

Part II Interpretations

How to use Part II

Part II explains “Part I Basics” in detail with useful examples. Read the part that you think is useful.

How to judge businesses and substances requiring notification?

- 1. Procedure of judging businesses and substances requiring notification (→ [pII-3](#))
 - What businesses are subject to notification?
 - 1-1 Judgment of designated businesses (→ [pII-6](#))
 - How to count the number of full-time employees?
 - 1-2 Judgment of full-time employees (→ [pII-8](#))
 - Which business establishments must assess the annual quantity of specified substances handled, etc.?
 - 1-3 Study of business establishment that must assess the annual quantity of specified substances handled, etc. (→ [pII-10](#))
 - How to calculate the annual quantity of specified substances handled?
 - 1-4 Judgment of the annual quantity of specified substances handled (→ [pII-14](#))
 - How to judge specific requirement facilities and substances to be notified?
 - 1-5 Judgment of specific requirement facility (→ [pII-34](#))

How to calculate the released quantity, and how to submit notifications?

- 2. Procedure of calculating the released/transferred quantity and making notifications (→ [pII-41](#))
 - How to calculate the quantity released from those other than specific requirement facilities?
 - 2-1 Procedure of calculating the quantity released/transferred from those other than specific requirement facilities (→ [pII-41](#))
 - How to calculate the quantity released from specific requirement facilities?
 - 2-2 Procedure of calculating the quantity released/transferred from specific requirement facilities (→ [pII-82](#))
 - How to submit notifications?
 - 2-3 How to submit notifications of the released/transferred quantity (→ [pII-94](#))

Each description lists examples of filling out work sheets. The work sheets are attached at the end of Part II. Make A3-size copies of them as required. You can also download the worksheets from the website of the Ministry of Economy, Trade and Industry or the Ministry of the Environment. The worksheets consist of the following, and the points to keep in mind are shown below.

- The worksheets are composed of 5 sheets for the basic operation (from 1 to 5) and 15 sheets for each process.
- By filling out the worksheets, you can calculate the releases and transfers according to the method described in this manual, and you can clearly see the process of calculating the releases and transfers, thus reducing the possibility of missing anything that must be calculated.
- Note that the worksheets need not always be used; if preferred, you can use other more convenient means.
- Worksheets 2 and 3 are designed for just one substance and one process. Therefore, if you need worksheets for two materials or processes or more, copy the sheets as required.
- “Part III 1. Examples of calculation in typical processes (→ pIII-2)” explains the procedures of calculating the released quantity, etc. in the processes taken as examples in the attached process-by-process worksheets. Refer also to Part III as required.