

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

MANUAL PENGGUNA

# WASTE GENERATOR

#### KANDUNGAN

<ol> <li>Kemaskini Maklumat Premis</li> <li>Kemaskini Maklumat PIC Premis</li> </ol>	1 1
<ul> <li>2. NOTIFICATION</li> <li>2.1 Tambah Raw Material</li> <li>2.2 Pembatalan Paw Material</li> </ul>	2
<ul> <li>2.2 Tembatalah Kaw Material</li> <li>2.3 Tambah Notifikasi</li> <li>2.4 Kemaskini Kuantiti pada Waste Code</li> <li>2.5 Pembatalan Notifikasi</li> <li>2.6 Janaan Second Schedule</li> </ul>	4 
<ul> <li>3. INVENTORY</li></ul>	8 
<ul> <li>4. INVENTORY REUSED</li> <li>4.1 Tambah Inventory Reused</li> </ul>	11 11
<ul> <li>5. WASTE CHARACTERISTIC(WC)</li> <li>5.1 Tambah Waste Characteristic (WC)</li></ul>	13 13 14
<ul> <li>6. TOTAL WASTE GENERATOR(TWG)</li> <li>6.1 Tambah Total Waste Generator (TWG)</li> <li>6.2 Inquiry TWG</li> <li>6.3 Cancel TWG</li> </ul>	15 15 16 17
<ul> <li>7. CONSIGNMENT NOTE (CN)</li> <li>7.1 Cipta Consignment Note</li></ul>	17 17 19
<ul> <li>8. SPECIAL MANAGEMENT (SM)</li></ul>	20 20 25 27 27 27 27 28
9. IMPORT BT 9.1 Permohonan Import	30 30
10.EXPORT BT10.1Permohonan Export BT	32 32
11. IMPORT NON-BT         11.1 Permohonan Import Non-BT	
12. EXPORT NON-BT         12.1 Permohonan Eksport Non-BT	34 34
13. IMPORT NON-BT UEEE.         13.1 Permohonan Import Non-BT	35 35
14. EXPORT NON-BT UEEE	

14.1 Permohonan Eksport Non-BT	
15. MASS BALANCE	
15.1 Tambah Mass Balance	
15.2 Lihat Maklumat Mass Balance	
16. AUDIT & COMPLIANCE	
16.1 Tambah Laporan Audit Compliance	
16.2 Tambah Laporan Audit Compliance	40
17. Scheduled Waste Management Plan	40
17.1 Tambah Laporan Audit Compliance	40
17.2 Tambah Laporan Scheduled Waste Management Plan	41
18. COMPLAINT	41
18.1 Tambah Aduan	41
19. STORAGE PERIOD EXTENSION	42
19.1 Tambah Pelanjutan Tempoh Penyimpanan	42
20. REPORT	43
20.1 Senarai Laporan	43
20.2 Maklumat Laporan	43

# 1. Kemaskini Maklumat Premis

# 1.1 Kemaskini Maklumat PIC Premis

- 1. Premis boleh mengemaskini maklumat PIC dan email sahaja.
- Bagi maklumat premis seperti nama premis, alamat, MSIC atau maklumat di General Information, premis perlu menghubungi pegawai di Jabatan Alam Sekitar Negeri yang berhampiran dengan premis tuan.
- 3. Tekan ikon yang berada di sudut kanan.
- 4. Paparan Profile Information dipaparkan seperti dibawah dan tekan butang Edit Information.

PROFILE INFORMAT	ION	
GENERAL INFORMATION		
	EMAIL	A@GMAILCOM
	FULL NAME	TEST
	PHONE	123
	POSITION	ADMIN
	PREMISE	SHUI FA AUTO
	ROLE	WASTE GENERATOR

**Rajah 1: Profile Information** 

5. Paparan **General Information** dipaparkan seperti dibawah dan premis boleh mengemaskini maklumat PIC atau email. Tekan butang **Save** untuk menyimpan maklumat tersebut.

GENERAL INFORMATION	×
FULL NAME	
TEST	
EMAIL	
A@GMAIL.COM	
PHONE	
123	\$
POSITION	,
ADMIN	
PREMISE	
SHUI FA AUTO	
	SAVE

**Rajah 2: General Information** 

# 2. NOTIFICATION

#### 2.1 Tambah Raw Material

6. Pada menu bar tepi, pilih Modul *Notification*, kemudian tekan *Raw Material*.



Rajah 3: SubModul Raw Material

7. Tekan butang **New**.

RAW MATERIAL INFO					
	🔿 🛛 NEW				
RAW MATERIAL	Q SEARCH RESET				

Rajah 4: Paparan Raw Material Info

8. Paparan Borang Create Raw Material dipaparkan. Premis perlu melengkapkan maklumat yang diperlukan pada borang *Create Raw Material* dan tekan butang *Submit.* 

CREATE RAW MAT	ERIAL
CAS NO.	
RAW MATERIAL INFORMATION*	
QUANTITY PER MONTH (MT)*	

Rajah 5: Borang Cipta Raw Material

9. Paparan massage *Successfully* dipaparkan. Maklumat Raw Material dipaparkan dalam

① NEW

Rajah 6: Maklumat Raw Material

# 2.2 Pembatalan Raw Material

1. Pilih *Raw material* yang ingin dibatalkan. Tekan butang untuk membuat pembatalan *Raw Material*.

RAV	V MATERIAL INFO					
						⊕ NEW
	RAW MATERIAL			Q SE	ARCH	
N	. CAS NO.	RAW MATERIAL	QUANTITY PER MONTH (MT)	STATUS	DATE ADDED	ACTION
1	-	MINYAK TERPAKAI	0.100	ACTIVE	01-02-2025	1
SHO	VING 1 TO 1 OF 1 RESULTS					

Rajah 7: Maklumat Raw Material

2. Tekan butang **Ok** pada pengesahan pembatalan dan status **Inactive** dipaparkan dalam **Raw Material**.

Raw Material Info.

RAW	MATERIAL INFO					
						⊕ NEW
R	AW MATERIAL			Q SE	ARCH	
NO.	CAS NO.	RAW MATERIAL	QUANTITY PER MONTH (MT)	STATUS	DATE ADDED	ACTION
1		MINYAK TERPAKAI	0.100	INACTIVE	01-02-2025	$\bigcirc$
SHOW	ING 1 TO 1 OF 1 RESULTS					
-						

**Rajah 8: Maklumat Raw Material** 

# 2.3 Tambah Notifikasi

- 1. Pada menu bar tepi, pilih Modul *Notification*, kemudian tekan *New Notification*.
- 2. Klik butang *New*.

NOTIFICATION		
		SECOND SCHEDULE
NOTIFICATION NO.	SEARCHING BY NOTIFICATION NO. OR WASTE	

Rajah 9: Maklumat Notifikasi

 Borang Notifikasi dipaparkan. Premis perlu melengkapkan maklumat dengan menandakan pada pilihan Raw Material yang berkaitan dengan waste code. Premis perlu melengkapkan maklumat di bahagian Notification Info dan tandakan pada ruangan pengakuan.

# 4. Tekan butang Submit.

NO. CAS NO.	RAW MATERIAL	SELECT	
1 -	SW410		
2 -	SW409		
3 -	SW322		
IOTIFICATION INFO			
NOTIFICATION INFO			
ACTIFICATION INFO	ENTER WASTE NAME PLEASE SELECT		
ACTIFICATION INFO	ENTER WASTE NAME PLEASE SELECT ENTER WASTE SOURCE		
NOTIFICATION INFO MASTE NAME* MASTE CODE* MASTE SOURCE* MASTE ESTIMATED QUANTITY ( MT )*	ENTER WASTE NAME  PLEASE SELECT  ENTER WASTE SOURCE  ENTER WASTE ESTIMATED QUANTITY (MT)		
ACTIFICATION INFO	ENTER WASTE NAME  PLEASE SELECT  ENTER WASTE SOURCE  ENTER WASTE ESTIMATED QUANTITY (MT)  PLEASE CHOOSE WASTE CODE FIRST		

Rajah 10: Cipta Notifikasi

5. Waste code baru dipaparkan seperti dibawah dalam senarai *Notification*.

DTIF	ICATION								() N
									SECOND SCHED
IOTIFIC	CATION NO.				Q SEARCH	RESET			
NO.	NOTIFICATION NO.	WASTE NAME	WASTE TYPE	WASTE CODE	QUANTITY PER MONTH (MT)	RESIDUE / SCHEDULED WASTE	STATUS	DATE ADDED	ACTION

Rajah 11: Senarai Notifikasi

# 2.4 Kemaskini Kuantiti pada Waste Code .

1. Pilih quantity pada waste code yang disenaraikan untuk menukar kuantiti pada waste

code yang telah dihantar .Tekan icon 📧 (edit) seperti dibawah untuk memaparkan maklumat notifikasi.

NOT	NOTIFICATION										
								_	⊕ NEW		
								L	SECOND SCHEDULE		
NOTI	FICATION NO.				Q SEARCH	RESET					
NO	NOTIFICATION NO.	WASTE NAME	WASTE TYPE	WASTE CODE	QUANTITY PER MONTH (MT)	RESIDUE / SCHEDULED WASTE	STATUS	DATE ADDED	ACTION		
1	N/2025/000007321	SPENT OIL	LIQUID	SW305	0.7000	SCHEDULED WASTE	ACTIVE	01-02-2025			
SHOW	ING 1 TO 1 OF 1 RESULTS										

Rajah 12: Maklumat Notifikasi

 Borang kemaskini inventori dipaparkan seperti dibawah. Premis boleh mengemaskini kuantiti di ruangan Waste Estimated Quantity(MT) dan tekan butang *Submit*.

<i>←</i>	E	DIT NOTIFICATION			
R	AV	V MATERIAL INFO			
N	10.	RAW MATERIAL		QUANTITY PER MONTH (MT)	
1		MINYAK TERPAKAI		0.100	
N	от	IFICATION INFO			
W	AST	E NAME SI	PENT OIL		
w	AST	E CODE Si	W305		
w	AST	E SOURCE B.	ATERY		
w	AST	E ESTIMATED QUANTITY ( MT )	0.7000		
w	AST	E TYPE	QUID		
w	AST	E PACKAGING TYPE 55	5 GAL. DRUM	- 55 GAL. DRUM	

Rajah 13: Kemasini Notifikasi

3. Paparan kuantiti pada waste code berubah mengikut kuantiti yang dikemaskini.

OTII	FICATION								⊕ N
OTIF	ICATION NO.				Q search	RESET			SECOND SCHEDU
NO. NOTIFICATION NO.		WASTE NAME	WASTE TYPE	WASTE CODE	QUANTITY PER MONTH (MT)	RESIDUE / SCHEDULED WASTE	STATUS	DATE ADDED	ACTION
	N/2025/000007221	SPENT OIL	LIQUID	SW305	1.0000	SCHEDULED WASTE	ACTIVE	01-02-2025	

Rajah 14: Maklumat Notifikasi

# 2.5 Pembatalan Notifikasi

1. Pilih maklumat notifikasi yang ingin dibatalkan. Tekan icon untuk memaparkan maklumat notifikasi.

ΝΟΤ	IOTIFICATION										
								SECOND SCHEDULE			
NOTI	FICATION NO.				Q SEARCH	RESET					
NO.	NOTIFICATION NO.	WASTE NAME	WASTE TYPE	WASTE CODE	QUANTITY PER MONTH (MT)	RESIDUE / SCHEDULED WASTE	STATUS	DATE ADDED	ACTION		
1	N/2025/000007321	SPENT OIL	LIQUID	SW305	0.7000	SCHEDULED WASTE	ACTIVE	01-02-2025			
									•		
SHOW	ING 1 TO 1 OF 1 RESULTS										

Rajah 15: Senarai Notifikasi

 Borang Notifikasi dipaparkan seperti dibawah. Premis perlu menekan butang Cancel Notification untuk membuat pembatalan notifikasi.

VIEW NOTIFICATION		
RAW MATERIAL INFO		
NO. RAW MATERIAL	QUANTITY PER MONTH (MT)	
	NO RAW MATERIAL FOR THIS NOTIFICATION	
NOTIFICATION INFO	USED OIL FILTER	
WASTE CODE	SW410	
WASTE SOURCE	MACHINE	
WASTE ESTIMATED QUANTITY ( MT )	0.1000	
WASTE TYPE	SOLID	
WASTE PACKAGING TYPE	44 GAL, DRUM - 44 GAL, DRUM	

Rajah 16: Pembatalan Notifikasi

3. Paparan Cancel Notifikasi dipaparkan. Premis perlu mengisi catatan dan tekan butang

# Submit.

CANCEL NOTIFICATION	×
PLEASE ENTER YOUR REASONS FOR CANCELLING THIS NOTIFICATION	1
	OSE

Rajah 17: Pengesahan Pembatalan Notifikasi

4. Status Cancelled dipaparkan pada senarai notification.

N	IOTIFICATION										
	ſ										
									SECOND SCHEDOLE		
N	OTIFI	ICATION NO.				Q SEARCH	RESET				
				1							
	NO.	NOTIFICATION NO.	WASTE NAME	WASTE TYPE	WASTE CODE	QUANTITY PER MONTH (MT)	RESIDUE / SCHEDULED WASTE	STATUS	DATE ADDED	ACTION	
	1	N/2025/000007315	USED OIL FILTER	SOLID	SW410	0.1000	SCHEDULED WASTE	CANCELED	27-01-2025	٢	
	SHOWING 1 TO 1 OF 1 RESULTS										
	SHOWING 1 TO 1 OF 1 RESULTS										

Rajah 18: Senarai Notifikasi

# 2.6 Janaan Second Schedule

1. Tekan butang *Second Scheduled* untuk menjana Jadual Kedua(peraturan 3), Pemberitahuan Buangan Terjadual.

10TII	IOTIFICATION										
								8	SECOND SCHEDULE		
NOTIF	ICATION NO.				Q SEARCH	RESET					
NO.	NOTIFICATION NO.	WASTE NAME	WASTE TYPE	WASTE CODE	QUANTITY PER MONTH (MT)	RESIDUE / SCHEDULED WASTE	STATUS	DATE ADDED	ACTION		
1	N/2025/000007315	USED OIL FILTER	SOLID	SW410	0.1000	SCHEDULED WASTE	CANCELED	27-01-2025	۲		
SHOWI	ING 1 TO 1 OF 1 RESULTS										

Rajah 19: Senarai Notifikasi

## 2. Paparan Jadual Kedua (peraturan 3), Pemberitahuan Buangan Terjadual dipaparkan.

			SECOND SCHEDUL	E								
			(Regulation 3)									
	ENVIRONMENTAL QUALITY ACT 1974											
	ENVIRONMENTAL QUALITY (SCHEDULED WASTES)											
	REGULATIONS 2005											
	NOTIFICATION OF SCHEDULED WASTES											
	1. IDEN TIFICATION											
(i)	PREMISE NAME											
PR	REMISE ADDRESS	PEJABAT TAPAK JKR SEKSYEN										
	STATE	PAHANG										
			2. PRODUCTION DAT	TA								
st o	of raw materials/cher	nicals and quantities used per n	nonth*									
# RAW MATERIAL/CHEMICALS QUANTITY (MT/MONTH)												
"	7	RAW MATERIAL/CHE	EMICALS	QUAN	TITY (MT/MONTH)							
"	4	RAW MATERIAL/CHE	No Raw Material for this Notific	ation	TTY (MT/MONTH)							
"	4	KAW MATERIAL/CHE	No Raw Material for this Notific	QUAN	ITTY (MT/MONTH)							
		NAW MATERIAL/CHE	No Raw Material for this Notific	QUAN	ITY (MT/MONTH)							
the	wastes generative wastes gener	ated per month ** WASTE SOURCE	No Raw Material for this Notific <u>3. WASTE DATA</u> WASTE NAME	duan ation WASTE TYPE	QUANTITY (MT/MONTH)							
the	eduled wastes generative wastes code	ated per month **  WASTE SOURCE MACHINERY	No Raw Material for this Notific 3. WASTE DATA WASTE NAME SPENT LUBRICATING OIL	Ation WASTE TYPE Liquid	QUANTITY (MT/MONTH)							
#	eduled wastes generative wastes generative waste code sw305 sw410	ated per month **  WASTE SOURCE MACHINERY MACHINERY	No Raw Material for this Notific 3. WASTE DATA WASTE NAME SPENT LUBRICATING OIL USED OIL FILTER	ation WASTE TYPE Liquid Solid	QUANTITY (MT/MONTH) 0.2000 0.0320							
" che # 1	duled wastes genera WASTE CODE SW305 SW410 ify that the information	AW MATERIALCHE ated per month ** WASTE SOURCE MACHINERY MACHINERY on provided is true and correct t	No Raw Material for this Notific      A. WASTE DATA      WASTE NAME      SPENT LUBRICATING OIL      USED OIL FILTER      A. DECLARATION      to the best of my knowledge.	ation WASTE TYPE Liquid Solid	QUANTITY (MT/MONTH) QUANTITY (MT/MONTH) 0.2000 0.0320							
" che # 1	duled wastes genera wASTE CODE SW305 SW410 SW410 sify that the information	ated per month **  WASTE SOURCE MACHINERY MACHINERY on provided is true and correct t NAME OF REPORTING C	No Raw Material for this Notific	ation           WASTE TYPE           Liquid           Solid	QUANTITY (MT/MONTH) 0.2000 0.0320							
" che # 1 cert	duled wastes generative wastes generative waste code swaste code swaste code swaste waste wast	AW MATERIALCHE ated per month **  WASTE SOURCE MACHINERY MACHINERY MACHINERY On provided is true and correct t NAME OF REPORTING C DESIGNATION	No Raw Material for this Notific	ation ation ation UNAN ation a	QUANTITY (MT/MONTH) 0.2000 0.0320							
" che 1 1	duled wastes generative wastes generative waste code sw305 sw410	ated per month **  WASTE SOURCE MACHINERY MACHINERY MACHINERY MACHINERY MACHINERY DOD provided is true and correct t NAME OF REPORTING C DESIGNATION DATE	No Raw Material for this Notific	ation	QUANTITY (MT/MONTH) 0.2000 0.0320							

Rajah 20: Jadual Kedua (peraturan 3), Pemberitahuan Buangan Terjadual

#### 3. INVENTORY

## 3.1 Tambah Inventori (Inventori Additional)

1. Pada menu bar tepi, pilih Modul Inventori, kemudian tekan Inventory Additional.



Rajah 21: Inventory Additional

- 2. Paparan Inventori Addition dipaparkan. Premis perlu mengisi kuantiti penghasilan di ruangan Additional (MT).
- 3. Tekan ikon untuk menambah kuantiti mengikut waste code.

INVEN	NVENTORY										
		GENERATE FIFTH SCHEDUL									
WASTE	ENAME / WASTE CODE			Q SEARCH RESET							
NO.	WASTE NAME	WASTE CODE	WASTE TYPE	CURRENT BALANCE (MT)	ADDITION (MT)	ACTION					
1	USED OIL FILTER	SW410	SOLID	0.000	+						
SHOWIN	NG 1 TO 1 OF 1 RESULTS										
SHOWIN	NG 1 TO 1 OF 1 RESULTS										

Rajah 22:Tambah Inventori

4. Paparan Pengesahan Inventori Additional dipaparkan dan tekan butang **OK**. Paparan kuantiti dipaparkan di ruangan **Current Balance(MT)**.

# 3.2 Pengurangan Inventori (Inventory Reduction)

1. Pilih waste code untuk membuat pengurangan kuantiti sekiranya terdapat kesilapan

<b>VVE</b>	NTORY					
						GENERATE FIFTH SCHEDUL
WASTI	NAME / WASTE CODE			Q SEARCH RESET		
NO.	WASTE NAME	WASTE CODE	WASTE TYPE	CURRENT BALANCE (MT)	ADDITION (MT)	ACTION
1	USED OIL FILTER	SW410	SOLID	0.000	+	( Z
1	USED OIL FILTER	SW410	SOLID	0.000	+	
NG 1 TO 1 OF 1	RESULTS					

Rajah 23: Inventori Additional

 Borang Inventori Reduction dipaparkan. Premis perlu mengisi kuantiti sebenar (Actual Quantity) di ruangan Inventori Reduction (MT) dan Remark. Tekan butang Submit.

1	INVENTORY REDUCTION ** QUANTITY (MT) TO BE REDUCTED TO		×
1	QUANTITY REDUCTION (MT)*		
-		Submit	Close

**Rajah 24: Inventori Reduction** 

3. Pada pengesahan makluman, tekan butang **Ok**. Tekan icon untuk melihat sejarah

pergerakan kuantiti waste code. Paparan Inventori History dipaparkan.

ΔΤΕΠ ΔΤ
ATED AT
AILUAI
5-01-27 22:07:56
5-01-27 22:08:12

Rajah 25: Inventori History

# 3.3 Janaan Fifth Schedule

 Tekan butang *Generate Fifth Schedule* untuk menjana Jadual 5, Peraturan 11, Inventori Buangan Terjadual.

INVENTORY							
						GENERATE FIFTH SCHEDULE	
WASTI	E NAME / WASTE CODE			Q SEARCH	RESET		
NO.	WASTE NAME	WASTE CODE	WASTE TYPE	CURRENT BALANCE (MT)	ADDITION (MT)	ACTION	
1	USED OIL FILTER	SW410	SOLID	0.000	+	© Z	
SHOWI	NG 1 TO 1 OF 1 RESULTS						

Rajah 26: Maklumat Inventory

 Paparan Generate Fifth Schedule dipaparakn. Premis perlu memilih bulan dan tahun bagi penjanaan *Fith Schedule* dan tekan butang *Generate*. Butang Close sekiranya ingin menutup paparan Generate Fifth Schedule.



Rajah 27: Janaan Fifth Schedule

3. Janaan *Fifth Schedule* boleh dimuatturun dalam bentuk PDF.

	FIFTH SCHEDULE (Regulation 11) ENVIRONMENTAL QUALITY ACT 1974 ENVIRONMENTAL QUALITY (SCHEDULED WASTES) REGULATIONS 2005 INVENTORY OF SCHEDULED WASTES							
				1. IDENTIFICATION				
		PREMISE NAME						
WASTE HANDLING						NG		
"	DATE	WASTE CODE	WASTE NAME	QUANTITY GENERATED (MT)	METHOD	QUANTITY	PLACE	
1	02/02/2025	SW305	spent oil	2.000	Addition	3.000	On Premise	
2	02/02/2025	SW305	spent oil	2.000	Research	1.000	Offsite	
oto								
cert	<ul> <li>Unit Operatic</li> <li>Name of eler</li> <li>Guide to com</li> <li>"Use addition</li> <li>"Estimates</li> </ul>	n in the process/plant nents, compound or matu- version (only data in met al sheet if required nation provided is true	arial ric tonnes/month is accept and correct to the best	4. DECLARATION t of my knowledge.				
cert	Unit Operatic     Name of eler     Guide to com     "Use addition     "Use addition     "Estimates	n in the process/plant nents, compound or matter version (only data in met al sheet if required mation provided is true	arial ric tonnes/month is accept and correct to the best NAME OF REPORTING (	4. DECLARATION t of my knowledge. DEFICER		174		
cert	Unit Operatic     Name of eler     Guide to con     "Use additior     "Estimates	n in the process/plant nents, compound or mate version (only) data in met al sheet if required mation provided is true	erial ric tonnes/month is accept and correct to the best IAME OF REPORTING O DESIGNATION	A. DECLARATION 4. of my knowledge.		784 		

Rajah 28: Jadual Fifth Schedule

#### 4. INVENTORY REUSED

#### 4.1 Tambah Inventory Reused

1. Pada menu bar tepi, pilih **Modul Inventori**, kemudian tekan **Inventore Reuse**.



Rajah 29: Menu Inventory Reuse

2. Tekan butang New. Rujuk pada paparan dibawah.



**Rajah 30: Inventory Reuse** 

3. Paparan tujuan dipaparkan. Premis perlu memilih tujuan dan tekan butang Create.

Please Select	
	Close

Rajah 31: Tujuan Inventory Reuse

4. Borang Inventori Reuse dipaparkan. Premis perlu melengkapkan maklumat dan tekan butang *Submit.* 

ADD INVENTORY REUSED							
DUDDOCT							
PURPOSE"	TAKEBACK PROGRAM						
WASTE CODE AND NAME*	SW103 - WASTE ECONOMY BATTERY	Ŧ					
QUANTITY AVAILABLE (MT)	3.000						
QUANTITY TO REUSE (MT)*	0.450						
REMARK*	REUSED	G					
APPROVAL DOCUMENT*	Choose file SCREENSHOT 2024-11-21 AT 9.18.56 PM						
		SUBMIT					

Rajah 32: Tambah Inventory Reuse

5. Maklumat yang berjaya dihantar akan dipaparkan dalam senarai Inventori Reuse.

INVENTORY REUSED							
						() NEW	
WASTE CODE / WASTE NAME					SEARCH RESET		
NO.	WASTE CODE	WASTE NAME	WASTE TYPE	PURPOSE	QUANTITY (MT)	DATE	ATTACHMENT
1	SW305	SPENT OIL	LIQUID	RESEARCH	1.000	2025-02-02 01:10:02	

**Rajah 33: Senarai Inventory Reuse** 

#### 5. WASTE CHARACTERISTIC(WC)

#### 5.1 Tambah Waste Characteristic (WC)

1. Pada menu bar tepi, tekan *Waste Characteristic* dan tekan butang *New*.

WASTE CHARACTERISTI	c			
NO. WASTE NAME	NOTIFICATION STATUS	WASTE CODE	WASTE TYPE	ACTION
	NO REC	CORD FOUND		
SHOWING 0 TO 0 OF 0 RESULTS				

Rajah 34: Waste Characteristic

2. Paparan Waste Characteristic dipaparkan. Sila pastikan maklumat waste code di Notifikasi telah dimasukkan sebelum mengisi maklumat WC. Premis perlu melengkapkan maklumat di Bahagian *Waste, Composition Map, Questionnaire* dan *Supporting Document*. Contoh Supporting Document seperti keputusan analisa makmal untuk waste code yang memerlukan sampel waste code yang perlu dianalisa. Supporting Document bagi waste code yang tidak perlu dianalisa ke makmal adalah seperti gambar tempat storan atau gambar yang berkaitan dengan waste. Tekan butang *Submit*.

CREATE WC	
WASTES COMPOSITION MAP	QUESTIONNAIRE SUPPORTING DOCUMENT
SUPPORTING DOCUMENT *	Choose File NO FILE CHOSEN
	** FILE SIZE LESS THAN 5 MB , IN PDF, PING OR JPG FORMAT
DOCUMENT TITLE*	ENTER SUPPORTING DOCUMENT TITLE

**Rajah 35: Borang Waste Characteristic** 

 Paparan pengesahan maklumat berjaya dihantar dipaparkan. Tekan butang Ok. Maklumat WC di senarai Waste Characteristic.

WA	STE CHARACTERISTIC				
					• NEW
NC	. WASTE NAME	NOTIFICATION STATUS	WASTE CODE	WASTE TYPE	ACTION
1	SPENT OIL	ACTIVE	SW305	LIQUID	
SHO	VING 1 TO 1 OF 1 RESULTS				

Rajah 36: Borang Waste Characteristic

# 5.2 Kemaskini Waste Characteristic (WC)

- Pilih waste code yang ingin dikemaskini. Tekan ikon 
   Paparan pengesahan kemaskini WC dipaparkan dan tekan butang Yes sekiranya ingin meneruskan pengemaskinian WC. Borang kemaskini Waste Characteristic dipaparkan.
- 2. Premis mengemaskini maklumat WC. Tekan butang Submit.

SCHE	DULED WASTE NAME	OIL-WATER MIXTURE								
SCHEDULED WASTE CODE		5W309	5W309							
SCHE	DULED WASTE TYPE	LIQUID	LIQUID							
сом	POSITION MAP									
NO.	WASTE COMPONENT		UNIY	VALUE						
1	РН (РН)		РН	4.600	0					
2	FLASH POINT (FP)		*c	0.000	0					
э	ARSENIC (AS)		MG/L	0.000	0					
4	CADMIUM (CD)		MG/L	0.000	0					
5	CHROMIUM (CR)		MG/L	0.000	0					
6	COPPER (CU)		MG/L	0.000	0					
7	IRON (FE)		MG/L	0.000	0					
8	LEAD (PB)		MG/L	0.000	0					
9	MERCURY (HG)		MG/L	0.000	0					
10	NICKEL (NI)		MG/L	0.000	0					
11	SILVER (AG)		MG/L	0.000	0					
12	ZINC (ZN)		MG/L		0					
13	TOTAL HYDROCARBONS (THO	0	MG/L	99.870	0					
14	TOTAL SULFUR (S)		MG/L	0.000	0					
15	CALCIUM (CA)		MG/L	0.002	0					
16	BARIUM (BA)		MG/L	0.000	0					
17	WATER CONTENT (WATER CON	NTENT)	96	0.123	C					
18	SPECIFIC GRAVITY (SG)		NA	0.830	0					
19	SEDIMENT (SEDIMENT)		96	0.010	0					
20	KINEMATIC VISCOSITY (KINEM	IATIC VISCOSITY)	CP	1.800	p					
21	BOILING POINT (BP)		*c	121,000	0					
22	TOTAL CHLORINE (TH)		MG/L	0.030	0					
23	CALORIFIC VALUE (CV)		MING	42.490						
			ing no	+3,+60						
SUP	PORTING DOCUME	NT								
DOCUP	MENT	Browse NO FILE SELECTED.								
DOCU	MENT TITLE									

Rajah 37: Borang Waste Characteristic

3. Tekan ikon untuk melihat maklumat Waste Characteristic yang dihantar.

#### 6. TOTAL WASTE GENERATOR(TWG)

#### 6.1 Tambah Total Waste Generator (TWG)

1. Pada menu menu bar tepi, pilih Modul Total Waste Generator(TWG), kemudian tekan

#### TWG Request.

2. Tekan butang *New*.

TOTAL WASTE GENERATOR REQUEST									
TWG NO.				Q SEARCH RESET	]				
NO. TWG NO.	WASTE RECEIVER	WASTE NAME	WASTE CODE	WASTE TYPE	QUANTITY (MT/MONTH)	STATUS	ACTION		
			NO RECO	ORD FOUND					
SHOWING @ TO @ OF @ RESULTS									

Rajah 38: TWG Request

Borang TWG dipaparkan.Premis perlu melengkapkan maklumat di bahagian TWG Info,
 Eligible Receiver, Receiver Premise License dan Quanity to Request(MT/Month). Tekan butang Submit.

(	CREATE TWG		
	TWG INFO		
	SCHEDULED WASTE*	PLEASE SELECT	
	PREFERRED WASTE HANDLING METHOD*	PLEASE SELECT +	
	ELIGIBLE RECEIVER		
	STATE*	ALL STATE IN MALAYSIA	
	RECEIVER PREMISE*	PLEASE SELECT SCHEDULED WASTE AND STATE FIRST ~	
	RECEIVER PREMISE LICENSE		
	LICENSE NO*	PLEASE SELECT RECEIVER PREMISE FIRST	
	QUANTITY TO REQUEST (MT/MONT	Н)	
	QUANTITY TO REQUEST (MT/MONTH)*		
			пт

Rajah 39: Borang TWG Request

4. Satu TWG Request dipaparkan yang berstatus Pending dalam senarai TWG Request. Kelulusan TWG dibuat oleh pihak Waste Receiver(penerima TWG).

TOTA	TOTAL WASTE GENERATOR REQUEST								
									⊕ NEW
TWG NO. SEARCHING BY TW				Q SEARCH	RESET				
NO.	TWG NO.	WASTE RECEIVER		WASTE NAME	WASTE CODE	WASTE TYPE	QUANTITY (MT/MONTH)	STATUS	ACTION
1	TWG/2025/000118			SPENT OIL	SW305 -	LIQUID	10	PENDING	
SHOWI	NG 1 TO 1 OF 1 RESULTS								

Rajah 40: Senarai TWG Request

# 6.2 Inquiry TWG

1. Pada menu menu bar tepi, pilih Modul Total Waste Generator(TWG), kemudian tekan

#### TWG Request.

2. Pilih TWG yang mempunyai status *Inquiry* dan tekan pada ikon (*View*). Tekan butang **Response Inquiry**. Borang Inquiry TWG dipaparkan.

INQUIRY TWG	×
QUANTITY (MT/MONTH)* REMARK*	
	CLOSE SUBMIT

Rajah 41: Inquiry TWG

3. Premis perlu melengkapkan maklumat kuantiti dan remark. Tekan butang **Submit** dan **pengesahan Inquiry** dipaparkan. Tekan butang **OK.** Permohonan TWG berstatus Pending.

4. Bahagian History of TWG adalah pergerakan permohonan kuantiti TWG.

VIEW TWG						
ETAIL INFORMATION HISTORY OF TWG						
NO. C	QUANTITY (MT)	REMARK	AMOUNT INQUIRY	FLAG INQUIRY	DATE	STATUS
1 2	2.000			-	02-02-2025	APPROVED
<b>2</b> 2	2.000	SAYA SETUJU	2	RESPOND	02-02-2025	PENDING
3 2	2.000	BOLEH TERIMA	2	INQUIRY	02-02-2025	INQUIRY
	3.000		-		02-02-2025	PENDING

Rajah 42: History of TWG

5. Tekan ikon 🔲 pada Ruangan Action untuk menjana surat pengesahan TWG.

# 6.3 Cancel TWG

- Premis WG dibenarkan membuat pembatalan pada TWG yang telah diluluskan.Pada menu menu bar tepi, pilih Modul Total Waste Generator(TWG),kemudian tekan TWG Request.
- 2. Pilih TWG yang ingin dibatalkan dan tekan ikon (*Cancel*) untuk pembatalan TWG.
- 3. Paparan Pengesahan pembatalan dipaparkan dan tekan butang OK.
- 4. Status TWG terkini berstatus Cancel.

# 7. CONSIGNMENT NOTE (CN)

- 7.1 Cipta Consignment Note
  - 1. Pada menu menu bar tepi, pilih **Modul Consignment Note,** kemudian **New Consignment Note.**



2. Tekan butang *New* untuk membuat nota konsainan baru.

CREATE	CREATE CONSIGNMENT NOTE							
								⊕ new
CONSIGN	IENT NOTE NO				Q SEARCH RESET			
NO.	CN NO	WASTE GENERATOR	WASTE RECEIVER	WASTE CODE	QUANTITY SENT (MT)	QUANTITY RECEIVED (MT)	STATUS	ACTION

Rajah 44: Senarai Nota Konsainan

3. Borang nota konsainan baru dipaparkan. Premis perlu memilih TWG yang berkaitan dengan waste code yang ingin dilupuskan.

CREATE CONSIGNMENT NOTE	
WASTE INFO WASTE GENERATOR WASTE RECEIVER	WASTE TRANSPORTER
CONSIGNMENT NOTE TYPE*	CONSIGNMENT NOTE (TWG)
TWG*	TWG/202
LICENSE NO*	003892
LICENSE TYPE CATEGORY*	PEMEROLEHAN KEMBALI LUAR TAPAK
WASTE NAME*	SPENT OIL
WASTE CODE*	SW305
WASTE TYPE*	LIQUID
QUANTITY ( MT )*	
WASTE PACKAGING*	55 GAL DRUM
PACKAGING QUANTITY*	

Rajah 45: Borang Nota Konsainan

 Setelah memilih maklumat TWG di Waste Info, maklumat waste code akan dipaparkan secara automatic mengikut TWG yang dipilih. Premis hanya perlu mengisi kuantiti yang ingin dilupuskan dan kuantiti packaging.  Selain maklumat waste code, maklumat di Bahagian Waste Receiver dan Waste Transporter akan dipaparkan secara automatik mengikut TWG yang dipilih. Tekan butang Submit untuk menghantar nota konsainan kepada pihak Waste Receiver .

WASTE INFO WASTE GENERATOR WASTE RECEIVER	WASTE TRANSPORTER
PREMISE NAME*	
ADDRESS 1*	28
ADDRESS 2	
ADDRESS 3	
LONGITUD	
LATITUD	
POSTCODE*	81700
STATE*	JOHOR
	SUBMIT

Rajah 46: Borang Nota Konsainan

6. Paparan pengesahan penghantaran nota Konsainan dipaparkan seperti dibawah. Status CN adalah *Waiting to Pickup.* 

CREATE C	ONSIGNMENT NOT	E						
CONSIGNM	ENT NOTE NO				Q SEARCH RES	IET		
					QUANTITY SENT	QUANTITY RECEIVED		
NO.	CN NO	WASTE GENERATOR	WASTE RECEIVER	WASTE CODE	(MT)	(MT)	STATUS	ACTION
1	CN/2025/000003	E Chicken Corects Close		SW305	1.000		WAITING TO PICKUP	0

Rajah 47: Borang Nota Konsainan

7. Premis WG boleh menyemak status jejak penghantaran(tracking) buangan terjadual dari

premis WG ke premis WR dengan pada ikon (Tracking).

# 7.2 Inquiry Nota Konsainan(Pertanyaan)

- 1. WR dibenarkan membuat **pertanyaan(Inquiry)** kepada premis WG mengenai penerimaan kuantiti buangan terjadual yang diambil dari WG.
- Sekiranya ada status *Inquiry* pada senarai Nota Konsainan, WG perlu memilih nota konsainan dan tekan pada ikon <a>View</a>.
- 3. Borang Nota Konsainan dipaparkan dan WG perlu membuat keputusan samaada menerima(Approved) kuantiti tersebut atau pertanyaan lagi (Inquiry).
- Sekiranya WG memilih keputusan *Inquiry*, WG perlu mengisi maklumat *Remark* dan kuantiti.Tekan butang *Submit*. Ulang Langkah 1 sekiranya WR membuat pertanyaan (Inquiry) lagi.

#### 8. SPECIAL MANAGEMENT (SM)

#### 8.1 Permohonan Kebenaran Bertulis

1. Pada menu menu bar tepi, pilih Special Management(SM). Kemudian tekan Written

# Approval.



**Rajah 48: Written Approval** 

2. Paparan *List of Written Approval* dipaparkan. Tekan butang *New* untuk membuat permohonan Kebenaran Bertulis(Written Approval).

LIST OF WRITTEN APPROVAL (KEBENARAN B	ERTULIS)				\$	① New
REQ	UIRE ACTION		VIEW ALL			
SEARCHING						
SEARCHING BY NO KB OR APPLICATION SLIP	N					
Filter						
NO. APPLICATION SLIP NO	APPLICATION DETAIL	PREMISE DETAIL	DURATION	STATUS	AC	TION
SHOWING 0 TO 0 OF 0 RESULTS						

Rajah 49: Written Approval

3. Borang Permohanan Kebenaran Bertulis dipaparkan seperti dibawah. Premis perlu melengkapkan maklumat dan tekan butang *Create*.

NEW APPLICATION	×
APPLICATION SLIP NO*	
CATEGORY*	
OFFSITE	~
PURPOSE*	
REUSE	~
WASTE RECEIVER NAME*	
	•
COVER LETTER *	
Choose File	
PDF FORMAT ANI	
APPLICATION S	
Choose File	]
PDF FORMAT ANI	

Rajah 50: Written Approval

 Permohonan kini berstatus *Draft*. Tanda pada pengesahan maklumat dan tekan butang *Submit for Approval* untuk mendapatkan kelulusan permohonan Kebenaran Bertulis (KB) dari pagawai Jabatan Alam Sekitar (JAS) Negeri.

GENERAL INFORMATION			
APPLICATION SLIP NO	CATEGORY OFFSITE ~	PURPOSE REUSE ~	COVER LETTER APPROVAL SLIP
WASTE GENERATOR*	WASTE RECEIVER PLEASE CHOOSE		
I HAVE VERIFIED ALL INFORMATION IS THE SAU SUBMIT FOR APPROVAL	VE AS WRITTEN IN THE PHYSICAL DOCUMENT.		⊕ ATTACHMENT

# Rajah 51: Pengesahan General Information

- 5. Berikut penjelasan bagi status untuk permohonan kebenaran bertulis setelah mendapat kelulusan dari pegawai JAS Negeri:
  - a. *Rejected* -Permohonan ditolak dan proses permohonan tamat.
  - b. *Postponed* Permohonan dikembalikan semula ke premis. Premis perlu mengemukakan dokumen fizikal tambahan kepada pegawai JAS. Sila ke langkah 6.
  - *Approved* Permohonan dihantar ke status semakan seterusnya. Sila ke langkah
     11.
- 6. Sekiranya status adalah **Rejected**, permohon Kebenaran Bertulis yang dihantar kena tolak oleh pegawai di JAS Negeri.
- 7. Sekiranya status adalah *Postponed, premis* dikehendaki mematuhi arahan yang diberikan oleh pegawai penyemak.Rujuk pada gambar dibawah.



**Rajah 52: Pengesahan General Information** 

8. Pada paparan Written Approval seperti dibawah, dipaparkan status Postpone. Tekan ikon



LIST OF WRITTEN APPROVAL (KEBENARAN BERTULIS)							⊕ NEW	
REQUIRE ACTION				VIEW ALL				
SEARC SEA	EARCHING SEARCHING BY NO KB OR APPLICATION SLIP N FILTER RESET							
NO.	APPLICATION SLIP NO	APPLICATION DETAIL	WASTE GENERATOR	WASTE RECEIVER	DURATION	STATUS	ACTION	
1	KB/SW305/2/2025	CATEGORY : OFFSITE PURPOSE : REUSE		STATE :		POSTPONED		
SHOW	ING 1 TO 1 OF 1 RESULTS							

Rajah 53: Senarai Permohonan Kebenaran Bertulis

Borang Permohanan Kebenaran Bertulis dipaparkan. Tekan pada bahagian Attachment.
 Premis perlu menambah bilangan dokumen bagi membolehkan permohonan diluluskan oleh pegawai JAS Negeri. Tekan butang New .

SPECIAL MANAGEMENT		
		STATUS : (POSTPONED
	POSTPONE DATE : 04-02-2025 ( 0 DAY HAS PASSED )	
	DOE OFFICE REMARK YOUR APPLICATION IS HOLD, YOU ARE REQUIRED TO SUBMIT ADDITIONAL DOCUMENT	
GENERAL INFORMATION	ATTACHMENT	VERIFICATION
LIST OF ATTACHMENT		
NAME DOKUMEN	CREATED AT	ACTION
COVER LETTER	04-02-2025 03:01 PM	•
APPROVAL SLIP	04-02-2025 03:01 PM	Ø
DOKUMEN	04-02-2025 04:00 PM	

**Rajah 54: Borang General Information** 

10. Premis perlu memasukkan dokumen yang berkaitan. Tekan butang Create.

ADD ATTAC	HMENT		×
DOCUMENT N	AME*		
SURAT			
ATTACHMENT	*		
Choose File	TWG.PDF		
PDF FORMAT AN	D LESS THAN 5MB		

**Rajah 55: Borang General Information** 

11. Dokumen yang dimuatnaik dipaparkan dalam bahagian Attachment. Semakan

permohonan di peringkat pegawai JAS. Sila semak langkah 5.

12. Sekiranya status permohonan adalah **Approved**, klik ikon **View**.

WRITTEN APPROVAL NO*								LATEST FEEDBACK	
DOE/SWM/ PLEASE	CHOOSE	× /	F	PLEASE CHOOSE	~ /			YOUR APPLICATION IS HOLD.	YOU ARE REQUIRED TO SUBMIT
START DATE*				END DATE*				ADDITIONAL DOCOMENT	
DD/MM/YYYY			Ē	DD/MM/YYYY					
REMARK									
							4		
							1.		
SAVE							h		
SAVE				~		~	i.		
SAVE	WASTE	TRANSPORT	ĒR	WASTE RECEIV	ER	SCHEDULED WASTE		ATTACHMENT	VERIFICATION
SAVE	WASTE	TRANSPORT	ER	WASTE RECEIV	ER	SCHEDULED WASTE		ATTACHMENT	VERIFICATION
SAVE GENERAL INFORMATION GENERAL INFORMATION APPLICATION SLIP NO	WASTE	TRANSPORT	'ER ORY	WASTE RECEIV	ER	SCHEDULED WASTE		ATTACHMENT	VERIFICATION
SAVE	WASTE	CATEG OFFS	ORY	WASTE RECEIV	ER	SCHEDULED WASTE PURPOSE REUSE		ATTACHMENT	VERIFICATION
SAVE	WASTE	CATEGO OFFS	ORY	WASTE RECEIV	ER	SCHEDULED WASTE PURPOSE REUSE	/	ATTACHMENT	VERIFICATION
SAVE	WASTE	CATEG OFFS WASTE	ORY ITE RECEIVE	WASTE RECEIN	ER ¥	SCHEDULED WASTE PURPOSE REUSE		ATTACHMENT ~	VERIFICATION

# 13. Premis perlu melengkapkan maklumat di Written Approval dan klik butang Save.

Rajah 56: Borang Permohonan Kebenaran Bertulis

- 14. Maklumat Waste Receiver dan Transporter hanya boleh dipaparkan dan diisi apabila premis memilih tujuan(Purpose) Offsite .Premis perlu melengkapkan maklumat pada Bahagian Waste Transporter, tekan butang New untuk memasukkan maklumat Waste Transporter yang diperlukan. Pilih nama Waste Transporter dan klik butang Submit.
- 15. Pada tab Scheduled Waste, klik butang New untuk memasukkan maklumat buangan terjadual. Pada borang Add Scheduled Waste, premis perlu melengkapkan maklumat buangan terjadual yang diperlukan dan tekan butang Submit.

ADD SCHEDULED W	IASTE	×
SCHEDULED WASTE (BASE	D ON INFORMATION REGISTERED IN NOTIFICATION) *	
Please Choose		~
QUANTITY (MT)*	FREQUENCY* ONE-OFF MONTHLY QUARTERLY	
		Submit

Rajah 57: Tambah Buangan Terjadual

- 15. Pada bahagian *Verification*, tanda pada pengesahan dan tekan butang *Submit for Verification*.
- 16. Permohonan yang baru dikemaskini berstatus *Sent for Approval*. Premis perlu menunggu kelulusan daripada pegawai JAS. Berikut adalah penerangan bagi status permohonan:
  - a. Verify permohonan telah diluluskan.
  - b. Amendment terdapat pembetulan yang perlu dilakukan pada permohonan Kebenaran Bertulis. Sila ke Langkah 17.
- 17. Sekiranya status *Amendment*, premis perlu menyemak dan mengemaskini maklumat yang terdapat pada borang Kebenaran Bertulis.
- 18. Sekiranya status **Verified**, permohonan Kebenaran Bertulis telah diluluskan oleh pegawai di Jabatan Alam Sekitar Negeri.

# 8.2 Permohonan Tambah Waste Transporter

- 1. Pada menu menu bar tepi, pilih **Special Management(SM)**. Kemudian tekan **Written Approval.**
- Di paparan List of Written Approval, tekan pada View All untuk memaparkan senarai Kebenaran Bertulis(KB).

SPEC	IAL MANAGEMENT						
LIST O	)F WRITTEN APPROVAL (KEBENARAN E	BERTULIS)					
	REQ	UIRE ACTION		v	/IEW ALL		
SEARC	HING						
Filter	RESET						
NO.	APPLICATION SLIP NO	APPLICATION DETAIL	PREMISE DETAIL		DURATION	STATUS	ACTION
1	SM20241121	CATEGO			NO INFO	NEW	•

Rajah 58: Senarai Kebenaran Bertulis(KB)

3. Pilih KB yang diperlukan dan klik butang di ruangan *Action* untuk membuat penambahan *Waste Transporter*.Borang Kebenaran Bertulis dipaparkan dan tekan pada bahagian Waste Transporter.Tekan butang New.

GENERAL INFORMATION	WASTE TRANSPORTER	WASTE RECEIVER	SCHEDULED WASTE	ATTACHMENT	VERIF
LIST OF WASTE TRANSPORTER					⊕ NEW
			STATUS & REVIEW		ACTION
J&T BERJAYA ALAM MURNI SDN	BHD		NEW		

Rajah 59: Senarai Kebenaran Bertulis(KB)

4. Borang penambahan Waste Transporter di paparkan. Pilih premis *Waste Transporter* dan tekan butang *Submit*.

REGISTER WASTE TRANSPORTER	×
WASTE TRANSPORTER* Please Select	~
	Submit

Rajah 60: Senarai Kebenaran Bertulis(KB)

5. Pengesahan penambahan maklumat Waste Transporter dipaparkan dan penambahan bilangan waste Transporter dipaparkan di Bahagian Waste Transporter.

GENERAL INFORMATION	WASTE TRANSPORTER	WASTE RECEIVER	SCHEDULED WASTE	ATTACHMENT	VERIFICATION
LIST OF WASTE TRANSPORTER					⊕ NEW
PEMISE NAME			STATUS & REVIEW		ACTION
			NEW		<b>0</b>
			NEW		<b>0</b>

Rajah 61: Maklumat Waste Transporter

6. Pengesahan penambahan maklumat Waste Transporter pada Kebenaran Bertulis dilakukan oleh **pegawai di Jabatan Alam Sekitar Ibu Pejabat**.

# 8.3 Permohonan Tambah Batching Plant

- 1. Pada menu menu bar tepi, pilih **Special Management(SM)**. Kemudian tekan **Written Approval.**
- 2. Di paparan **List of Written Approval**, tekan pada *View All* untuk memaparkan senarai Kebenaran Bertulis(KB).

SPEC	IAL MANAGEMENT					
LIST C	DF WRITTEN APPROVAL (KEBENARAN B	ERTULIS)				
	REQU	JIRE ACTION		VIEW ALL		
SEARC SEAL Filte	CHING RCHING BY NO KB OR APPLICATION SLIP RESET					
NO.	APPLICATION SLIP NO	APPLICATION DETAIL	PREMISE DETAIL	DURATION	STATUS	ACTION
1	SM20241121			NO INFO	NEW	θ

Rajah 62: Senarai Kebenaran Bertulis(KB)

3. Pilih KB yang diperlukan dan klik butang di ruangan *Action* untuk membuat penambahan *Batching Plant.* Borang Kebenaran Bertulis dipaparkan dan tekan pada bahagian Waste Receiver(WR). Tekan butang New

# 8.4 Permohonan Tambah Schedule Waste

1. Pada menu menu bar tepi, pilih **Special Management(SM)**. Kemudian tekan **Written Approval.** 

 Di paparan List of Written Approval, tekan pada View All untuk memaparkan senarai Kebenaran Bertulis(KB).

SPEC	IAL MANAGEMENT					
LIST	DF WRITTEN APPROVAL (KEBENARAN E	ERTULIS)				
	REQ	JIRE ACTION		VIEW ALL		
SEAR( SEA Filte	CHING RCHING BY NO KB OR APPLICATION SLIP RESET					
NO.	APPLICATION SLIP NO	APPLICATION DETAIL	PREMISE DETAIL	DURATION	STATUS	ACTION
1	SM20241121	Ç F		NO INFO	NEW	٥

Rajah 63: Senarai Kebenaran Bertulis(KB)

3. Pilih KB yang diperlukan dan klik butang di ruangan *Action* untuk membuat penambahan **Schedule Waste.** 

# 8.5 Consignment Note Special Management(SM)

- Pada menu menu bar tepi, pilih Special Management(SM). Kemudian tekan Consignment Note Special Management.
- 2. Pada paparan *Create Consignment Note Special Management*, klik butang *New* untuk mencipta nota konsainan.

CREATE	CONSIGNME	NT NOTE SPECIAL	ANAGEMENT					
								► NEW
CONSIGN	IMENT NOTE NO				Q SEARCH RES	ET		
NO.	CN NO	WASTE GENERATOR	WASTE RECEIVER	WASTE CODE	QUANTITY SENT (MT)	QUANTITY RECEIVED (MT)	STATUS	ACTION

Rajah 64: Senarai Kebenaran Bertulis(KB)

3. Pada paparan borang *Consignment Note Special Management*, pilih Kebenaran Bertulis yang berkaitan dan tekan butang *Submit*.

CONSIGNMENT NOTE TYPE	CONSIGNMENT NOTE (SM)	
WRITTEN APPROVAL *	Please select Written Approval (SM)	
Submit		

Rajah 65: Pilihan Kebenaran Bertulis

 Pada paparan Consignment Note Detail, isi maklumat Quantity (MT) dan maklumat location. Tandakan pada ruangan pengesahan dan klik butang Submit untuk menghantar Consignment Note Special Management.

INVENTORY BALANCE (MT)     2.000       WASTE NAME     SPENT OIL       WASTE CODE     SW305       WASTE TYPE     LIQUID       WASTE SOURCE CODE     SW305       WASTE SOURCE CODE     SW305       WASTE PACKAGING     S5 GAL DRUM
WASTE NAME         SPENT OIL           WASTE CODE         SW305           WASTE TYPE         LIQUID           WASTE SOURCE CODE         BATERY           WASTE SOURCE CODE         SW305           WASTE PACKAGING         S5 GAL DRUM
WASTE CODE     SW305       WASTE TYPE     LIQUID       WASTE SOURCE     BATERY       WASTE SOURCE CODE     SW305       WASTE PACKAGING     55 GAL. DRUM
WASTE TYPE     LIQUID       WASTE SOURCE     BATERY       WASTE SOURCE CODE     SW305       WASTE PACKAGING     SS GAL DRUM
WASTE SOURCE         BATERY           WASTE SOURCE CODE         SW305           WASTE PACKAGING         55 GAL. DRUM
WASTE SOURCE CODE SW305 WASTE PACKAGING S5 GAL. DRUM
WASTE PACKAGING 55 GAL. DRUM
WASTE RECEIVER NAME
WASTE RECEIVER NAME
LOCATION * PLEASE CHOUSE

Rajah 66: Maklumat Nota Konsainan SM

5. Consignment Note Special Management berstatus Pending Approval.

CONSIGNMENT NOTE IN	IFO			PENDING APPROV
CONSIGNMENT NOTE NO	CN/2025/000011	TYPE	CONSIGNMENT NOTE (SM)	
WRITTEN APPROVAL NO	DOE/SWM/2024/SW103/005	DATE CREATED	09-02-2025	
DAY PASSED	0 DAYS			
WASTE INFO		TRACKING INFO		
NAME	BATTERY	WASTE TRANSPORTER	TRANSPORTER NOT CHOOSEN YET	
WASTE CODE	SW103	DRIVER	DRIVER NOT ACCEPTED YET	
QUANTITY (MT)	1.000	PICKUP DATE	DRIVER NOT PICKED UP YET	
		PICKUP TIME	DRIVER NOT PICKED UP YET	
		RECEIVED DATE	DRIVER NOT SENT CONSIGNMENT YET	
		RECEIVED TIME	DRIVER NOT SENT CONSIGNMENT YET	
WASTE GENERATOR INI	=0	WASTE RECEIVER IN	=0	
NAME		NAME		
ADDRESS		ADDRESS		
POSTCODE		POSTCODE		
STATE		STATE		
PHONE NO	123	PHONE NO	123	
TIMELINE		DELIVERY ATTACHM	ENT	
		DURING		IMA
			NO ATTACHMENT	

Rajah 67: Maklumat Nota Konsainan SM

- Sekiranya status Consignment Note adalah Waiting to Pick Up, pemandu Waste Transporter akan menggunakan aplikasi mobil untuk membawa buangan terjadual dari premis WG ke premis WR.
- 7. Sekiranya status *Consignment Note* adalah *Delivered Amendment*, kemaskini kuantiti dan klik pada butang *Submit* untuk menghantar semula ke *Waste Receiver*.

#### 9. IMPORT BT

# 9.1 Permohonan Import



- 1. Klik pada menu *Import > Scheduled Waste*
- 2. Pada paparan *List of Import Scheduled Waste*, klik butang *New* untuk membuat permohonan baru.

IMPO	RT NON SCHEDULED WASTE			
			2	• New
AI	PPLICATION NO	Q Search RESET		
NO.	APPLICATION NO	IMPORTED FROM	STATUS	ACTION
1	INSW/2024/000002	ABC	NEW	00
2	INSW/2024/000001	TEST 1	APPROVED	00
SHOWI	NG 1 TO 2 OF 2 RESULTS			

- 3. Isi maklumat yang bertanda (\*) dan klik butang *Save*.
- 4. Permohonan berstatus Draft.

		r	Y
GENERAL INFORMATION	TRANSPORTER	DOCUMENT CHECKLIST	VERIFICATION
TRANSPORTER DETAIL			5 🔶 🛞 New
# COMPANY NAME	ADDRESS	DOE LICENSE NO	ACTION

- Di tab *Transporter*, klik butang New dan isi maklumat yang bertanda (\*) dan klik butang *Create*.
- Di tab *Document Checklist*, sila muat naik dokumen yang diperlukan dan klik butang *Save*.
- 7. Di tab *Verification*, tandakan pada pengesahan dan klik butang *Submit*.
- 8. Permohonan kini berstatus *New*, Sila tunggu semakan dari pegawai.
- 9. Sekiranya status bertukar ke *Premise Amendment* sila kemaskini semula maklumat dan hantar permohonan semula.
- Sekiranya status permohonan adalah *Awaiting Arrival*, Sila isi maklumat ketibaan Buangan Terjadual dan klik butang *Add to Import Inventory*.

	SCHEDULED WASTE ARRIVAL STATUS
HAVE YOU	RECIEVED THE SCHEDULED WASTE FROM THE EXPORTER?
	AMOUNT RECEIVED*
(10	CURRENT BALANCE IS 4 MT
	Add to Import Inventory

11. Sekiranya kapasiti import yg dibenarkan telah digunakan sepenuhnya status permohonan akan bertukar ke **Completed**.

# **10. EXPORT BT**

#### 10.1 Permohonan Export BT



- 1. Klik pada menu *Export > Scheduled Waste*
- 2. Pada paparan *List of Export Scheduled Waste*, klik pada butang *New* untuk membuat permohonan baru.

EXPC	RT NON SCHEDULED WASTE			
			2←	① New
A	PPLICATION NO	Q Search RESET		
NO.	APPLICATION NO	EXPORTED TO	STATUS	ACTION
1	ENSW/2024/000001	SHELL	REJECTED	© © 🗊

- 3. Isi maklumat yang bertanda (\*) dan klik butang *Save*.
- 4. Permohonan kini berstatus Draft.

GENEF	RAL INFORMATION	TRANSPORTER	DOCUMENT CHECKLIST	VERIFICATION
TRANSPORTER DE	TAIL			5 🔶 🛞 New
# СОМР	ANY NAME	ADDRESS	DOE LICENSE NO	ACTION

- 5. Di tab *Transporter*, klik butang **New** dan isi maklumat yang bertanda (\*) dan klik butang create
- 6. Di tab *Document Checklist*, sila muatnaik dokumen yang diperlukan dan klik butang Save.
- 7. Di tab *Verification*, tandakan pada pengesahan dan klik butang *Submit*.
- 8. Permohonan kini berstatus *New*, Sila tunggu semakan dari pegawai.
- 9. Sekiranya status bertukar ke *Premise Amendment* sila kemaskini semula maklumat dan hantar permohonan semula.

### **11. IMPORT NON-BT**

#### 11.1 Permohonan Import Non-BT



10. Klik pada menu *Import > Non Scheduled Waste* 

# 11. Pada halaman List of Import Non Scheduled Waste, klik pada butang New untuk

membuat permohonan.

IMPO	RT NON SCHEDULED WASTE			
			2	• New
A	PPLICATION NO	Q Search RESET		
NO.	APPLICATION NO	IMPORTED FROM	STATUS	ACTION
1	INSW/2024/000002	ABC	NEW	00
2	INSW/2024/000001	TEST 1	APPROVED	© C 🛢 🗊
SHOWI	NG 1 TO 2 OF 2 RESULTS			

- 12. Pada halaman borang permohonan, lengkapkan maklumat yang diminta dan klik pada butang *Submit*.
- 13. Permohonan kini berstatus *New* dan menunggu semakan dari pegawai.
- 14. Sekiranya status bertukar ke *Application Incomplete,* sila kemaskini semula maklumat dan hantar semula permohonan.

# **12. EXPORT NON-BT**

12.1 Permohonan Eksport Non-BT



- 1. Klik Export > Non Scheduled Waste
- 2. Pada halaman *List of Export Non Scheduled Waste*, klik pada butang *New* untuk membuat permohonan.

EXPO	RT NON SCHEDULED WASTE			
		C	2	① New
AF	PPLICATION NO	Q Search RESET		
NO.	APPLICATION NO	EXPORTED TO	STATUS	ACTION
1	ENSW/2024/000001	SHELL	REJECTED	00
SHOWI	NG 1 TO 1 OF 1 RESULTS			

- 3. Pada halaman borang permohonan, lengkapkan maklumat yang diminta dan klik pada butang *Submit*.
- 4. Permohonan kini berstatus *New* dan menunggu semakan dari pegawai.

5. Sekiranya status bertukar ke *Application Incomplete,* sila kemaskini semula maklumat dan hantar semula permohonan.

# **13. IMPORT NON-BT UEEE**

# 13.1 Permohonan Import Non-BT



- 1. Klik pada menu *Import > Non Scheduled Waste UEEE*
- 2. Pada halaman *List of Import Non Scheduled Waste UEEE*, klik pada butang *New* untuk membuat permohonan.

MPO	RT NON SCHEDULED WASTE			
			2	→ ⊕ Ne
AF	PPLICATION NO	Q Search RESET		
NO.	APPLICATION NO	IMPORTED FROM	STATUS	ACTION
1	INSW/2024/000002	ABC	NEW	00
2	IN5W/2024/000001	TEST 1	APPROVED	• • •
SHOWI	NG 1 TO 2 OF 2 RESULTS			

- 3. Pada halaman borang permohonan, lengkapkan maklumat yang diminta dan klik pada butang *Submit*.
- 4. Permohonan kini berstatus *New* dan menunggu semakan dari pegawai.
- 5. Sekiranya status bertukar ke *Application Incomplete,* sila kemaskini semula maklumat dan hantar semula permohonan.

#### **14. EXPORT NON-BT UEEE**

#### 14.1 Permohonan Eksport Non-BT



- 1. Klik Export > Non Scheduled Waste UEEE
- 2. Pada halaman *List of Export Non Scheduled Waste UEEE*, klik pada butang *New* untuk membuat permohonan.

EXPO	ORT NON SCHEDULED WASTE			
			2	① New
A	PPLICATION NO	Q Search RESET		
NO.	APPLICATION NO	EXPORTED TO	STATUS	ACTION
1	ENSW/2024/000001	SHELL	REJECTED	• •
SHOW	NG 1 TO 1 OF 1 RESULTS			

- 3. Pada halaman borang permohonan, lengkapkan maklumat yang diminta dan klik pada butang *Submit*.
- 4. Permohonan kini berstatus *New* dan menunggu semakan dari pegawai.
- 5. Sekiranya status bertukar ke *Application Incomplete,* sila kemaskini semula maklumat dan hantar semula permohonan.

# **15. MASS BALANCE**

#### 15.1 Tambah Mass Balance

1. Klik pada menu *Mass Balance* dan klik butang *Create.* 

		🕀 Crea
DATE S	STATUS ACT	ION
024-11-21 22:27:23		官
02	4-11-21 22:27:25	(4-11-21 22:27:23

2. Isi maklumat yang diperlukan dan klik pada butang Submit.

Choose file	SCREENSHOT 2024-11-21 AT 9.18.56 PM	
MASS BALAN	CE REPORT 2024	
		Submit
	Choose file	Choose file SCREENSHOT 2024-11-21 AT 9.18.56 PM MASS BALANCE REPORT 2024

#### 15.2 Lihat Maklumat Mass Balance

1ASS	BALANCE				
					🕀 Crea
NO.	REMARK	FILENAME	DATE	STATUS	ACTION
1	MASS BALANCE	SCREENSHOT 2024-11-21 AT 10.03.10 PM.PNG	2024-11-21 22:27:23	ACTIVE	0 11
				/	
			(1	)´	
					(2)

- 1. Klik ikon *View* untuk melihat lampiran laporan mass balance.
- 2. Klik ikon *Cancel* untuk menghapus maklumat mass balance.

# **16. AUDIT & COMPLIANCE**

#### 16.1 Tambah Laporan Audit Compliance

B MASS BALANCE	
🗄 AUDIT & COMPLIANCE 🧠	
AUDIT COMPLIANCE REPORT	(1)
SCHEDULED WASTE MANAGEMENT PLAN	

1. Klik menu *Audit Compliance > Audit Compliance Report.* 

AUDIT COMPLIANCE REPORT					
					① Ne
REPOR	RT TITLE		Q Search	RESET	
NO.	TITLE		DESCRIPTION	REPORT	DATE
1	AUDIT COMPLIAN	ICE REPORT 2024	AUDIT COMPLIANCE	VIEW REPORT	2024-11-22 00:28:03
				1	
			(21)		

2. Klik butang *View Report* untuk melihat laporan audit dan pematuhan.

AUDIT COMPL	LIANCE REPORT			
			(1) -	① New
REPORT TITLE		Q Search	RESET	
NO. TITLE		DESCRIPTION	REPORT	DATE

- 3. Klik butang *New* untuk menambah laporan *audit compliance*.
- 4. Isi maklumat yang bertanda (\*) dan klik butang *Submit.*

REPORTS*	Choose file LATEST_E_RESUME_TAUFIK_2024 (1).PDF +*AUDIT COMPLIANCE REPORT FORMAT MUST BE IN PDF FORMAT				
TITLE* DESCRIPTION	AUDIT COMPLIANCE REPORT 2024				
	Submi	it			

16.2 Tambah Laporan Audit Compliance

## 17. Scheduled Waste Management Plan

#### 17.1 Tambah Laporan Audit Compliance

$rac{1}{2}$ Notification $\sim$	SCHEDULED WASTE MANAGEMENT PLAN					
😚 INVENTORY 🗸 🗸						
88 WASTE CHARACTERISTIC						
GENERATOR				🕀 New		
88 consignment note $$	REPORT TITLE		Q Search RESET			
$ eal$ special management $\sim$						
88 IMPORT V	NO. TITLE	DESCRIPTION	REPORT	DATE		
88 EXPORT ~		NO REC	ORD FOUND			
88 MASS BALANCE						
88 AUDIT & COMPLIANCE ^						
AUDIT COMPLIANCE REPORT						
SCHEDULED WASTE MANAGEMENT PLAN						

1. Klik menu Audit Compliance > Scheduled Waste Management Plan.

SCHEDULED WASTE MANAGEMENT PLAN					
					🕀 New
REPO	RT TITLE		Q Search RESET		
NO.	TITLE		DESCRIPTION	REPORT	DATE
1	SCHEDULED WAS	TE MANAGEMENT PLAN 2024	SCHEDULED WASTE MANAGEMENT PLAN	VIEW REPORT	2024-11-22 00:45:59
				/	
			21		

- 2. Klik butang *View Report* untuk melihat laporan pelan pengurusan buangan terjadual yang telah dihantar.
- 3. Klik butang *New* untuk tambah laporan pelan pengurusan buangan terjadual.

SCHEDULED WASTE MANAGEMENT PLAN					
				1	
REPOF	RT TITLE		Q Search RESET		
NO.	TITLE		DESCRIPTION	REPORT	DATE
1	SCHEDULED WAS	TE MANAGEMENT PLAN 2024	SCHEDULED WASTE MANAGEMENT PLAN	VIEW REPORT	2024-11-22 00:45:59
	SCHEDULED WAS	TE MANAGEMENT PLAN 2024	SCHEDULED WASTE MANAGEMENT PLAN	VIEW REPORT	2024-11-22 0

4. Isi maklumat dan klik pada butang *Submit*.

	D WASTE MANAGEMENT PLAN
REPORTS*	Choose file A.PDF **SCHEDULED WASTE MANAGEMENT PLAN REPORT FORMAT MUST BE IN PDF FORMAT
TITLE*	SCHEDULED WASTE MANAGEMENT PLAN 2024
DESCRIPTION	SCHEDULED WASTE MANAGEMENT PLAN
	Submit

17.2 Tambah Laporan Scheduled Waste Management Plan

#### **18. COMPLAINT**

18.1 Tambah Aduan



 Di paparan *List of Complaint*, klik butang *New* dan pilih no. CN yang ingin dibuat aduan dan klik butang *Create*.

COMPLAINT						
					2	• NEW
CONSIGNMENT NOTE NO			Q Se	arch RESET		
NO. CONSIGNMENT NOTE NO	COMPLAINT DATE	GENERATOR DETAIL	RECEIVER DETAIL	DAY PASSED	STATUS	ACTION
SHOWING 0 TO 0 OF 0 RESULTS						

- 2. Isi maklumat yang bertanda (\*) dan klik butang *Submit* untuk mencipta aduan.
- 3. Aduan berstatus New.

#### **19. STORAGE PERIOD EXTENSION**

#### 19.1 Tambah Pelanjutan Tempoh Penyimpanan

🔡 AUDIT & COMPLIANCE 🗸	EXTEND PERIOD				
COMPLAINT				2	• New
STORAGE PERIOD EXTENSION	NO. WASTE NAME	ТҮРЕ	QUANTITY (MT)	STATUS	ACTION
88 REPORT	SHOWING 0 TO 0 OF 0 RESULTS				

- 1. Klik menu Storage Period Extension.
- 2. Klik butang *New* untuk menambah permohonan pelanjutan.
- 3. Isi maklumat yang bertanda (\*) dan klik pada butang Submit untuk menghantar

#### permohonan.

WASTE INFORMATION		
WASTE NAME*	Please Select	~
WASTE CODE*		
WASTE TYPE*		
CATEGORY*	Please Select	~
QUANTITY (MT)*		
ADDITIONAL INFORMATION		3
JUSTIFICATION*		
STORAGE METHOD, THE AREA OF THE STORAGE AREA AND A DETAILED	Choose File NO FILE CHOSEN	
ENGINEERING PLAN FOR THE DESIGN OF THE STORAGE FACILITY*		Submit

4. Klik pada ikon *View* untuk melihat permohonan lanjutan.

# 20. REPORT

#### 20.1 Senarai Laporan

EPOF	RT NAME		Q Search RESET	
NO.	REPORT NAME			ACTION
1	NOTIFICATION		_	
2	CONSIGNMENT	NOTE		٢

- 1. Klik Menu *Report* untuk ke halaman senarai laporan.
- 2. Klik pada ikon *View* untuk melihat pelaporan.

## 20.2 Maklumat Laporan

 Pada halaman laporan yg dipilih, isi maklumat di ruangan tapisan untuk membuat tapisan maklumat dan klik pada butang *Search* untuk membuat carian.

	TAKE NOTIFICATIONS MORE THAN 30 DAYS FROM THE DATE OF SCHEDULED WASTE REGISTRATION
PREMISE NAME / DOE FILE NO.	SEARCHING BY PREMISE NAME OR DOE FILE NO. Q. Search RESET
STATE	PLEASE SELECT

2. Hasil Carian akan dipaparkan

C PREMISES NOT MAKE NOTIFICATIONS MORE THAN 30 DAYS FROM THE DATE OF SCHEDULED WASTE REGISTRATION									
PREMISE NAME / DOE FILE NO.     SEARCHING BY PREMISE NAME OR DOE FILE NO.     Q Search RESET       STATE     PLEASE SELECT *									
NO.	JAS FILE NO.	PREMISE NAME	PREMISE TYPE	STATE	REGISTRATION DATE				
1		AIZURA GOV	GOVERNMENT AGENCY	SELANGOR	10/10/2024				
2		IMPORTER PREMIS	IMPORT/EXPORT NON SW	SELANGOR	10/10/2024				
3		TRANSPORTER SM	WT SM	SELANGOR	10/10/2024				
SHOWING 1 TO 3 OF 3 RESULTS									

3. Klik pada butang Muat Turun Excel untuk memuat turun salinan excel bagi laporan.