

Pollutants, Emissions and Energy Reporting Tool (PEER)©

Operator User Guide



Gladstone Ports Corporation

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1. Background

Gladstone Ports Corporation (GPC) is a government owned corporation that has triggered the thresholds for mandatory participation in the following legislation:

- National Greenhouse and Energy Reporting Act 2007
- National Pollutant Inventory National Environment Protection Measure (via the Environmental Protection Act 1994)

To meet GPC's legislative obligations and assist in continuous improvement (reduction of emissions), GPC is required to collect data from applicable contractors. GPC produced a Pollutants, Emissions and Energy Reporting (PEER) Tool to help Contractors collect and report the required data in a uniform way to assist GPC in meeting its obligations and minimise the impost on its contractors since 2009. The PEER tool was updated in 2023 to make the reporting process simpler and more user friendly via the introduction of a data portal.

PEER data submission is required for:

- Abrasive blasting material: quantity of material used and quantity disposed;
- Equipment use: type of equipment, fuel type and quantity;
- Gas use: type of gas used and quantity;
- Oil and grease use: Type (oil, grease or other) and quantity used;
- Paints/coatings/solvents: type of product and quantity used; and
- Vehicle use: type of vehicle, fuel type and quantity, vehicle year of manufacture, registration status, travel type (road surface), distance travelled.
- High emissions material use (quantity): concrete, steel, copper, aluminium, PVC Pipe, HDPE, other plastics

Data reporting is required per financial year is required to be reported monthly.

2. Terminology

The PEER Tool uses the following terminology:

Term	Explanation
Activity	An "activity" as used when performing a search, is an activity that results in producing pollutants that are of interest for the National Pollutant Inventory.
Category	The PEER data is classified into six main categories: abrasive blasting material use, equipment (other than vehicle) use, gas use, oil/grease use, paint/coating/solvent use and vehicle use
Keyword	As used in the search forms, may be; <ul style="list-style-type: none"> • A single word • A phrase within "" e.g. "light vehicle" • A combination of single words or phrases separated by spaces
Location	Location where the work was taking place (e.g. R.G. Tanna Coal Terminal)
Type	Within a category there are types, which differ according to the category chosen.

3. Getting Help

In addition to this Operator User Guide for the PEER Tool, you can email peertooldata@gpcl.com.au, contact your contract administrator or call the GPC ESG Specialist on 07 49761291.

A detailed training package is available via this link: [PEER Data Entry](#)

4. Access and save the PEER Tool

Access to the PEER tool is via the following website <https://gpc-peer-data-prd.azureedge.net/>. Click the link or copy the file path to your web browser and click “enter”. You may also request a link from your GPC contract administrator or send a request email to peertooldata@gpcl.com.au . Save the PEER Tool on your computer in a location you can easily access it when monthly PEER reporting is to be done.

Contact details (name, mobile phone and email) are required to be set up by GPC in the PEER Tool prior to first use. It is advised to have at least two contacts set up per company.

5. Log into the PEER Tool Portal

The user will need to log into the PEER Data Portal via the link provided below:

<https://gpc-peer-data-prd.azureedge.net/>

Log-in to the system is via email address on the log-in page with a one-time password (OTP) sent to the contact mobile phone provided.



Login

Email*

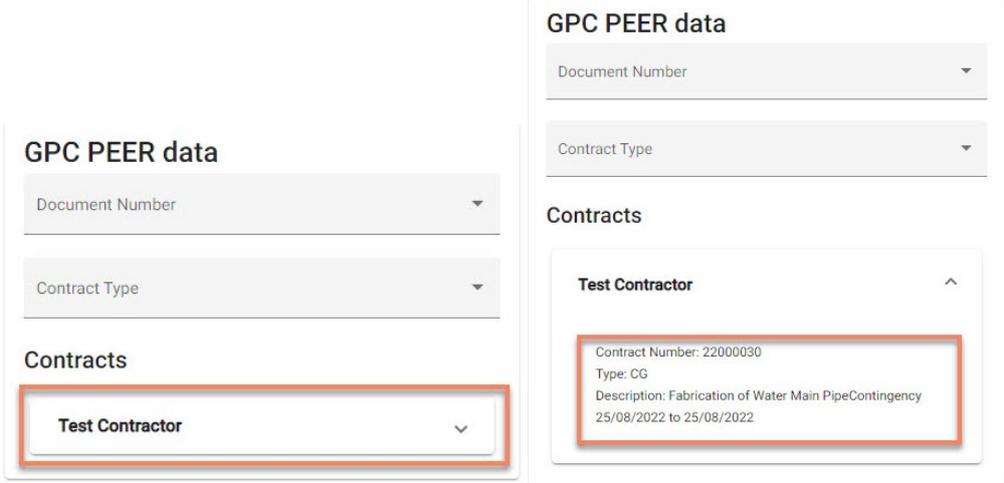
Send OTP

Login

6. Entering Data

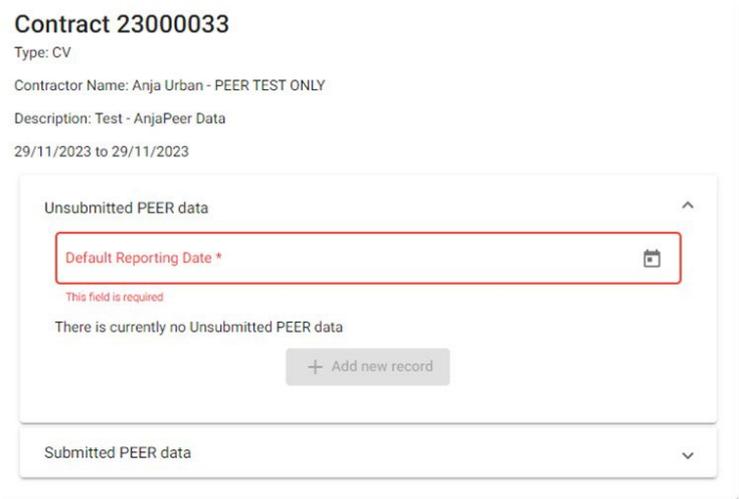
6.1 Basic Data

After signing on, the user is presented with the following screen. To proceed, click on the company name (e.g. Test Contractor).



A list of **open** contracts is now displayed. Find the correct contract number/description/date range for the relevant contract.

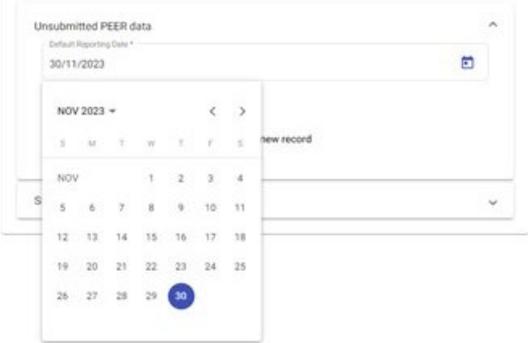
To proceed, click on the contract and the following screen is displayed.



Note: if your company has multiple contracts a new entry is required per contract.

6.2 Adding new record

To start the data entry, add the reporting period using the last day of the month for the month of the reported data (not the month where the data is submitted). A new record should be added for each month where possible.



Then click the “+ Add new record” option on the contract screen. When prompted add the location (e.g. Fishermans Landing 3) and the category (e.g. abrasive blasting material use). Complete the other fields as prompted.

The screenshot shows a form titled "Unsubmitted PEER data" with a "Delete" button. The form contains the following fields:

- Location ***: Auckland Point 1
- Category ***: Abrasive Blasting Material Use
- Type ***: Abrasive Blast Material (highlighted with a yellow box)
- Quantity ***: (highlighted with a red box, with "This field is required" below it)
- Quantity unit of measure**: (highlighted with a red box, with "This field is required" below it)
- Disposed Quantity ***: (highlighted with a red box, with "This field is required" below it)
- Disposed unit of measure**: (highlighted with a red box, with "This field is required" below it)

At the bottom of the form, there is a "+ Add new record" button, a "Save" button, and a "Submit" button. Below the form is a section for "Submitted PEER data".

To complete the data entry, click save. If there is other data to submit (e.g. for the same location but other categories or types, or a different location) click “+ Add new record” and repeat previous steps. Continue adding records until all required data is entered. Once all data is added and saved for this submission, click “Submit”.

6.3 Confirmation of data

Once the “Submit” option has been used an email will be sent to the user who completed the data entry with a confirmation report as an attachment. Please check the report for correctness. Contact GPC via the generic PEER email peertooldata@gpcl.com.au for assistance.

Thank You for Using PEER