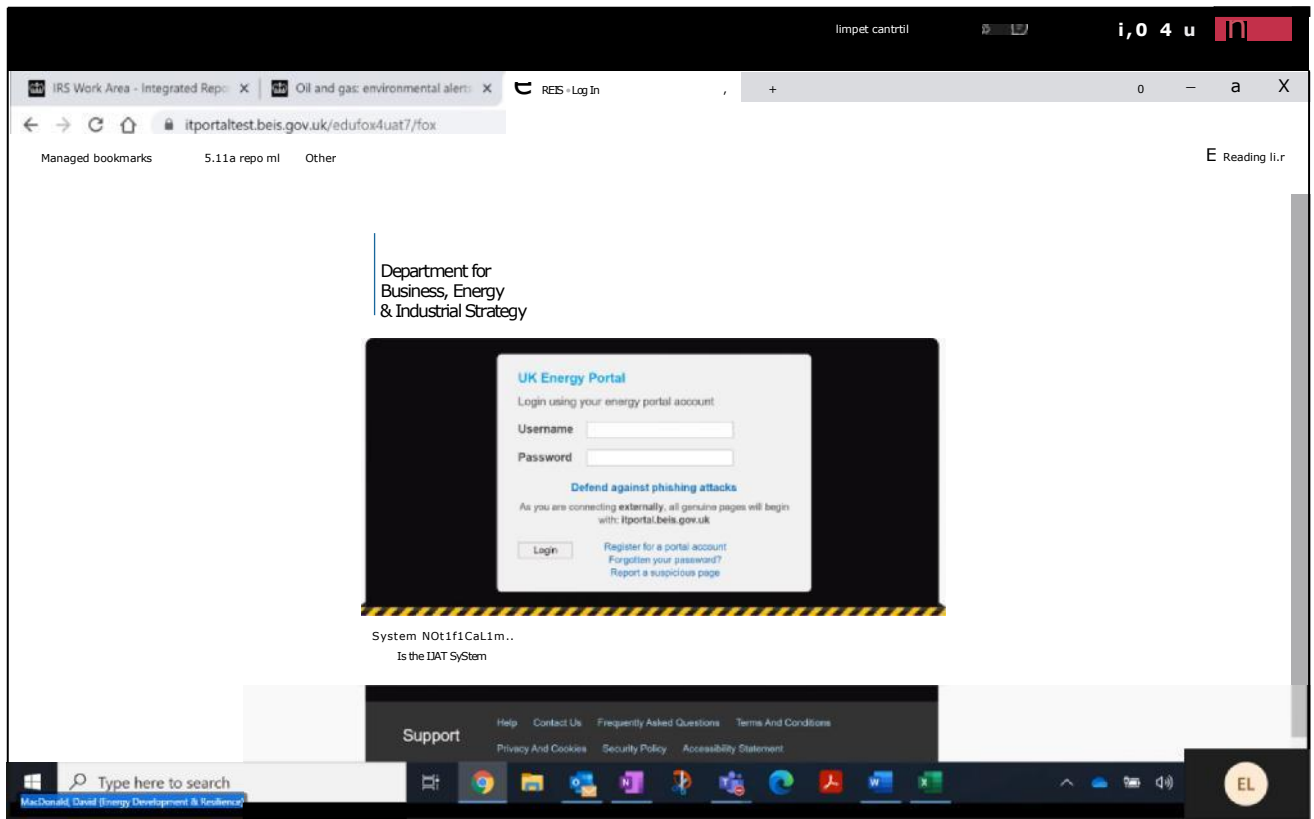


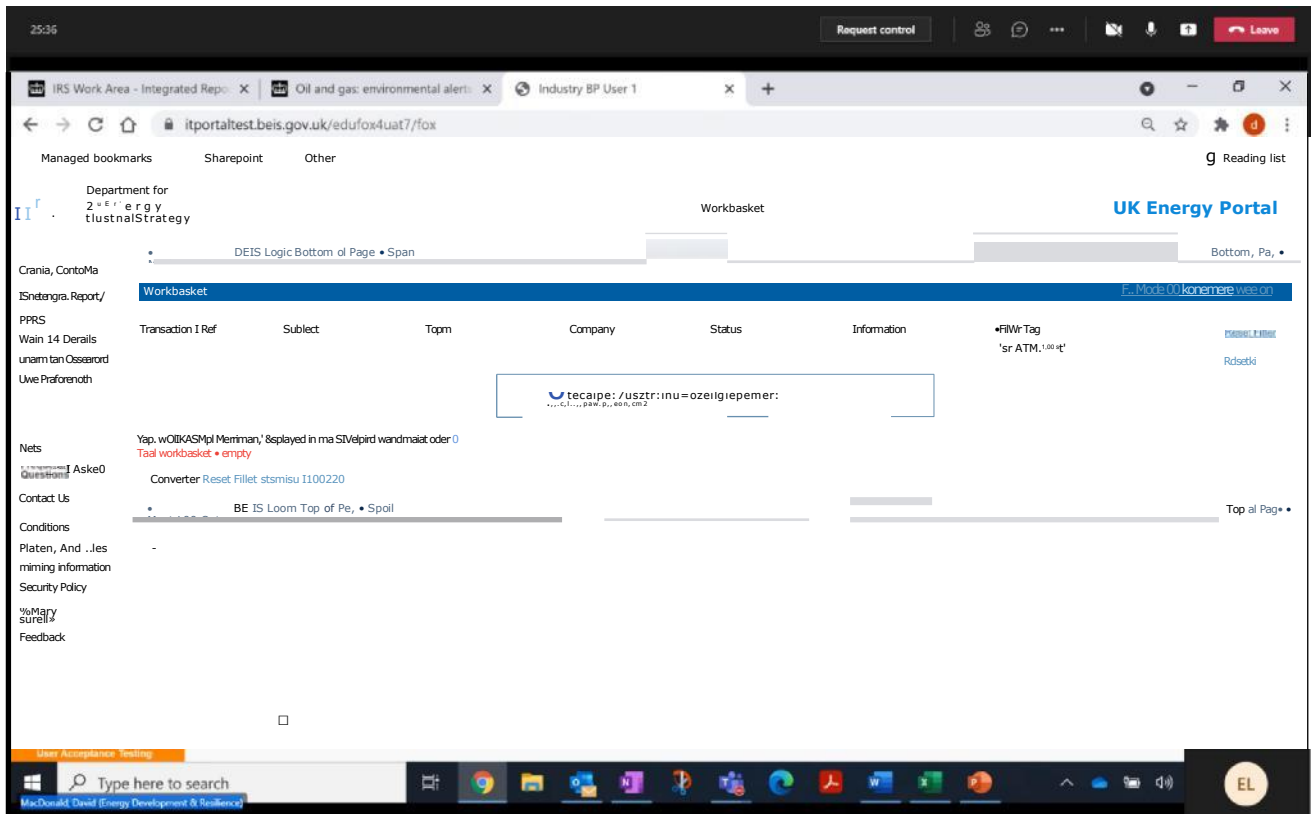
## Integrated Reporting Service (IRS) - Industry Screenshot Guidance

1. Sign into the IRS using this link - (<https://itportal.ogauthority.co.uk/eng/fox>)

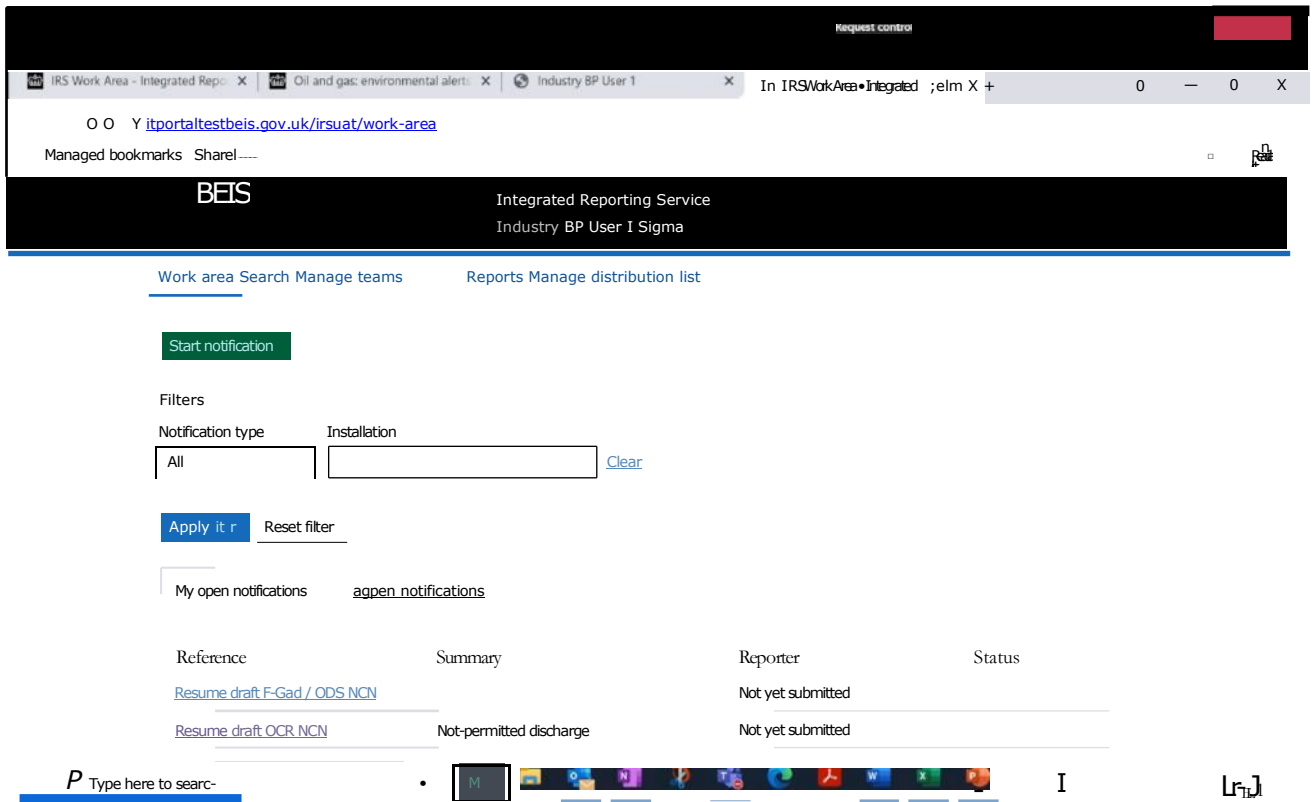
Note - if you do not have a Username or Password contact your Environmental Advisor Team or UK Energy Portal support [ukop@nstaauthority.co.uk](mailto:ukop@nstaauthority.co.uk) for assistance.



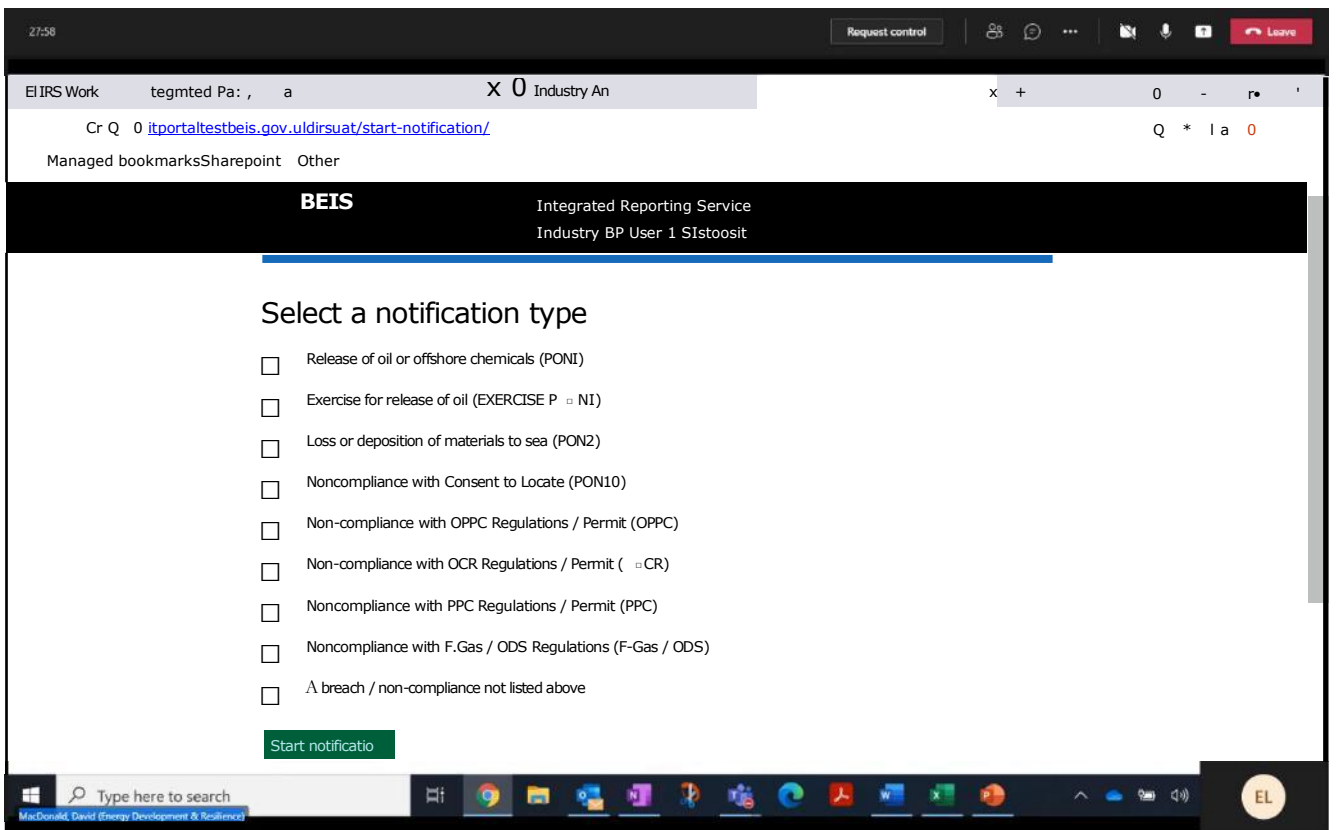
2. Select "Integrated Reporting Service" in the left-hand menu.



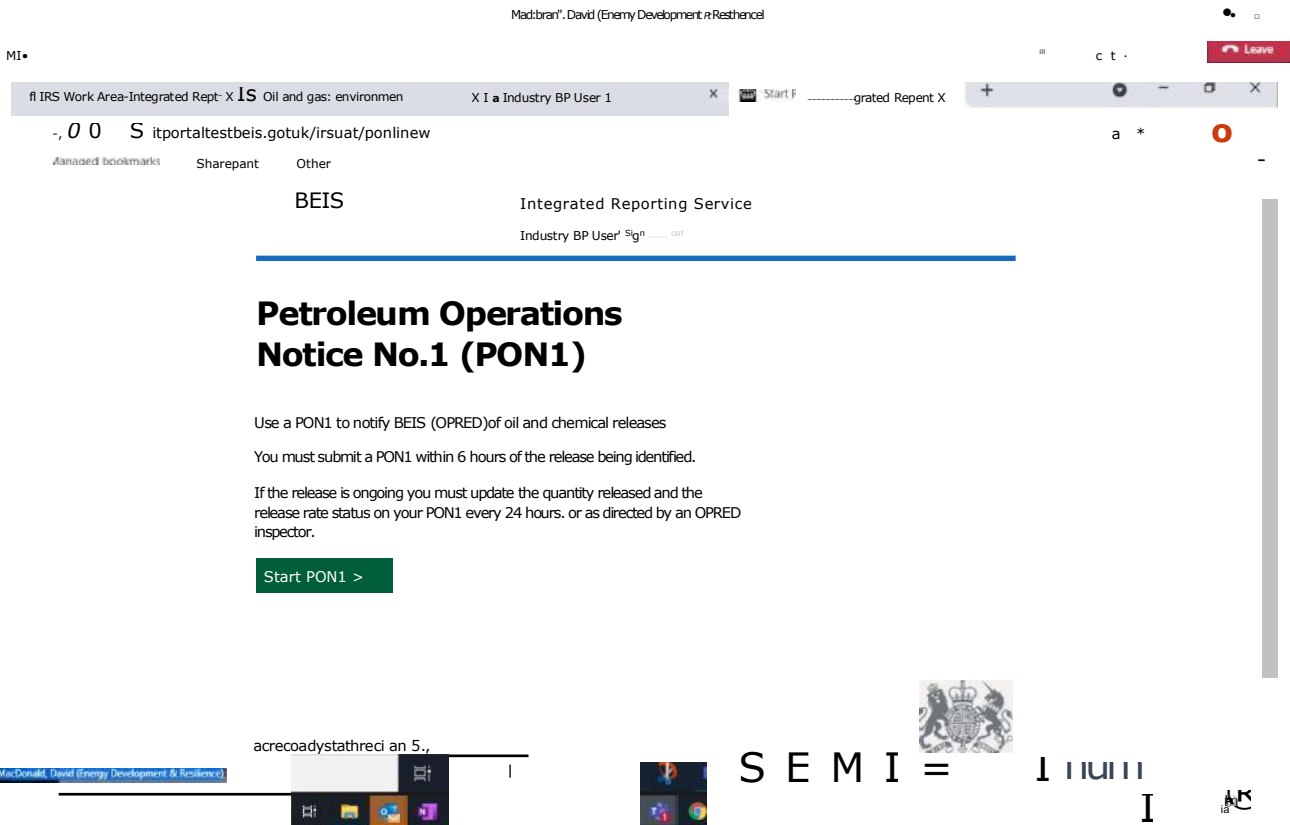
3. To commence submission of an IRS notification select "Start Notification":



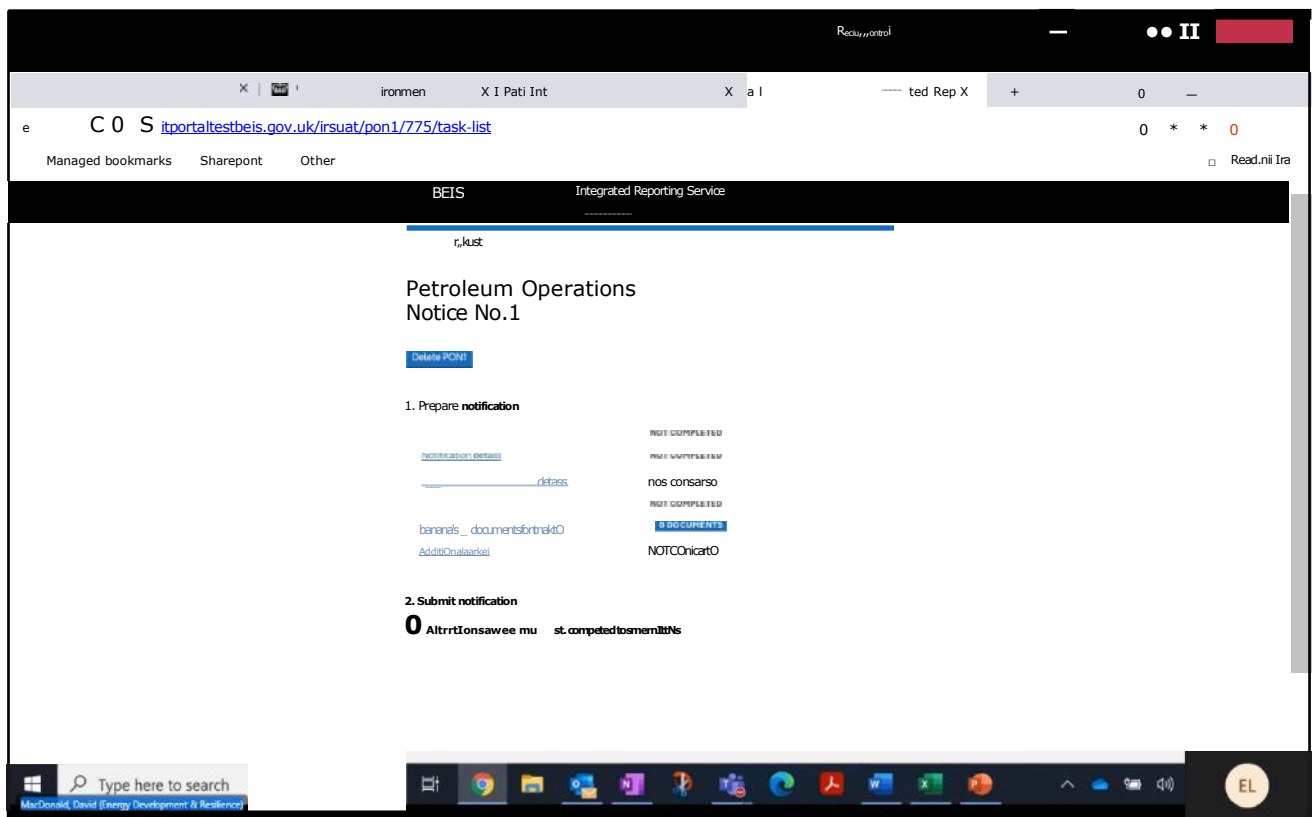
4. Select the notification for submission (in this example PON1):



5. Read the guidance provided and select "Start PON1":



6. From the Task List select "Reporter Details"



## 7. Provide "Reporter Details":

The screenshot shows a web browser window with the following details:

- Browser tabs: "IRS Work Area - Integrated Rep... Oil and gas environmental Alen- X I O Industry BP Use: : X In Reporter Details- Integrated Re, X +"
- Address bar: "portaltest.beis.gov.uk/irsual/pon1/1175/reporter-deta" (partially obscured)
- Page title: "Reporter details"
- Form fields:
  - First name: "Test"
  - Last name: "Test"
  - Company: "BP EXPLORATION OPERATING COMPANY LIMITED"
  - Job title: "Test"
  - Contact telephone: "0123912395"
  - Email address: "test@test.com"
- Task list: "Rep."
- System tray: "PType here to seam]"

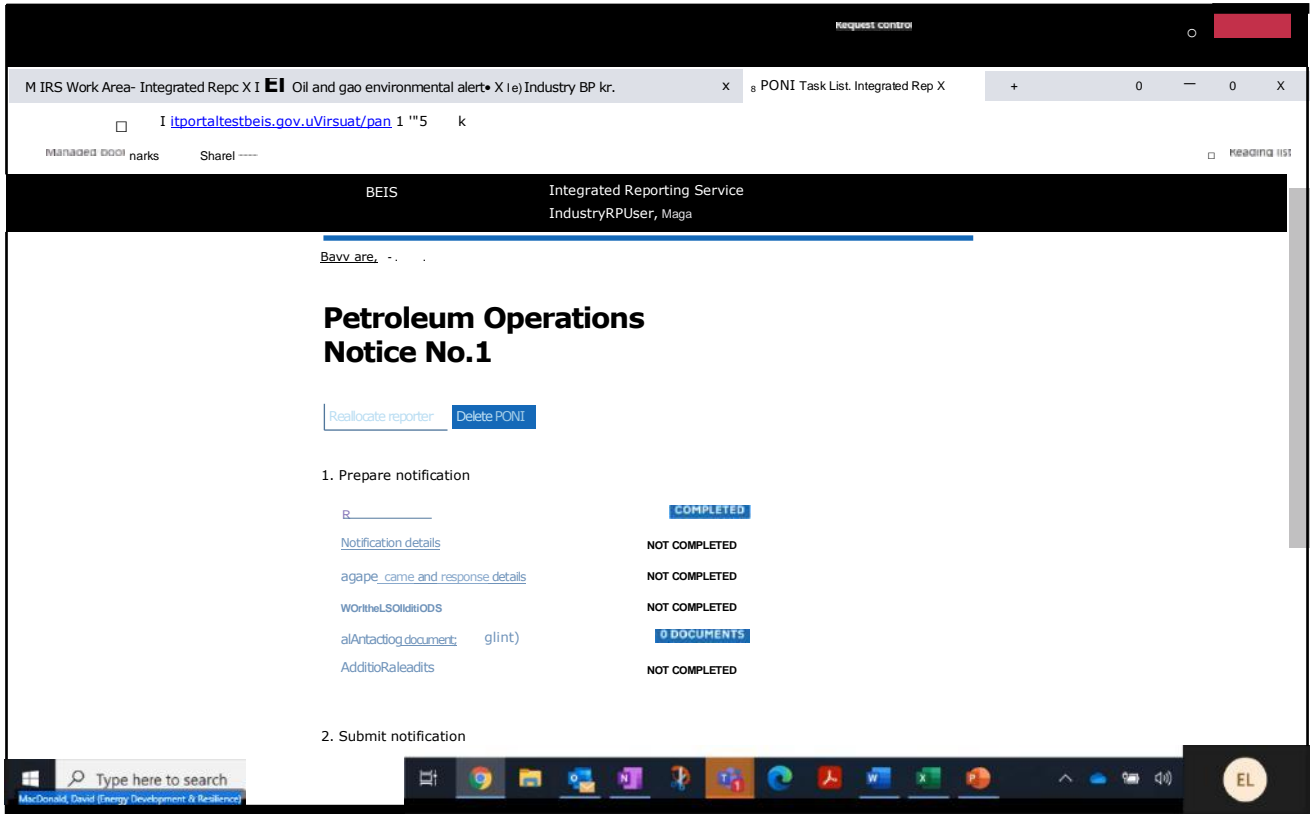
(contd)

The screenshot shows the "Reporting requirements" section of the form:

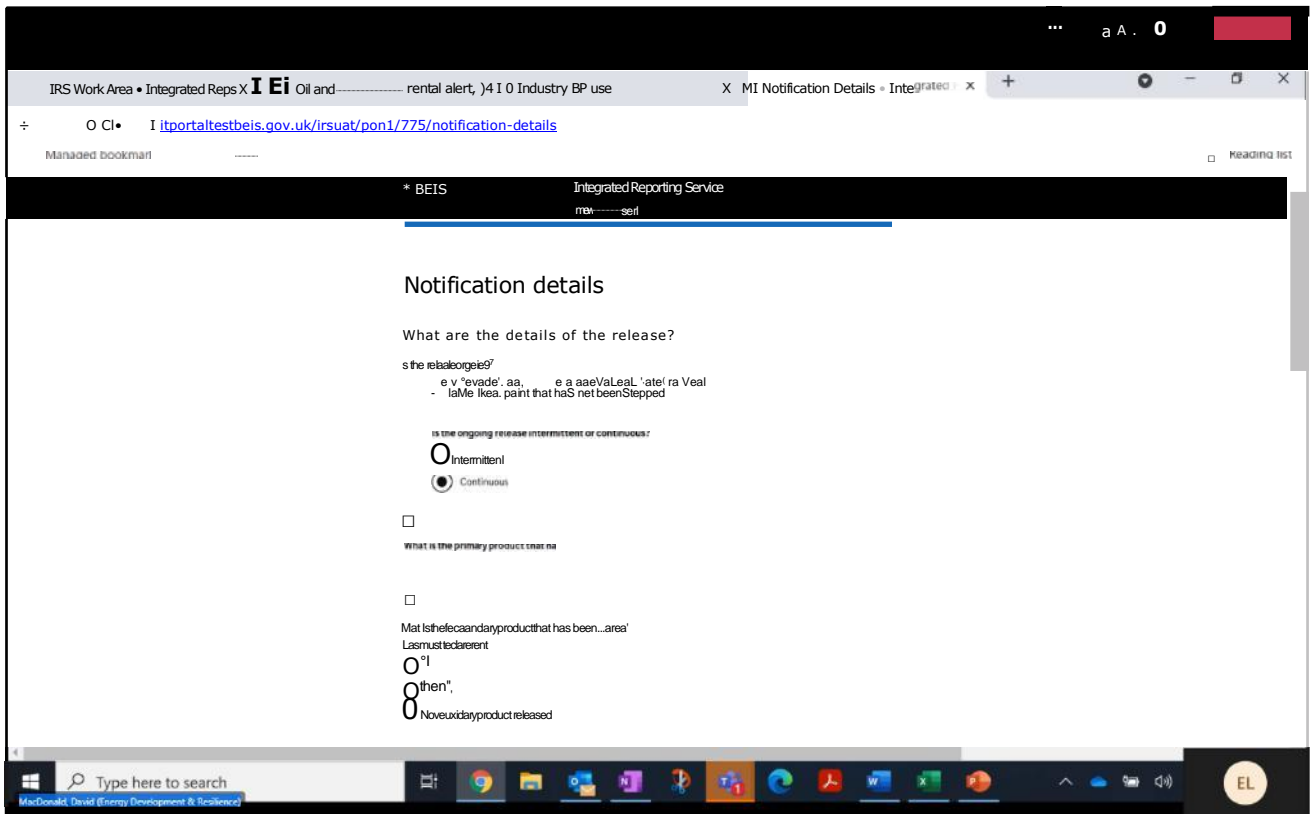
- Browser tabs: "IRS Work Area • Integrated Rep... linemen KI 49 Industry BP 1 K E Reporter I X X +"
- Address bar: "portaltest.beis.gov.uk/irsual/pon1/775/reporter-details" (partially obscured)
- Form field: "Email address" with value "test@test.com"
- Section: "Reporting requirements"
- Section: "Have you called to notify BEIS?"
  - Text: "I call BEI ..... ne hour of the incident being identified for all release which are >1 tonne. Cumulatively ≥ 1 tonne (ongoing releases), occur within 40 km of the coast or exceed any OPE P specific telephone reporting threshold."
  - Radio buttons: "10 Yes" (selected), "No"
- Section: "HUG you called to notify NM Coastguard?"
  - Text: "n: allot notify the Coastguard of all oil or offshore chemical greater than 1 tonne, or if the release is ongoing, or as per any tower reporting v releases specified in the approved OPEP(s)."
  - Radio buttons: "Yes" (selected), "No"
- Text: "Telephone notifications must be made within 1 hour of identification or the release. The notification must be submitted within 6 hours of identification of the release"
- Buttons: "Complete section", "Save and complete later"
- System tray: "Type here to search", "MacDonald, David (Energy Development & Resilience)", "EL"

and select "Complete section" You will be returned to the Task List.

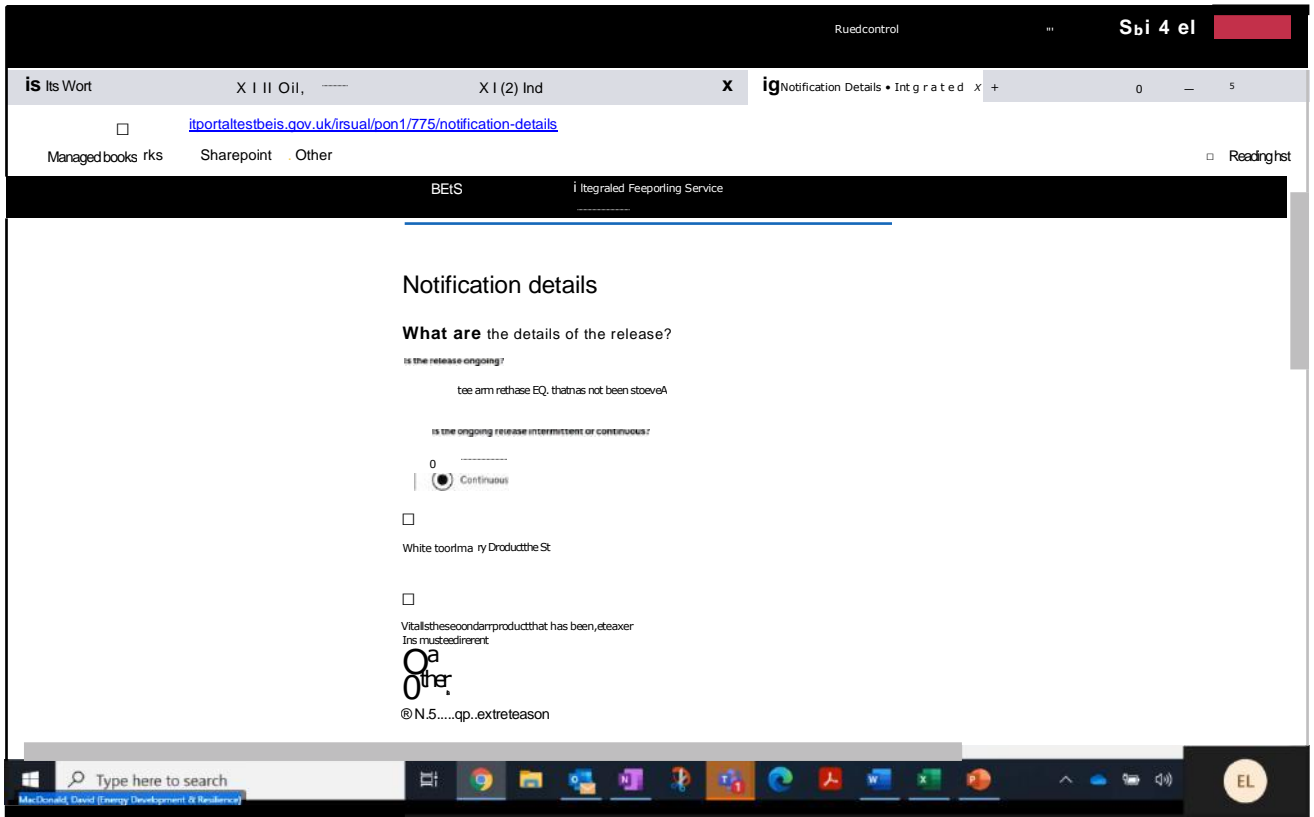
8. Select Notification Details”:



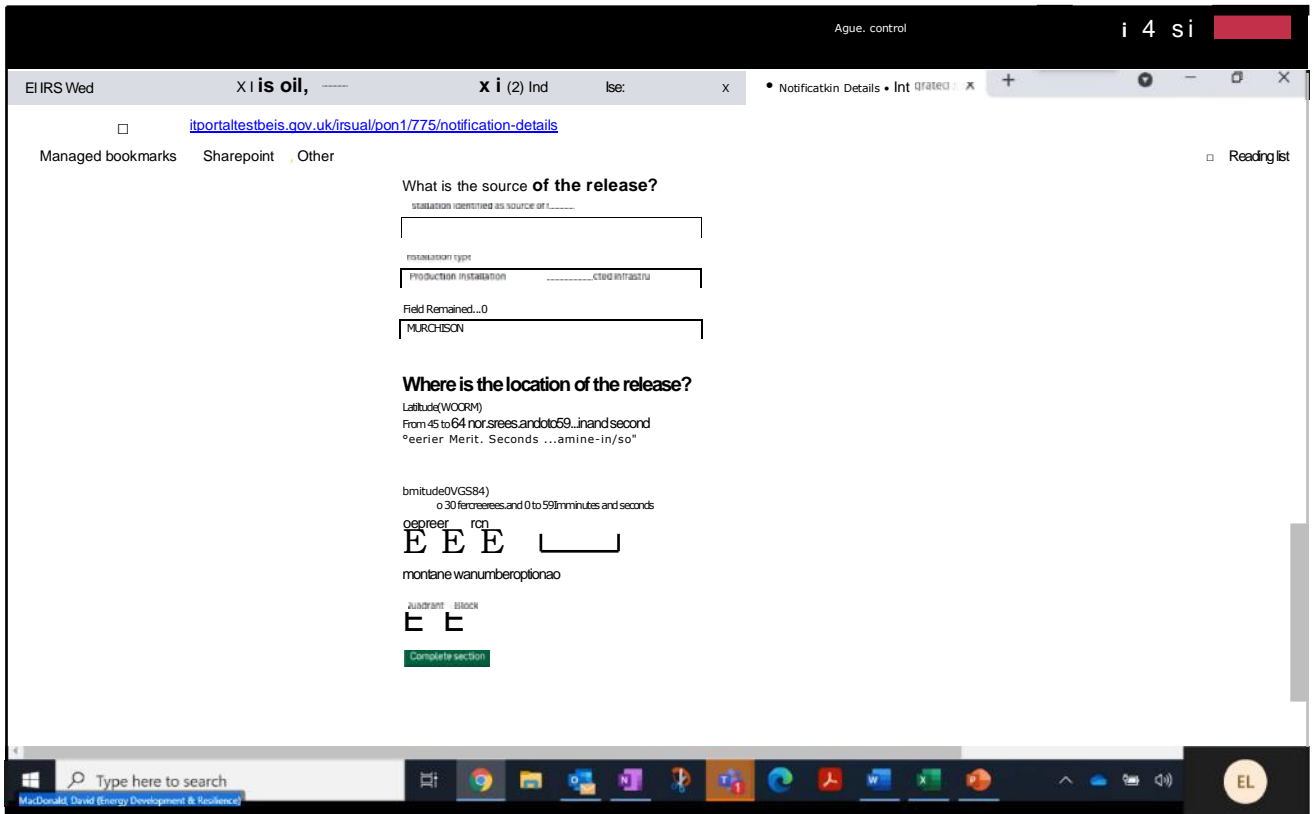
9. Provide “Notification Details”:



(contd)

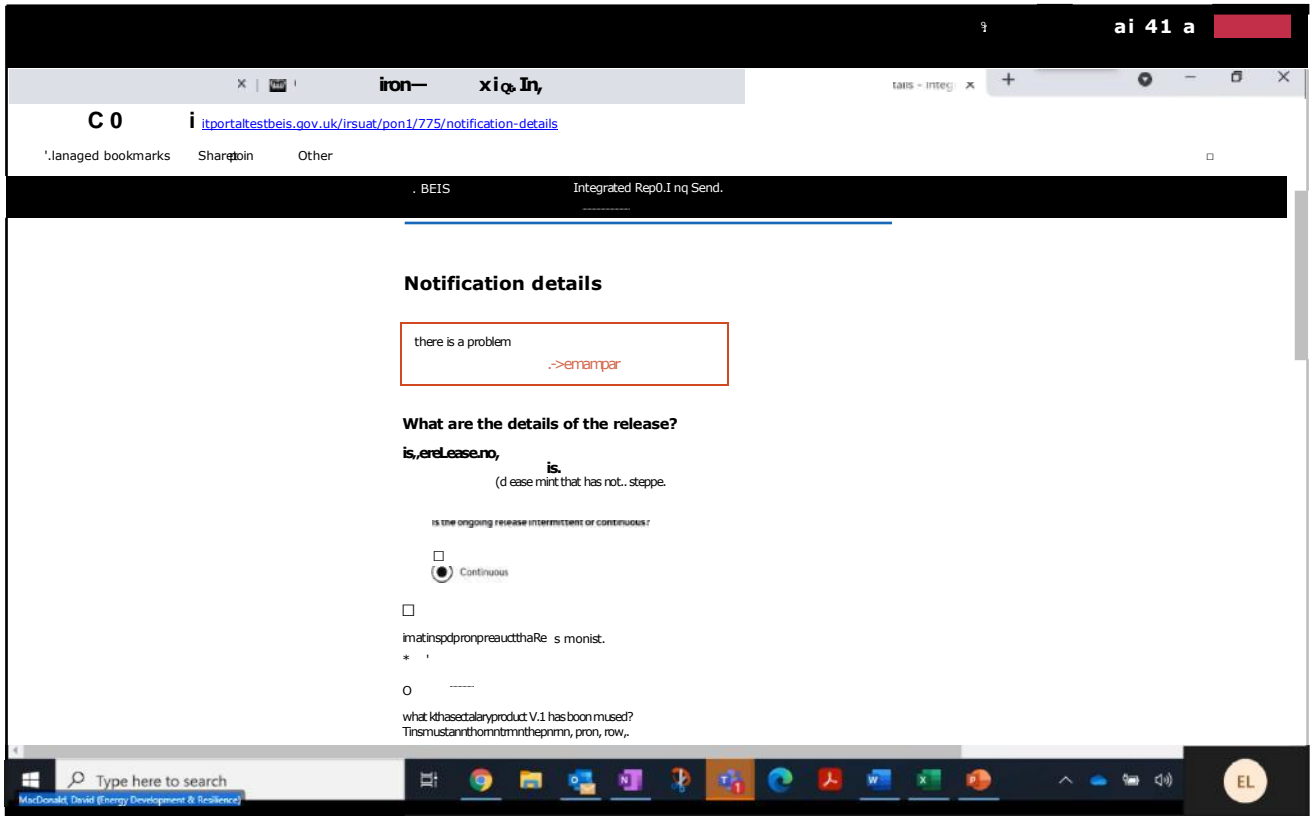


(contd)

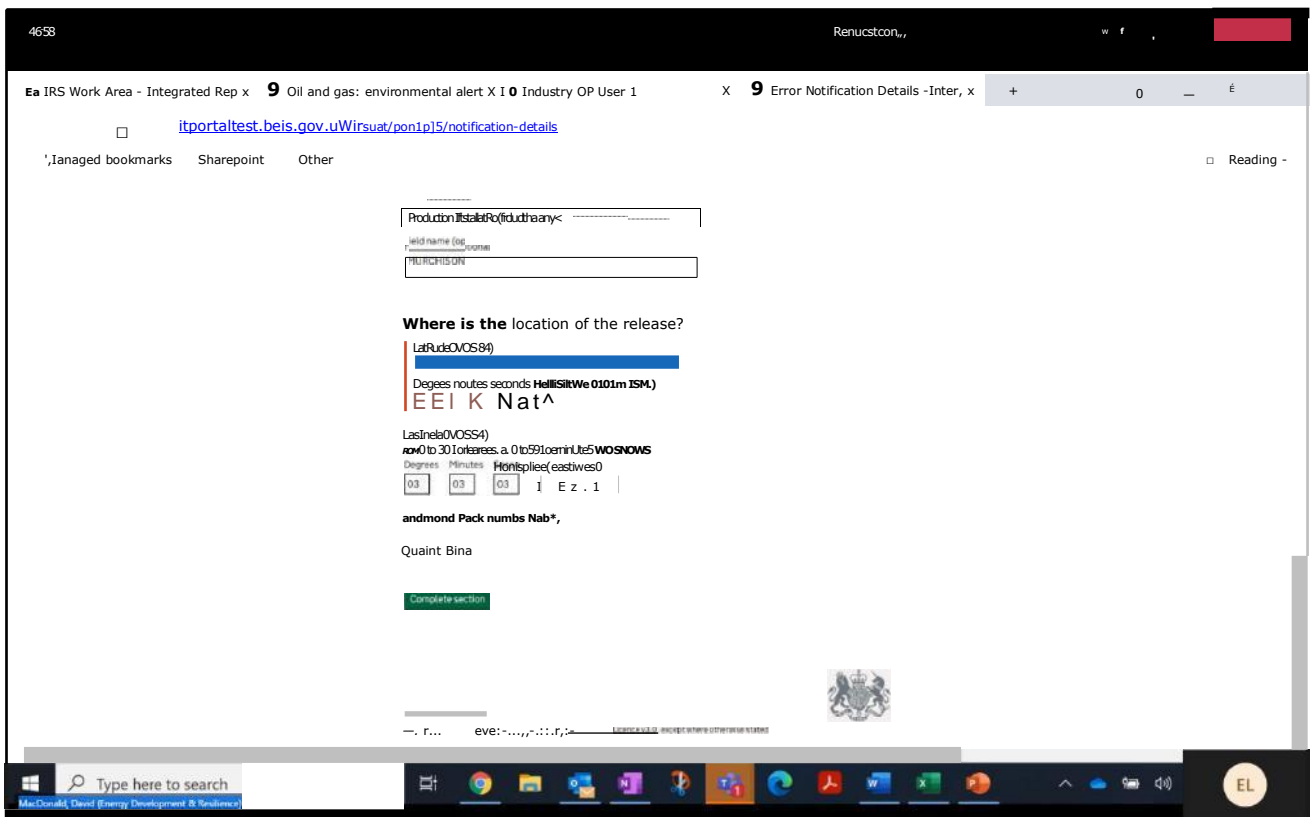


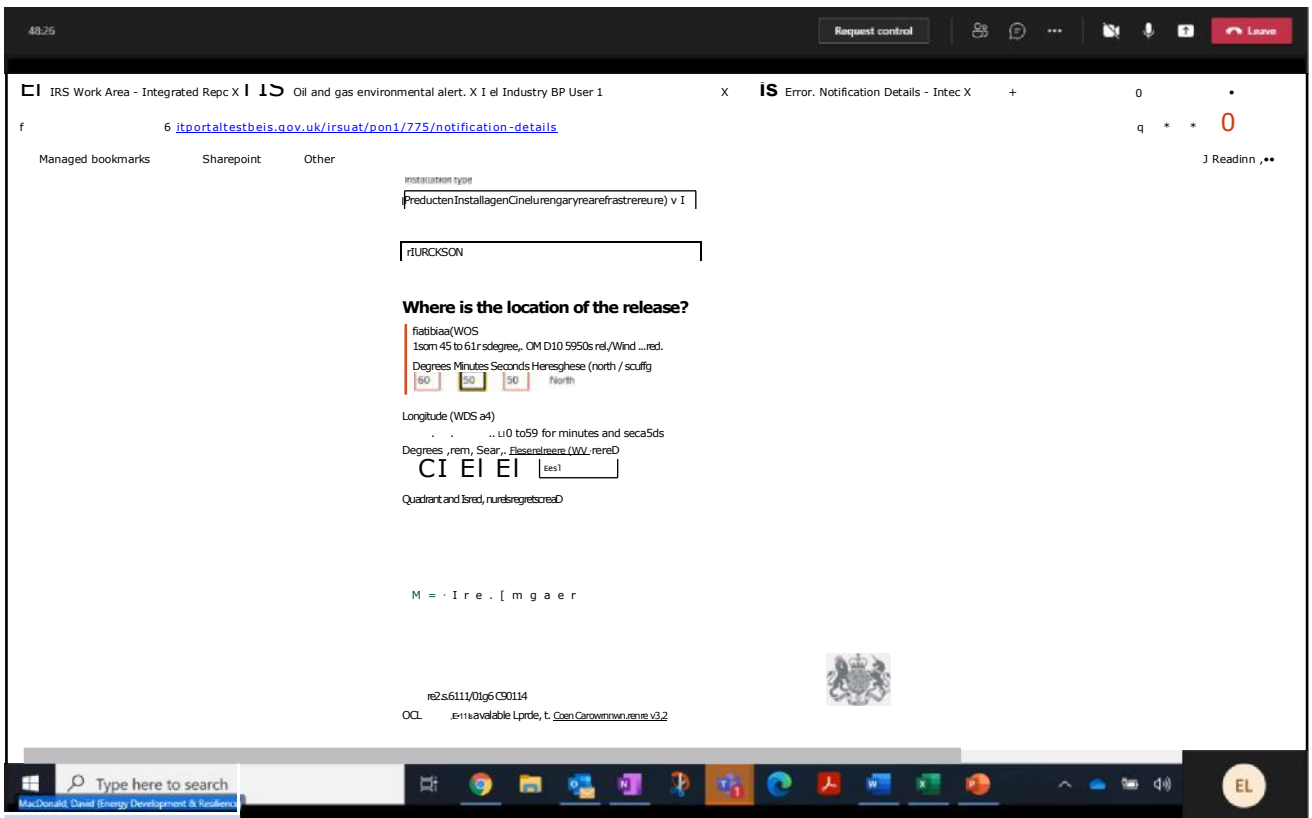
and select "Complete section" You will be returned to the Task List.

10. Example of a Validation Error with explanatory text shown when attempting to complete section:



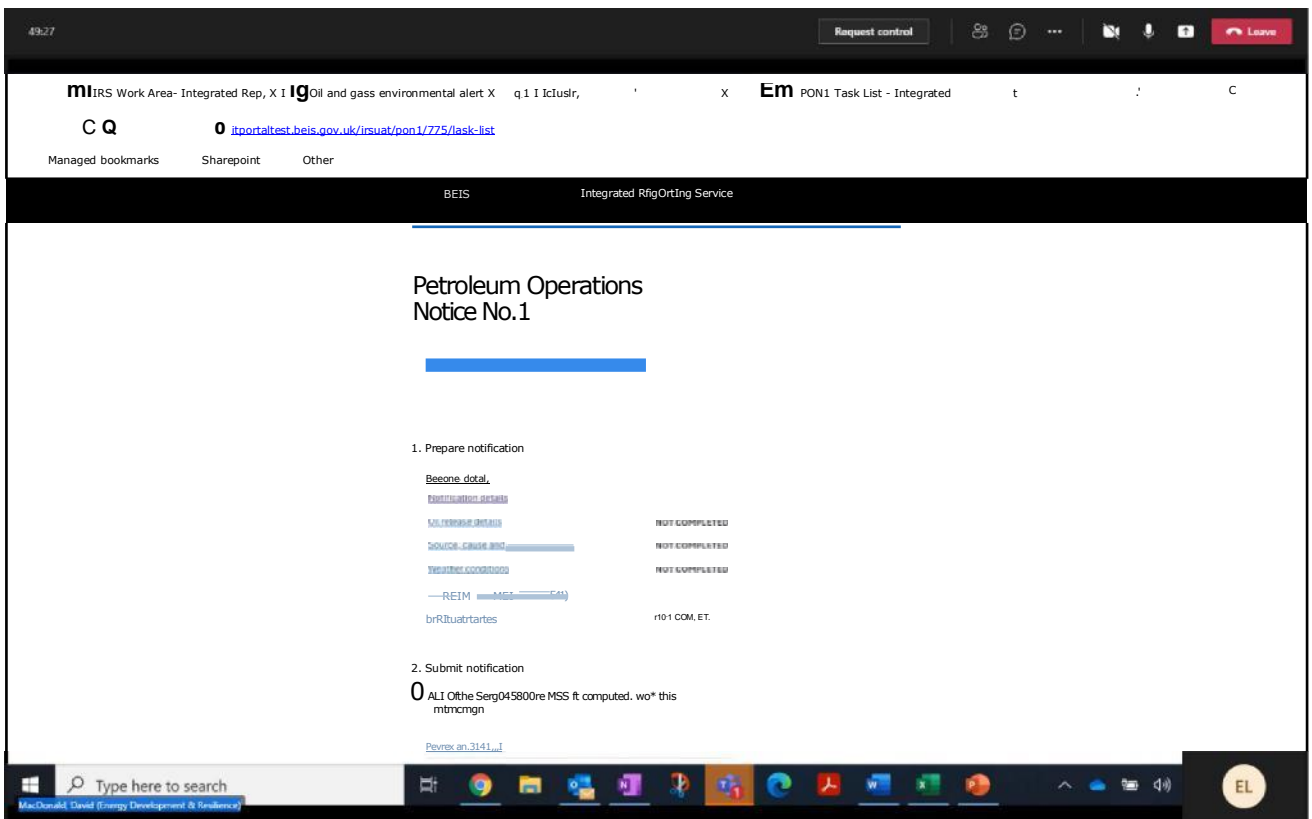
Validation error highlighted:





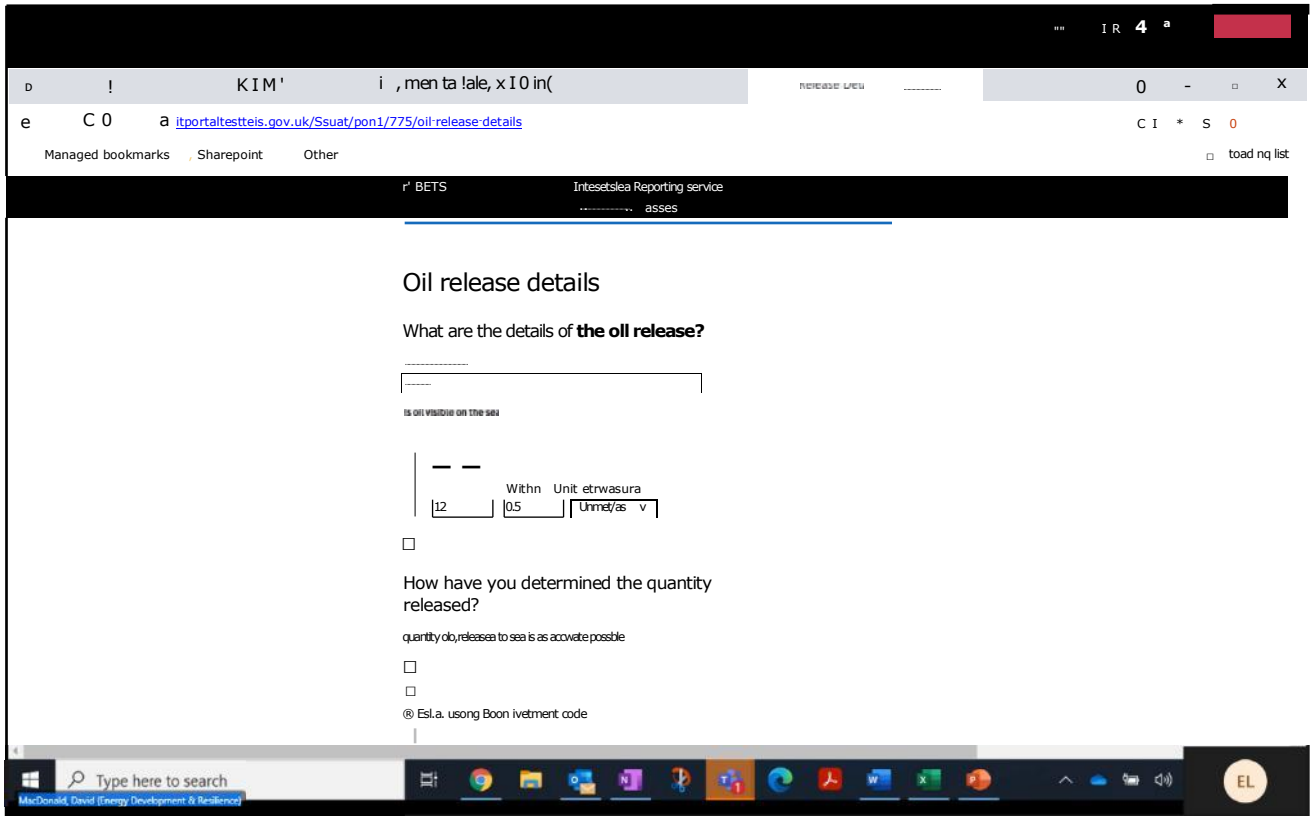
Correction applied to validation error and “Complete section” selected. You will be returned to the Task List.

11. Select “Oil Release Details” (note – if “Chemical Release” was selected at step 9 above then “Chemical Release Details” will be displayed on the Task List):

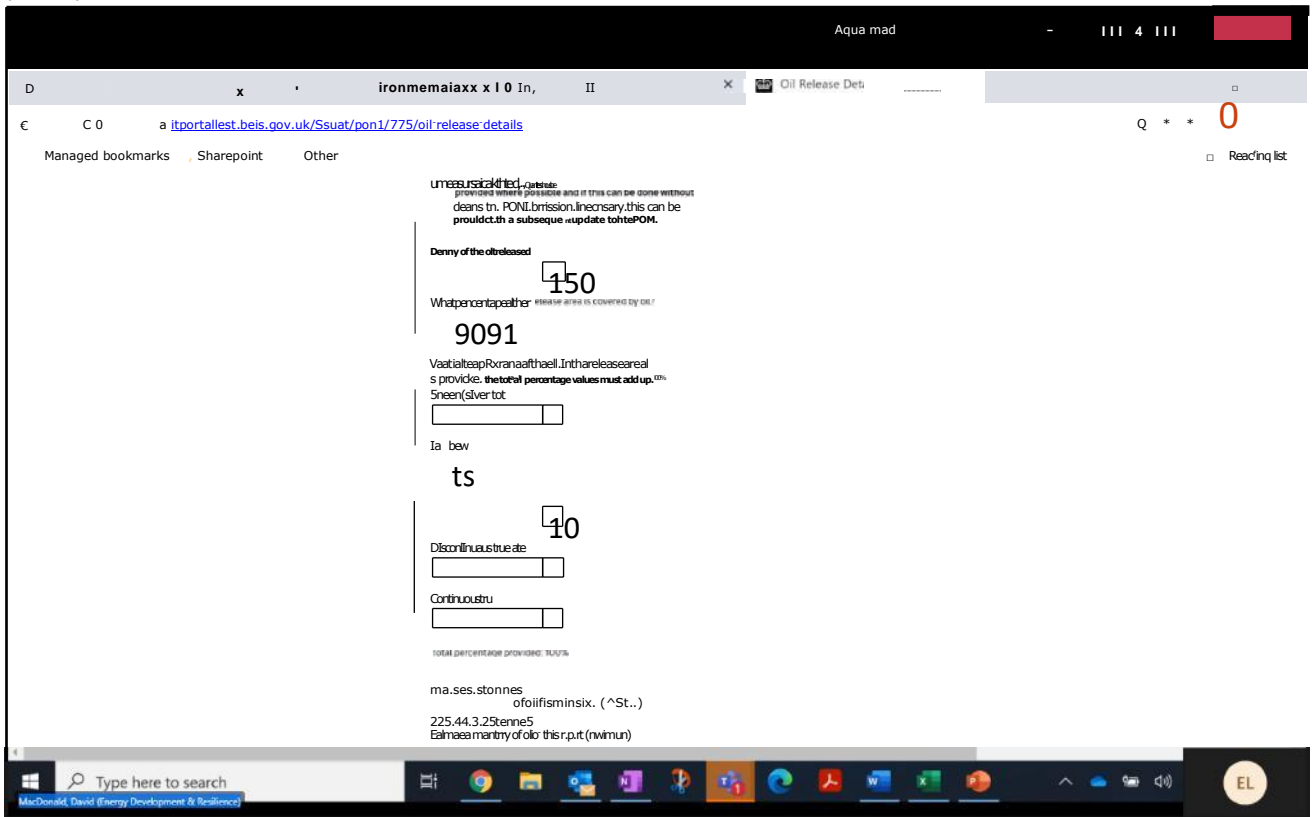




12. Provide "Notification Details":



(contd)



(contd)

Request control

Oil Release Details - Integrated X

portaltest.beis.gov.uk/irsuat/pon1/775/oil-release-detail

Managed bookmarks Sharepoint Other

Identity of the oil released

What percentage of the release area is covered by...

What is the appearance of the oil in the water?

Ra bow

Metallic

Discontinuous true oil colour

Estimated Quantity of oil for this spill (maximum)

225.44325 tonnes

TOTAL PERCENTAGE PROVIDED: 100%

Aqua matral

Oil Release Details - Integrates X

portaltest.beis.gov.uk/irsuat/pon1/775/oil-release-detail

Managed bookmarks Sharepoint Other

Discontinuous true oil colour

Continuous true oil colour

TOTAL PERCENTAGE PROVIDED: 1

143.985.6tonnes

225.443.25tonnes

2 IF...

What is the estimated quantity released is not displayed or is incorrect?

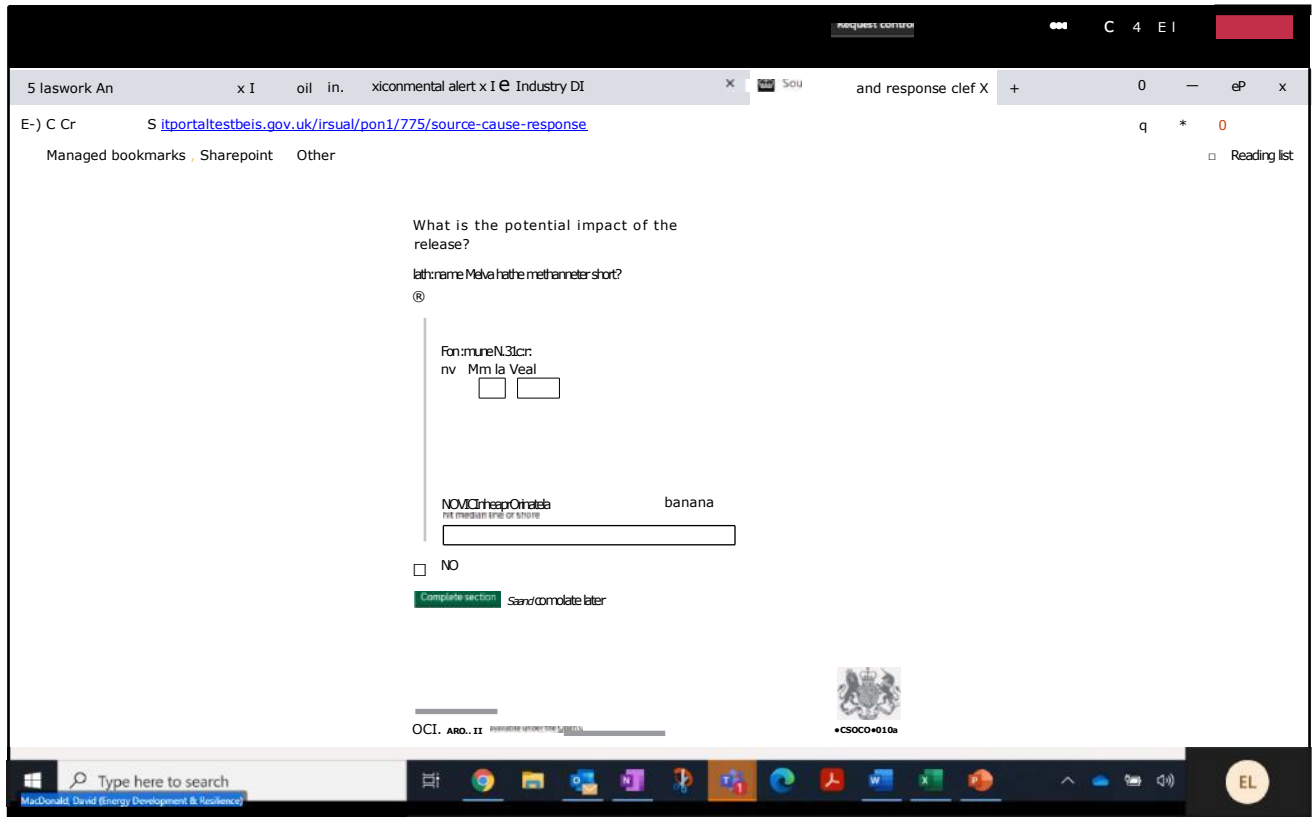
Complete section

and select "Complete section" You will be returned to the Task List.

13. Select "Source, Cause and Response Details":

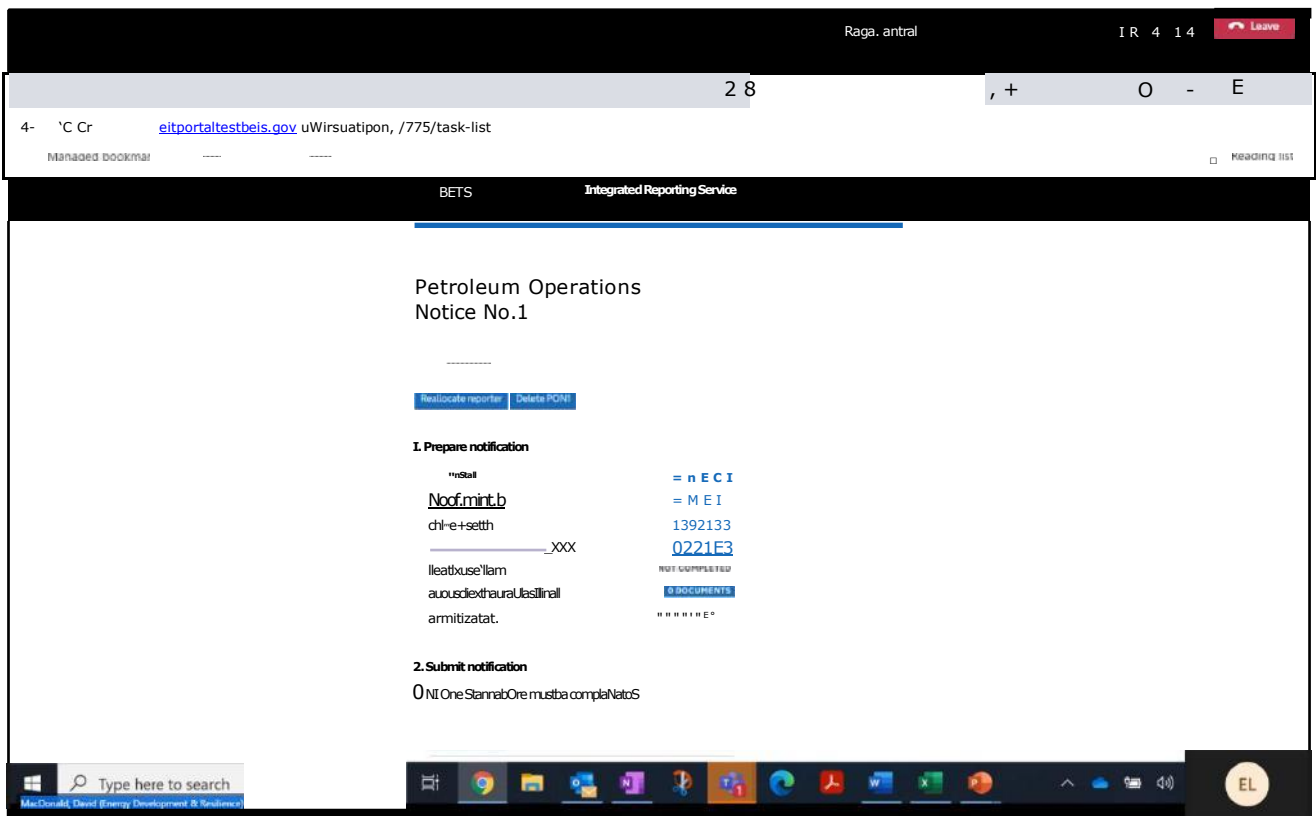
14. Provide "Source, Cause and Response Details":

(contd)

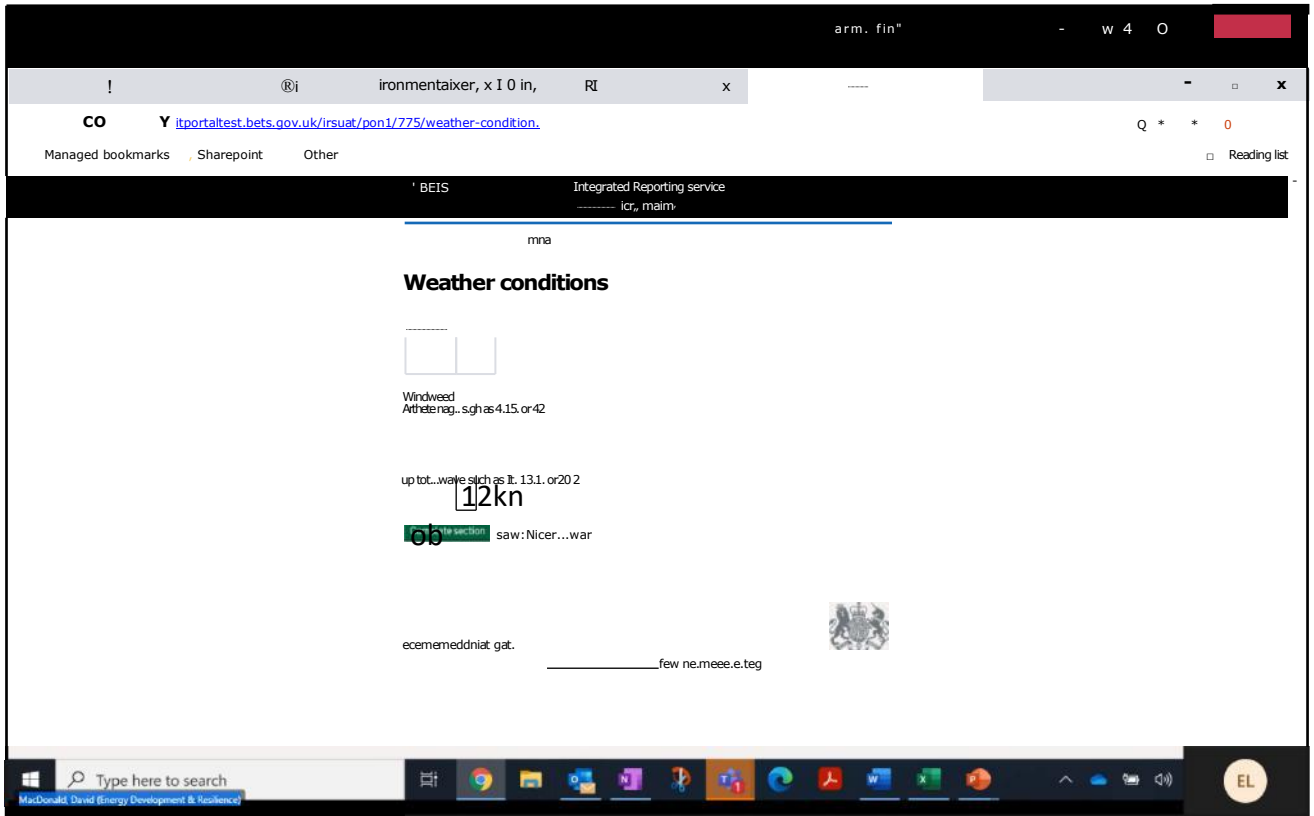


and select "Complete section" You will be returned to the Task List.

15. Select "Weather Conditions":

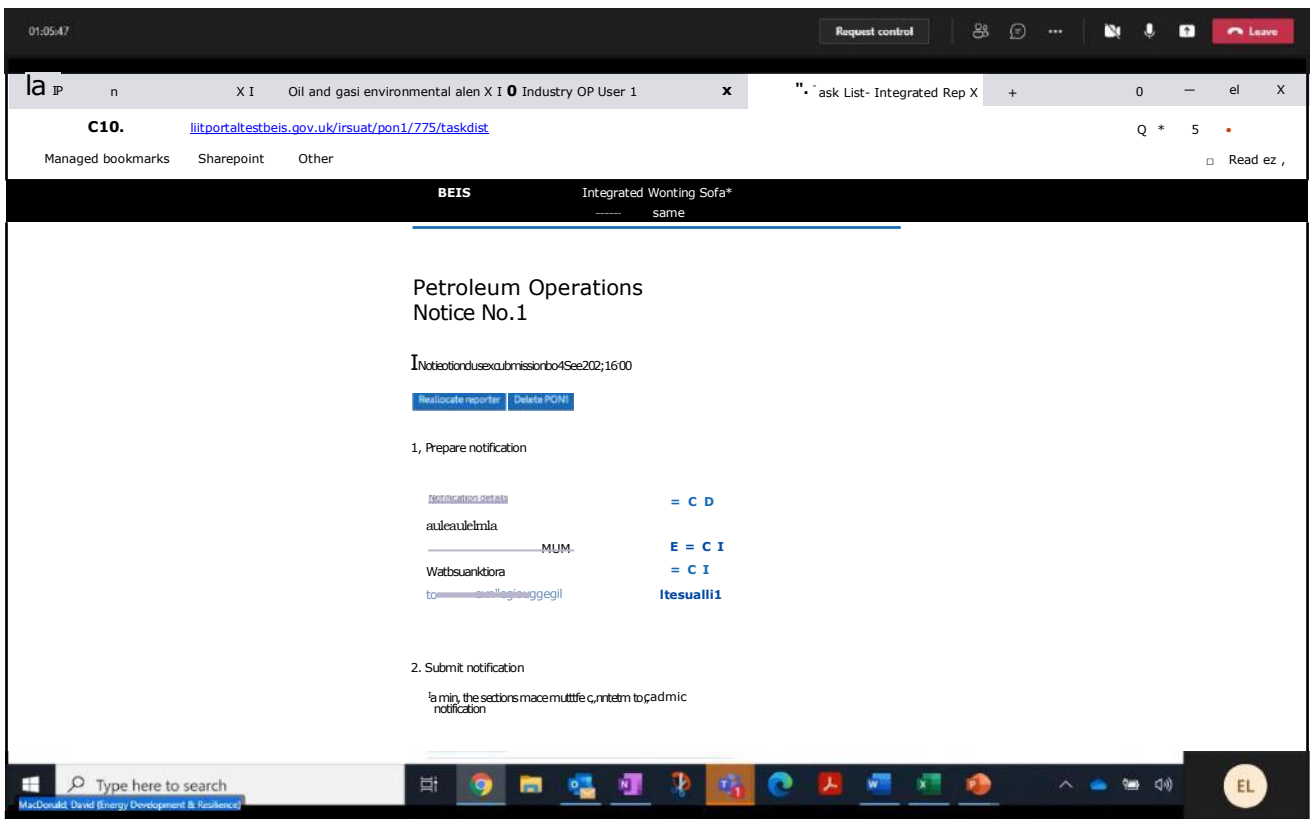


16. Provide "Weather Conditions":

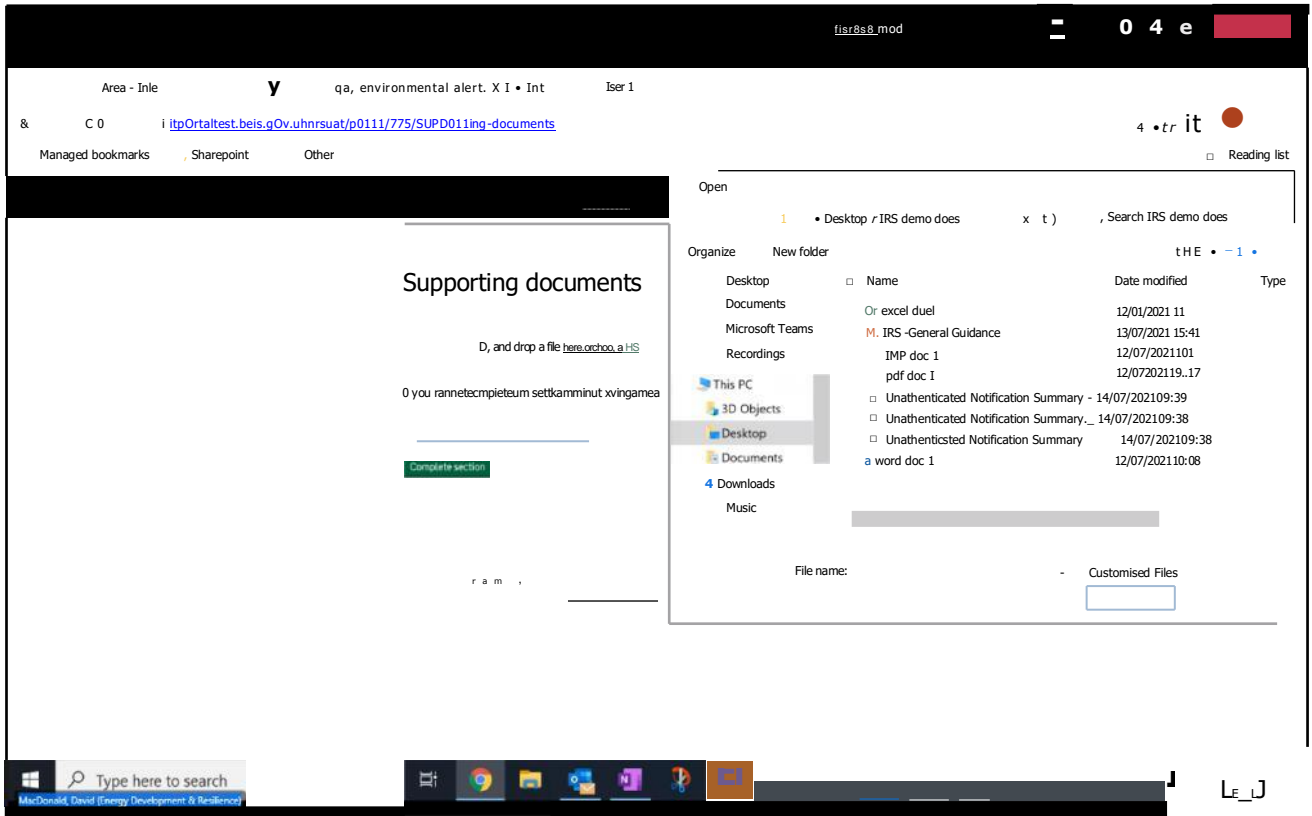


and select "Complete section" You will be returned to the Task List.

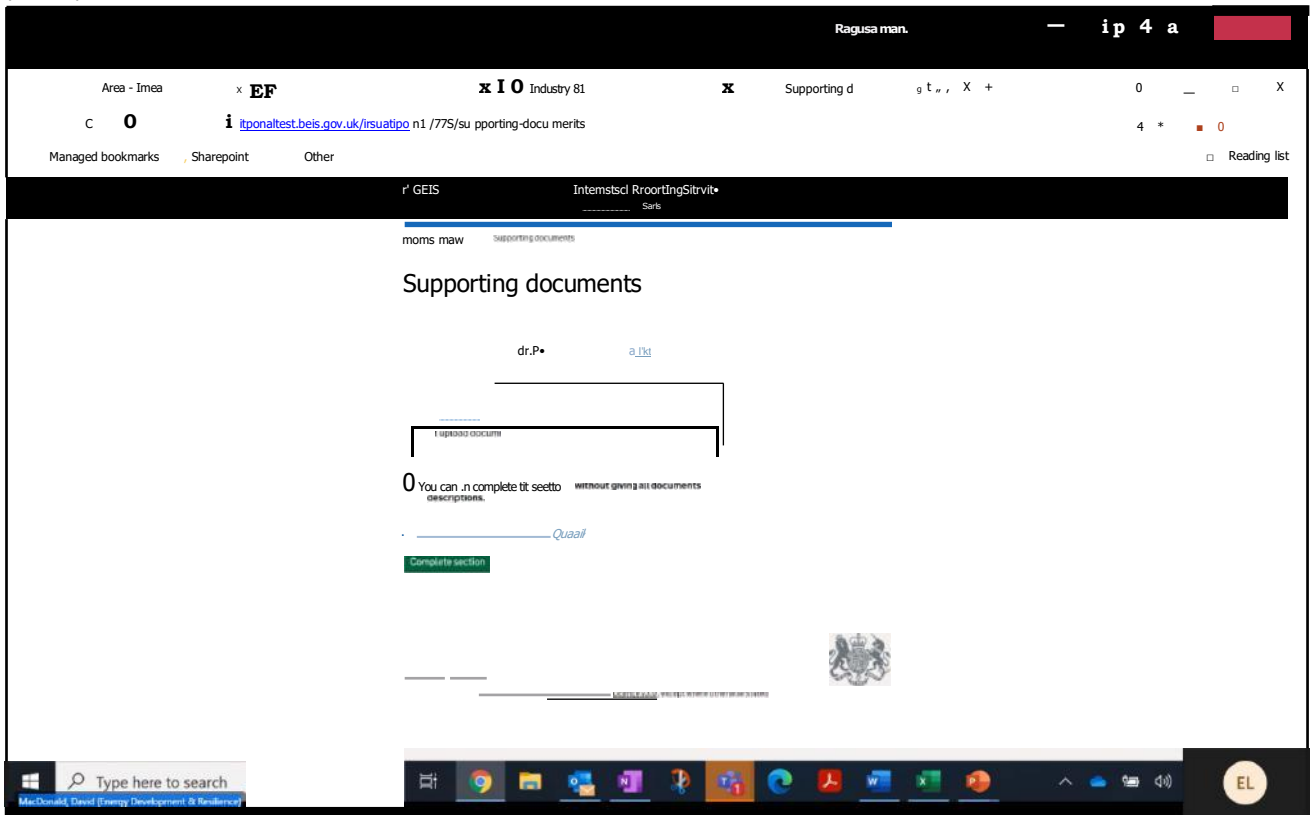
17. Select "Supporting Attachments":



18. Provide "Supporting Attachments" (by selection a file in the example provided. Otherwise drag and drop):

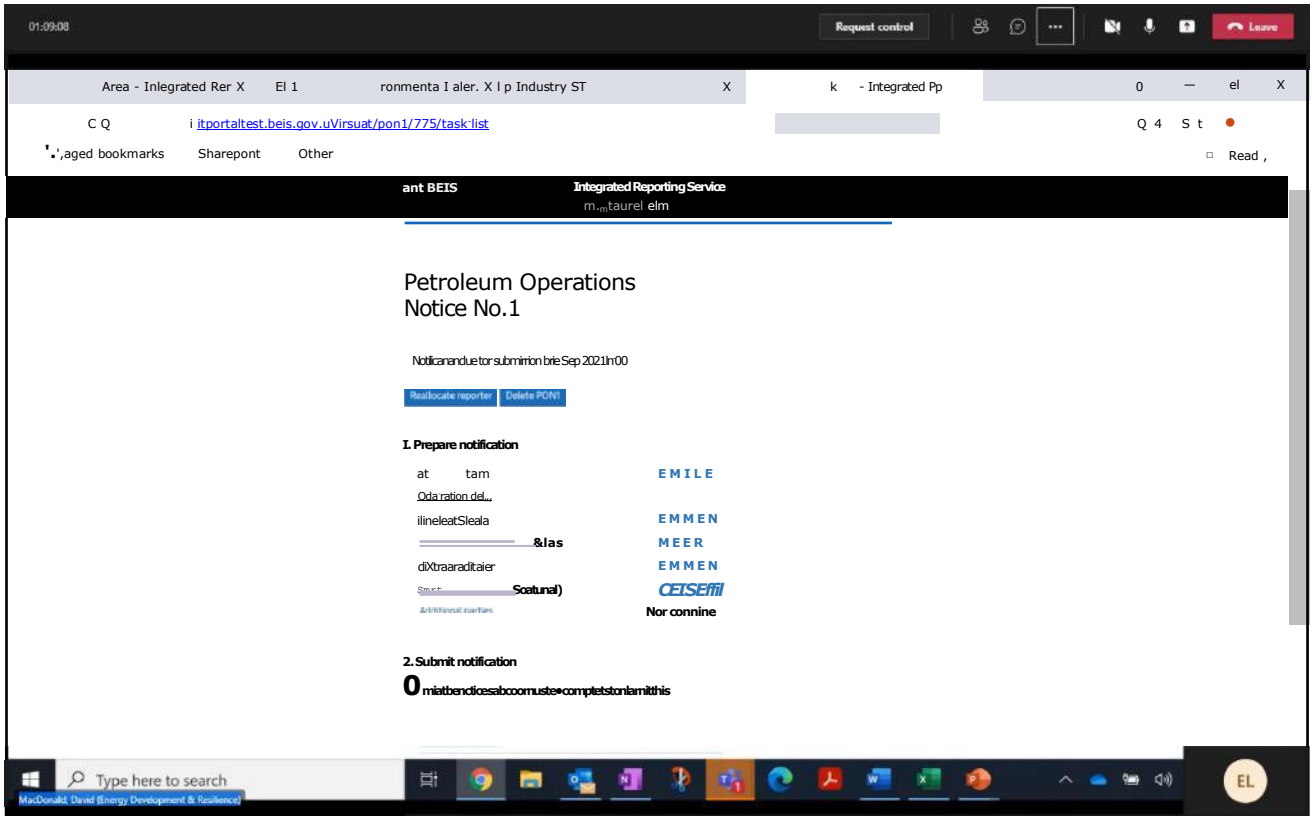


(contd)

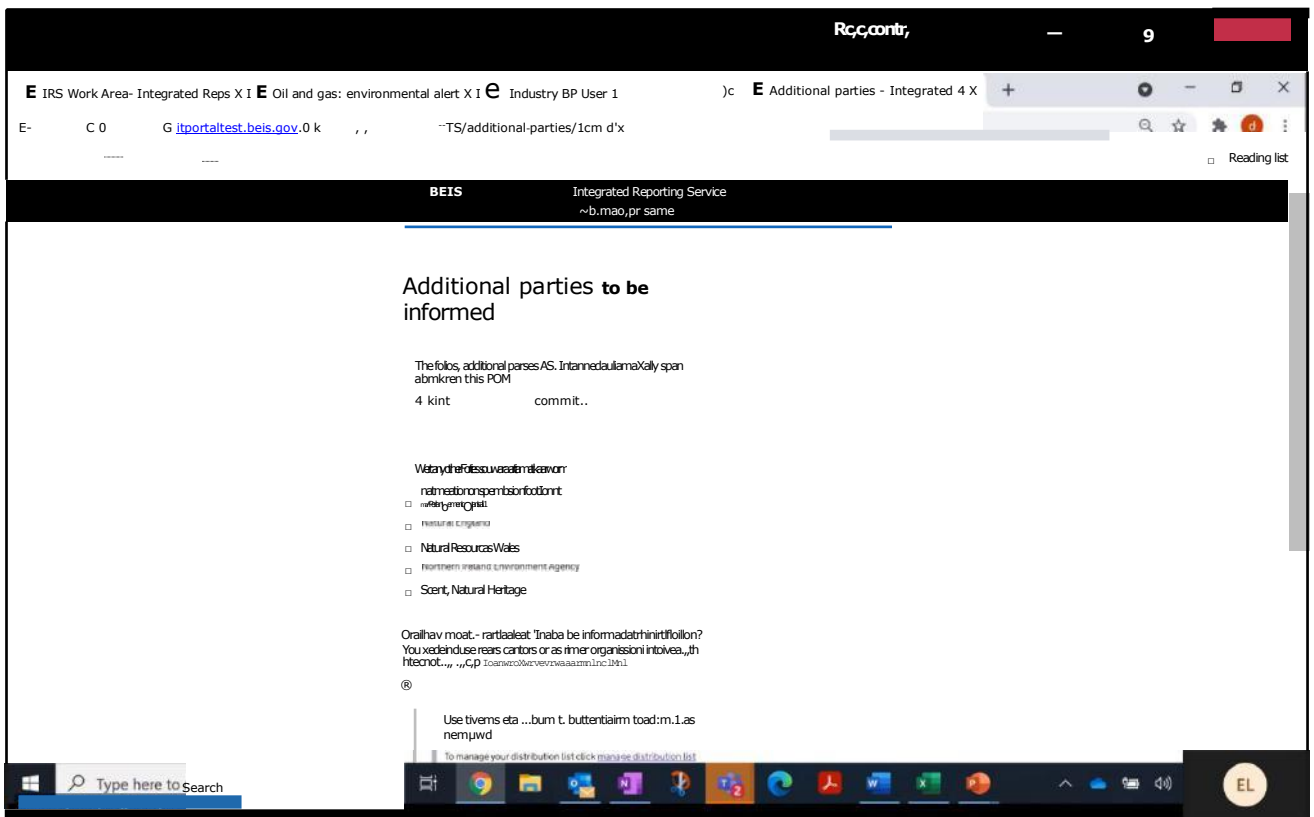


and select "Complete section" You will be returned to the Task List.

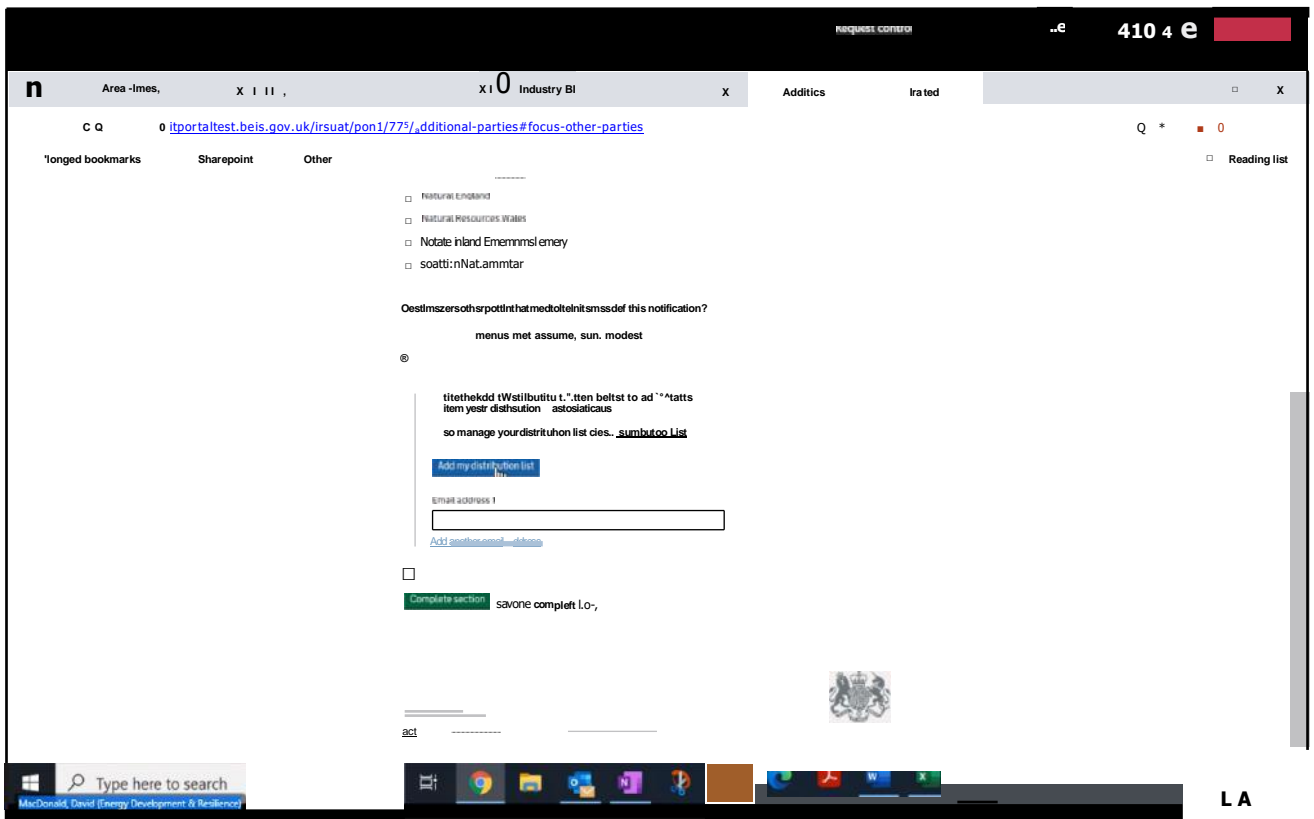
19. Select "Additional Parties":



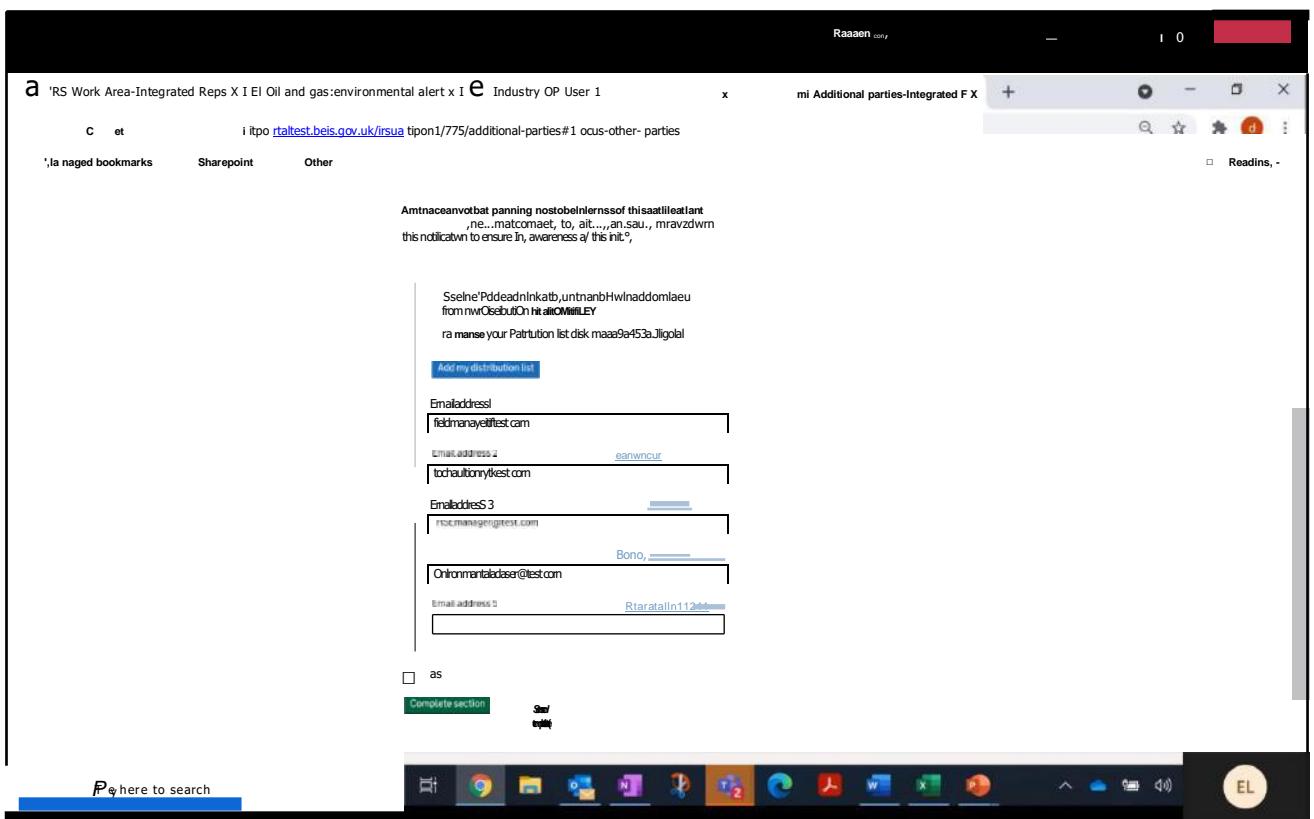
20. Provide "Additional Parties to be informed":



Select "Add my distribution list" (optional):



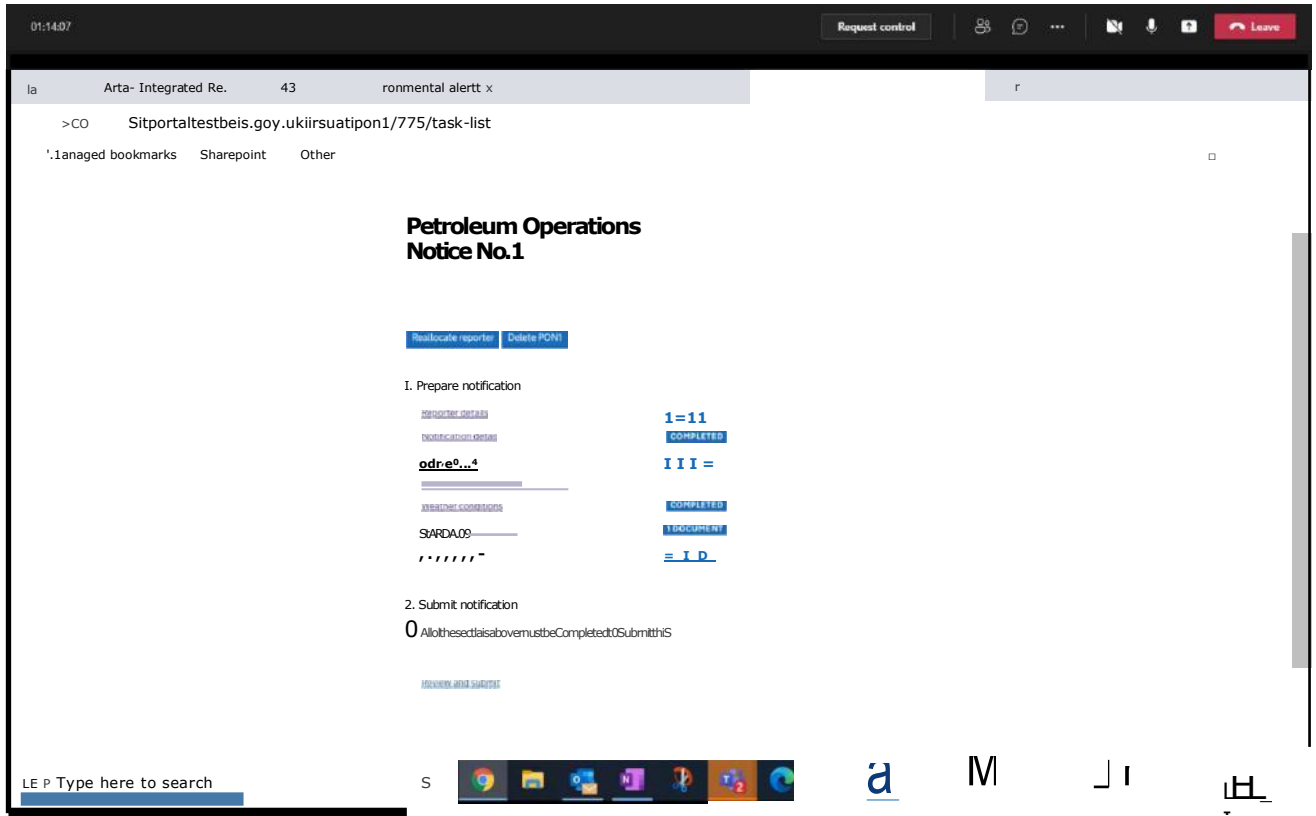
Distribution List contacts now displayed:



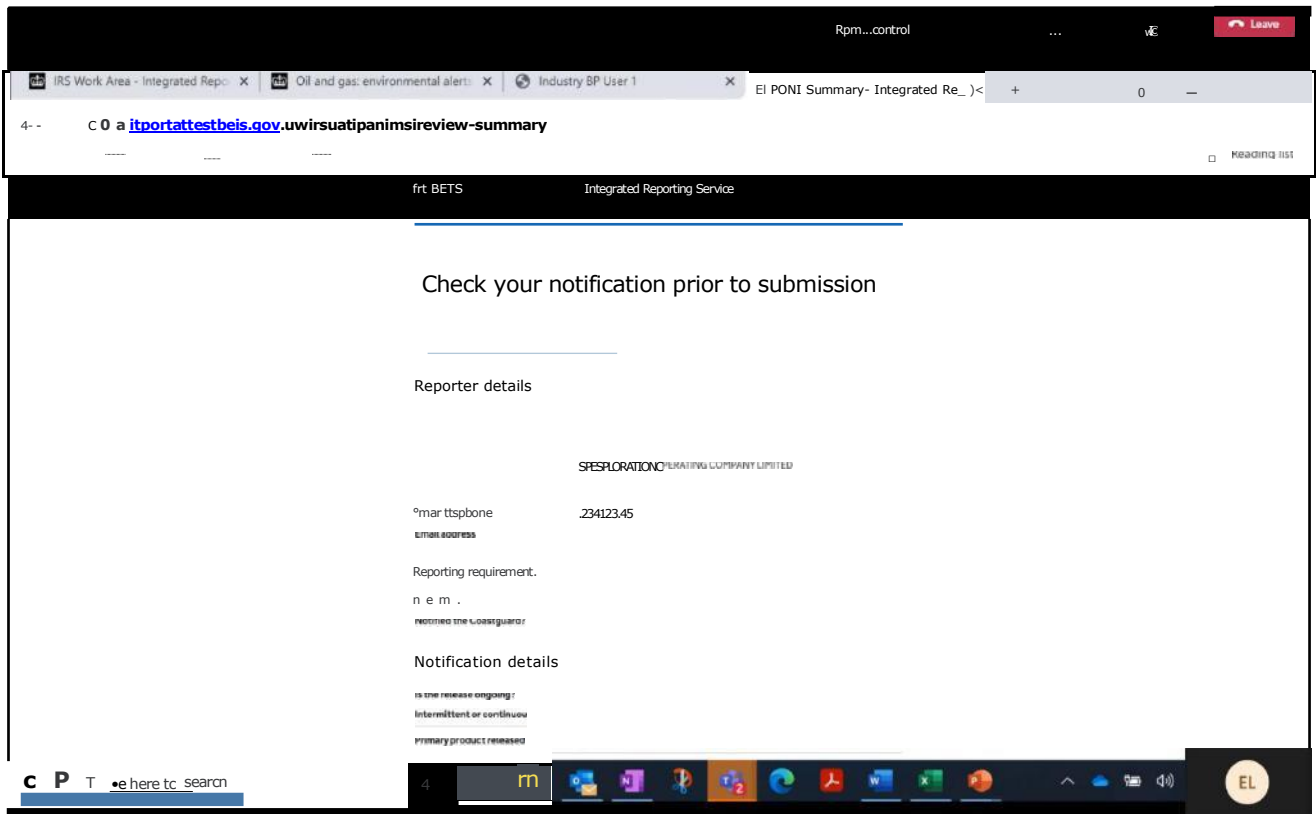
and select "Complete section" You will be returned to the Task List.



21. When the Task List is complete, select "Review and Submit" (at the bottom of the screen):



22. Review all entered notification details:



(contd)

Request control

IRS Work Area X I IS Oil ital alert: X I e Industry BF x II POI tea Re X + 0 - e X

Managed bookmarks Sharepoint Other

Reading list

%atm.% 9,0990 missed No sec.:00,5%0,491.99d

Who is involved in the release?  
 PIOCdetIORIPitglatel OPP, BP EXPLORATION OPERATING COMPANY LIMITED  
 Welt own.,  
 roi owe  
 PeraFithote  
 P

When was the release first observed?  
 Date  
 limemni/BST 1050 (24 lead)

Source of the release  
 Installation identified as source of Muchison Platform

Inetglaten %P. Production Insulator (1944zn9 env connected 51mtrucime)

Flokt naffs  
 L ... . ocalto  
 Litt.  
 Lan0tude  
 Quadrant Neckno. 211 /19

Oil release details

Type here to search  
 MacDonald, David (Energy Development & Resilience)

Taskbar icons: Chrome, File Explorer, Outlook, Word, PowerPoint, Teams, Edge, PDF Reader, Word, Excel, OneDrive, System tray with volume and network icons.

EL

(contd)

Regneamunl . . . L i t f . 0 Leave

IRS Work Area - Integrated Rep: X Oil and gas: environmental alert: X Industry BP User 1 X Integrated Re: X + 0 - el X

Managed bookmarks SharePoint Other

Reading list

1X., filtrateam  
 istneappearanceofthe visible yes  
 Release area length fit  
 Release area width on n k<sub>o</sub>

Bonn agreement code  
 Density ofmeareimed 70%<sub>o</sub>  
 Covered 0909 90%  
 55%  
 10%  
 Metals 10%  
 oiscetimustnie.coleur 10%  
 Continuous true oil colour 0%

Release quantity  
 Estimated using Bonn 50999909Code  
 Estimated quantity of oil for this wort (plamulin) 14,2082 65 tonnes  
 WM...maritaloil ler nth reP040099599) 225443 25 tons  
 Extratodaoidgmtyrmderd WS  
 CurorLatEventImate0(max) This will be calculated on submission

Source, cause and response details

Photographs taken  
 Samples taken Yes

Type here to search  
 MacDonald, David (Energy Development & Resilience)

Taskbar icons: Chrome, File Explorer, Outlook, Word, PowerPoint, Teams, Edge, PDF Reader, Word, Excel, OneDrive, System tray with volume and network icons.

EL

(contd)

01:23:54

Request control

IRS Work Area - Integrated Repo... Oil and gas: environmental alert... Industry BP User 1 PON1 Summary - Integrated Rep...

Managed bookmarks Sharepoint Other

Samples taken Yes

Location where release is Test

Cause of release test

Actions taken to stop the release to suit any actions identified or planned to prevent recurrence Test

Release date 17 Sep 2021

Release time 00:01 (29 hour)

Weather conditions

Wind direction 1120

Wind speed 1215.s

Significant wave height 0.8 metres

Supporting documents

Test upload document

Additional parties to be informed

Required parties Joint Nature Conservation Committee

Type here to search

EL

(contd)

01:24:03

Request control

IRS Work Area - Integrated Repo... Oil and gas: environmental alert... Industry BP User 1 PON1 Summary - Integrated Rep...

Managed bookmarks Sharepoint Other

Weather conditions

Wind direction 120

Wind speed

Significant wave height

Supporting documents

Test Wk testuid01

Additional parties to be informed

Required parties Joint Nature Conservation Commi., Marine Scotland, K1111421005191049aCf

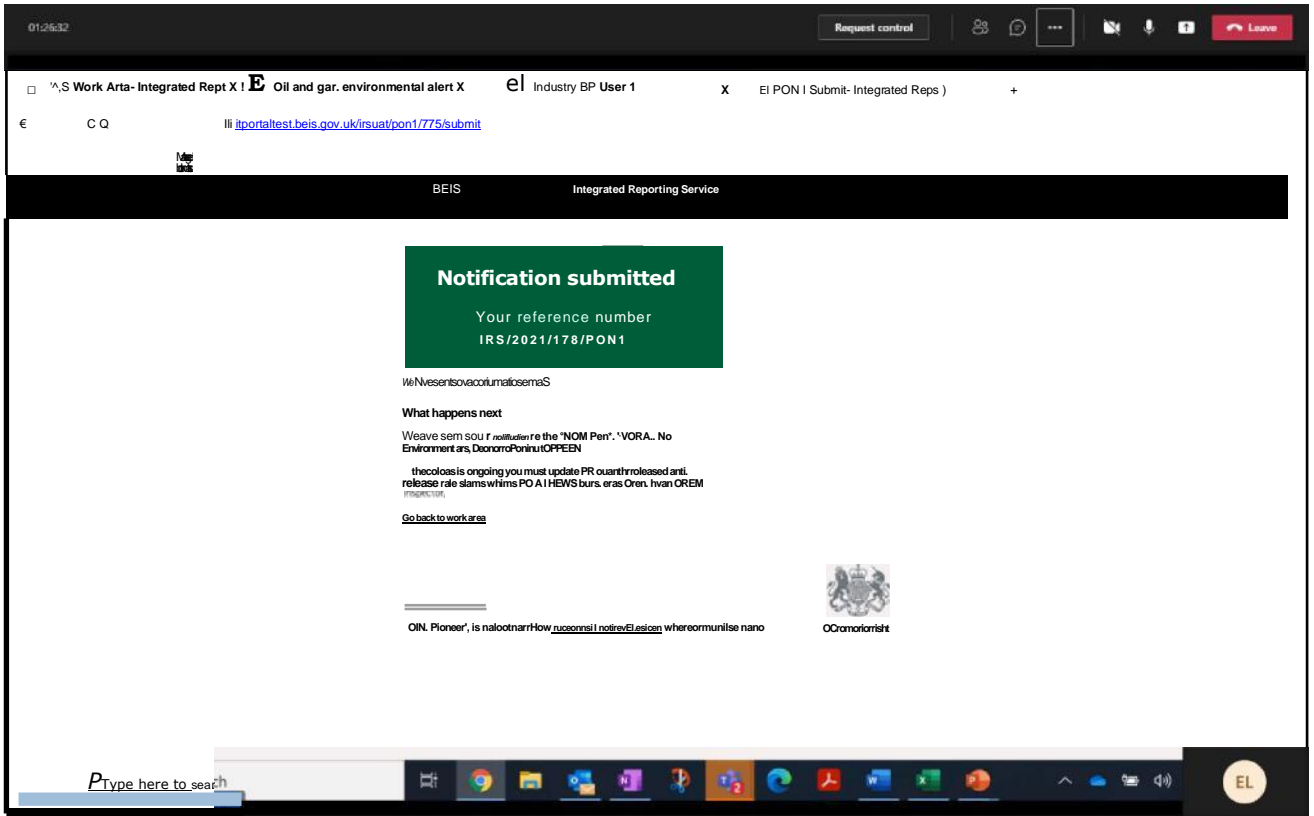
Other parties fieldmans@9900951.com, tech@honeywell.com, environmentaladviser@test.com

Type here to search

EL

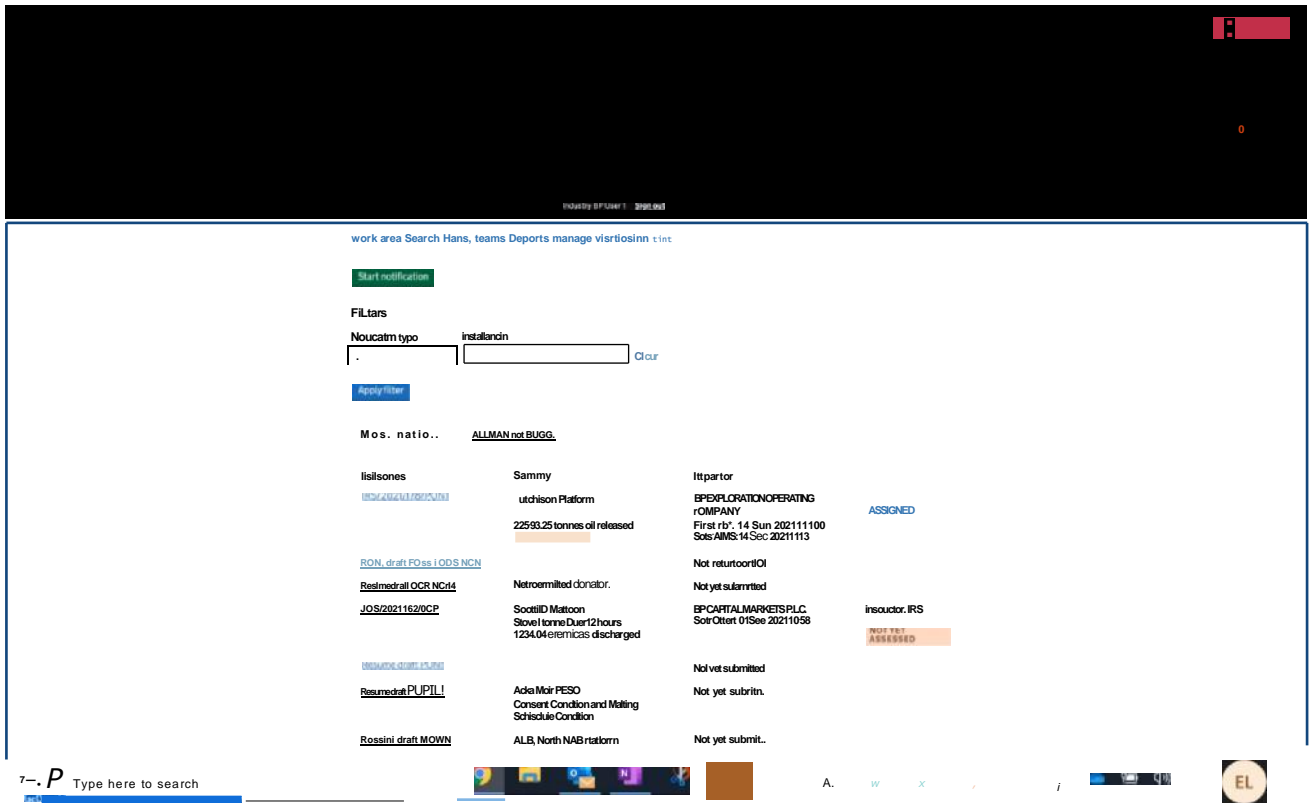
Once the notification details have been reviewed the select “Submit” to submit the notification to OPRED. If the review identifies amendments to be made, select “Go back to make changes”. Note – the reporter will be returned to the Task List, for selection of the notification section which requires amendment.

23. Review the confirmation page displaying “Notification submitted” along with the unique IRS reference number:



and select return to the IRS Work Area

24. IRS Work Area showing submitted Notification (i.e. IRS/2021/178/PON1) displayed at the top:



Notification flags which will be displayed in the IRS Work Area:

- a. The above shows that the PON1 submitted for this example has flags highlighting an oil release of >1 tonne and confirming the notification is not yet assigned (to an Inspector).
- b. The Status flags in the Work Area will change through the course of the notification process e.g. “Not yet assigned”, “Not yet assessed”, “Update received”
- c. Other flags in the Work Area include “Loss of Power”, “Loss of Fog Signal”, “Exercise PON1”, “Information Requested” (alerts the reporting organisation of a request for information – see below).

25. Inspectors may make **requests for information via IRS**, which will be flagged against the relevant. The reporting organisation provides response by the via IRS notification as follows:

Work area Search Manage Alerts Reports Manage distribution list

Faber.

Notification type

My open notifications [N](#) [Open notifications](#)

Reference	Summary	Reporter	Status
<a href="#">IRS/2021/178/PON1</a> <b>INFORMATION REQUESTED</b>	Murchison Radom, Ongoing/continuous incident 225443.25 tonnes OIL released	SP EXPLORATION OPERATING COMPANY LIMITED First observed: 14 Sep 2021 11:00 Submitted: 16 Sep 2021 11:33	Inspector: Erik Les... <b>NOT YET ASSESSED</b>
<a href="#">Resume draft POM</a>	Murchison Platform 11 tonnes oil released	SP EXPLORATION BETA LIMITED First observed: 15 Sep 2021 07:00 Not yet submitted	
<a href="#">Resume draft POMO</a>	Murchison Platform 0 tonnes	Not yet submitted	
<a href="#">file curi dot PON10</a>	Solon Platform Consent Condition and Marking Schedule Condition Ongoing	Not yet submitted	
<a href="#">Resume draft PORI</a>	Wan Platform Consent Condition and Marking Schedule Condition	NOW submitted	
<a href="#">Resume draft PORN</a>	Wan Platform Consent Condition and Marking Schedule Condition	Not yet submitted	

Select the notification with the “Information Requested”, review the “Further information request” and select “View Further Information Requests”:

15-20,787 PON

**IRS/2021/178/PON1**

OPERATING COMPANY LIMITED

OIL Release 225443.25 tonnes	Type of on Crude	Chemical release No chemicals released	Installation Murchison Platform	Field MURCHISON
Submission date 16 Sep 2021 11:33	First observed 14 Sep 2021 11:00	Release rate status Not applicable	Inspector Erik Leslie	Inspector assessment None

[Reallocate reporter](#)

[view PON1](#)

Further information request

Event creator Erik Leslie	Reg. date 15 Sep 2021 11:24	Status Awaiting response
------------------------------	--------------------------------	-----------------------------

Please provide photographs of oil on the sea surface



Select "Respond to Further Information Request" and provide requested information (including requested attachments if requested):

CRO~aa ~W~9 "PaN~w~wll

Provide further information on IRS/2021/178/PON1

Erik Leslie requested further information on 19 Sep 2021 16:24

ntaa; provide-ohntograMmeralon Me sea surface

Response to Ore-further Woman= moue,

Please see a Rad, photographs as req...

ao and owa Me here [ordnoscra](#) &

[Foto 1.jpg -1701.13-](#) [Remove file](#)

File description

Meta Meta. East side of installation at OLLIO on 14/09/21

[En .rz .Spng 1 k6](#) [Remove file](#)

File description

Matolaken from East side of installation at 1-90621

[Photo 2 Eg 472 RS](#)

File description

Matolake.....elinstalation at 'On en 14.09/21

and select "Respond". The response is recorded against the request as below:

**IRS/2021/178/PON1**

YCRTRLR  
DON CHEWING COMPANY LIMITED

Oil ROWSI 22,143.25 tonnes	Type of oil Crude	CANN. en N.N. No ohmic. .etenseol	Ipstifddar Murchison Mal	Field MURCHISON
SUMgssimdat MS., 11:33	First absea 915.202110110	lie'a. englap %abd. Natal m.91e	'PPIPOdor elk Leslie	Impact assessment None

Reallocate reporter

[ve91.0111](#)

Further information request

Event ID	Event date	Status	Response by	Response date
2021091901	19 Sep 2021 16:24	Response...	Ind. 6m 10p Used	19 Sep 2021 16:24

Rease provide photographs Menem dm sea unbae

Rease see at lathed photo.pes.hs as reoues led

Mad Illes

[Foto 1.jpg](#)  
Matolaken from East side of installation at 1012 on 14/09/21

[En .rz .Spng](#)  
Roe taken from East Ode\*, ..attaim at fa II e9140921

[Photo 2 Eg 472 RS](#)  
P3dotaken from East Weal installation 91.10.10 on 199921



The "Information Request" flag has disappeared from the notification within the Work Area:

search manage teams reports plan

Filters

a

Mroen nat. catioris I Biscencellakaton

Reference	Summary	Reporter	Status
<a href="#">Draft FOR</a>	Murchison Platform Ongoing continuous incident 22544 3 25 Ion, allecesce *Gove i Tania	XXXXXXXXXX XXXXXXXXXX Submitted: 24 Sep 2021 10:00 Submitted: 21 Sep 2021 13:33	Inspector: Erik Leslie Addressed
<a href="#">Revised draft FOR</a>	MureNean Platform 111 tonnes oil released ABOVE 1 TONNE	BP EXPLORATION (BETALIMITED) Er...serve., 2021 07 00 Not yet submitted	
<a href="#">Draft FOR</a>	Murchison Platform	Not yet submitted	
<a href="#">Revised draft FOR</a>	SOUR Platform consent condition mark,	Not yet submitted	
<a href="#">Draft FOR</a>	Ong. playoffen, Consent Condition and Mating Schedule	Not yet submitted	
<a href="#">Revised draft FOR</a>	FORNED Platform License Location and marking Contribion	Not yet submitted	
<a href="#">Revised draft FOR</a>		Not yet submitted	
<a href="#">Revised draft FOR</a>		Not yet submitted	

a tut , - u

## Work Area Functionality

26. Select "Filters" dropdown to filter Work Area by notification type:

The screenshot shows the BEIS Integrated Reporting Service interface. The 'Filters' dropdown is set to 'Notification type'. The table below displays the filtered results:

Notification ID	Summary	Report	Status
FGas/ODS/NCSC	Murchison Palmer Cumings sinuous Inc. dent 22544325 tonnes nitroased	Report new	NOT YET ASSIGNED
CANNANCS		BPCARTALWARRETSPLC Submitted 14 Sep 2021 11:00	NOT YET ASSIGNED
OCR/MCN		Not yet submitted	
OP/NDON		Not yet submitted	
PONI	Scott, J D Mae, Abueltoorne O/O 12 bas 12340 kg chemicals discharged	BPCARTALWARRETSPLC Submitted 01 Sep 2021 10:58	Inspector: IRS Impeder NOT YET ASSIGNED
PONI0			
PONI2		Not yet submitted	
AF/NDON	AMM Ma APSO Consent Conditional Making Schedule comm	Wye subeenei	
Reg/Notif/FC/MCN	Ab. NOM NAB mteere		

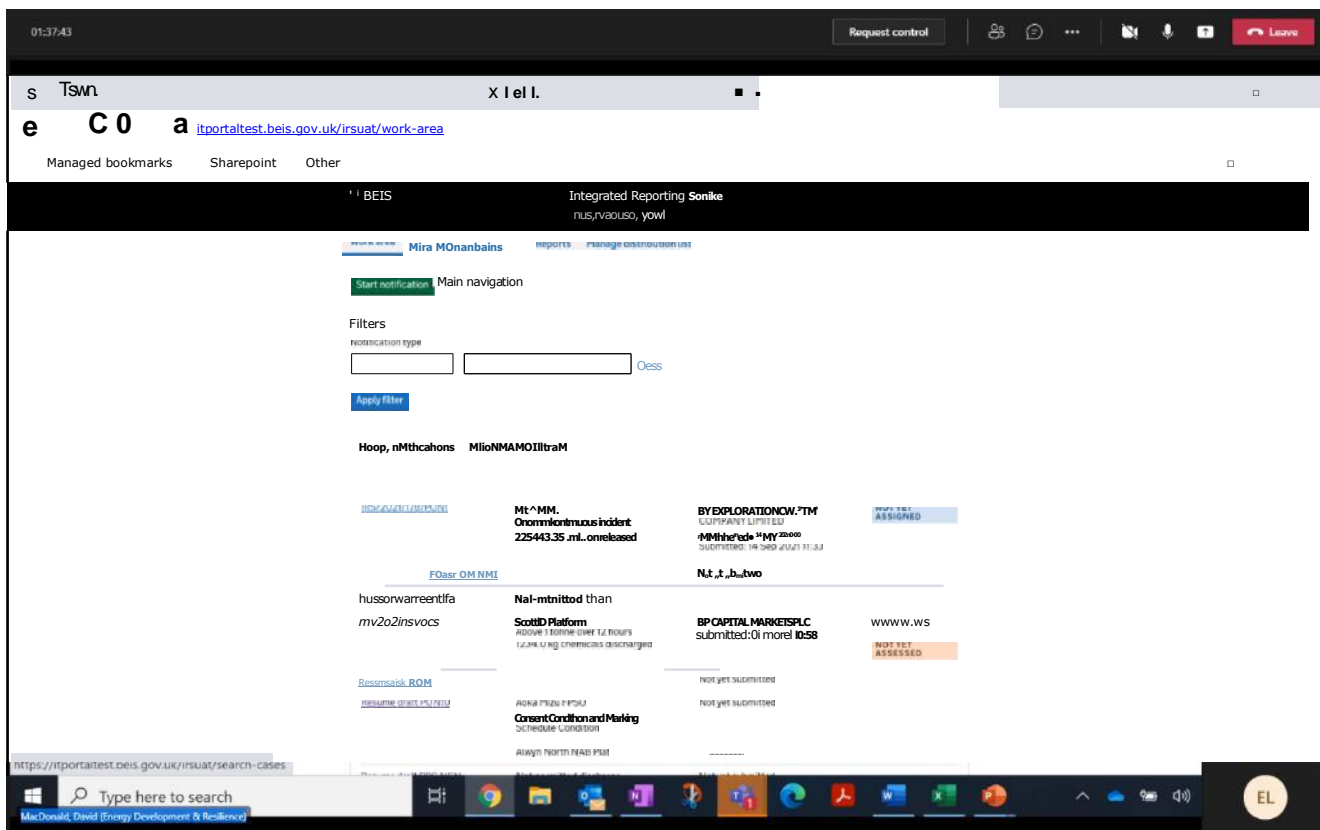
27. Select "Installations" dropdown to filter Work Area by installations (note – selected installation will only show if a notification is included in the Work Area at the time of selection):

The screenshot shows the BEIS Integrated Reporting Service interface. The 'Filters' dropdown is set to 'Installations'. The table below displays the filtered results:

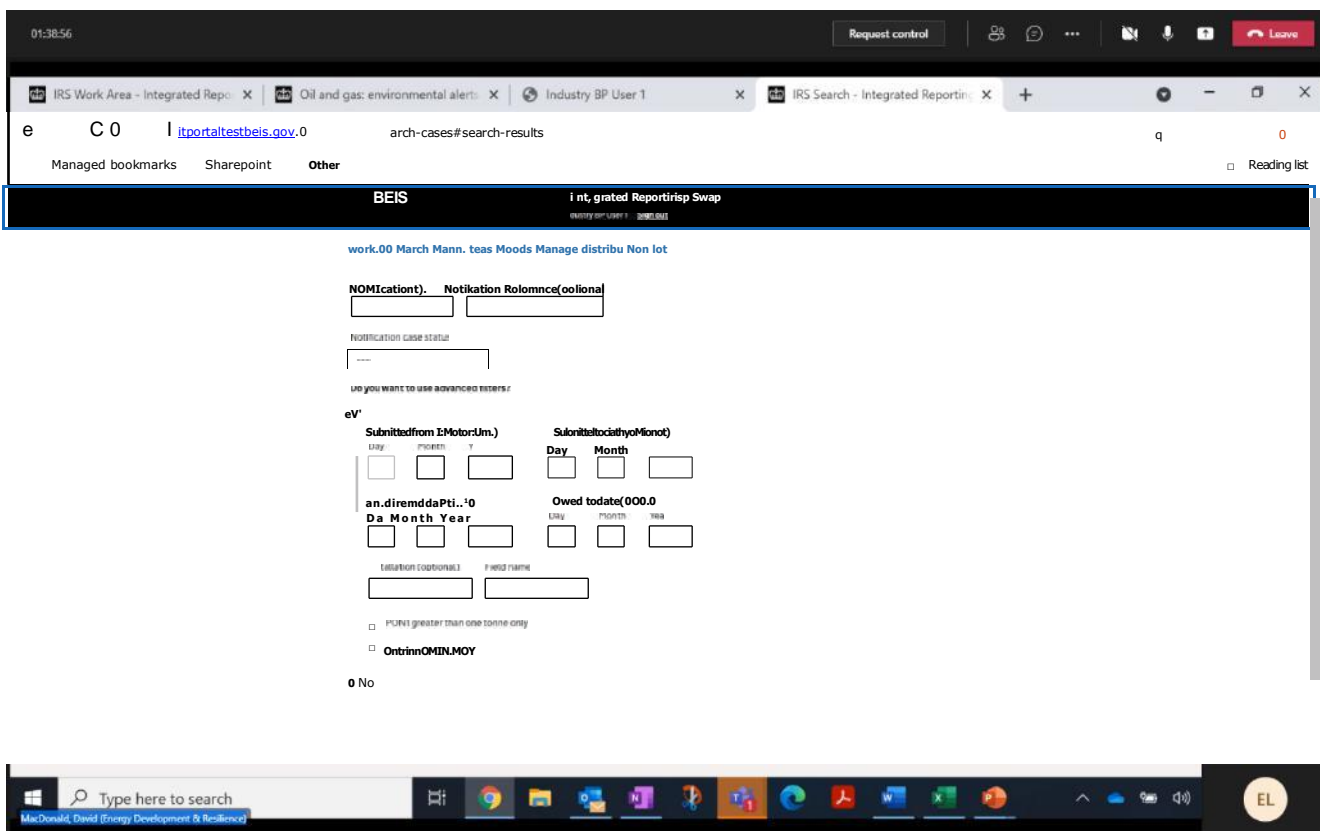
Notification ID	Summary	Report	Status
FGas/ODS/NCSC	Murchison Palmer Cumings sinuous Inc. dent 22544325 tonnes nitroased	Report new	NOT YET ASSIGNED
CANNANCS		BPCARTALWARRETSPLC Submitted 14 Sep 2021 11:00	NOT YET ASSIGNED
OCR/MCN		Not yet submitted	
OP/NDON		Not yet submitted	
PONI	Scott, J D Mae, Abueltoorne O/O 12 bas 12340 kg chemicals discharged	BPCARTALWARRETSPLC Submitted 01 Sep 2021 10:58	Inspector: IRS Impeder NOT YET ASSIGNED
PONI0			
PONI2		Not yet submitted	
AF/NDON	AMM Ma APSO Consent Conditional Making Schedule comm	Wye subeenei	
Reg/Notif/FC/MCN	Ab. NOM NAB mteere		



28. Select "Search" to search for notifications which your Organisation is associated with:



29. Input search parameters and select "Search":



The example below shows a simple search on the PON1 submitted earlier:

Work area Search Manage teams Reports Manage distribution List

Notification type Notification Reference (optional)  
 PON1 v 178

Notification case status  
 A, v

Do you want to use advanced filters?  
 Yes  
 No

Submitted from date (optional) Submitted to date (optional)  
 Day Month Year Day Month Year

Closed from date (optional) Closed to date (optional)  
 Day Month Year Day Month Year

Installation (optional) Field name (optional)

PON1 greater than one tonne only  
 Ongoing incidents only

No

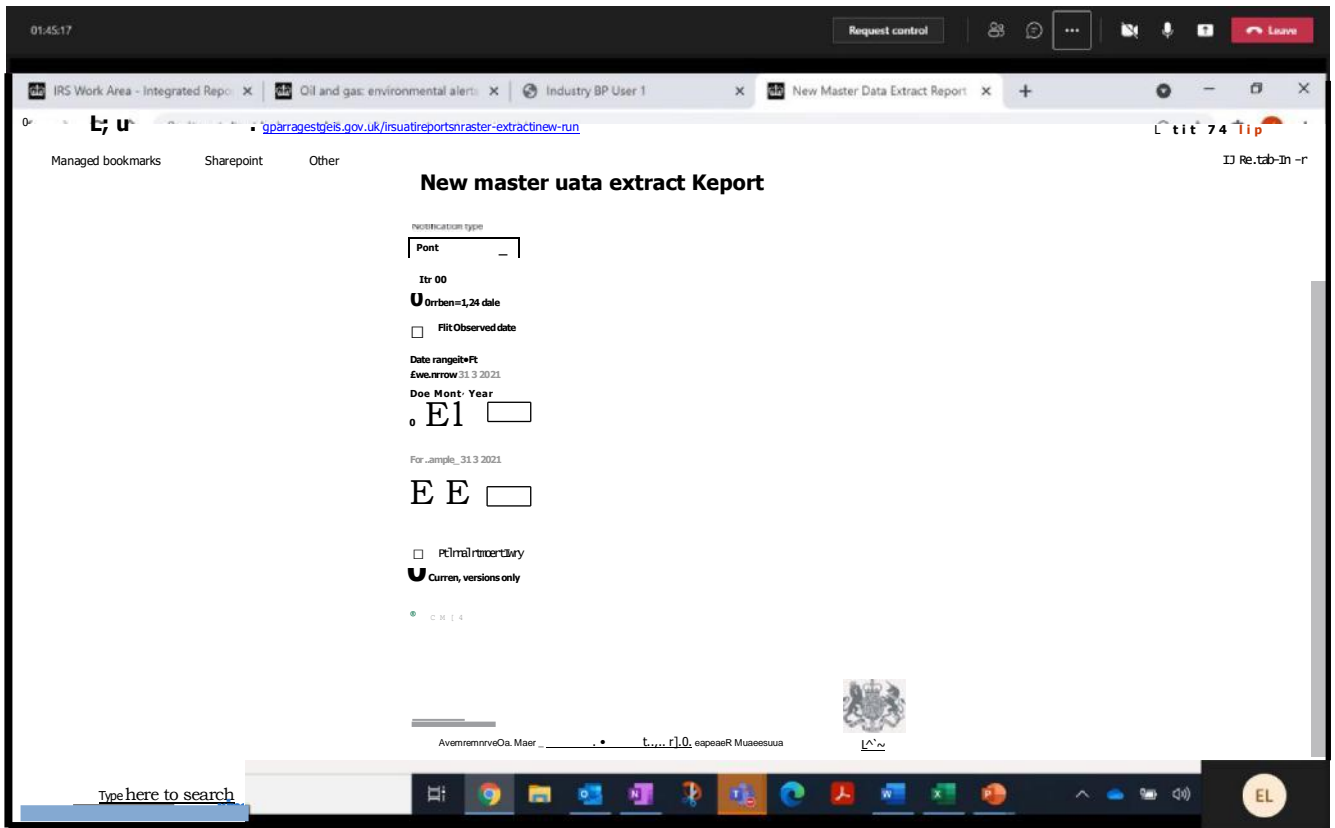
**Search**

Reference	Summary	Reporter	Status
<a href="#">IRS /20211178/PON1</a>	Murchison Platform Ongoing/continuous incident 225443_25 tonnes oil released	BP EXPLORATION OPERATING COMPANY LIMITED First observed: 14 Sep 2021 10: 00 Submitted: 14 Sep 2021 11:33	

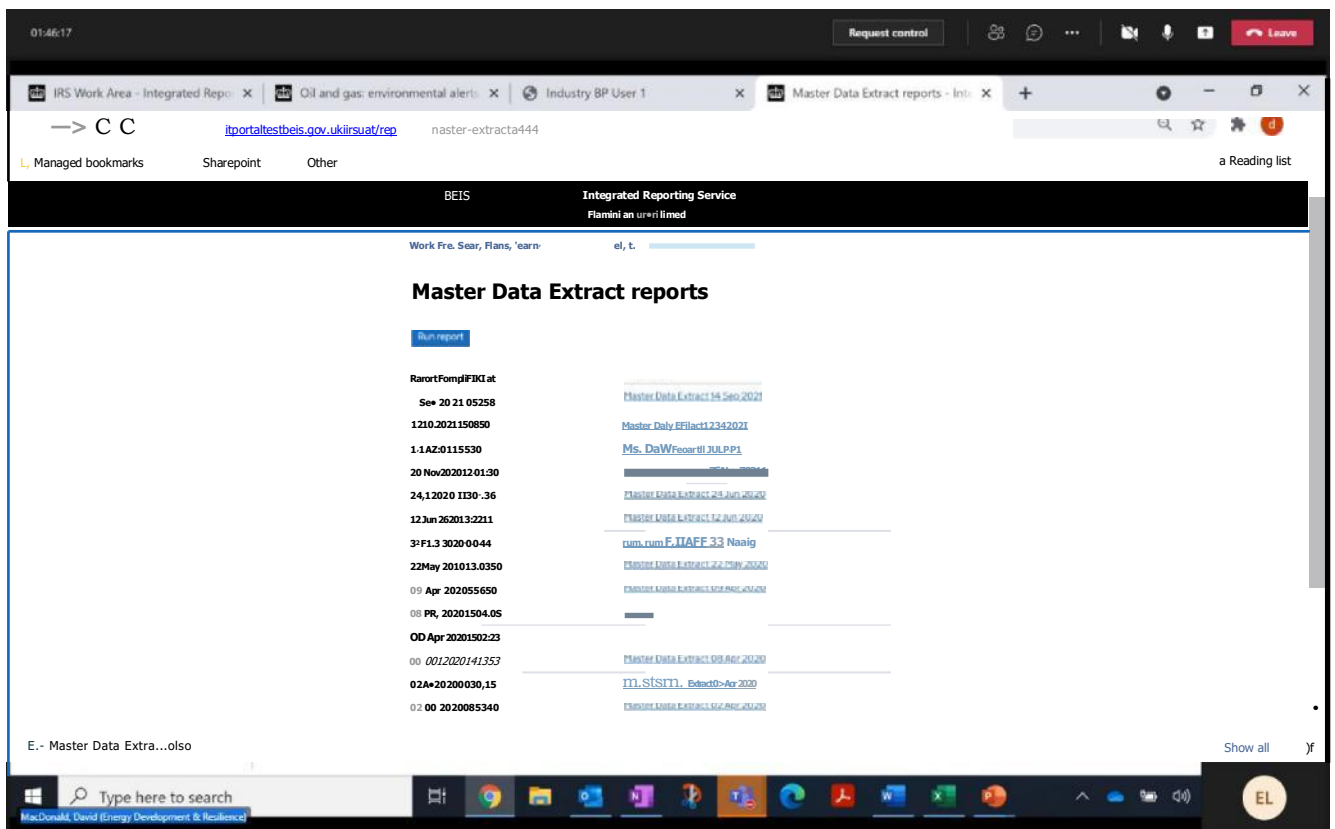
Found 1 results

30. The “Manage Teams” option shown below is for onshore team administrators only and OPRED have provided additional guidance for this aspect.

### 31. Select "Reports" and input report parameters:



### Select "Run":



which allows all reports run to be displayed. Clicking on the report at the top of the list will open the latest report to be opened:

Notification reference	Version number	Latest version?	Version Submitted by date/time	Notification status	Exercise PON1?	Called to notify BEIS?
1   IRS/2021/122/EXERCISE	1	yes	Industry BP User 1	15/01/2021 16:11 Submitted		
2   IRS/2021/123/PON1	1	yes	Industry BP User 1	02/02/2021 12:30 Submitted		
3   IRS/2021/123/PON1	1	yes	Industry BP User 1	02/02/2021 12:30 Submitted		
4   IRS/2021/123/PON1	1	yes	Industry BP User 1	02/02/2021 12:30 Submitted		
5   IRS/2021/141/PON1	1	yes	Industry BP User 1	06/07/2021 12:46 Submitted		
6   IRS/2021/142/PON1	4	yes	Industry BP User 1	12/07/2021 09:39 Closed		yes
7   IRS/2021/142/PON1	4	yes	Industry BP User 1	12/07/2021 09:39 Closed		
8   IRS/2021/148/PON1	1	yes	Industry BP User 1	14/07/2021 10:20 Submitted		
9   IRS/2021/159/PON1	1	yes	Industry BP User 1	18/08/2021 10:23 Closed		
10   IRS/2021/159/PON1	1	yes	Industry BP User 1	18/08/2021 10:23 Closed		
11   IRS/2021/159/PON1	1	yes	Industry BP User 1	18/08/2021 10:23 Closed		
12   IRS/2021/159/PON1	1	yes	Industry BP User 1	18/08/2021 10:23 Closed		yes
13   IRS/2021/178/PON1	1	yes	Industry BP User 1	14/09/2021 11:33 Submitted	yes	yes

Above is the generated report with the submitted PON1 highlighted.

### 32. Select “Manage Distribution List” and “Add Distribution List Entry”:

BEIS Integrated Reporting Service  
industry B9 User 1 Nougat

Work area Search Manage teams Reports Manage distribution list

## Manage distribution list

There are no distribution list entries to show.

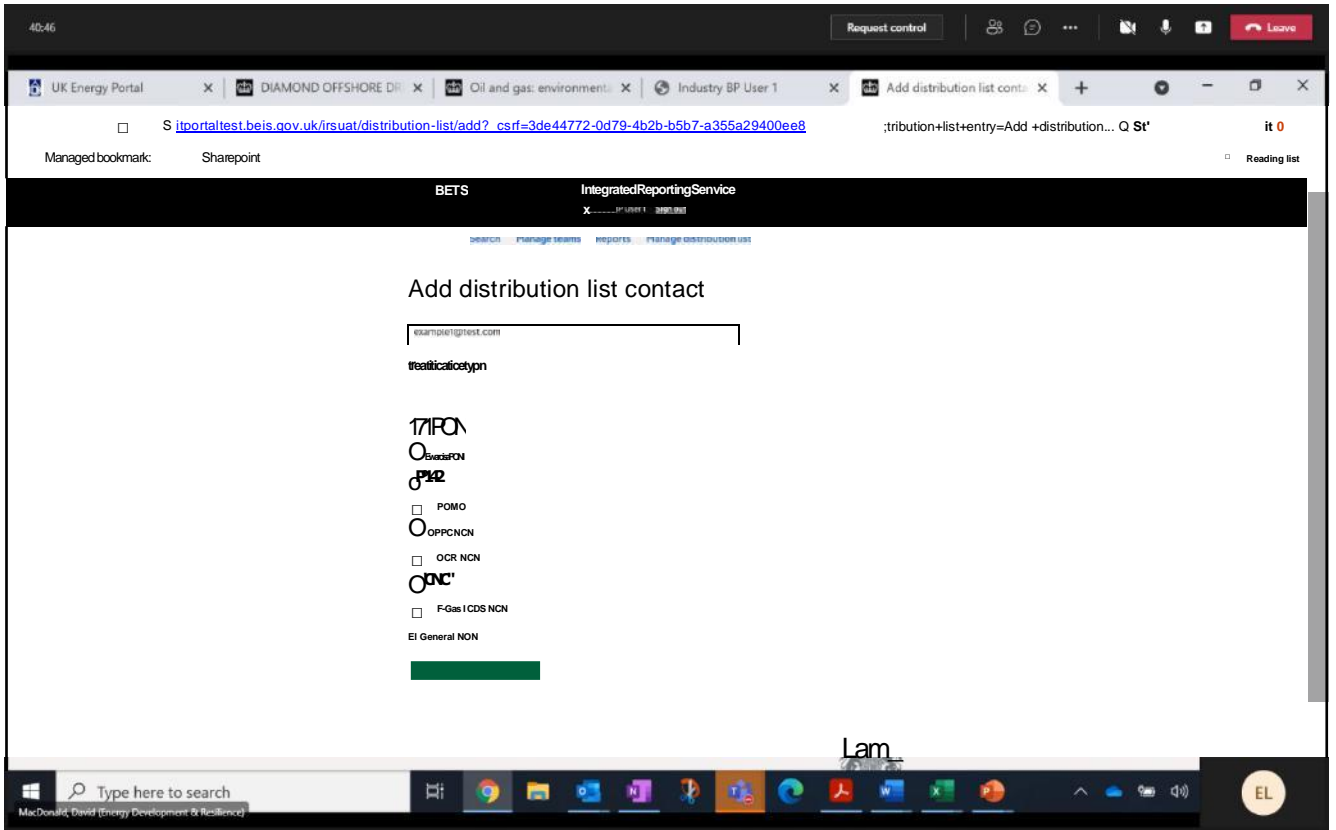
[ADD DISTRIBUTION LIST ENTRY](#)

**Accessibility Contact**

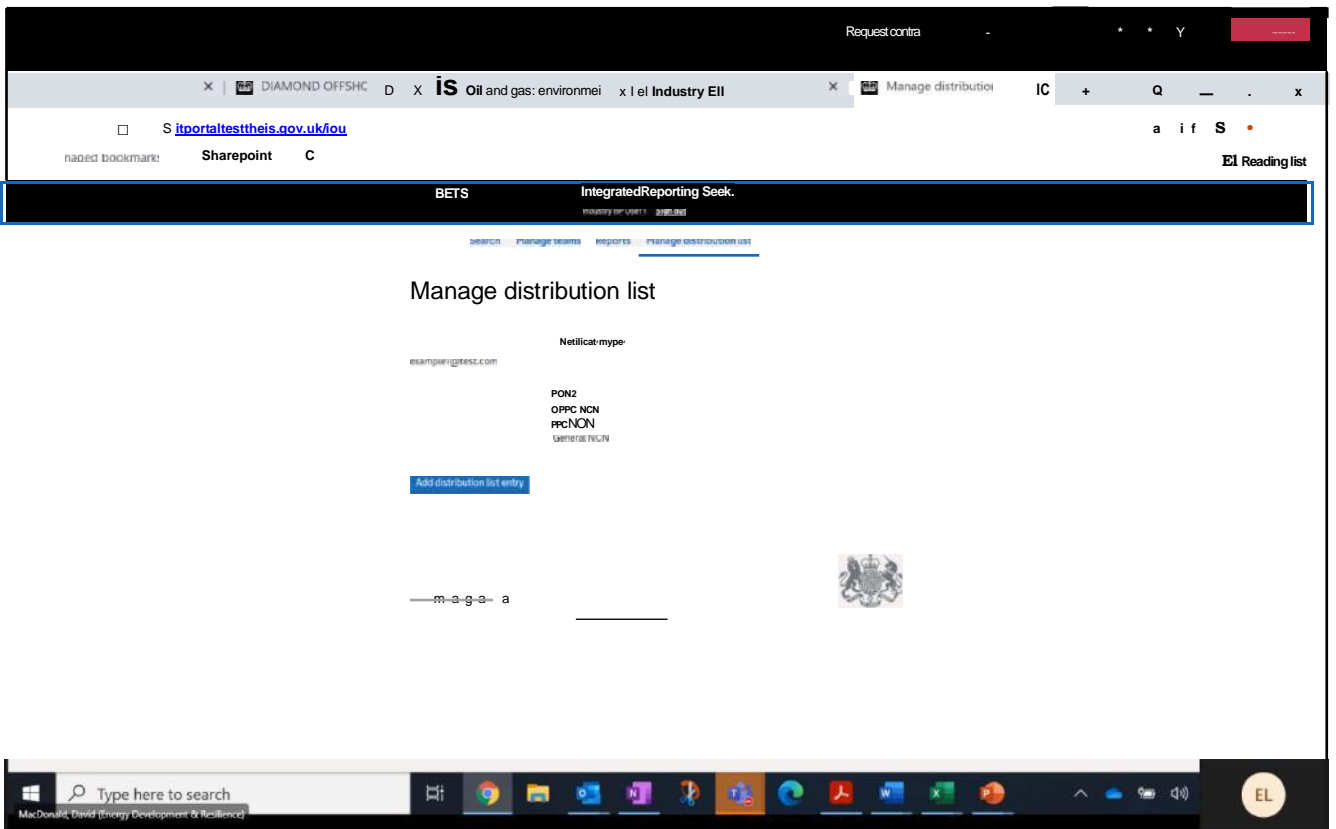
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Input email address for the contact to be added and select the notifications which the contact is to receive:



Review details for added distribution list contacts:



and repeat to add further contacts to the distribution list