



Trade &
Investment
Resources & Energy

EROL user guide – environmental reports

February 2015

Introduction

This document provides instructions for the use of EROL in submitting environmental reports to the Department via the internet.

Please refer to the EROL Mineral, Coal or Petroleum user guides for more detailed descriptions of any of the steps below.

Apply for an EROL user account

1. Go to the [EROL home page](#).
2. Click “Exploration & Environmental Report Online Lodgement”.
3. Click “Apply for an account”.
4. Type your account application details.
5. Click “Submit Application”.

Note: allow 48 hours for account activation

Log in to EROL

1. Go to the [EROL home page](#).
2. Click “Exploration & Environmental Reports Online Lodgement”.
3. Type your username and password.
4. Click “Login”.

Prepare your report for submission

5. Once logged in, click “Prepare New Report for Submission”.
6. In the Title Code drop-down list, select your title type.
7. In the Title Number field, type your title number.
8. In the Report Type drop-down list, select “Environmental”.
9. Click “Continue”.
10. On the new web page enter the required data into the appropriate fields.
11. Click “Continue”.

Attach electronic files

Once a report has been prepared for submission, you will automatically be directed to the [Add New File](#) page.

Attachment rules:

- PDF only for reports- no MSWord or Excel files
- Tiff or JPEG for plans

To attach a single file (max. size = 32 Mb each):

1. In the Digital File Description field, type a description of the file.
2. To complete the Attach Digital File field, click “Browse” and select the correct file from your computer. Click “Open”.
3. Click “Save Prepared Report”.

Attach multiple files

1. Ensure that you have the latest version of Java installed on your computer
2. Click ‘Batch Upload’ button.
3. Select the files to upload either by navigating to the files using the file tree and using the ‘Drag and Drop’ option. or by using the ‘Add’ button

4. Once all the files you want to upload are listed in the upload area, click the green arrow to commence the file upload.
5. Click the 'Describe Files' button and describe each of the uploaded files.
6. When all the files are described, click the 'Save' button.

Notes:

- ◆ If any of the files are larger than 32MB and cannot be reduced in size or if you have geophysical datasets that cannot be converted to EROL acceptable formats, the 'Offline' option using the [Large File Exchange service \(LaFiX\)](#) will need to be employed.

Once a report has been saved, you will automatically be redirected to the [EROL home page](#).

Edit and submit saved reports

1. Log in to EROL.
2. Once logged in, click "Saved Reports".
3. Select your report from the list.
4. **Submit**, **edit** or **delete** reports or add files to the report by clicking on the buttons at the bottom of the page.

Edit and resubmit rejected reports

1. Log in to EROL.
2. Once logged in, click "Rejected Reports".
3. Select your report from the list.
4. Edit, delete or resubmit reports or add files to the report by clicking on the buttons at the bottom of the page.

View submitted report list

1. Log in to EROL.
2. Once logged in, click "Submitted Reports".
3. View the report list.

Help

For further information regarding environmental reporting requirements please contact:

minres.environment@trade.nsw.gov.au

For further information regarding technical issues with EROL please contact:

digs.info@trade.nsw.gov.au

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (February 2013). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the Division of Resources & Energy, Mineral Resources Branch or the user's independent adviser.