



# How to complete an Opra for Installations spreadsheet

April 2017

This document is out of date and was withdrawn on 1 March 2019.

**We are the Environment Agency. We protect and improve the environment and make it a better place for people and wildlife.**

**We operate at the place where environmental change has its greatest impact on people's lives. We reduce the risks to people and properties from flooding; make sure there is enough water for people and wildlife; protect and improve air, land and water quality and apply the environmental standards within which industry can operate.**

**Acting to reduce climate change and helping people and wildlife adapt to its consequences are at the heart of all that we do.**

**We cannot do this alone. We work closely with a wide range of partners including government, business, local authorities, other agencies, civil society groups and the communities we serve.**

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# 1. What's this guide for?

This guide will help you to produce or revise the Operational risk appraisal (Opra) banded profile for your installation. It's aimed at operators who are applying for an installations permit, a surrender, a variation or a landfill closure, and who need to complete or amend an Opra spreadsheet.

This document relates specifically to Opra for installations. The requirements for the Opra Scheme for waste facilities are different and separate guidance is available to help you.

An Opra banded profile is only required for installations regulated under the Environmental Permitting Regulations that have or need a more complex, bespoke permit, for a higher- risk activity than those covered by standard rules permits or other tier 2 permits. These types of facilities are referred to as tier 3 facilities.

This guide is designed to save you time when producing your Opra banded profile.

To complete your Opra profile will need to refer to the Opra Scheme, version 3.91 and Annex A – Opra Scheme for Installations. This gives further information about Opra and the five attributes that make up an Opra banded profile.

By reading this document, and with access to the information mentioned above, you should be able to complete or amend your Opra banded profile.

You will always find the most up to date version of this guide along with the Opra for installations spreadsheet and information about the Opra Scheme by calling our general enquiry number 03708 506 506.

The Environment Agency would welcome any comments on this User Guide; please email these to: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

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## 2. Background

Opra is a risk-screening scheme that allows you to generate a banded profile for your installation.

The Opra banded profile has five attributes:

- Complexity
- Emissions and inputs
- Location
- Operator performance
- Compliance rating (this attribute is only taken into account after we issue a permit when our compliance assessment activities have started).

As you complete the spreadsheet you will answer questions about the first four of these attributes for your site. The questions are about the facility you operate or intend to operate, where you operate, and how it's managed.

Your answers to these questions give a banding for each attribute, which ranges from A to E, where A requires less and E more regulatory effort from us.

The spreadsheet has built-in look-up tables that help calculate your Opra score for you. Version 4.0 of the spreadsheet provides scores and the relevant charges.

The compliance rating attribute is used only after the permit is issued. It will enable us to calculate your annual subsistence charges. It is not used to calculate permit application charges.

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### 3. Before you start you may require

- A copy of the Environmental Permitting (England and Wales) Regulations 2016 (EPR Regulations);
- A copy of the Environmental Permitting Regulations Core Guidance, published by DEFRA;
- A copy of the Regulatory Guidance Series Notes;
- A copy of the Opra Scheme version 3.91, Annex A – Opra Scheme for Installations and a copy of the Opra Spreadsheet for installations version 4.0.
- Your permit application details, plus the postcode of your installation, when using the Environment Agency's "[What's in your backyard](#)". A sketch plan of the installation, technical units, etc. so that you are clear on what you consider being the installation and what the spreadsheet should cover;
- The EPR permit, if the spreadsheet is being amended after the permit has been issued;
- A copy of the relevant Environmental Permitting Charging Scheme Guidance; and
- The appropriate sector technical guidance e.g. Surface Treatment.

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## 4. Getting started

Open the Installations Opra spreadsheet.

Once opened you should save the spreadsheet. This will allow you to model different scenarios – for example you will be able to assess how having improved management systems affects both your total Opra score and your charges.

The spreadsheet has a number of different tabs. You will need to enter information on those which are relevant to your site.

You can only enter information in the white areas of the spreadsheet. Other areas are protected. We have made information entry as straightforward as possible using dropdown lists where possible.

To move between tabs, place your cursor on the grey tabs at the bottom of the spreadsheet and click. Once you have entered data into the tables, you must click on the grey button “transfer scores and calculate fees” in the calculation tab. The spreadsheet will automatically calculate the Opra banded profile for your site and give you information about charges for application, variation, surrender, landfill closure or subsistence.

You may find it useful to keep a record of any reasoning you have made in completing the profile, or any queries that you have, so that they can be used for future discussions with our staff.

Place your cursor over the small red triangle in the top left hand side of some fields to get further hints and tips on what you need to enter into that box.

The rest of this document provides details on how to complete the spreadsheet and where to go for further information.

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## 5. Tab 1 – Introduction

You only need to enter your organisation name and, if you have one, the case number (permit number).

If you are applying for a new permit, leave the case number field blank. We will generate a permit number when your application is received at our Permitting Support Centre.

If you are applying for any part of your permit application to be treated as Commercial in Confidence then you should complete the spreadsheet in full and click on the “Commercial in Confidence” button to indicate to us that your spreadsheet contains such information.

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This document is out of date and was withdrawn on 1 March 2019.

## 6. Tab 2 – Listed Activities

You need to identify all the EPR Schedule 1 activities at your installation and assign the relevant complexity bands. It may help you to draw your installation to help identify all the Schedule 1 activities that you operate.

The screenshot shows a Microsoft Excel spreadsheet titled "Listed Activities - Complexity Attribute". At the top, there are input fields for "Organisation:" and "Case Number:", both set to "0". The main table has three columns: "Description of Activity", "Schedule 1 Reference", and "Regulatory Complexity". The rows are numbered 1 through 24. To the right of the table is a "Totals before any rules are applied" section with a table for categories A, B, C, D, and E, each with a value of 0. Below this are three buttons: "Add Activities", "Amend Activities", and "Delete Activities". A red warning message at the bottom right of the spreadsheet area reads: "If there is insufficient space please attach a paper record". The spreadsheet is displayed in a window titled "Microsoft Excel - installations spreadsheet".

Click on the grey button “Add Activities”. Type in the description of your activity and select the relevant Schedule reference number from the drop down box. Then select the complexity code from the complexity drop box, once completed, select “OK” to transfer the data to your spreadsheet.

You will need to repeat this for each listed activity you carry out at your installation.

Where the activities at your installation fall within more than one schedule, select the most appropriate one for your installation.

On this tab you can amend or delete listed activities by clicking the relevant grey box on the left hand side of the spreadsheet.

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## 7. Tab 3 – Other Activities

If you need to enter any activities on this tab of the spreadsheet, please liaise with your local Environment Agency contact.

This tab is for you to enter details of any Part A (1) Aggregation and/or A2, part B activities or a non-specified activity that are part of the installation.

### Part A (1) aggregation activities

Part A (1) aggregation only applies to Schedule 1 Chapter 4 – The Chemical Industry (of the EPR) activities only. For example, an installation contains a number of reactor vessels carrying out a combination of activities or one reactor carrying out different separate activities. Individual reactor vessel's annual capacities may be aggregated as a group activity up to a total of 250 tonnes a year (total production capacity).

For example: consider an installation with eight 25 tonne batch reactors and five 50 tonne batch reactors all carrying out Schedule 1 Chapter 4 - The Chemical Industry activities (of the EPR). This equals 450 tonne total capacity that may be aggregated to 2 group activities (Group 1 = 8 x 25te + 1 x 50te (250te total)) and (Group 2 = 4 x 50te batch reactors (200te total)).

Enter the details of any aggregation into the *Other Activities* section of the spreadsheet. To add aggregation details click the "Add Part 1 A (1) Aggregated Activities" button. A form will appear to assist you.

Allocate the highest complexity band from the look-up table in the Opra Scheme Annex for Installations to the group activity. For example, Aggregation Group 1, comprising 8 x 25te and 1 x 50te batch reactors, assuming the activities in the 25te reactors were all band "B", and the activity in the 50te reactor was band "C", then the band for the aggregated group would be band "C".

If entering the above example you would enter: Aggregation Group "1", description "8 x 25te and 1 x 50te batch reactors" or other wording to make it clear to us what you have aggregated together. Using the drop down lists, choose the appropriate Schedule 1 reference for the aggregated group e.g. 4.1 A1 Part A (1) a) vi), you will be offered appropriate complexity bands, B or C in our example, you would choose "C".

Enter Group 2 following the same procedure. When you click "finish" "Rule 4 applied" will appear on the sheet.

If you make any errors whilst entering data, use "clear form" on the data entry form. If this does not work, then use either the "amend" or "delete Part A 1 (1) aggregated activities" options provided.

Once you have completed entering the information regarding aggregation, Rule 4 will automatically be applied and you will be transferred to Tab 5 Complexities.

## For A2, Part B activities or non-specified activities

Details of any A2, part B activities or non-specified activity that are part of the installation should be entered in this tab (below the Part A (1) aggregation details). Entry of Part A (2) or Part B information does not affect the Opra banded profile.

If any A2 or part B activities or non-specified activities are included, then consult The Environmental Permitting Charging Scheme Guidance. The extra charges should be added to the charge shown in the charge calculation part of the spreadsheet when you submit your application.

To enter details of any A2, Part B activities or a non-specified activity click on the grey button Add Part A2 (A)/B Activities and in the box that appears add a description of the activity and select the relevant Schedule 1 reference from the drop down box. When you have entered all the details of A2 Part B or non-specified activities select "OK". When you have entered all your information, click "exit". This will transfer your data into the spreadsheet.

Microsoft Excel - installations spreadsheet

File Edit View Insert Format Tools Data Window Help Adobe PDF

Types question for help

Export Assessment Import Assessment About

Sort Ascending

G47

**Aggregation and Schedule1 Part A(2) and Part B Activities - see Chapter**

Organisation Name: 0

Case Number: 0

If there is insufficient space please attach a paper record

Add Part 1 A(1) Aggregated Activities Amend Part 1A(1) Aggregated Activities Delete Part 1A(1) Aggregated Activities Part 1A (2) and B

**Schedule 1 Part A(1) - Rule 4 Aggregation Details**

	Aggregation Group	Description	Schedule 1 Ref	Complexity
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Introduction / Listed Activities / Other Activities / Complexities / Air / Water / Land / Sewer / Waste / Emissions Summary / Location / Op Perf / EP?

Ready NUM

Start

11:56

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## 8. Tab 4 - Complexities

This tab shows details of all the Schedule 1 activities that you carry out at your installation, their relevant complexity and the rules that apply to your installation.

To understand which rules apply to your installation read the complexity rules below and apply. There is more detail about how to apply these in Annex A – Opra Scheme for Installations.

You must consider complexity rules 1, 2 and 3 as these apply to all EPR installation permits.

Rules 4 to 7 are designed for larger/more complex installations. Any of these rules may apply either on their own or in combination; it will depend on the installation.

You should consider each rule in turn.

Rule 8 only applies if you operate a landfill. Rule 9 is needed if you have an effluent treatment plant that is part of an installation whose primary purpose is not waste treatment.

**Rule 4 – Aggregation (EPR Regulations - Schedule 1, Chapter 4 activities only):** This rule is entered on Tab 3 Other activities.

**Rules 5, 6 and 7 are applied using the *Complexities* tab**

**Rule 5 (Multi product application/permit (MPP))**

It is unlikely that Rule 5 will be applied without early pre application discussion with us on the outline of the protocol that would cover the changes to source materials, products etc. Where Rule 5 is to be applied, you need only identify “Click Enable Rule 5” in the form that appears when you click the “Apply Rules” button. The adjustments will be made automatically once you press “Finish”. Confirmation is provided in the spreadsheet in the “Complexities” tab where it will show “Rule 5 applied”.

**Rule 6 (Scale)**

The 50 hectares is based on physical size (area) of the installation, and this is based on the map identifying the installation that is attached to the permit (included with the application). All you need do is identify “Click Enable Rule 6” in the form “Apply Rules” and the adjustments will be made automatically once you press “Finish”. Confirmation is provided in the spreadsheet in the “Complexities” tab where it will show “Rule 6 applied”.

**Rules 3 and 7**

These rules only apply after other rules have been taken into account and are applied automatically in the spreadsheet.

Rules 4, 5, 6 and 7 are applied in sequence. It is important to recognise that where Rules 5 and 6 are both applied; two separate band increases will apply.

### **For example:**

If you have original complexity bands of two band Ds, three band Cs and four B,

When rule 5 is applied, this results in: three band Ds, two band Cs, four band Bs (one band C becomes band D)

Rule 6 is then applied to give: four band Ds, one band C, four band Bs (another band C becomes a band D)

In this example, there are more than 6 activities so Rule 7 automatically applies; final complexity bands for the installation are four band Ds, one band C, one band B, three band As (three Bs become 3 band As)

When complete, you will see the result in the “Scores after Rules Applied (Used for the Calculation of Charges)” details. These details will also be shown in the EP Summary section of the spreadsheet as part of the banded profile.

### **Rule 8 – Landfill only**

For landfill, a non-hazardous waste landfill that incorporates a stable non-reactive hazardous waste cell or an asbestos only cell, a complexity band for a hazardous waste landfill should be added **in addition** to a complexity band for a non-hazardous waste landfill.

### **Rule 9 – Effluent Treatment**

If you have an effluent treatment plant that treats more than 50m<sup>3</sup> per day of non-hazardous waste, this will be a listed activity under chapter 5.3A(1)(c) of the Schedule 1 of the EPR regulations. For the purposes of Opra, effluent treatment plants that meet the following three criteria do not need to be included in your Opra profile:

1. The capacity of the plant is < 300m<sup>3</sup> per day.
2. The operation of the plant is included in a permit covering one or more, other schedule 1 activities.
3. The other schedule 1 activity(ies) is NOT a Specified Waste Management Activity (SWMA).

If you make any errors whilst entering data, use “clear form” on the data entry form. If this does not work, then use either the “amend” or “delete Part A1 (1) aggregated activities” options provided.

Click on the “OK” button, to transfer data onto the Complexity work sheet before clicking the “Exit” button. The „Exit” button simply closes the data entry form. Check the complexity tab and if there are any errors you can use the “amend” and or “delete” buttons on previous tabs.

Remember to press “Apply Rules” in the *Complexities* worksheet only after you have entered all complexity details.

## Waste Management Activities

Landfill - for the purpose of rule 3, a landfill site is one group of equipment, therefore one plant, regardless of how many cells it covers; you enter this information on Tab 2 Listed activities, select "Add Activities", type in a description of the activity and select the relevant activity and complexity from the drop down list, click exit.

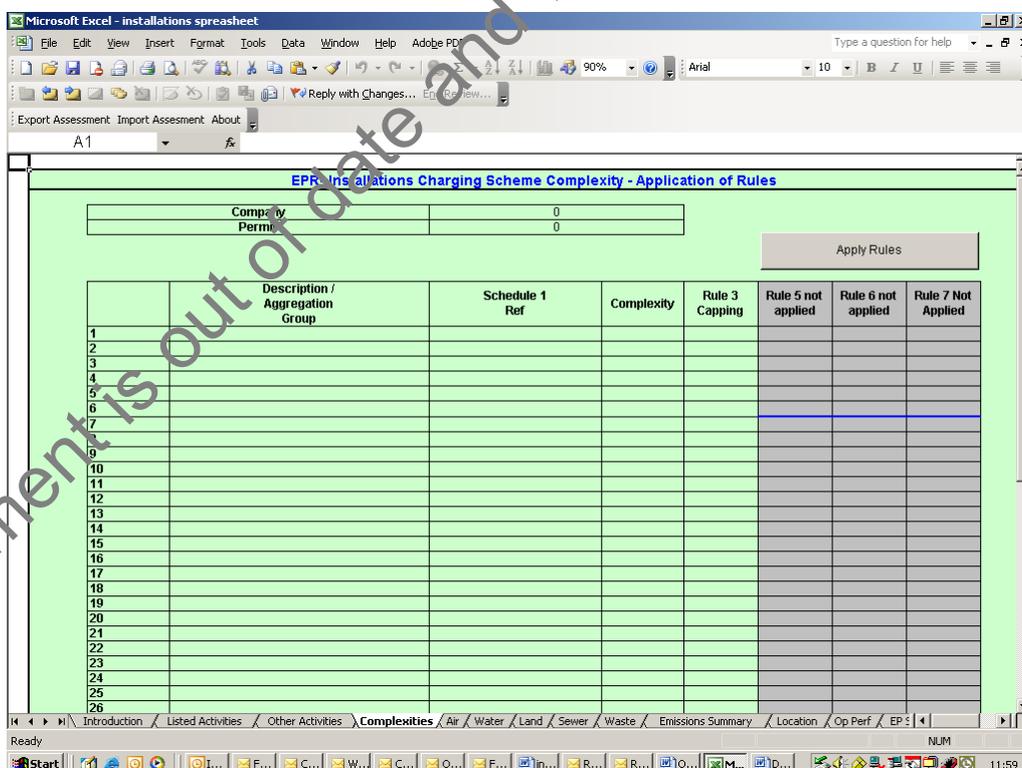
**Waste treatment, storage and recovery** – there is separate rule 3 guidance for this sector as some activities are undertaken without the use of equipment generally understood as being process plant. Please refer to Annex A – Opra Scheme for Installations.

**Waste disposal operations** - Please refer to Annex A – Opra Scheme for Installations for more information as you need to work out how many disposal operations apply to your installation. Once you have identified how many disposal operations apply you need to enter this information on Tab 2 Listed activities. Select "add activities", type in a description of the activity and select the relevant activity and complexity from the drop down list, click "exit".

**Section 5.3A (1)(ii) facilities, Waste oils** – if you operate an activity within this section you need to add an additional complexity band to cover this activity, even though the process may include activities that are also listed in other parts of the schedule. You enter this information on Tab 2 Listed activities, select "add activities", type in a description of the activity and select the relevant activity and complexity from the drop down list, click "exit".

## Mobile Plant

Special rules apply for the location attribute relating to mobile plant. Please see Section 10 - Location Attribute.



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## 9. Tabs 5 to 9 – Emissions

In this section you need to identify the individual substances and the maximum amounts that you are applying to emit.

For emissions to air, water and sewer you need to calculate the maximum quantity of the substance you are applying to emit (**annual mass**). You can use the expected permit limits or plant design emission rates (in mg/l, mg/m<sup>3</sup>, kg/hr, tonnes/year etc). You may also need to know emission flow rates and the maximum operating hours for the facility.

Enter the annual mass capacity of emissions, the maximum your permit or application allows for. To calculate the quantity of a substance permitted for release, use the maximum capacity of your plant over its permitted operating hours. Emission limits for specific pollutants are usually reflected in permits. For example:

### Emission index

Emission index = max annual quantity ÷ emission threshold

Emission limit set for oxides of nitrogen (NOx) on Permit A = 650mg/m<sup>3</sup> = 0.00065 kg/m<sup>3</sup>

Flow from emission source = 8000m<sup>3</sup>/hour

Plant is a 24 hours a day, 7 days a week operation with 2 weeks shut down per year

Annual flow: 8000 x 24 x 7 x 50 = 67,200,000 m<sup>3</sup>

Max permitted emission = 0.00065 x 67,200,000 = 43,680Kg ≅ 43.7 tonnes

Substance	Max emission	Emission threshold	Emission index
Oxides of Nitrogen (NOx)	43.7 tonnes/year	10 tonnes/year	4

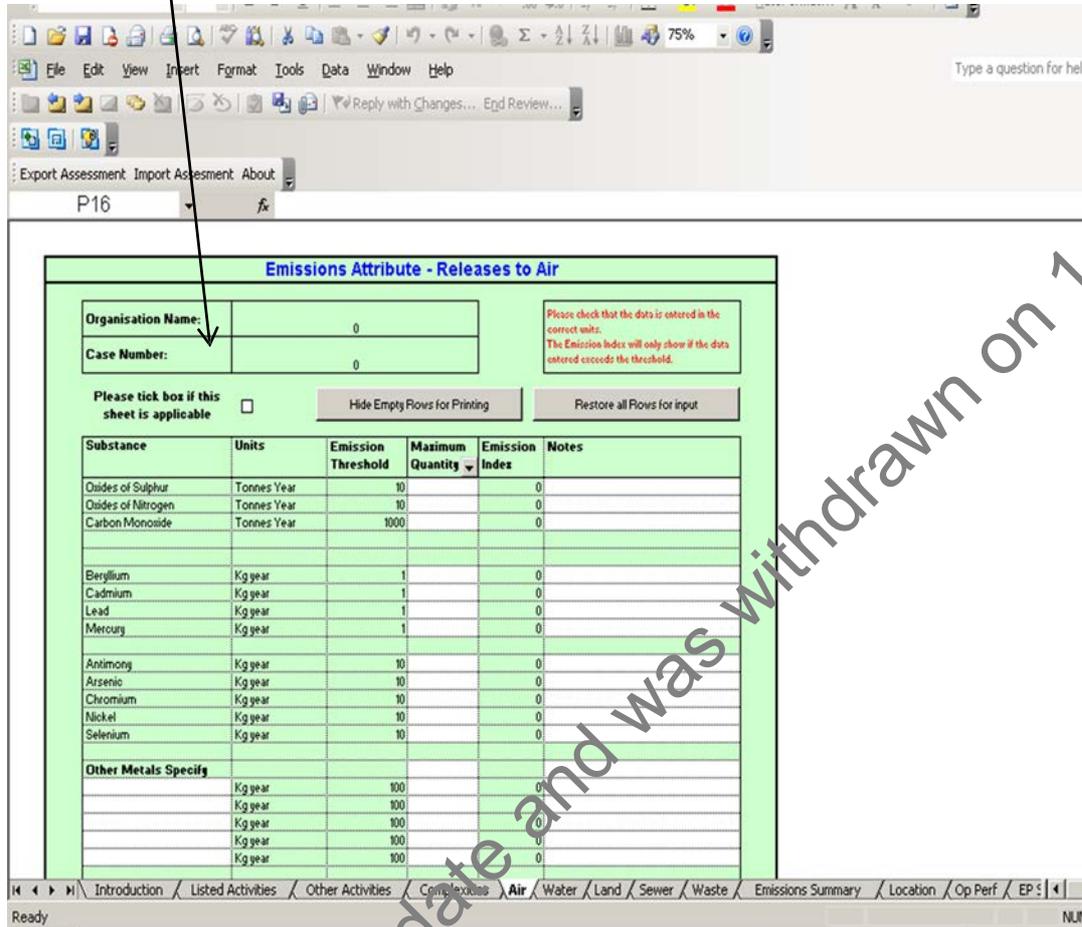
If there are planning conditions about operating hours or other statutory limiters, identify these in the notes and factor into your calculations.

The emissions attribute for each environmental medium, e.g. air, is calculated by adding together emission indices for each substance that will be released by your activity. The total emissions index is converted to a lettered band. A lettered band is required for each relevant environmental medium to which releases are made.

**If the maximum amount of a substance to be released in a year is below the emissions threshold, then you don't need to enter data for that substance into the spreadsheet.**

We have identified most of the substances likely to be covered by EPR permits. If you are unable to find a specific substance, discuss this with your local Environment Agency contact.

When entering emissions for air, water and sewer you will see “please tick box if this sheet is applicable”. Don’t worry if you do not tick this box and you have emissions as it will not impact on your Opra score.



## Standby plant

You don’t need to include standby plant that is only used if there is a breakdown of duplicate plant, however you will need to include any emissions limits set for the standby plant in the permit.

**Waste classification:** Opra has 4 types of waste categories; Inert, non-hazardous (non-biodegradable), hazardous and non-hazardous (biodegradable).

**For landfill activities** enter emissions as inputs to land. If your permit has emission limit values to any media, these must be captured if they are above the relevant threshold for that substance.

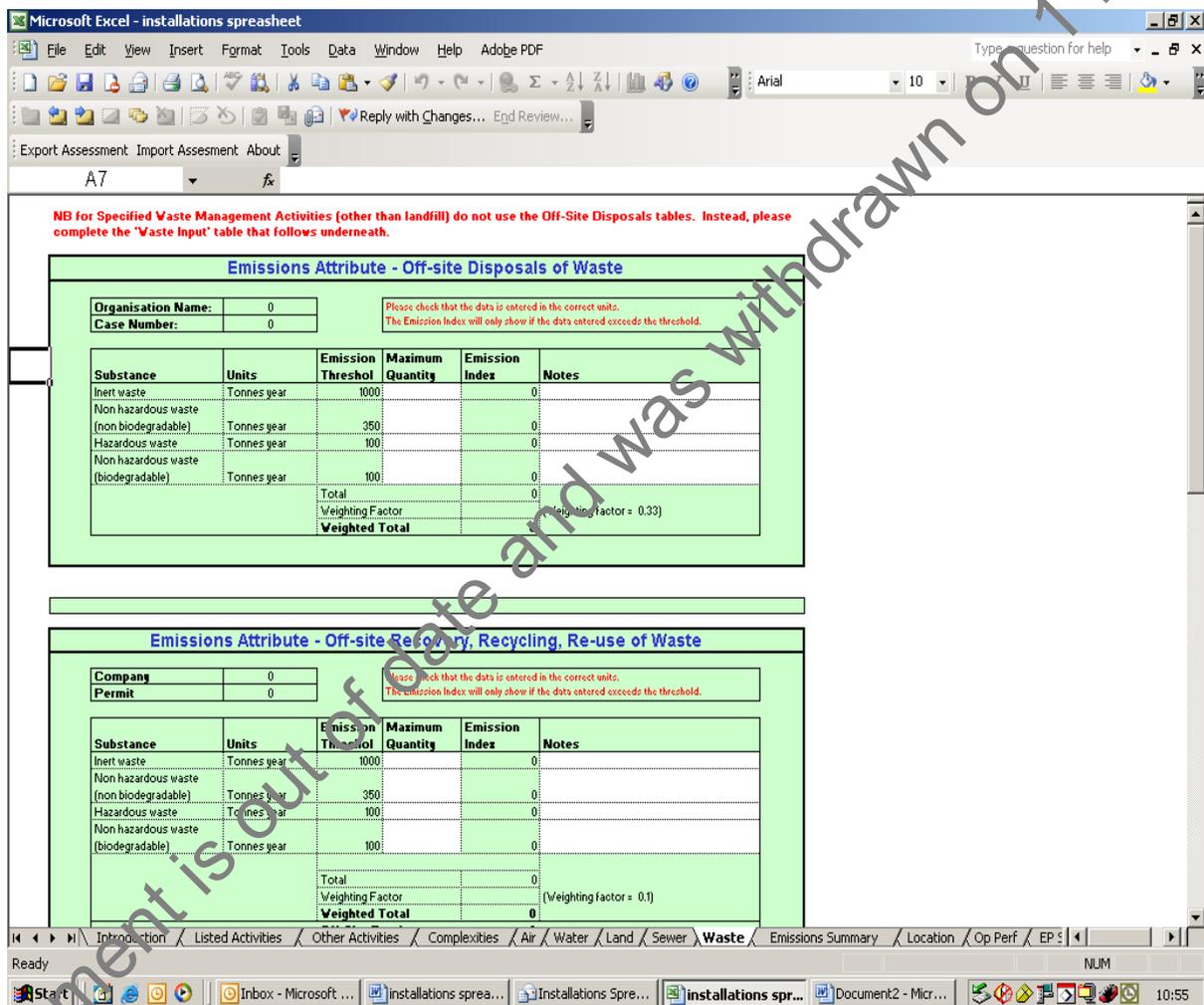
If leachate is tankered off-site to another treatment plant or other separately permitted (licensed, consented or exempt) facility, the amount tankered off-site should be recorded as off-site disposals of waste.

If you import materials for engineering or restoration purposes you should discuss these with your local Environment Agency contact as they may need to be counted in the waste input figure

For other waste management Activities falling into paragraphs 5.3 and 5.4 of Schedule 1 of the EPR Regulations you need to use the “Waste Input” emission.

**For the majority of activities under EPR**, we will take into account the types and quantities of waste removed from the installation for disposal and/or recovery including recycling and re-use.

**Fugitive emissions** – When calculating your emissions and inputs, you should not include any fugitive emissions, unless there are specific limits for fugitives in your permit



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# 10. Location Tab

There are seven sets of questions concerning the location of your site. You need to select the appropriate response to each question from the drop down boxes. All distance criteria will be measured from your installation boundary.

Mobile Plant – if you operate a mobile plant activity then the location attribute should be allocated to a band A. You do not need to enter any further information on this tab and this will result in a Location banding of A.

The questions relate to:

## Human occupation

This is normally determined by the distance from the installation boundary to the nearest public or private occupied building (house, school, office, hospital, nursing home etc). This also includes open spaces where people are regularly present (playing fields, allotments, parks etc). Exclude buildings containing your employees as you have a responsibility towards them under Health and Safety Legislation. You can find detailed information about this attribute in Annex A – Opra Scheme for Installations. You then score this element of the location attribute according to your findings.

## Assessment under wildlife, countryside or habitats legislation

Your answers to this question are a reflection of the proximity of your site to important nature conservation sites. For further information on this section please refer to Annex A – Opra Scheme for Installations.

You can find out how close your installation is to a Habitats or Countryside and Rights of Way Act 2000 (CRoW) site by looking on the Natural England or Natural Resources Wales websites: <http://www.naturalengland.org.uk/publications/maps/default.aspx> - <http://naturalresourceswales.gov.uk/?lang=en>

Alternatively you can use the interactive maps on Defra's MAGIC website. This is a web-based interactive map service which brings together environmental information from across government and is managed by Natural England; <http://magic.defra.gov.uk/>

Where you have identified that your installation is within the distance criteria described in the Opra Scheme Annex for Installations, you will need to select this in the spreadsheet. If your installation is within 2km of a SSSI and will require a CRoW assessment, you will need to select CRoW in the drop down box in Assessment under wildlife, countryside or habitats legislation. If no assessment is needed, click none.

If your facility is subject to both Habitats and CRoW, select both Habitats and CRoW from the drop down boxes.

## Groundwater/Aquifers

To fill in this question you will need to find out if your site is:

- On an aquifer **and** in a Groundwater Protection Zone (GPZ); or
- On an aquifer **but not** in a GPZ; or
- Not on an aquifer.

You can find if your site is in a GPZ (also referred to as Groundwater Source Protection Zone) or on an aquifer from What's in Your Back Yard (WIYBY) section. To find this, click on the following link [What's in Your Back Yard](#). Select the option "go straight to maps" and click on the icon for "groundwater". Type in the postcode of your facility.

First select groundwater source protection zones from the map legend on the left hand side of the screen. Locate your facility on the map and if any part of it is covered by any of the colours in the map legend then your facility is in a groundwater source protection zone. Score this accordingly.

If you are not in a GPZ, you must then check if you are on an aquifer. On the map legend select both options of aquifer maps, i.e., "superficial deposits designation" and "bedrock designation".

If your facility is covered by one of the colours from the map legend for aquifer maps then your facility is on an aquifer. Score this accordingly.

### **Sensitivity of receiving water**

You don't need to make an entry for sensitivity of receiving waters if your site drainage is an entirely enclosed system where:

- **All** surface or foul waters are discharged via public foul water sewers and go to a sewage treatment works for treatment; and
- There is no possible pathway for any accidental release within the regulated facility to reach a watercourse; and
- Your site is over 10 metres from any receiving water;

If the boundary of your site is within 10 metres of any receiving water, even if your site drainage is an entirely closed system, you need to make an entry for the sensitivity of receiving waters.

To obtain information on the quality of surface waters check the WIYBY pages on our website: [River Quality](#) or contact your local Environment Agency office on 03708 506 506.

In WIYBY, enter your postcode and click "Go" to find the nearest river quality sampling points (marked as blue triangles) relevant to your site. Click on the appropriate (adjacent or downstream) triangle to establish the latest classification. Use the conversion in Annex A – Opra Scheme for Installations to change the classification letter to a grade score.

Once you have identified the sensitivity of the receiving water for any discharges to surface water, click on the drop down box and select the relevant grade.

### **Direct run-offs**

If there are any direct run-offs to water, for example by a surface water drain, please select whether or not this is via an interceptor using the drop down menu.

### **Air Quality Management Zones (AQMZ)**

Air quality management zones (AQMZ) are areas the local council have identified as needing a plan to improve their air quality. If the site lies within, or close to, an AQMZ you need to check whether or not the operations emit a declared pollutant, one specified by the local authority for that AQMZ.

Information on the location of AQMZs is available from your local authority; these may be known as Air Quality Management Areas. Further information is also available from <http://aqma.defra.gov.uk/> - click on the relevant local authority to find any relevant zones. This site displays maps indicating the extent of AQMZs.

### **Flood plain**

You can find out if your facility is in a flood plain and at risk of flooding, by entering your facility's postcode in our flood-risk mapping tool. You can access this facility on our website at: [Flood Plain](#).

Enter the postcode of your site in the "are you at risk of flooding?" box and search. If any part of your installation is indicated as in the flood plain, then you must score it as "Yes".

Once you have answered all the questions concerning the location attribute, you will see a band displayed on this tab for your site, based on the responses you gave.

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This document is out of date and was withdrawn on 1 March 2019.

# 11. Operator Performance Tab

In this section you need to answer questions concerning your management procedures and recent enforcement history. In most cases, the answers are Yes or No. For some of the questions you will need to enter a number.

For new applications, once the permit has been issued, we will carry out an audit to assess the quality of your management system.

If you indicate that you have an externally audited management system, you must provide evidence of this with your application, giving details of the certificate, the certification body and the body's registration number with UKAS (UK Accreditation Service).

Click on the drop down box after each question and select the relevant answer. You should answer all the questions you are asked. Some of the procedures you are asked about may be covered in the information you have submitted as part of your application.

**Enforcement history** - To enter your enforcement history, click on the grey box which is called click to enter or change details as appropriate. Select from the drop down box the type of enforcement action that has been taken for example, notice, formal caution, conviction etc. Enter the details of the enforcement action. Enter the date of the issue or conviction and the date spent. Select exit when you have finished. A number will appear in the second column that corresponds to the number of enforcement events that you have entered.

The Opra spreadsheet should automatically show enforcement history as spent at the appropriate date. There are times when this does not happen and if you experience this problem click on the grey box which is called "click to enter or change details as appropriate". Select from the drop down box the type of enforcement action that has been taken for example, notice, formal caution, conviction etc. Enter the details of the enforcement action. Enter the date of the issue or conviction and the date spent. Select exit when you have finished. This should now show any enforcement history as being spent.

You may need to check with your local Environment Agency office on relevant convictions and if they need to be included. Also check the Opra Scheme for Installations as this provides details on the Rehabilitation of Offenders Act 1974 and how long a conviction is relevant for before it's not taken into account any more.

Only enforcement actions that have taken place at the facility your application refers to should be included in the assessment. Enforcement action against an operator for events, including convictions, elsewhere shouldn't be included.

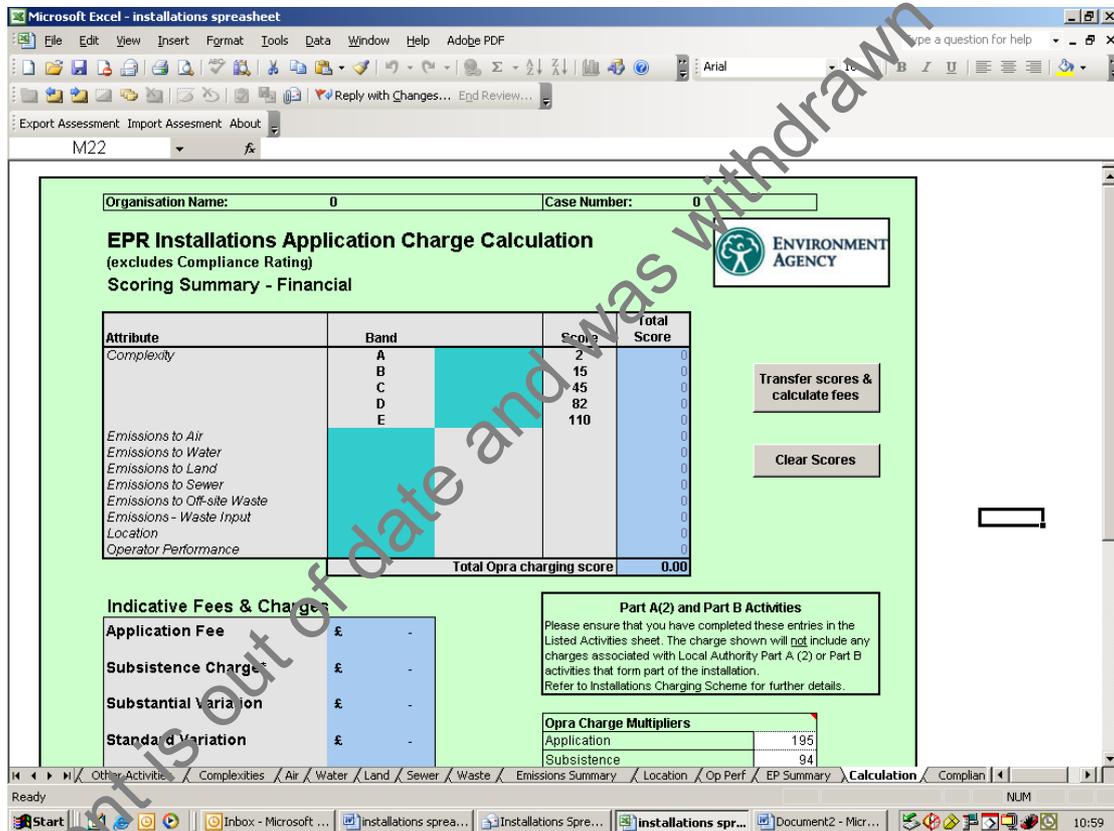
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# 12. Tabs 13 and 14: EP Summary and Calculation Sheets

These sheets are automatically filled in from the data you've already entered. But you need to Press "Clear Scores" on the Calculation sheet and then press "Transfer scores and calculate fees" to obtain the correct fees based on the information you have entered.

If you alter any of the information in the earlier sections of the spreadsheet after pressing "Transfer scores and calculate fees" then you need to repeat the two steps above to insure the correct fees are shown.

The spreadsheet will be saved and a file generated that is used to upload data into your EPR Application form.



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### **More information**

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Publications Catalogue Number: LIT 6660

This document is out of date and was withdrawn on 11 March 2019.