

## Background

Reporters to the above data reporting streams wish to be able to run QA checks on draft submissions in order to obtain the results of these checks. Amendments to the data file can then be made to address any issues prior to the formal data submission and release of the envelope. This document provides some brief background information on the recommended approach for testing of files. One of the key considerations for many reporters relates to confidentiality of data. The guidance below explains how best to maintain data as confidential throughout the process.

The EEA assessed the feasibility of a number of different options for running QA checks on draft submissions, and the outcome of this assessment is that the CDR platform is currently the best option. Some reporters were interested in having a stand-alone 'downloadable' tool, however this presents some technical issues as the QA checks for these new dataflows are much more extensive than the previous E-PRTR reporting, including the fact that the QA checks now run automatic checks on a temporal basis (i.e. comparing the submission with data in the database from previous years). Other options may be investigated in the future as the reporting infrastructure is developed.

## How to test your draft submission

The process for testing a file on CDR is very similar to the process for submitting data to CDR, except that the step of releasing the envelope should be avoided. Here are the steps to follow:

- 1. Create an envelope under the EU Registry reporting obligation for your country. It is recommended that you give the envelope a title which differentiates it from other formal submissions, for example calling it 'Testing envelope 2019' or similar.
- 2. When you are adding a file to the envelope click on the tick box 'restricted from public view' to prevent the draft submission and the QA check results from being publicly available.

Add Document		
→ Warning:		
If the filename already	exists in the envelope, the existing file will be over	rwritten.
Title		7
File	Choose File EU_Registry_TEST.xml	
ld		(optional)
Restricted from public view		
	Add	

3. You can only have one XML file per envelope, so if you want to run the QA checks on an updated draft submission, then simply delete the old submission file and upload the new one. Note that the 'restricted from public view' feature is specific to the file which is being added so you must select this option each time you upload a draft submission. If you wish to delete a file then simply click on the tickbox beside the file and select the 'delete' button, as shown below. You can then reuse the envelope for other test files, there is no need to delete the entire envelope, although this can also be done if preferred.





 To run the QA checks on the file, simply select the 'run automatic QA' button as shown below. <u>Do not</u> select the 'release envelope' option unless you formally want to release the envelope for harvesting by the EEA, as after this you will <u>not be able to delete the file</u>.

Overview Draft delivery Edit properties History Data quality					
Draft delivery	Add file				
1) Your first step is to upload one or more files into this envelope. You can always interrupt your work and continue	Upload zipfile				
your contribution at a later time without losing data. In this data flow, each envelope can only contain exactly one	Pup automatic OA				
XML data file.					
2) Before releasing the envelope to the public, you must run the automatic quality assessment on the data - this w	Release envelope				
take a few minutes, after which the envelope will be back in Draft mode.	Deactivate task				
3) Have a careful look at the report from the automatic quality assessment. You are able to check whether your data					
is correct by looking at the feedback items provided by the system. You can only release the envelope if there are no blocking errors left.					
4) Once you choose <u>Release envelope</u> the automatic quality assessment will be run again on the data. In case of blocking errors, the envelope will not be released and remain in Draft status. Otherwise, your envelope will be released and a confirmation of receipt will be issued.					
Files in this envelope					
EU_Registry_TEST.xml 21 Oct 2019 166 KB Run QA #1 Run QA #2 Run QA #3					
Rename Cut Copy Delete					

5. When the QA checks are completed, you can then inspect the results of the QA checks. If the reporter protected the XML file from public view, then the associated results from the QA checks are also protected. If you wish to delete the draft submission you will then need to select the 'activate task' option (see below), in order for the deletion options to be available beside the file name. If you delete the draft submission then the files in 'feedback for this envelope' (i.e. the QA results) are also deleted.



6. If you wish to save the results of the QA checks before you delete the file then you can simply open the QA check results and save the webpage as a complete webpage, see below.



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	European Environment Agency 🔇		Organize T New folder			E • 6
	EIONET CDR Testing	CDF	5. Industry marmane Ubraries Documents	Name		Date modified 04/10/2019 14:21
	Services           »         Search           »         Notifications	Feedback: AutomaticQA r validation	Pictures Videos			
	» Help » Manage	Subject: Automa Posted automatically on: 21 Oct 2	Local Disk (C:) EEA (G:) users (\\clu2data) (H:)			
	Account Services	Task: Automat Referred file: EU_Rec	File name: AutomaticQA result	+ + for file EU_Registry_TEST.xml_ XML Sche	m ma validation.html	
	Note     Subscribe to receive	Feedback status: INFO Feedback message: XML Sc	Save as type: Webpage, Complete	(".htm;".html)		-
	notifications if you want to stay updated about	VMI Coheme validation	Hide Folders			Save Cancel

7. If you forget to select the 'restricted from public view' option then you can still apply this rule after you have uploaded the file. You do this by first clicking on the hyperlink for the draft submission in the envelope, see below:

Overview Draft delivery Edit properties History				
Testing Envelope Zip envelope				
Description	Deactivate task			
Obligations EU Registry on Industrial Sites				
Period 2019 - Not applicable				
Coverage Malta				
Status Task(s) in progress: Draft (user: reporter)				
→ Note				
If you want to stay updated about events in this envelope <u>Subscribe to receive notifications</u> for this country and the current dataflow(s).				
Files in this surveyor           1         EU_Registry_TEST.xml_plimited)         21 Oct 2019         166 KB				
Remember to where the envelope when you have uploaded all files				
No feedback posted in this envelope				

Then on the next screen you can select the 'restricted from public view' tick box, see below. After you have ticked the box then select the 'change' button to apply the change. You will receive a confirmation message to confirm that the properties of the files have been changed.

File: EU_Registry_TE	Back to envelope			
The access to this file is limite	d, meaning it is not (yet) released for public view.			
└─View file as				
<ul> <li>Original</li> </ul>				
No conversions available for this document.				
- Edit file properties				
Title				
Schema location	http://dd.eionet.europa.eu/schemas/euregistryonindustrialsites/EUReg.xsd			
File size	166 KB (169508 Bytes)			
Last uploaded	21 Oct 2019 17:49			
Restricted from public vie				
	Change			

<u>Important!</u> If you run the QA checks on a file without activating the restricted from public view option, then the QA check results will also be publicly available. They will also remain publicly available even if you later change the properties of the submission to 'restricted from



public view'. Therefore, if you do change the properties of the submission to 'restricted from public view' then you should immediately rerun the QA checks, this will overwrite the previous QA results and apply the same properties to the QA results so that they are then restricted from public view.

8. When all testing is completed it is good practice to delete the testing envelope to ensure that there are no legacy files in the envelope which could accidentally be released at a later date.

## Security and Confidentiality Concerns

When files are restricted from public view, this means that both the file itself and the subsequent QA check results are restricted from public view. The only people that can access the files are those who have been granted reporting roles for each country (see links below) and EEA staff involved in the management of the data flows.

EU Registry roles: <u>https://www.eionet.europa.eu/ldap-roles?role\_id=extranet-euregistry</u>

Thematic data roles: <u>https://www.eionet.europa.eu/ldap-roles?role\_id=extranet-eprtrlcp</u>

Despite this level of security, it is recommended that all obsolete files are deleted.

Please note the advice given under point 7 above for situations where a user forgets to select the 'restricted from public view' option. In these cases, if the QA checks have already been run then they should be run again once the properties of the draft submission are updated to select the 'restricted from public view' tick box.

The EEA only harvests data from submissions which have been released. Data from envelopes which are not released will not be harvested into the EEA databases. They will therefore not be available through the website or via other public data products.

Should you have any questions in relation to this process then please contact the industry helpdesk at industry.helpdesk@eea.europa.eu