

How to make comments on the first draft of the revised CWW BREF

Comments must be entered into BATIS before the deadline set in this letter. This is because BATIS will not allow inclusion/modification/deletion of any comment after the deadline has expired. Until the deadline, only the owner of the comments will be able to modify or delete his/her comments in BATIS. When the deadline is reached the European IPPC Bureau will be able to see all the comments entered into BATIS and will make a decision as to whether or not they can be publicly released (i.e. made visible to all TWG and IEF members).

Because using BATIS to make comments necessitates a BATIS login and password, only formally nominated TWG members can do so. The European IPPC Bureau realises that some TWG members work with shadow groups composed of experts that are not formally on the TWG. For this reason and in order to ease the process of gathering comments from various sources that do not have a BATIS login, the European IPPC Bureau has prepared a special BATIS Excel template (i.e. different from the ones used in the elaboration of the first round of BREFs). This special template can be downloaded from the CWW Forum of BATIS at **Forums > Common Waste Water and Waste Gas > Review of the CWW BREF > 07 - Draft 1 (D1) of the revised CWW BREF**.

Please note that there are some important differences between this new BATIS Excel template and the old standard Excel template. We would like to draw your attention to these differences so that you use only the new BATIS Excel template and not the one you may have used in the past for making comments.

Instructions on how to use the BATIS Excel template can be found in the document entitled "Guidance_to_fill_in_the_Excel_Template.xls" sheet that can be downloaded from the CWW Forum of BATIS (see above) as well as in the form of comments within the template. You can post your own comments (your Excel file) directly into the BATIS Forum for CWW or you can send them to us by e-mail to JRC-IPTS-EIPPCB@ec.europa.eu. All comments and information received will be uploaded onto the BATIS Forum for CWW, unless you specifically request otherwise. **PLEASE DO NOT directly upload the Excel file into the HTML version of the BREF in BATIS using the functionality in the "Contributions" tab of BATIS.** This will be done by the European IPPC Bureau after checking that all comments have been entered according to the guidance.

In order to enable efficient handling and analysis of the submitted comments, please take into account the following:

- submit comments (**directly into BATIS using the BATIS Online Reviewer Tool as a priority way of submitting comments**; the use of the Excel template is reserved for the TWG members working with shadow groups)
- provide **the rationale** for each comment (without this rationale, it will be difficult to appropriately take the comment into account)
- state clearly **how** you ask for the text to be modified (generic comments with no solution suggested, or questions with no answer suggested, are not very helpful and are likely to be rejected)
- **supply information** to fill any gaps or to correct any inaccuracies (when additional information is requested it should be made available)
- when using the Excel template, make clear which part of the document you are referring to, by **quoting** all of the information requested in the spreadsheet, e.g. section and paragraph number, so that the comments could later be imported into BATIS.

If you use the new BATIS Excel template:

- **never merge cells** in the template
- **only include text in the template**; documents (e.g. Word documents), tables, pictures and diagrams should be sent as e-mail attachments or introduced onto the CWW BATIS forum

- **strictly follow the guideline** entitled "Guidance_to_fill_in_the_Excel_Template.xls" attached to this letter and consult the examples provided in the file entitled "Examples_of_Comments_Using_the_Excel_Template.xls" also accompanying the letter.