

## 2-3 Notification procedures

Follow the procedures shown below to notify the released/transferred quantity.

- (1) Check the calculated quantity of release/transfer for errors. (→ pl-60)
- (2) Fill out the notification form for the release/transfer of class 1 designated chemical substances. (pl-62)

### (1) Check of released/transferred quantity.

Study the following to check that the result of calculation is appropriate.

There are no mistakes in the calculation process such as the use of wrong units.

Is the sum of the quantities of release/transfer smaller than the quantity handled in the fiscal year?

Does the obtained value differ greatly from that of the previous year?

Case of ABC Industry Co., Ltd.

The following tables indicate the annual quantity of specified substances except for dioxins handled by business establishment B of ABC Industry Co., Ltd. and the sum of the released/transferred quantities.

#### Touene

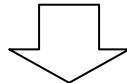
Total releases and transfers of toluene	296.3 kg/year	<	Annual quantity of toluene handled	3140 kg/year
Air emission	14.3 kg/year			
Surface water discharge	250 kg/year			
Land emission in the business establishment	0.0 kg/year			
Landfills in the business establishment	11 kg/year			
Transfer to sewage	0.0 kg/year			
Off-site transfer in waste	21 kg/year			

#### Xylene

Total releases and transfers of xylene	356.1 kg/year	<	Annual quantity of toluene handled	8140 kg/year
Air emission	39.1 kg/year			
Surface water discharge	250 kg/year			
Land emission in the business establishment	0.0 kg/year			
Landfills in the business establishment	11 kg/year			
Transfer to sewage	0.0 kg/year			
Off-site transfer in waste	56 kg/year			

### Chromium (IV) compounds

Total releases and transfers of chromium(IV) compounds	398.2 kg/year	<	Annual quantity of Chromium (IV) compounds handled	663 kg/year
Air emission	0.0 kg/year			
Surface water discharge	0.0 kg/year			
Land emission in the business establishment	0.0 kg/year			
Landfills in the business establishment	394 kg/year			
Transfer to sewage	0.0 kg/year			
Off-site transfer in waste	4.2 kg/year			



- The released/transferred quantity of either one of the substances is smaller than the annual quantity handled.  
→ Appropriate calculation has been made.
- The sum of the quantities of toluene and xylene released/transferred is less than 1/10 of the annual quantity handled.  
→ This is because a highly-efficient (99.5%) exhaust gas combustion device has been installed.

#### Reference page

- Part II 2-3(1) Check of released/transferred quantity (→ pII-94)

(2) Fill out and submit the notification form.

Fill out each item of the notification form, and submit a notification to the ministry in charge of the category of business run by the business establishment via the governor of municipalities. (You can download the notification form from the website of the Ministry of Economy, Trade and Industry or the Ministry of the Environment.)  
Enter the released/transferred quantities with two significant digits \*.

\* If the value to two significant digits is zero, or if there is no release/transfer (such as where no sewage works are used), enter “0.0.” The following example shows how to enter the result of calculation with two digits.

<b>Substances Other than Dioxins</b>	
<b>Calculation result (raw data)</b>	<b>Significant two-digit indication of calculation result</b>
0.0493	0.0*
0.0926	0.1*
0.342	0.3*
4.75	4.8
9.98	10
12.2	12
1,875	1,900
2,041	2,000
9,869	9,900
9,987	10,000
10,237	10,000
10,766	11,000

<b>Dioxins</b>	
<b>Calculation result (raw data)</b>	<b>Significant two-digit indication of calculation result</b>
0.0493	0.049
0.0926	0.093
0.342	0.34
4.75	4.8
9.98	10
12.2	12
1,875	1,900
2,041	2,000
9,869	9,900
9,987	10,000
10,237	10,000
10,766	11,000

\* When the released/transferred quantity of specified substances other than dioxins is smaller than 1kg, enter the value obtained by rounding off to one decimal place.

Case of ABC Industry Co., Ltd.

Complete the notification form shown on the subsequent pages, and submit it to the Ministry of Economy, Trade and Industry via the Governor of Kanagawa prefecture.

Reference page

- Part II 2-3 (2) Fill out and submit the notification form.(→ pII-97)
- Part III 2. Q&A Q1-Q18 (→ pIII-117-122), Q22 (→ pIII-125), Q27-Q28 (→ pIII-126-127), Q45 (→ pIII-133), Q63 (→ pIII-138), Q78-Q85 (→ pIII-144-146), Q108-Q111 (→ pIII-153)
- Procedure for filling out the notification form
- Names of public waters (rivers, lakes, seas, etc.) for PRTR notification

## Example of the Notice

Separately shown format

Notification form of Released and Transferred Quantity of Class 1 Designated Chemical Substance  
Date:

To: Minister of the Ministry of Economy, Trade and Industry (Governor of Kanagawa Prefecture):

Notifier : Kasumigaseki 1-2-2, Chiyodaku, Tokyo  
ABC Industry Co., Ltd  
Taro KANKYO / CEO

We hereby notify the released and transferred quantity of Class 1 designated chemical substance pursuant to Clause 2, Article 5 of the Law Concerning Reporting, etc. of Release to the Environment of Specified Chemical Substances and Promoting Improvements in Their Management as follows.

Business	Name of business establishment	ABC Industry Co., Ltd	
	Name used in previous notification	Sakuradamon Co., Ltd. and Chiyoda Co., Ltd.	
	Name of business establishment	Business establishment B	
	Name used in previous notification	factory No. 1 of Sakuradamon Co., Ltd. and Tokyo factory of Chiyoda Co., Ltd.	
	Address	///// Asahi-cho, Fujisawa, Kanagawa prefecture 251-/////	
Number of employees normally working for business establishment			25
Type of industry into which business operated in the establishment is categorized	Name of industry		Code of industry
	Major business	metal product manufacturing	2800
		-----	-----
		-----	-----
		-----	-----
Release and transfer of Class 1 designated chemical substance			As per separate sheet 1 to 4
Yes or No: This notification is related to the request in Clause 1, Article 6 of the law (encircle the right one)			1. Yes 2. <input checked="" type="radio"/> No
Staff in charge: Contact for inquiry:	Section:	Environment & Safety Department	
	Name	Hanako KAGAKU	
	Phone:	0466-/-/----	
Date of reception:		Number of control	

Remarks:

1. This notification shall be prepared by each business establishment.
2. Enter only when the name notified in the previous notification is changed.
3. In the column for the number of employees normally working for the business establishment, enter the number of employees working for the business establishment as of April 1 (the starting date of the business if an undertaker has started the business in the previous year)
4. In the column for the type of industry into which business operated in the establishment is categorized, enter the type of business where the principal business is operated in the utmost column, and if two or more businesses categorized as different industries are operated, enter them in the following columns. Enter the classification number in Japan Standard Industry Classification corresponding to the industry in industry code column.
5. Legal entity should enter the section concerned, name, contact for inquiry of the business establishment with regard to the notification.
6. Do not enter anything in the column marked with \*.
7. The size of the notification and separate sheet shall be A4 per JIS.
8. Enter the name of the notifier (or the name of the representative of a legal entity). The notifier (or the representative of a legal entity) can place his/her signature instead of affixing stamp on it.

Name, Released and Transferred Quantity of Class 1 Designated Chemical Substance

Name of Class 1 designated chemical substance		Xylene				
Number of Class 1 designated chemical substance		63			Unit (Circle the one that applies.)	1. kg 2. mg-TEQ
Release	a) Release to the atmosphere	*	*	*	3.9	
	b) Release to public water area	*	*	*	25.0	Names of the river, lake, or the sea to which a chemical substance is released. The × river
	c) Release to soil in the business establishment (other than d)	*	*	*	0.0	
	d) Landfill disposal in the business establishment	*	*	*	1.1	Landfill site to which the substance is disposed 1. Least control-led type 2. <u>Controlled type</u> 3. Strictly controlled type
Transfer	a) Transfer to sewerage	*	*	*	0.0	
	b) Transfer to outside the business establishment (other than a)	*	*	*	5.6	
*Reference number						

Remarks:

1. Use this separate sheet for Specified Class 1 Designated chemical substances also.
2. Fill in this separate sheet by Class 1 Designated Chemical Substance. Allocate the numbers in the order of Class 1 Designated Chemical Substances listed in the separate sheet 1 in the column of the number.
3. Enter the names (as for Class 1 Designated Chemical Substances, if a different name is entered in the separate table 1, enter that name) and their numbers in the columns for the name of Class 1 Designated Chemical Substances and for the number of Class 1 Designated Chemical Substances.
4. As for the units of release and transfer, use “kg” for Class 1 Designated Chemical Substances other than dioxins and “mg-TEQ” for dioxins.
5. Use two effective digits. As for Class 1 Designated Chemical Substances other than dioxins, if release or transfer is less than 1 kg, enter the figure after rounding it off to the 1st decimal place.
6. If a chemical substance is released to public water area, enter the name of the river, lake, sea, etc. to which the substance is released in the column of the name of the river, lake, or the sea.
7. Do not enter anything in the column marked with \*.

**Name, Released and Transferred Quantity of Class 1 Designated Chemical Substance**

Name of Class 1 designated chemical substance		hexavalent chromium compounds													
Number of Class 1 designated chemical substance		69					Unit (Circle the one that applies.)			1.kg 2.mg-TEQ					
Release	a) Release to the atmosphere										0	.0			
	b) Release to public water area										0	.0	Names of the river, lake, or the sea to which a chemical substance is released.		
	c) Release to soil in the business establishment (other than d)										0	.0			
	d) Landfill disposal in the business establishment										3	9	0	.	Landfill site to which the substance is disposed  1. Least control-led type 2. <u>Controlled</u> type 3. Strictly controlled type
Transfer	a) Transfer to sewerage											0	.0		
	b) Transfer to outside the business establishment (other than a)											4	.2		
*Reference number															

Remarks:

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3. Enter the names (as for Class 1 Designated Chemical Substances, if a different name is entered in the separate table 1, enter that name) and their numbers in the columns for the name of Class 1 Designated Chemical Substances and for the number of Class 1 Designated Chemical Substances.
4. As for the units of release and transfer, use "kg" for Class 1 Designated Chemical Substances other than dioxins and "mg-TEQ" for dioxins.
5. Use two effective digits. As for Class 1 Designated Chemical Substances other than dioxins, if release or transfer is less than 1 kg, enter the figure after rounding it off to the 1st decimal place.
6. If a chemical substance is released to public water area, enter the name of the river, lake, sea, etc. to which the substance is released in the column of the name of the river, lake, or the sea.
7. Do not enter anything in the column marked with \*.

**Name, Released and Transferred Quantity of Class 1 Designated Chemical Substance**

Name of Class 1 designated chemical substance		dioxins												
Number of Class 1 designated chemical substance		179					Unit (Circle the one that applies.)			1.kg 2. <u>mg-TEQ</u>				
Release	a) Release to the atmosphere										0	.60		
	b) Release to public water area										0	.0	Names of the river, lake, or the sea to which a chemical substance is released.	
	c) Release to soil in the business establishment (other than d)										0	.0		
	d) Landfill disposal in the business establishment										0	.0	Landfill site to which the substance is disposed	1. Least control-led type 2. Controlled type 3. Strictly controlled type
Transfer	a) Transfer to sewerage										0	.0		
	b) Transfer to outside the business establishment (other than a)										1	.4		
*Reference number														

Remarks:

1. Use this separate sheet for Specified Class 1 Designated chemical substances also.
2. Fill in this separate sheet by Class 1 Designated Chemical Substance. Allocate the numbers in the order of Class 1 Designated Chemical Substances listed in the separate sheet 1 in the column of the number.
3. Enter the names (as for Class 1 Designated Chemical Substances, if a different name is entered in the separate table 1, enter that name) and their numbers in the columns for the name of Class 1 Designated Chemical Substances and for the number of Class 1 Designated Chemical Substances.
4. As for the units of release and transfer, use "kg" for Class 1 Designated Chemical Substances other than dioxins and "mg-TEQ" for dioxins.
5. Use two effective digits. As for Class 1 Designated Chemical Substances other than dioxins, if release or transfer is less than 1 kg, enter the figure after rounding it off to the 1st decimal place.
6. If a chemical substance is released to public water area, enter the name of the river, lake, sea, etc. to which the substance is released in the column of the name of the river, lake, or the sea.
7. Do not enter anything in the column marked with \*.

**Name, Released and Transferred Quantity of Class 1 Designated Chemical Substance**

Name of Class 1 designated chemical substance		Toluene																			
Number of Class 1 designated chemical substance		227					Unit (Circle the one that applies.)			1. kg 2. mg-TEQ											
Release	a) Release to the atmosphere																				
	b) Release to public water area																				
	c) Release to soil in the business establishment (other than d)																				
	d) Landfill disposal in the business establishment																				
Transfer	a) Transfer to sewerage																				
	b) Transfer to outside the business establishment (other than a)																				
*Reference number																					

Remarks:

1. Use this separate sheet for Specified Class 1 Designated chemical substances also.
2. Fill in this separate sheet by Class 1 Designated Chemical Substance. Allocate the numbers in the order of Class 1 Designated Chemical Substances listed in the separate sheet 1 in the column of the number.
3. Enter the names (as for Class 1 Designated Chemical Substances, if a different name is entered in the separate table 1, enter that name) and their numbers in the columns for the name of Class 1 Designated Chemical Substances and for the number of Class 1 Designated Chemical Substances.
4. As for the units of release and transfer, use "kg" for Class 1 Designated Chemical Substances other than dioxins and "mg-TEQ" for dioxins.
5. Use two effective digits. As for Class 1 Designated Chemical Substances other than dioxins, if release or transfer is less than 1 kg, enter the figure after rounding it off to the 1st decimal place.
6. If a chemical substance is released to public water area, enter the name of the river, lake, sea, etc. to which the substance is released in the column of the name of the river, lake, or the sea.
7. Do not enter anything in the column marked with \*.