

## Background

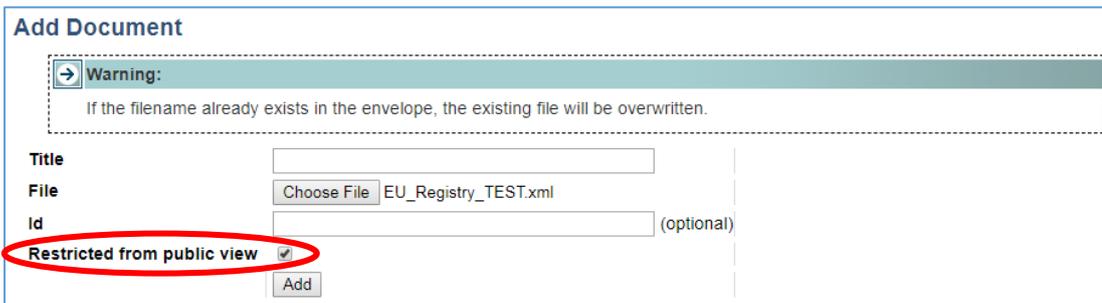
Reporters to the above data reporting streams wish to be able to run QA checks on draft submissions in order to obtain the results of these checks. Amendments to the data file can then be made to address any issues prior to the formal data submission and release of the envelope. This document provides 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 overwritten.

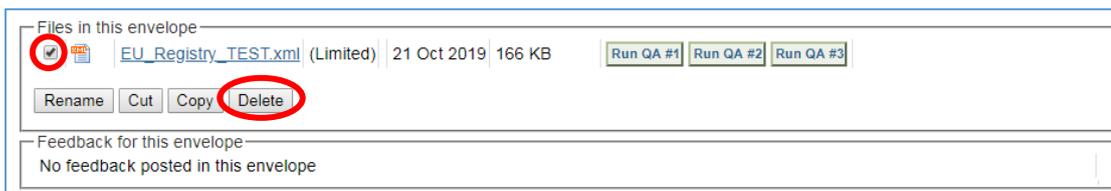
Title

File  EU\_Registry\_TEST.xml

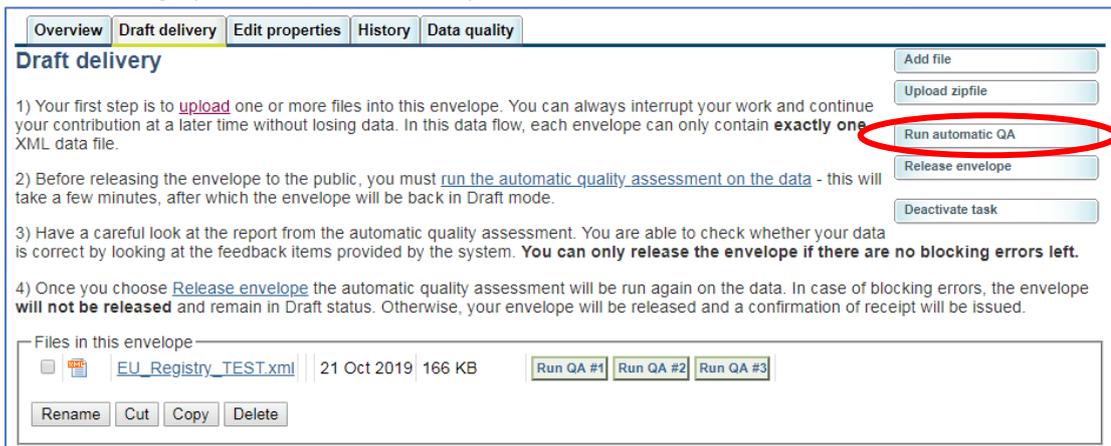
Id  (optional)

**Restricted from public view**

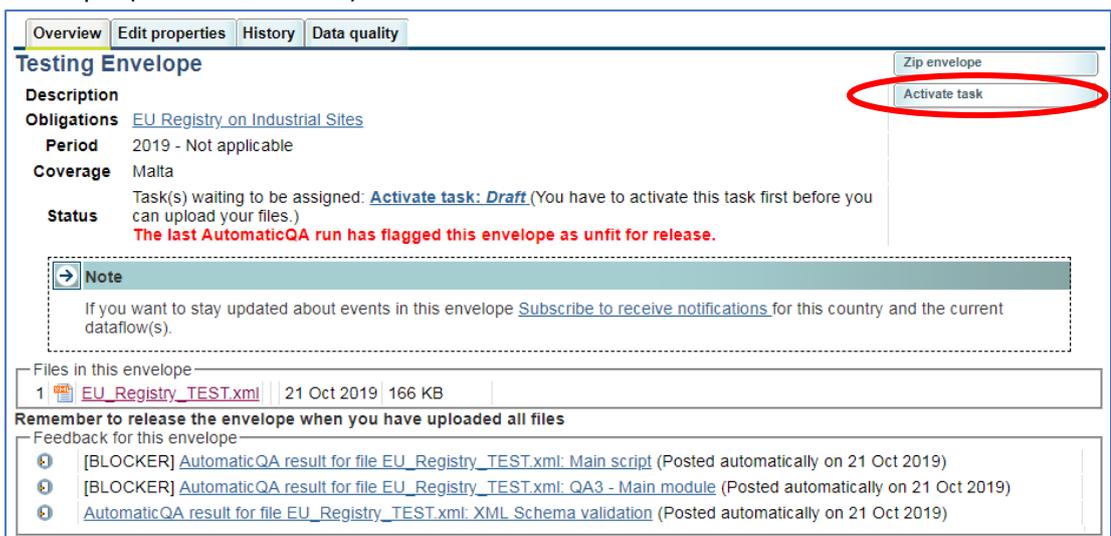
3. You can only have one XML file per envelope, so if you want to run the QA checks on an updated draft submission, then simply delete the old submission file and upload the new one. Note that the ‘restricted from public view’ feature is specific to the file which is being added so you must select this 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.



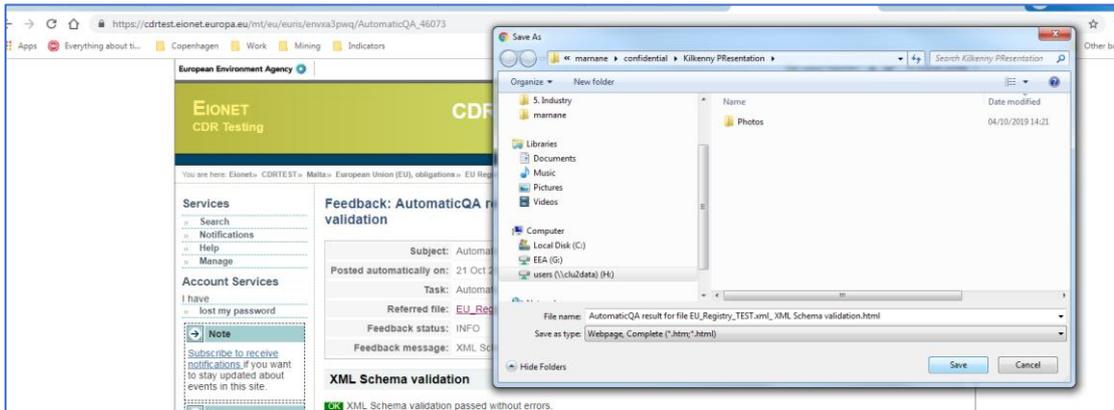
- To run the QA checks on the file, simply select the 'run automatic QA' button as shown below. **Do not** select the 'release envelope' option unless you formally want to release the envelope for harvesting by the EEA, as after this you will not be able to delete the file.



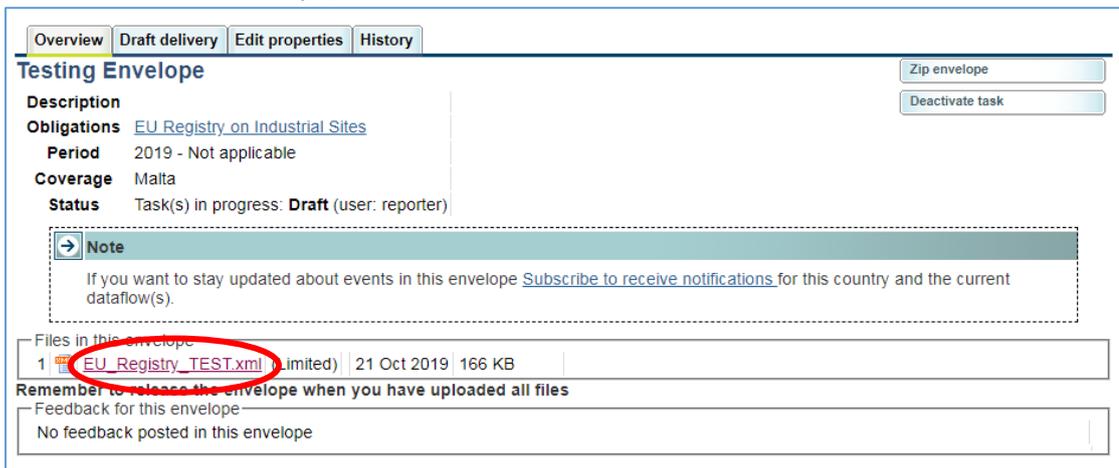
- When the QA checks are completed, you can then inspect the results of the QA checks. If the reporter protected the XML file from public view, then the associated results from the QA checks are also protected. If you wish to delete the draft submission you will then need to select the 'activate task' 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.



- 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.



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:



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.



**Important!** 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: [https://www.eionet.europa.eu/ldap-roles?role\\_id=extranet-euregistry](https://www.eionet.europa.eu/ldap-roles?role_id=extranet-euregistry)

Thematic data roles: [https://www.eionet.europa.eu/ldap-roles?role\\_id=extranet-eptrlcp](https://www.eionet.europa.eu/ldap-roles?role_id=extranet-eptrlcp)

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](mailto:industry.helpdesk@eea.europa.eu)