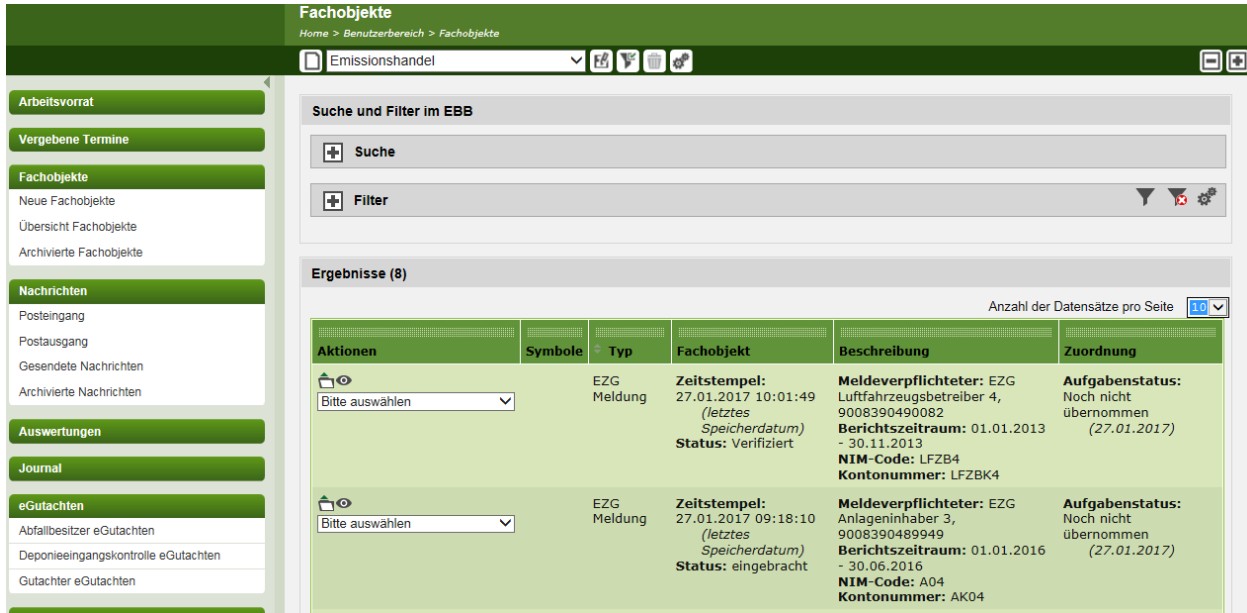


Figure 30: View of the professional objects (Fachobjekte) after the verification process.

After selection of the corresponding professional object (Status „Verifiziert“) in your list of objects you have to open the object which you want to submit.

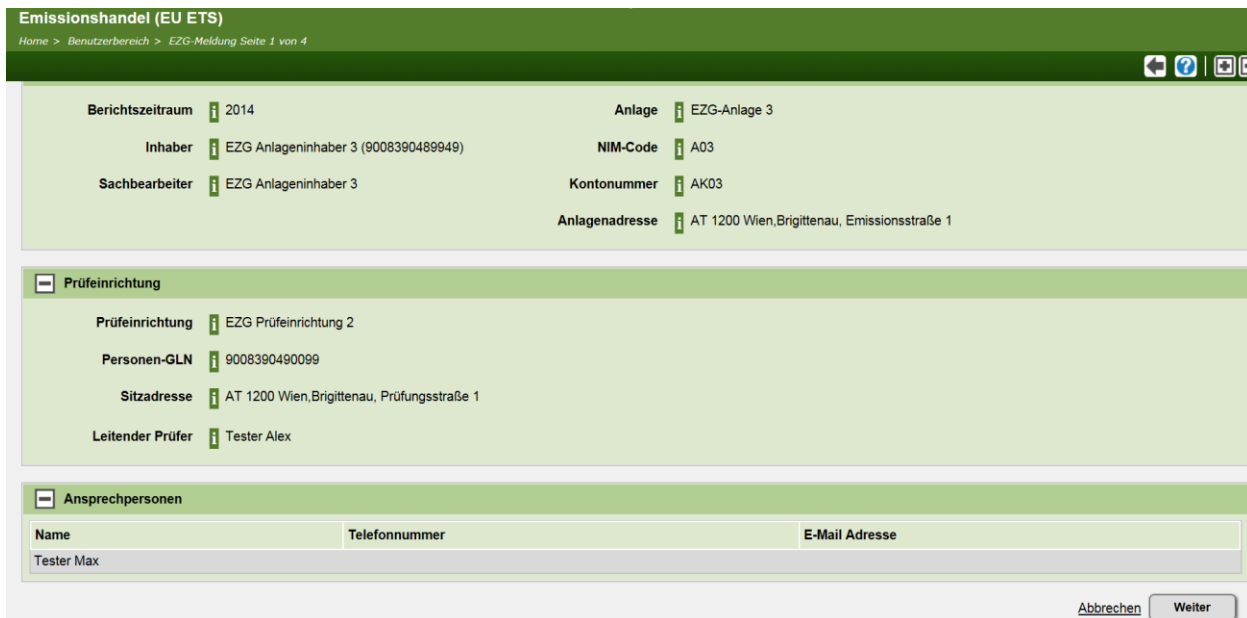


Figure 31: Detailed view of the corresponding professional object

In the next step you can download and see all files which has been uploaded in the process. However, it is not possible to delete the files any more. The buttons are not active anymore.



| Liste von Dateien          |                     |                                     |
|----------------------------|---------------------|-------------------------------------|
| Dateiname                  | hochgeladen am      | Typ                                 |
| test2.xlsx                 | 22.11.2016 09:08:51 | Emissionsmeldung gemäß § 9 EZG 2011 |
| Test_2014_Pruefbericht.xls | 22.11.2016 10:03:06 | Prüfbericht gemäß § 10 EZG 2011     |

Abbrechen Zurück Weiter

Figure 32: List of added files

In the last step you can now submit your report to the EDM system ("Emissiondmeldung einbringen").

**Prüfeinrichtung**

Prüfeinrichtung: EZG Prüfeinrichtung 2

Personen-GLN: 9008390490099

Sitzadresse: AT 1200 Wien, Brigittenau, Prüfungsstraße 1

Leitender Prüfer: Tester Alex

| Liste von Dateien          |                     |                                     |
|----------------------------|---------------------|-------------------------------------|
| Dateiname                  | hochgeladen am      | Typ                                 |
| test2.xlsx                 | 22.11.2016 09:08:51 | Emissionsmeldung gemäß § 9 EZG 2011 |
| Test_2014_Pruefbericht.xls | 22.11.2016 10:03:06 | Prüfbericht gemäß § 10 EZG 2011     |

**Liste zusätzliche Dateien**

| Dateiname                | angefügt von | hochgeladen am |
|--------------------------|--------------|----------------|
| Keine Einträge gefunden. |              |                |

Abbrechen Zurück **Emissionsmeldung einbringen**

Figure 33: Submission of the report

You see now this professional object (Fachobjekt) as submitted ("eingebracht") in the EDM operating area.

**Fachobjekte**

Home > Benutzerbereich > Fachobjekte

Emissionshandel

Suche und Filter im EBB

Suche

Filter

Ergebnisse (9)

Anzahl der Datensätze pro Seite: 10

| Aktionen        | Symbole | Typ         | Fachobjekt  | Beschreibung  | Zuordnung                                  |
|-----------------|---------|-------------|---|---|--|
| Bitte auswählen |         | EZG Meldung | Zeitstempel: 22.11.2016 10:44:30<br>(letztes Speicherdatum)<br><b>Status: eingebracht</b> | Meldeverpflichteter: EZG Anlageninhaber 3, 9008390489949<br>Berichtszeitraum: 01.01.2015 - 31.03.2015<br>NIM-Code: A03<br>Kontonummer: AK03 | Aufgabenstatus: Übernommen<br>(22.11.2016) |
| Bitte auswählen |         | EZG Meldung | Zeitstempel: 21.11.2016 13:15:05<br>(letztes Speicherdatum)<br>Status: Review             | Meldeverpflichteter: EZG Anlageninhaber 3, 9008390489949<br>Berichtszeitraum:   | Aufgabenstatus: Übernommen<br>(21.11.2016) |

Figure 34: Annual emissions report with the status „eingebracht" (submitted)

## 5 DOWNLOAD AREA

The EDM Homepage has a public Download Area where you can download all necessary files without prior registration.





With your internet browser you can go to the EDM homepage:

[edm.umweltbundesamt.at](http://edm.umweltbundesamt.at)

Annotation: If the above mentioned link is working properly you can use alternatively following link:

[https://secure.umweltbundesamt.at/edm\\_portal/index.jsp](https://secure.umweltbundesamt.at/edm_portal/index.jsp)

You can find the box „**Downloads**“ on the left side in the dark green area. Tick the box „nach Art des Dokumentes“, where you can download for the EU ETS following relevant files:

-  > [Formular für Meldungen gemäß § 9 EZG 2011 für die Periode 2013-2020 \(Luftfahrzeugbetreiber\)](#) (XLS 450 KB) – Annual Emissions Report for Aircraft Operators - in German
-  > [Formular für Meldungen gemäß § 9 EZG 2011 für die Periode 2013-2020 \(Anlagenbetreiber\)](#) (XLS 4,45 MB)
-  > [Formular für Prüfberichte gemäß § 10 EZG 2011 für die Periode 2013-2020](#) (XLS 306 KB) – Official Testing Report for accredited verification bodies – in German
-  > [Ergänzende Tabelle v3 \(Ausfüllhilfe für das Formular für Emissionsmeldungen\)](#) (XLS 164 KB)

and tick the box „Benutzerhandbücher“, if you like to download the user manual.

If you need the Annual Emissions Report and / or Testing Report in English please select following links:

[http://ec.europa.eu/clima/policies/ets/monitoring/docs/t5\\_aer\\_aircraft\\_update\\_2015\\_en.xls](http://ec.europa.eu/clima/policies/ets/monitoring/docs/t5_aer_aircraft_update_2015_en.xls)

[http://ec.europa.eu/clima/policies/ets/monitoring/docs/avr\\_verification\\_report\\_en.xls](http://ec.europa.eu/clima/policies/ets/monitoring/docs/avr_verification_report_en.xls)