

# PRTR Data Disclosure Guide

--- How to disclose PRTR data via Blue Map website

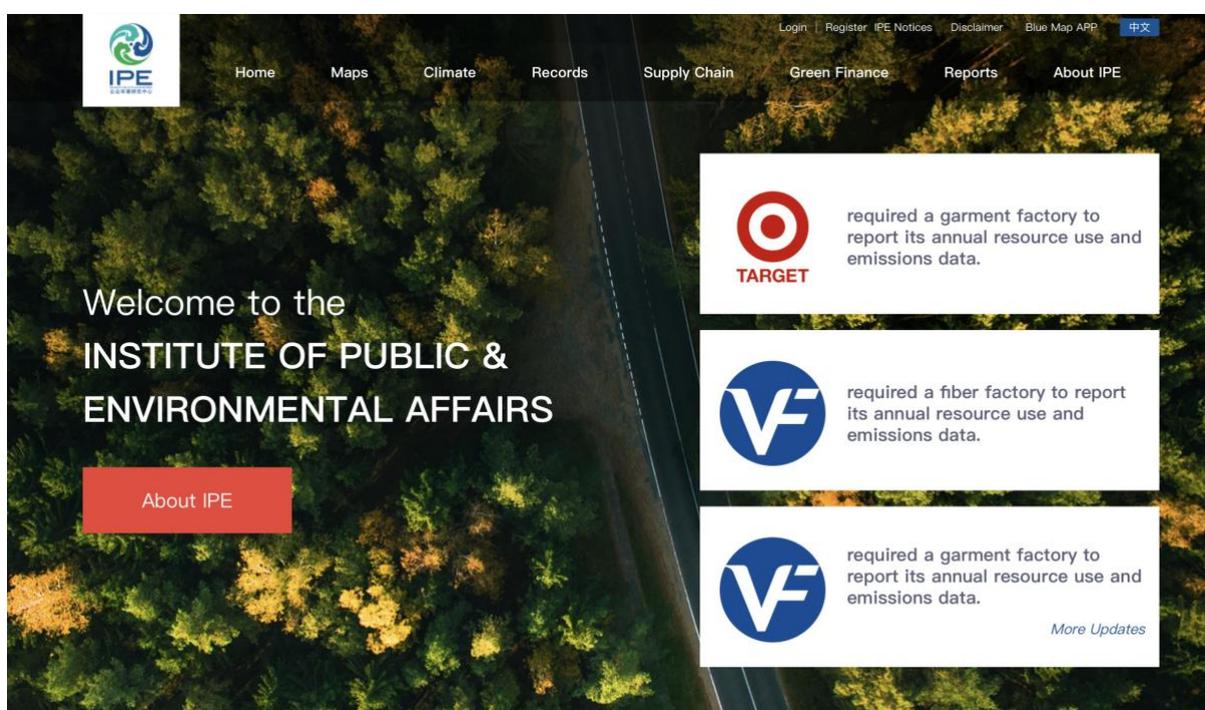
# Contents

I. PRTR data disclosure steps .....	4
1. Access the IPE website at <a href="https://www.ipe.org.cn/index.html">https://www.ipe.org.cn/index.html</a> .....	4
2. Login/Register .....	4
(1) Users who have already registered and upgraded to an enterprise account can login directly by selecting “sign in” located in the top right corner;.....	4
(2) New users or those that have not upgraded their accounts may register and/or upgrade for free, for a guide on upgrading to an enterprise account please access: Corporate Account User Guide.....	4
3. Go to PRTR Disclosure.....	5
(1) Select your username in the top right of the webpage, click “My Green Choice” then go click “Data Submission and Tracking” - PRTR Disclosure; .....	5
(2) Follow the PRTR Online Reporting Guidance, and start submitting PRTR online Read and accept the <i>Terms and Conditions on Data Disclosure</i> .....	5
4. Input Basic Information .....	6
5. Input water usage and pollutants detected in wastewater .....	6
(1) Enter where the wastewater is discharged as well as the emission standards .....	6
(2) Enter the total annual water consumption and wastewater discharge data, as well as the water efficiency targets.....	6
(3) Enter the government-sanctioned annual pollutant thresholds data .....	7
(4) Enter the wastewater pollutant release and transfer data.....	7
6. Input pollutants detected in exhaust air .....	7

7.	Input industrial solid waste and hazardous waste .....	7
8.	Go to Submit PRTR, fill in relevant additional information and upload data source files in the format of PDF. ....	8
9.	Check IPE’s review sent to your registered email address .....	8
10.	Submit Confirmation Letter .....	9

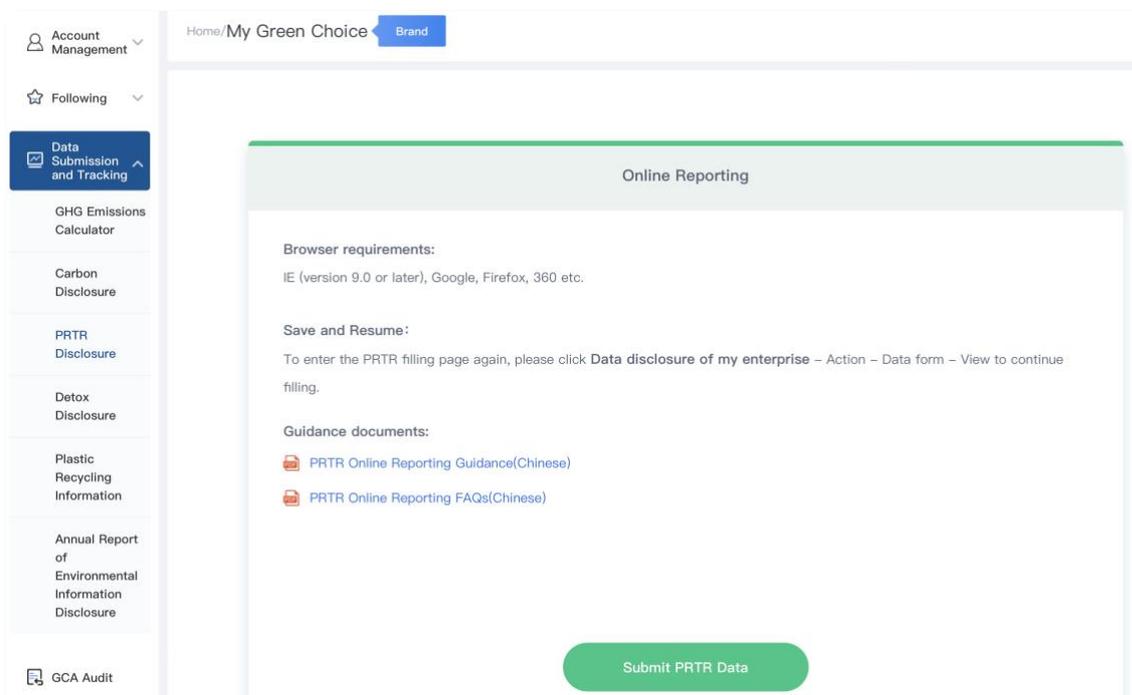
## I. PRTR data disclosure steps

1. Access the IPE website at <https://www.ipe.org.cn/index.html>
2. Login/Register
  - (1) Users who have already registered and upgraded to an enterprise account can login directly by selecting “sign in” located in the top right corner;
  - (2) New users or those that have not upgraded their accounts may register and/or upgrade for free, for a guide on upgrading to an enterprise account please access: [Corporate Account User Guide.](#)



### 3. Go to PRTR Disclosure

- (1) Select your username in the top right of the webpage, click “My Green Choice” then go click “Data Submission and Tracking” - PRTR Disclosure;



- (2) Follow the PRTR Online Reporting Guidance, and start submitting PRTR online Read and accept the *Terms and Conditions on Data Disclosure*

#### Terms and Conditions on Data Disclosure

1. The reporting boundary for which the data is being reported is the physical boundary under operational control of the legal entity.
2. The enterprise has full ownership of the published data and is responsible for the accuracy, authenticity, validity or completeness of the disclosed data and data source files.
3. If you disclose data via the Blue Map, this will indicate that you have read, understood and accepted the entire content of this agreement and the User Agreement of IPE.
4. As a data publishing platform, the website of the Institute of Public and Environmental Affairs (IPE) does not possess ownership of enterprise's disclosed data.
5. When an enterprise authorizes the IPE website to publish its data, it acknowledges that IPE will publish the data to the public. Data used by other individuals or groups need not be authorized by the enterprise again, and IPE is not obligated to explain to the enterprise when the data is used.
6. Anyone who accesses the IPE website in any way or directly or indirectly uses the information on the IPE website voluntary accepts the restrictions of this website.
7. IPE reserves the right to amend the Terms and Conditions on Data Disclosure, and such amendments shall not apply to any information or data previously entered.

Institute of Public & Environmental Affairs  
Updated on: 25-05-2022

Disagree

Agree

#### 4. Input Basic Information

\* Chinese Name (Simplified): 测试企业

English Name: 000

\* Industry: Wholesale and Retail Trade ⓘ

\* Location: Zhejiang Hangzhou

\* Address: 杭州市学院路117号

\* Unified Social Credit Code: 93330000MB1680461D

\* Data Year:  ⓘ

\* Total Annual Output Value:  RMB10,000  
(For data review only, not for public disclosure)

\* Please select whether wastewater, exhaust air or solid waste is generated:  ⓘ

These data are extracted from IPE's Blue Map Database. Please email [gsc@ipe.org.cn](mailto:gsc@ipe.org.cn) for correction.

Please convert the currency if necessary.

Please select according to the actual status.

#### 5. Input water usage and pollutants detected in wastewater

- (1) Enter where the wastewater is discharged as well as the emission standards
- (2) Enter the total annual water consumption and wastewater discharge data, as well as the water efficiency targets

\* On-site Water Treatment  Facility:

\* Industrial Effluent Discharge  Destination:

\* Discharge Standard(s):  ⓘ

Please fill in the name and code of the Emission Standard, and execution category. If the wastewater is discharged into WWTP, please state the limit for each pollution factor, such as COD 500mg/L, as indicated in the Agreement with WWTP.

**Total Annual Water Consumption and Wastewater Discharge**

\* Total Fresh Water:  \*104t

\* Municipal Water:  \*104t

\* Data Source:

Please input zero if it's not applicable.

- (3) Enter the government-sanctioned annual pollutant thresholds data
- (4) Enter the wastewater pollutant release and transfer data
- 6. Input pollutants detected in exhaust air

### Organized Emissions

<p>* Discharge Outlet Name: <input type="text"/></p> <p>* Pollutant: <input type="text" value="Please choose"/></p> <p>* Annual Avg. of Emission Rate: <input type="text"/> kg/h</p> <p>* Annual Emission Hours: <input type="text"/> hour</p> <p>Note: <input style="height: 40px;" type="text"/></p>	<p>* Discharge Outlet No.: <input type="text"/></p> <p>* Annual Avg. of Hourly Concentration: <input type="text"/> mg/m<sup>3</sup></p> <p>Permitted Emissions: <input type="text"/></p> <p>* Actual Emissions: <input type="text"/></p>
--	--

Please use the supplement info box if this calculation approach is not applicable.

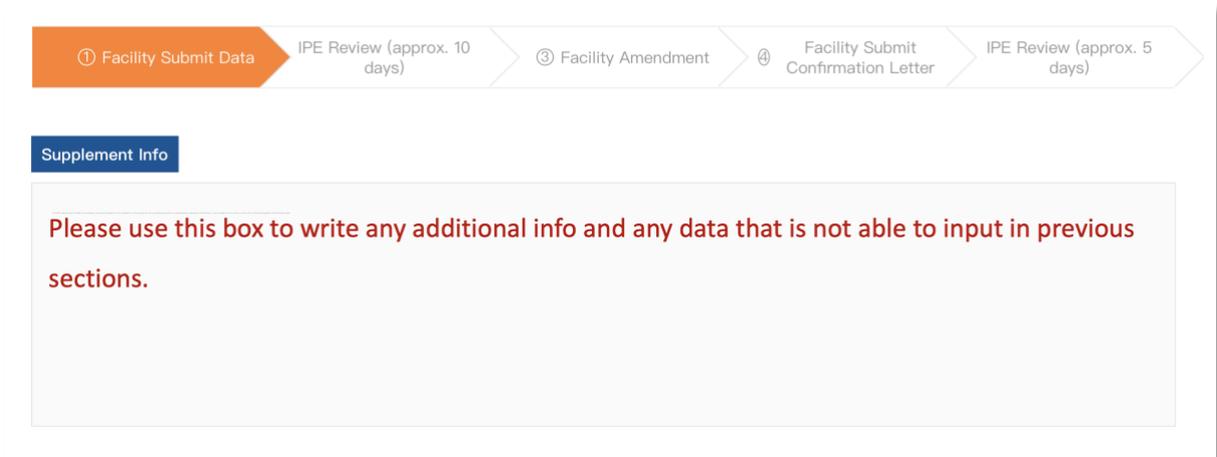
7. Input industrial solid waste and hazardous waste

Please use the supplement info box if this classification approach is not applicable and click the delete icon.

If any hazardous waste is generated during the reporting year, all the below indicators are required.

Hazardous Waste: <input type="text"/>	Classification: <input type="text" value="Please Select"/>	Major Harmful Components: <input type="text"/>
Source: <input type="text" value="Please Select"/>	Treatment or Disposal Method: <input type="text" value="Please Select"/>	Transfer Destination: <input type="text"/>
Hazardous Waste Generated: <input type="text"/> t		Data Source: <input type="text" value="Please Select"/>
Hazardous Waste Transferred: <input type="text"/> t		Data Source: <input type="text" value="Please Select"/>

8. Go to Submit PRTR, fill in relevant additional information and upload data source files in the format of PDF.



If a brand client has requested to pre-review the data form, you can click Submit Pre-audit, which will send to your registered email a temporary link to forward to your brand client.



9. Check IPE's review sent to your registered email address

Please click on the link in the email while you are logged in, modify the data and resubmit following the steps above.

## 10. Submit Confirmation Letter

Once the data form has passed the review, a confirmation letter will be sent to the registered email address. Please follow the steps in your email to download, print and stamp on the confirmation letter before uploading it online.

Once the confirmation letter passes the review, the PRTR data will publish via IPE's website. You can view the status of entered data in the Data Disclosure of My Enterprise.

Data Disclosure of My Enterprise

Enterprise name_location	PRTR data year	Status				Action		
		Data form submission	Data source document(s)	Review Status	Confirmation letter	Data form	Data source document(s)	Confirmation letter
000_Hangzhou	2019	In Progress	Needs Upload	-	-	<a href="#">View</a>	<a href="#">Submit</a>	-
	2022	In Progress	Needs Upload	-	-	<a href="#">View</a>	<a href="#">Submit</a>	-
	2020	In Progress	Needs Upload	-	-	<a href="#">View</a>	<a href="#">Submit</a>	-
	2021	Submitted	Uploaded	Audited	Needs Upload	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Submit</a> <a href="#">Print</a> <a href="#">verification letter</a>
000_Hangzhou	2018	Submitted	Uploaded	Published	Uploaded	<a href="#">Apply for modification</a> <a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>