



KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

MANUAL PENGGUNA

WASTE GENERATOR


KANDUNGAN

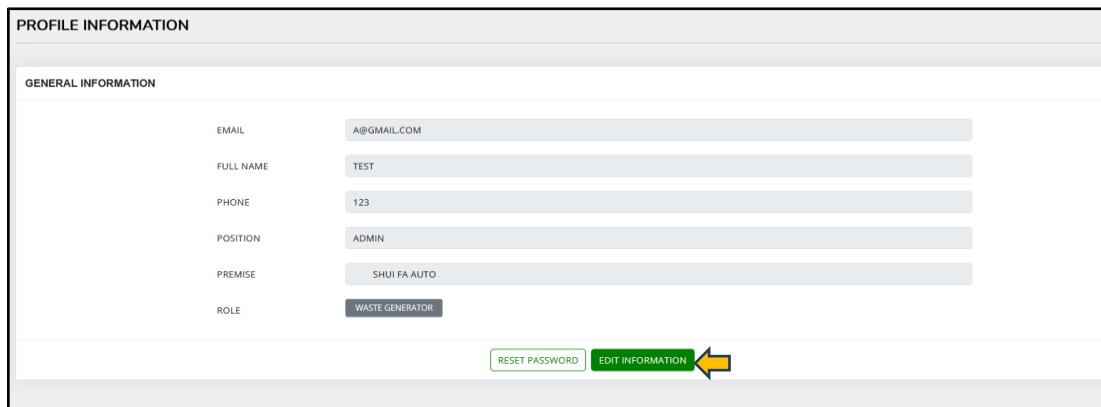
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1. Kemaskini Maklumat Premis

1.1 Kemaskini Maklumat PIC Premis

1. Premis boleh mengemaskini maklumat PIC dan email sahaja.
2. 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**.



The screenshot displays a web interface titled "PROFILE INFORMATION". Under the "GENERAL INFORMATION" section, there are several input fields:

Field	Value
EMAIL	A@GMAIL.COM
FULL NAME	TEST
PHONE	123
POSITION	ADMIN
PREMISE	SHUI FA AUTO
ROLE	WASTE GENERATOR

At the bottom of the form, there are two buttons: "RESET PASSWORD" and "EDIT INFORMATION". A yellow arrow points to the "EDIT INFORMATION" button.

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

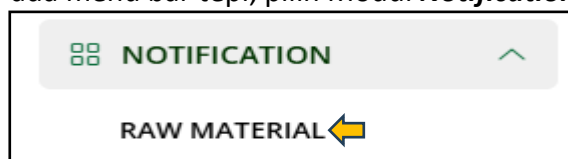
SAVE

Rajah 2: General Information

2. NOTIFICATION

2.1 Tambah Raw Material

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



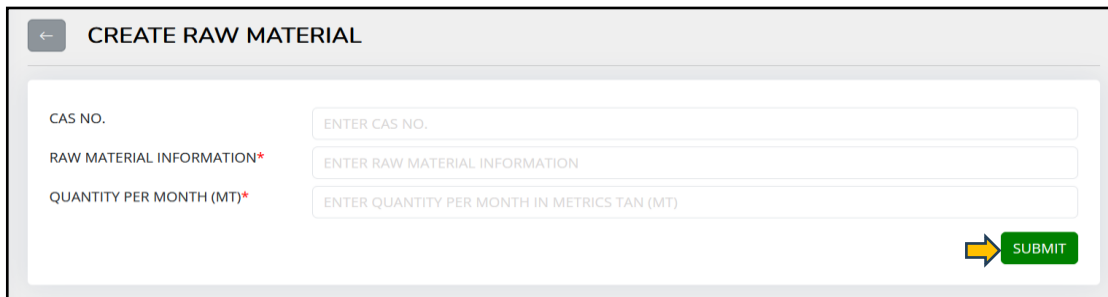
Rajah 3: SubModul Raw Material

7. Tekan butang **New**.



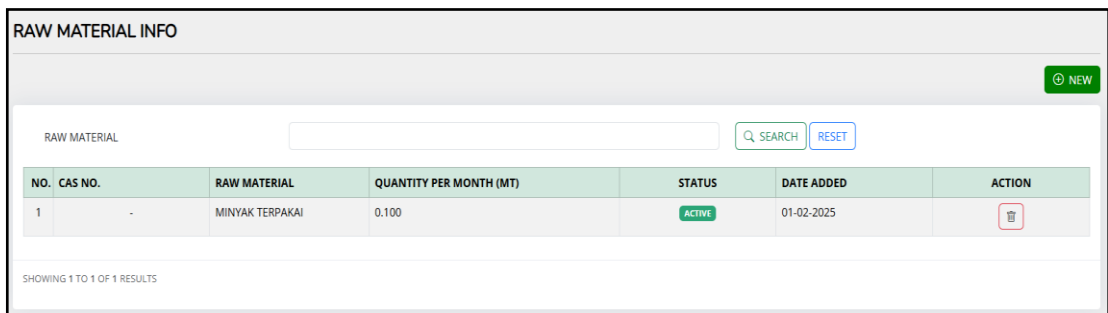
Rajah 4: Paparan Raw Material Info


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



Rajah 5: Borang Cipta Raw Material


9. Paparan message **Successfully** dipaparkan. Maklumat Raw Material dipaparkan dalam **Raw Material Info**.

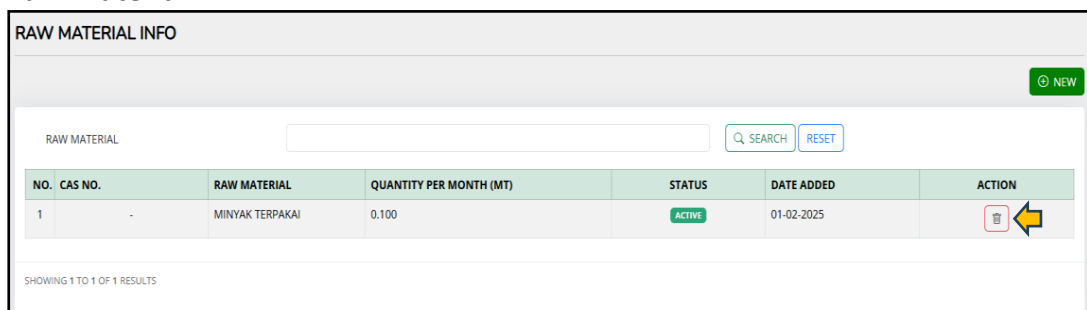



NO.	CAS NO.	RAW MATERIAL	QUANTITY PER MONTH (MT)	STATUS	DATE ADDED	ACTION
1	-	MINYAK TERPAKAI	0.100	ACTIVE	01-02-2025	

Rajah 6: Maklumat Raw Material

2.2 Pembatalan Raw Material

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



NO.	CAS NO.	RAW MATERIAL	QUANTITY PER MONTH (MT)	STATUS	DATE ADDED	ACTION
1	-	MINYAK TERPAKAI	0.100	ACTIVE	01-02-2025	

Rajah 7: Maklumat Raw Material

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

RAW MATERIAL INFO						
RAW MATERIAL						NEW
<input type="text"/> <input type="button" value="SEARCH"/> <input type="button" value="RESET"/>						
NO.	CAS NO.	RAW MATERIAL	QUANTITY PER MONTH (MT)	STATUS	DATE ADDED	ACTION
1	-	MINYAK TERPAKAI	0.100	INACTIVE	01-02-2025	<input type="button" value="⊕"/>
SHOWING 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			
			NEW
			SECOND SCHEDULE
NOTIFICATION NO.	SEARCHING BY NOTIFICATION NO. OR WASTE	SEARCH	RESET



Rajah 9: Maklumat Notifikasi

3. 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**.

CREATE NOTIFICATION			
RAW MATERIAL INFO			
NO.	CAS NO.	RAW MATERIAL	SELECT
1	-	SW410	<input checked="" type="checkbox"/>
2	-	SW409	<input checked="" type="checkbox"/>
3	-	SW322	<input checked="" type="checkbox"/>
NOTIFICATION INFO			
WASTE NAME*	<input type="text"/>		
WASTE CODE*	<input type="text"/>		
WASTE SOURCE*	<input type="text"/>		
WASTE ESTIMATED QUANTITY (MT)*	<input type="text"/>		
WASTE TYPE*	<input type="text"/>		
WASTE PACKAGING TYPE*	<input type="text"/>		
<input type="checkbox"/> I HEREBY CONFIRM THAT ALL INFORMATION ARE TRUE OR ELSE I WILL BE PENALIZED			
			SUBMIT


Rajah 10: Cipta Notifikasi



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

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	 

Rajah 11: Senarai Notifikasi

2.4 Kemaskini Kuantiti pada Waste Code .

- 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.

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	 

Rajah 12: Maklumat Notifikasi

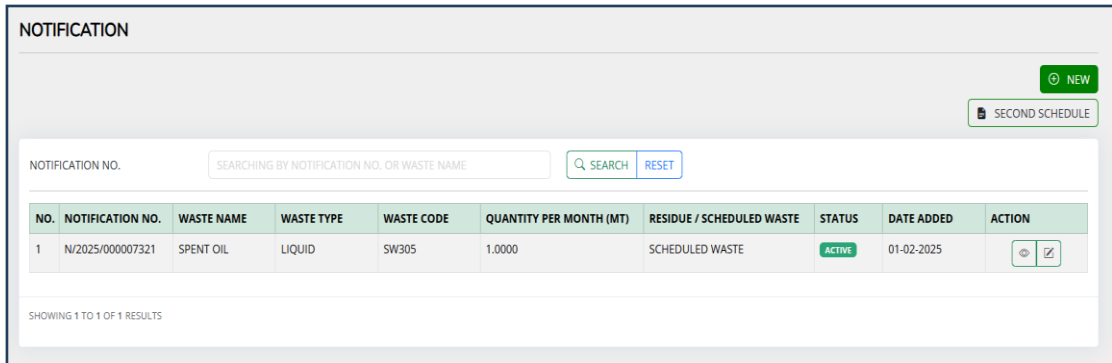
- Borang kemaskini inventori dipaparkan seperti dibawah. Premis boleh mengemaskini kuantiti di ruangan Waste Estimated Quantity(MT) dan tekan butang **Submit**.

NO.	RAW MATERIAL	QUANTITY PER MONTH (MT)
1	MINYAK TERPAKAI	0.100

NOTIFICATION INFO
 WASTE NAME: SPENT OIL
 WASTE CODE: SW305
 WASTE SOURCE: BATTERY
 WASTE ESTIMATED QUANTITY (MT): 0.7000
 WASTE TYPE: LIQUID
 WASTE PACKAGING TYPE: 55 GAL. DRUM - 55 GAL. DRUM

Rajah 13: Kemasini Notifikasi



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



NOTIFICATION

SEARCHING BY NOTIFICATION NO. OR WASTE NAME


SEARCH RESET

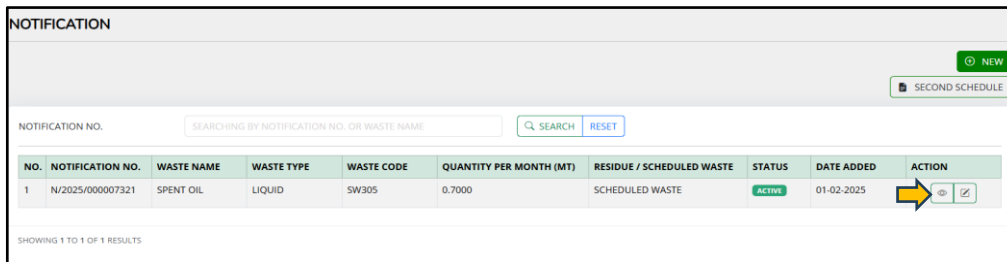
NO.	NOTIFICATION NO.	WASTE NAME	WASTE TYPE	WASTE CODE	QUANTITY PER MONTH (MT)	RESIDUE / SCHEDULED WASTE	STATUS	DATE ADDED	ACTION
1	N/2025/000007321	SPENT OIL	LIQUID	SW305	1.0000	SCHEDULED WASTE	ACTIVE	01-02-2025	 

SHOWING 1 TO 1 OF 1 RESULTS

Rajah 14: Maklumat Notifikasi

2.5 Pembatalan Notifikasi




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



NOTIFICATION

SEARCHING BY NOTIFICATION NO. OR WASTE NAME

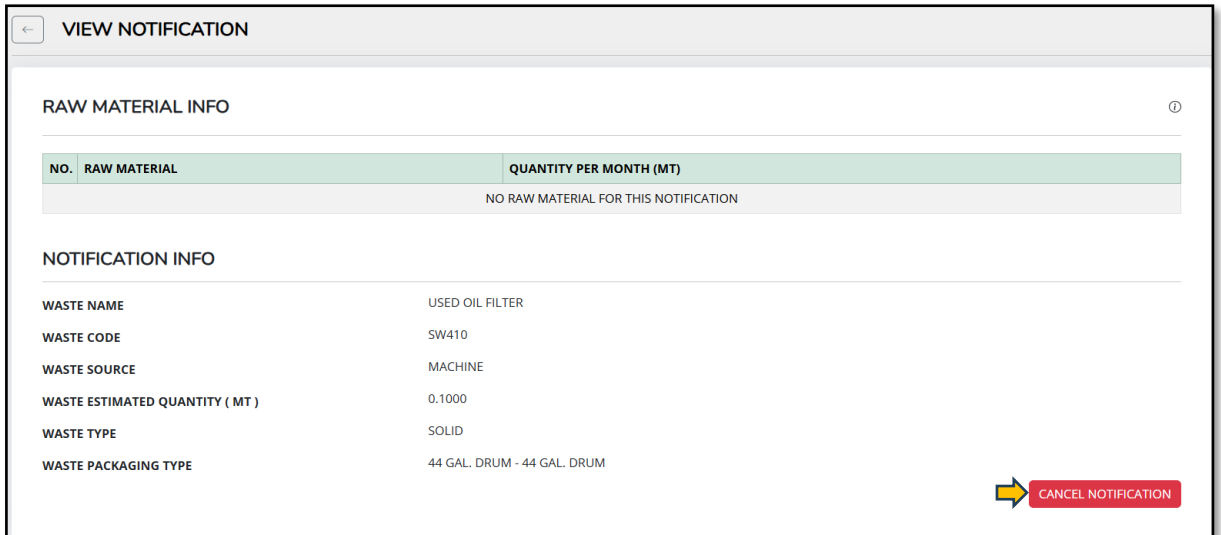
SEARCH RESET

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	  

SHOWING 1 TO 1 OF 1 RESULTS

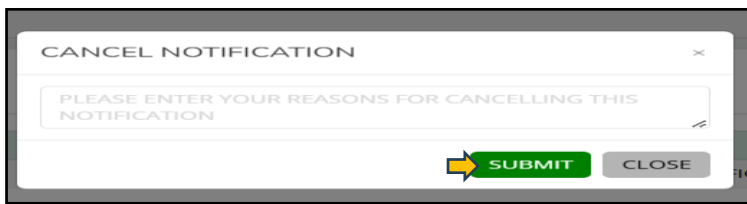
Rajah 15: Senarai Notifikasi

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



Rajah 16: Pembatalan Notifikasi

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



Rajah 17: Pengesahan Pembatalan Notifikasi

4. Status **Cancelled** dipaparkan pada senarai notification.

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	CANCELLED	27-01-2025	

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**.

NOTIFICATION

NEW

SECOND SCHEDULE

NOTIFICATION NO.

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	

SHOWING 1 TO 1 OF 1 RESULTS

Rajah 19: Senarai Notifikasi

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

**SECOND SCHEDULE
(Regulation 3)
ENVIRONMENTAL QUALITY ACT 1974
ENVIRONMENTAL QUALITY (SCHEDULED WASTES)
REGULATIONS 2005
NOTIFICATION OF SCHEDULED WASTES**

1. IDENTIFICATION

(i) PREMISE NAME	
PREMISE ADDRESS	
STATE	

2. PRODUCTION DATA

List of raw materials/chemicals and quantities used per month*

#	RAW MATERIAL/CHEMICALS	QUANTITY (MT/MONTH)
No Raw Material for this Notification		

3. WASTE DATA

Scheduled wastes generated per month **

#	WASTE CODE	WASTE SOURCE	WASTE NAME	WASTE TYPE	QUANTITY (MT/MONTH)
1	SW305	MACHINERY	SPENT LUBRICATING OIL	Liquid	0.2000
1	SW410	MACHINERY	USED OIL FILTER	Solid	0.0320

4. DECLARATION

I certify that the information provided is true and correct to the best of my knowledge.

NAME OF REPORTING OFFICER	Nur Izzati Nadiyah
DESIGNATION	Environmental Officer
DATE	27/01/2025

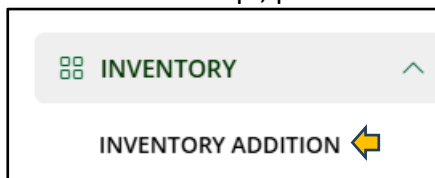
THIS IS A COMPUTER-GENERATED DOCUMENT AND DOES NOT REQUIRE A SIGNATURE.

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

3. INVENTORY


3.1 Tambah Inventori (Inventori Additional)

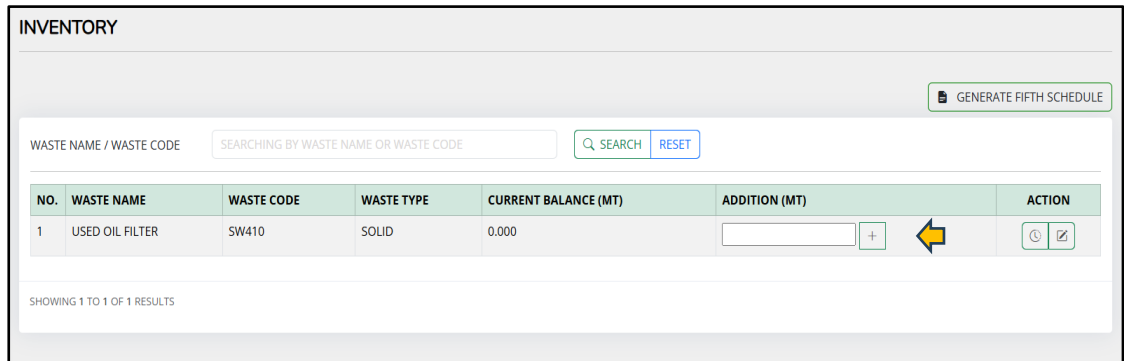
1. Pada menu bar tepi, pilih **Modul Inventori**,kemudian tekan **Inventory Additional**.



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.



INVENTORY

WASTE NAME / WASTE CODE


NO.	WASTE NAME	WASTE CODE	WASTE TYPE	CURRENT BALANCE (MT)	ADDITION (MT)	ACTION
1	USED OIL FILTER	SW410	SOLID	0.000	<input type="text"/> +	<input type="button" value="⏪"/> <input type="button" value="✓"/>

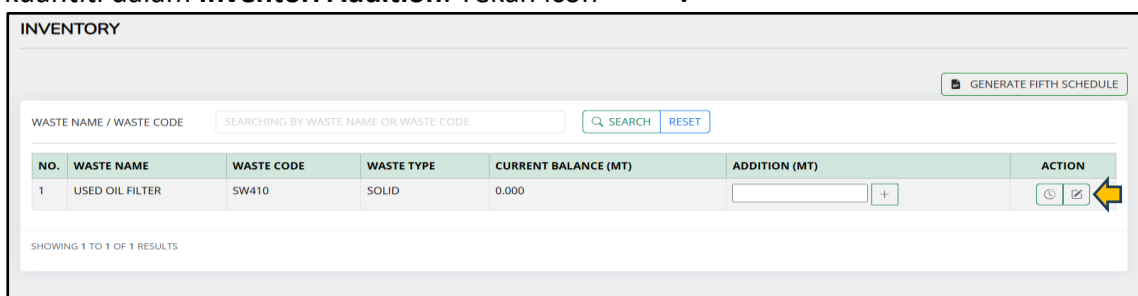
SHOWING 1 TO 1 OF 1 RESULTS

Rajah 22: Tambah Inventori

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

3.2 Pengurangan Inventori (Inventory Reduction)

1. Pilih waste code untuk membuat pengurangan kuantiti sekiranya terdapat kesilapan kuantiti dalam **Inventori Addition**. Tekan icon .



INVENTORY

WASTE NAME / WASTE CODE


NO.	WASTE NAME	WASTE CODE	WASTE TYPE	CURRENT BALANCE (MT)	ADDITION (MT)	ACTION
1	USED OIL FILTER	SW410	SOLID	0.000	<input type="text"/> +	<input type="button" value="⏪"/> <input type="button" value="✎"/>

SHOWING 1 TO 1 OF 1 RESULTS

Rajah 23: Inventori Additional

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

Rajah 24: Inventori Reduction

3. Pada pengesahan makluman, tekan butang **Ok**. Tekan icon  untuk melihat sejarah pergerakan kuantiti waste code. Paparan *Inventori History* dipaparkan.

NO.	IN QUANTITY (MT)	OUT QUANTITY (MT)	REDUCTION QUANTITY (MT)	TYPE	REMARK	DATE INVENTORY	CREATED AT
1	1.000	0.000	0.000	ADDITION		2025-01-27 22:07:56	2025-01-27 22:07:56
2	0.000	0.000	0.800	REDUCTION	KESALAHAN KUANTITI	2025-01-27 22:08:12	2025-01-27 22:08:12

SHOWING 1 TO 2 OF 2 RESULTS

Rajah 25: Inventori History

3.3 Janaan Fifth Schedule

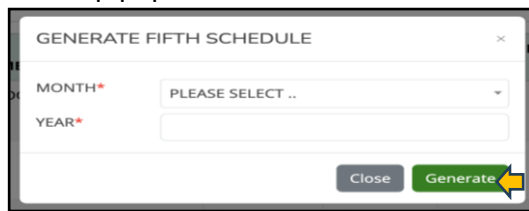
1. Tekan butang **Generate Fifth Schedule** untuk menjana Jadual 5, Peraturan 11, Inventori Buangan Terjadual.

NO.	WASTE NAME	WASTE CODE	WASTE TYPE	CURRENT BALANCE (MT)	ADDITION (MT)	ACTION
1	USED OIL FILTER	SW410	SOLID	0.000	<input type="text"/> +	

SHOWING 1 TO 1 OF 1 RESULTS

Rajah 26: Maklumat Inventory

- Paparan Generate Fifth Schedule dipaparakan. Premis perlu memilih bulan dan tahun bagi penjaanan **Fifth Schedule** dan tekan butang **Generate**. Butang Close sekiranya ingin menutup paparan Generate Fifth Schedule.



Rajah 27: Janaan **Fifth Schedule**

- 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		
#	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

Note:

- Unit Operation in the process/plant
- Name of elements, compound or material
- Guide to conversion (only data in metric tonnes/month is acceptable)
- *Use additional sheet if required
- **Estimates

4. DECLARATION

I certify that the information provided is true and correct to the best of my knowledge.

NAME OF REPORTING OFFICER	
DESIGNATION	
DATE	
	19/01/2023

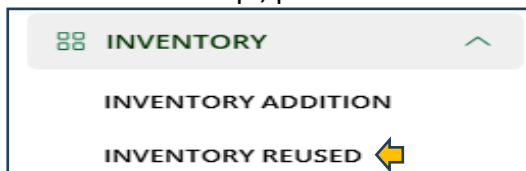
THIS IS A COMPUTER-GENERATED DOCUMENT AND DOES NOT REQUIRE A SIGNATURE.

Rajah 28: Jadual **Fifth Schedule**

4. INVENTORY REUSED

4.1 Tambah Inventory Reused

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



Rajah 29: Menu Inventory Reuse

2. Tekan butang New. Rujuk pada paparan dibawah.

The screenshot shows the 'INVENTORY REUSED' interface. At the top right, there is a green 'NEW' button with a plus icon. Below it is a search bar with the placeholder text 'SEARCHING BY WASTE CODE / WASTE NAME' and buttons for 'SEARCH' and 'RESET'. A table with the following columns is visible: NO., WASTE CODE, WASTE NAME, WASTE TYPE, PURPOSE, QUANTITY (MT), DATE, and ATTACHMENT. The table currently displays 'NO RECORD FOUND'.

Rajah 30: Inventory Reuse

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

The screenshot shows a modal dialog box titled 'PLEASE CHOOSE PURPOSE'. It contains a dropdown menu with the text 'Please Select ..'. At the bottom right of the dialog, there are two buttons: 'Close' and 'Create'.

Rajah 31: Tujuan Inventory Reuse

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

The screenshot shows the 'ADD INVENTORY REUSED' form. It has the following fields and values:

Field	Value
PURPOSE*	TAKEBACK PROGRAM
WASTE CODE AND NAME*	SW103 - WASTE ECONOMY BATTERY
QUANTITY AVAILABLE (MT)	3.000
QUANTITY TO REUSE (MT)*	0.450
REMARK*	REUSED
APPROVAL DOCUMENT*	Choose file SCREENSHOT 2024-11-21 AT 9.18.56 PM

At the bottom right, there is a green 'SUBMIT' button.

Rajah 32: Tambah Inventory Reuse

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

The screenshot shows the 'INVENTORY REUSED' interface with a table containing one record:

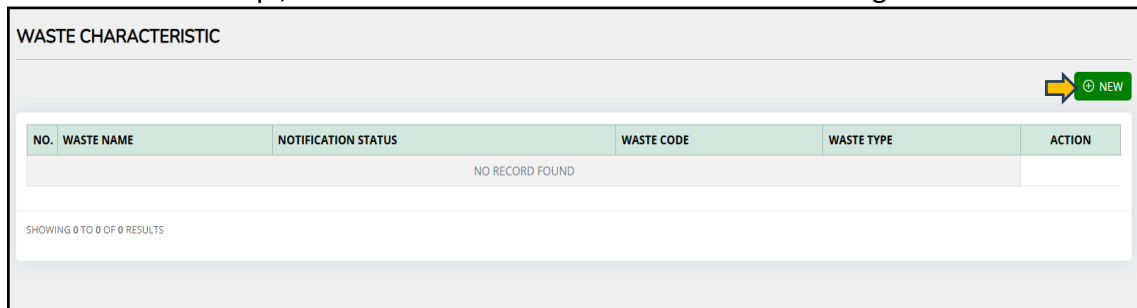
NO.	WASTE CODE	WASTE NAME	WASTE TYPE	PURPOSE	QUANTITY (MT)	DATE	ATTACHMENT
1	SW305	SPENT OIL	LIQUID	RESEARCH	1.000	2025-02-02 01:10:02	

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**.



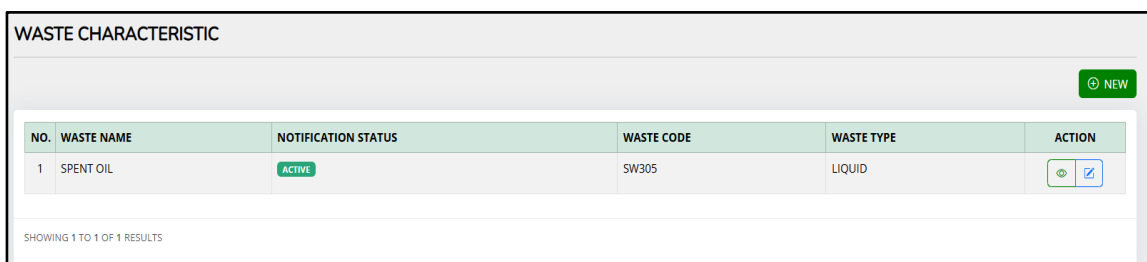
Rajah 34: Waste Characteristic

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**. Tekan butang **Submit**.

The screenshot shows the 'CREATE WC' form. At the top left, there is a back arrow and the text 'CREATE WC'. Below this are four tabs: 'WASTES', 'COMPOSITION MAP', 'QUESTIONNAIRE', and 'SUPPORTING DOCUMENT'. The 'SUPPORTING DOCUMENT' tab is active. It contains a 'SUPPORTING DOCUMENT *' field with a 'Choose File' button and the text 'NO FILE CHOSEN'. Below this is a note: '** FILE SIZE LESS THAN 5 MB , IN PDF, PNG OR JPG FORMAT'. There is also a 'DOCUMENT TITLE *' field with the placeholder text 'ENTER SUPPORTING DOCUMENT TITLE ...'. At the bottom right, there is a green 'SUBMIT' button with a right-pointing arrow.


Rajah 35: Borang Waste Characteristic

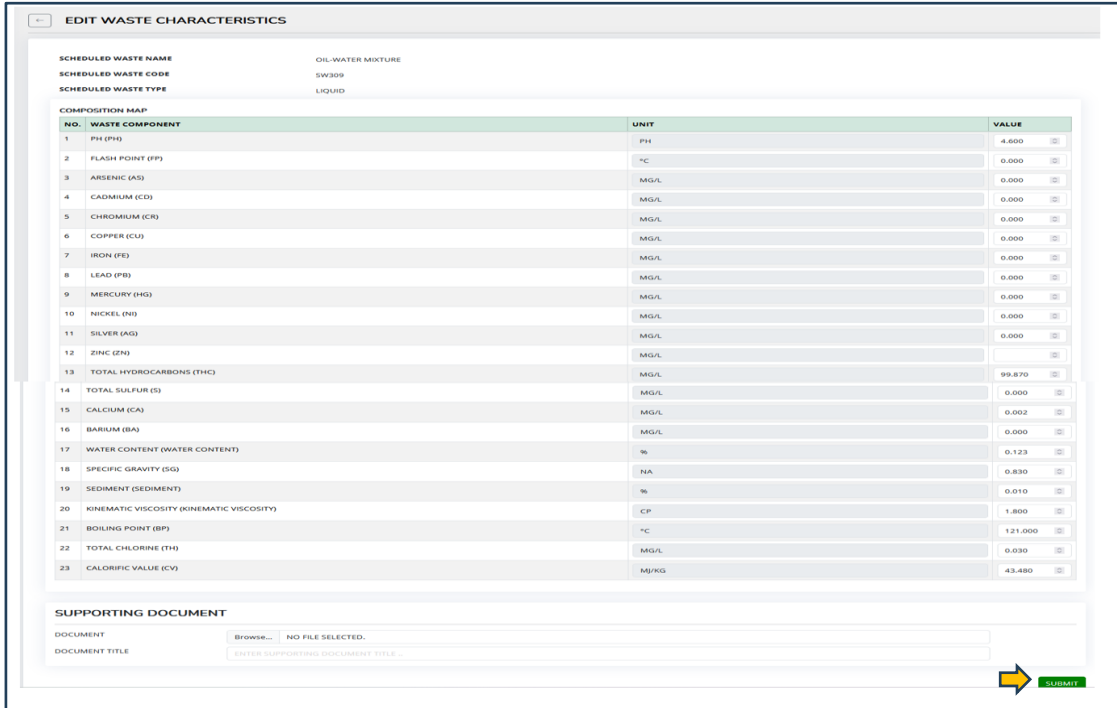
3. Paparan pengesahan maklumat berjaya dihantar dipaparkan. Tekan butang Ok. Maklumat WC di senarai Waste Characteristic.



Rajah 36: Borang Waste Characteristic


5.2 Kemaskini Waste Characteristic (WC)

1. 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**.



NO.	WASTE COMPONENT	UNIT	VALUE
1	PH (PH)	PH	4.600
2	FLASH POINT (FP)	°C	0.000
3	ARSENIC (AS)	MG/L	0.000
4	CADMIUM (CD)	MG/L	0.000
5	CHROMIUM (CR)	MG/L	0.000
6	COPPER (CU)	MG/L	0.000
7	IRON (FE)	MG/L	0.000
8	LEAD (PB)	MG/L	0.000
9	MERCURY (HG)	MG/L	0.000
10	NICKEL (NI)	MG/L	0.000
11	SILVER (AG)	MG/L	0.000
12	ZINC (ZN)	MG/L	0.000
13	TOTAL HYDROCARBONS (THC)	MG/L	99.870
14	TOTAL SULFUR (S)	MG/L	0.000
15	CALCIUM (CA)	MG/L	0.002
16	BARIUM (BA)	MG/L	0.000
17	WATER CONTENT (WATER CONTENT)	%	0.123
18	SPECIFIC GRAVITY (SG)	NA	0.830
19	SEDIMENT (SEDIMENT)	%	0.010
20	KINEMATIC VISCOSITY (KINEMATIC VISCOSITY)	CP	1.800
21	BOILING POINT (BP)	°C	121.000
22	TOTAL CHLORINE (TH)	MG/L	0.030
23	CALORIFIC VALUE (CV)	MP/KG	43.480

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**.

NO.	TWG NO.	WASTE RECEIVER	WASTE NAME	WASTE CODE	WASTE TYPE	QUANTITY (MT/MONTH)	STATUS	ACTION
NO RECORD FOUND								

SHOWING 0 TO 0 OF 0 RESULTS

Rajah 38: TWG Request

3. Borang TWG dipaparkan. Premis perlu melengkapkan maklumat di bahagian **TWG Info**, **Eligible Receiver**, **Receiver Premise License** dan **Quantity 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/MONTH)

QUANTITY TO REQUEST (MT/MONTH)* ENTER QUANTITY GENERATED (MT) ..

→ SUBMIT


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).

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	

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)*

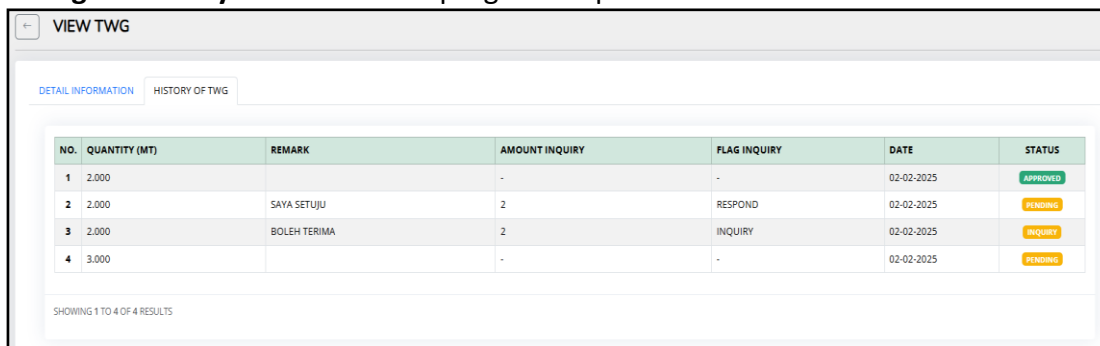
REMARK*

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.




NO.	QUANTITY (MT)	REMARK	AMOUNT INQUIRY	FLAG INQUIRY	DATE	STATUS
1	2.000		-	-	02-02-2025	APPROVED
2	2.000	SAYA SETUJU	2	RESPOND	02-02-2025	PENDING
3	2.000	BOLEH TERIMA	2	INQUIRY	02-02-2025	INQUIRY
4	3.000		-	-	02-02-2025	PENDING

SHOWING 1 TO 4 OF 4 RESULTS

Rajah 42: History of TWG

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

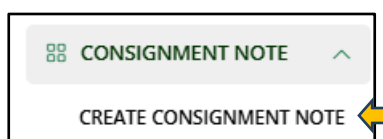
6.3 Cancel TWG

1. 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)

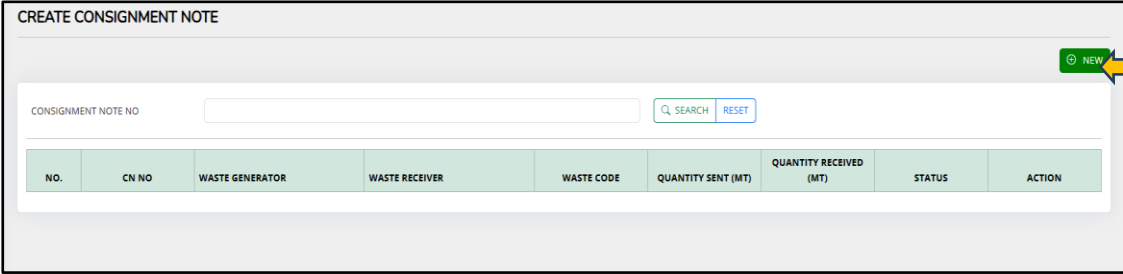
7.1 Cipta Consignment Note

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



Rajah 43: Cipta Nota Konsainan

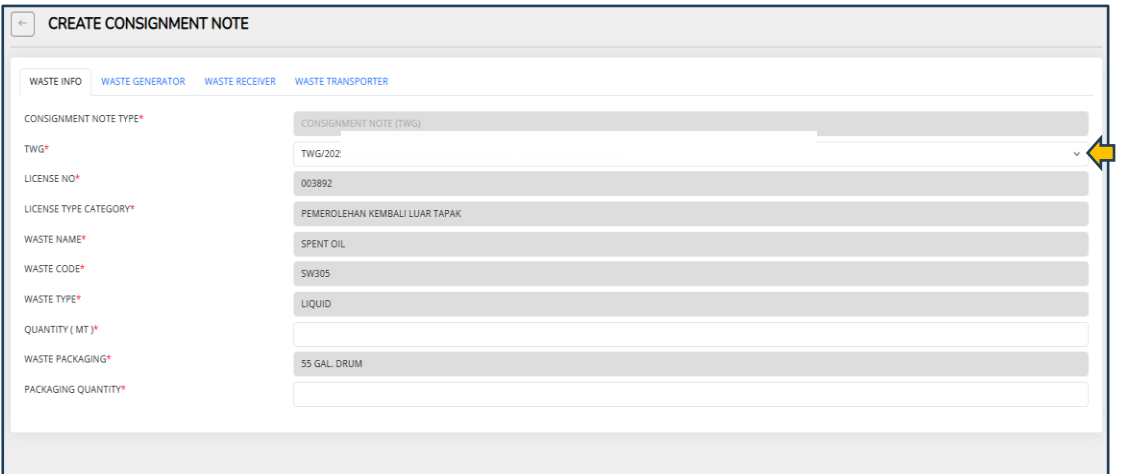
2. Tekan butang **New** untuk membuat nota konsainan baru.



The screenshot shows the 'CREATE CONSIGNMENT NOTE' interface. At the top right, there is a green 'NEW' button with a plus icon, indicated by a yellow arrow. Below it is a search bar with 'SEARCH' and 'RESET' buttons. A table with the following columns is visible: NO., CN NO, WASTE GENERATOR, WASTE RECEIVER, WASTE CODE, QUANTITY SENT (MT), QUANTITY RECEIVED (MT), STATUS, and ACTION.

Rajah 44: Senarai Nota Konsainan

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



The screenshot shows the 'CREATE CONSIGNMENT NOTE' form with the 'WASTE INFO' tab selected. The form contains the following fields: CONSIGNMENT NOTE TYPE*, TWG* (with a dropdown menu showing 'TWG/202' and a yellow arrow pointing to it), 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 GALL DRUM), and PACKAGING QUANTITY*.

Rajah 45: Borang Nota Konsainan

4. 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 .

Rajah 46: Borang Nota Konsainan

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

NO.	CN NO	WASTE GENERATOR	WASTE RECEIVER	WASTE CODE	QUANTITY SENT (MT)	QUANTITY RECEIVED (MT)	STATUS	ACTION
1	CN/2025/000003			SW305	1.000	-	WAITING TO PICKUP	

Rajah 47: Borang Nota Konsainan

- 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)

- 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 **View**.

3. Borang Nota Konsainan dipaparkan dan WG perlu membuat keputusan samaada menerima(Approved) kuantiti tersebut atau pertanyaan lagi (Inquiry).
4. 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)

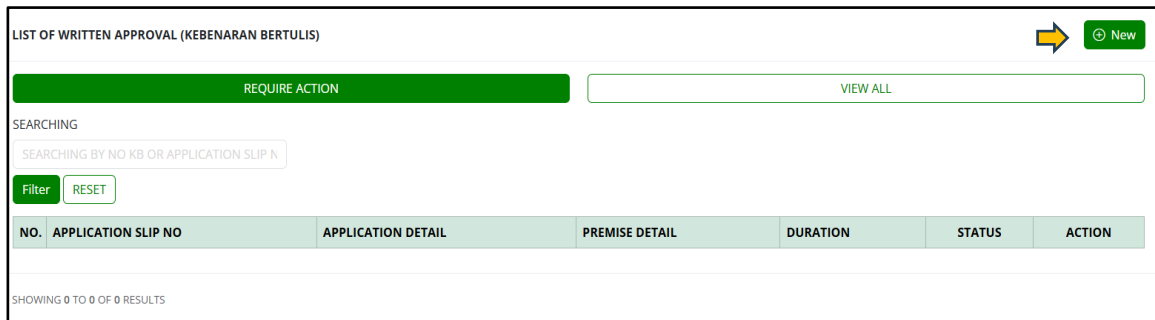
8.1 Permohonan Kebenaran Bertulis

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



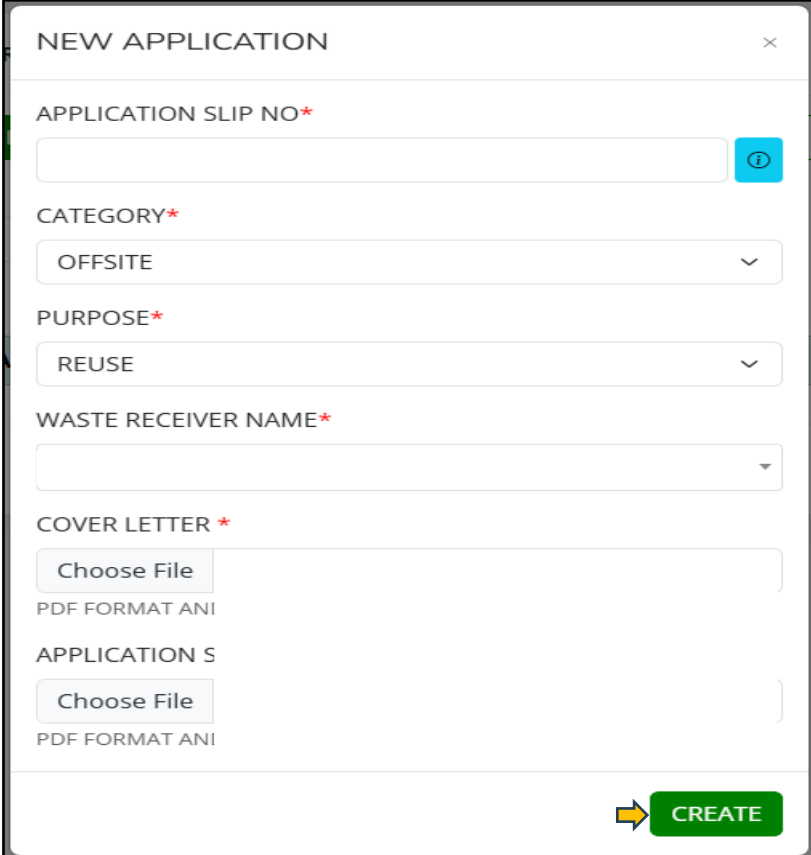
Rajah 48: Written Approval

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



Rajah 49: Written Approval

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



NEW APPLICATION

APPLICATION SLIP NO*

CATEGORY*

PURPOSE*

WASTE RECEIVER NAME*

COVER LETTER *

Choose File

PDF FORMAT ANI

APPLICATION S

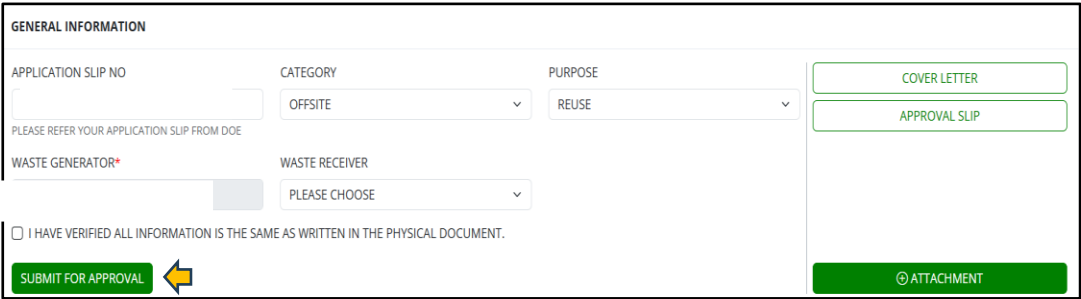
Choose File

PDF FORMAT ANI

CREATE

Rajah 50: Written Approval

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



GENERAL INFORMATION

APPLICATION SLIP NO

CATEGORY

PURPOSE

COVER LETTER

APPROVAL SLIP

PLEASE REFER YOUR APPLICATION SLIP FROM DOE

WASTE GENERATOR*

WASTE RECEIVER

PLEASE CHOOSE

I HAVE VERIFIED ALL INFORMATION IS THE SAME AS WRITTEN IN THE PHYSICAL DOCUMENT.

SUBMIT FOR APPROVAL

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.
 - c. **Approved** - Permohonan dihantar ke status semakan seterusnya. Sila ke langkah 11.

6. Sekiranya status adalah **Rejected**, permohonan 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			
SEARCHING							
SEARCHING BY NO KB OR APPLICATION SLIP ▶							
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	←
SHOWING 1 TO 1 OF 1 RESULTS							

Rajah 53: Senarai Permohonan Kebenaran Bertulis

9. Borang Permohonan 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)

YOUR APPLICATION IS ON HOLD. YOU ARE REQUIRED TO SUBMIT ADDITIONAL INFORMATION.

DOE OFFICE REMARK
YOUR APPLICATION IS HOLD. YOU ARE REQUIRED TO SUBMIT ADDITIONAL DOCUMENT

GENERAL INFORMATION | **ATTACHMENT** | VERIFICATION

LIST OF ATTACHMENT ➡ NEW

NAME DOKUMEN	CREATED AT	ACTION
COVER LETTER	04-02-2025 03:01 PM	⊞
APPROVAL SLIP	04-02-2025 03:01 PM	⊞
DOKUMEN	04-02-2025 04:00 PM	⊞

Rajah 54: Borang General Information

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

ADD ATTACHMENT [X]

DOCUMENT NAME*

SURAT

ATTACHMENT *


Choose File TWG.PDF

PDF FORMAT AND LESS THAN 5MB

➡ CREATE

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**.

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

WRITTEN APPROVAL

WRITTEN APPROVAL NO*
DOE/SWM/ PLEASE CHOOSE / PLEASE CHOOSE / RUNNING NUMBERS

START DATE*
DD/MM/YYYY

END DATE*
DD/MM/YYYY

REMARK

SAVE

LATEST FEEDBACK
YOUR APPLICATION IS HOLD. YOU ARE REQUIRED TO SUBMIT ADDITIONAL DOCUMENT

GENERAL INFORMATION | WASTE TRANSPORTER | WASTE RECEIVER | SCHEDULED WASTE | ATTACHMENT | VERIFICATION

GENERAL INFORMATION

APPLICATION SLIP NO
PLEASE REFER YOUR APPLICATION SLIP FROM DOE

CATEGORY
OFFSITE

PURPOSE
REUSE

WASTE GENERATOR*
WASTE RECEIVER*

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**.

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

SPECIAL MANAGEMENT

LIST OF WRITTEN APPROVAL (KEBENARAN BERTULIS)

REQUIRE ACTION


SEARCHING

SEARCHING BY NO KB OR APPLICATION SLIP #

Filter RESET

NO.	APPLICATION SLIP NO	APPLICATION DETAIL	PREMISE DETAIL	DURATION	STATUS	ACTION
1	SM20241121	CATEGC PURPO:		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 VERIFICATION

LIST OF WASTE TRANSPORTER

	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

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
PREMISE NAME	STATUS & REVIEW		ACTION		
		NEW	+	-	X
		NEW	+	-	X

Rajah 61: Maklumat Waste Transporter


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

8.3 Permohonan Tambah Batching Plant

- 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).

SPECIAL MANAGEMENT						
LIST OF WRITTEN APPROVAL (KEBENARAN BERTULIS)						
REQUIRE ACTION			VIEW ALL			
SEARCHING						
SEARCHING BY NO KB OR APPLICATION SLIP ?						
Filter	RESET					
NO.	APPLICATION SLIP NO	APPLICATION DETAIL	PREMISE DETAIL	DURATION	STATUS	ACTION
1	SM20241121			NO INFO	NEW	+

Rajah 62: Senarai Kebenaran Bertulis(KB)

- 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

- 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).

NO.	APPLICATION SLIP NO	APPLICATION DETAIL	PREMISE DETAIL	DURATION	STATUS	ACTION
1	SM20241121	C	F	NO INFO	NEW	

Rajah 63: Senarai Kebenaran Bertulis(KB)

- 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**.
- Pada paparan **Create Consignment Note Special Management**, klik butang **New** untuk mencipta nota konsainan.

NO.	CN NO	WASTE GENERATOR	WASTE RECEIVER	WASTE CODE	QUANTITY SENT (MT)	QUANTITY RECEIVED (MT)	STATUS	ACTION
-----	-------	-----------------	----------------	------------	--------------------	------------------------	--------	--------

Rajah 64: Senarai Kebenaran Bertulis(KB)

- 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) ▼
<input type="button" value="Submit"/> 	

Rajah 65: Pilihan Kebenaran Bertulis

4. 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**.

CONSIGNMENT NOTE DETAIL	
QUANTITY (MT)	2
INVENTORY BALANCE (MT)	2.000
WASTE NAME	SPENT OIL
WASTE CODE	SW305
WASTE TYPE	LIQUID
WASTE SOURCE	BATTERY
WASTE SOURCE CODE	SW305
WASTE PACKAGING	55 GAL. DRUM
WASTE RECEIVER NAME	
WASTE RECEIVER NAME	
LOCATION *	PLEASE CHOOSE... ▼
VERIFICATION	
<input checked="" type="checkbox"/> I HEREBY CONFIRM THAT THE INFORMATION PROVIDED ARE TRUE AND WISH TO PROCEED.	
<input type="button" value="SUBMIT"/>	

Rajah 66: Maklumat Nota Konsainan SM

5. **Consignment Note Special Management** berstatus **Pending Approval**.

CONSIGNMENT NOTE			
PENDING APPROVAL			
CONSIGNMENT NOTE INFO			
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 CHOSEN 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 INFO		WASTE RECEIVER INFO	
NAME		NAME	
ADDRESS		ADDRESS	
POSTCODE		POSTCODE	
STATE		STATE	
PHONE NO	123	PHONE NO	123
TIMELINE		DELIVERY ATTACHMENT	
		DURING	IMAGE
		NO ATTACHMENT	

Rajah 67: Maklumat Nota Konsainan SM

6. 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

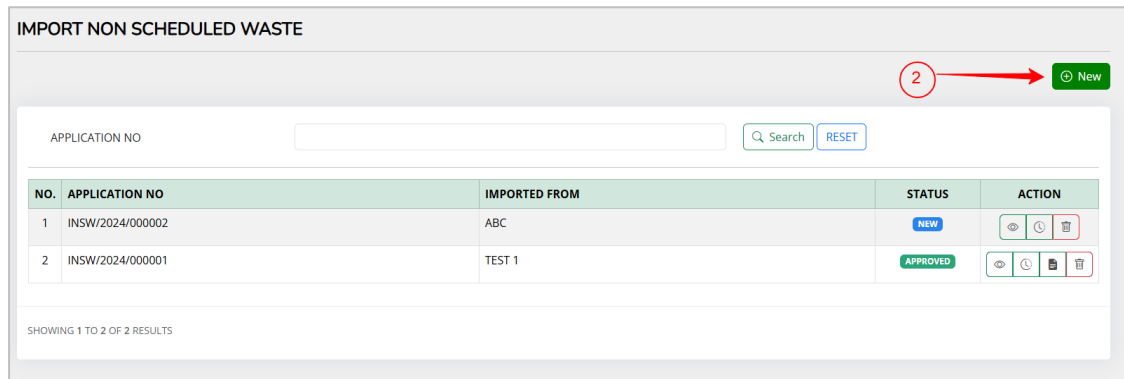
IMPORT
1
^

SCHEDULED WASTE

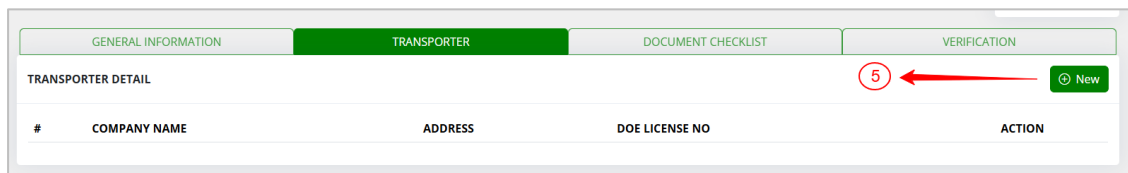
NON SCHEDULED WASTE

NON SCHEDULED WASTE UEEE

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



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



5. Di tab **Transporter**, klik butang **New** dan isi maklumat yang bertanda (*) dan klik butang **Create**.
6. 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.
10. 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 RECEIVED THE SCHEDULED WASTE FROM THE EXPORTER?

AMOUNT RECEIVED*

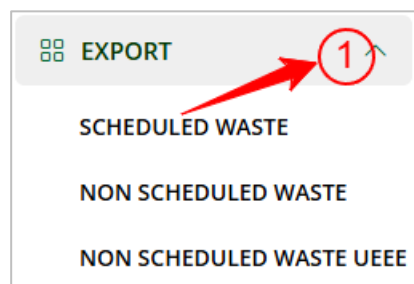
CURRENT BALANCE IS 4 MT

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.

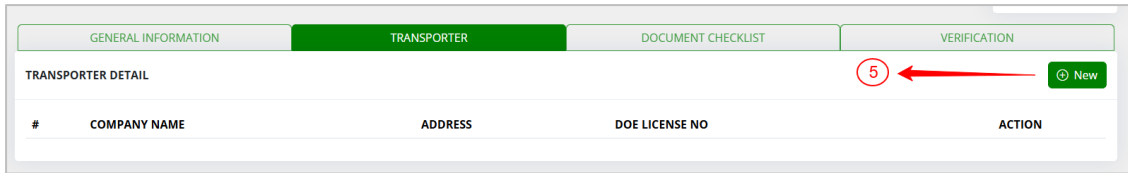
EXPORT NON SCHEDULED WASTE

New

APPLICATION NO Q Search RESET

NO.	APPLICATION NO	EXPORTED TO	STATUS	ACTION
1	ENSW/2024/000001	SHELL	REJECTED	

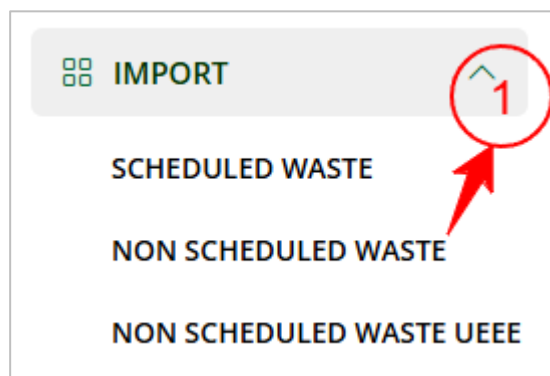
3. Isi maklumat yang bertanda (*) dan klik butang **Save**.
4. Permohonan kini berstatus **Draft**.



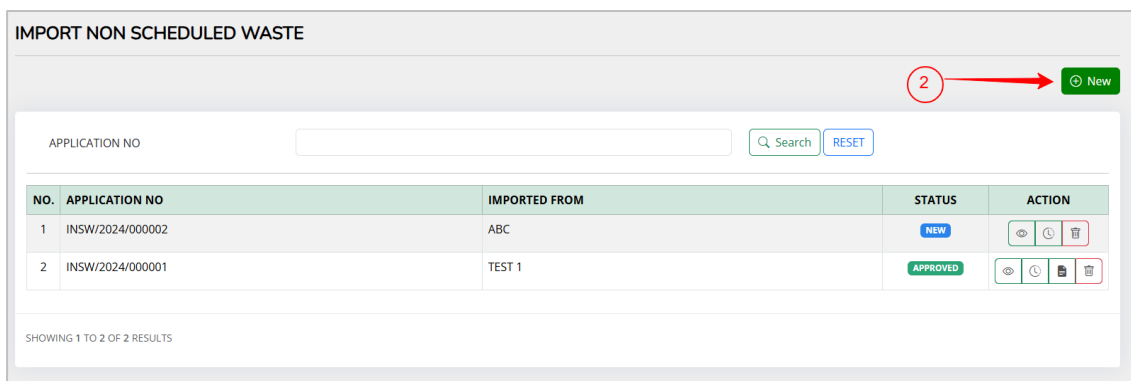
5. Di tab **Transporter**, klik butang **New** dan isi maklumat yang bertanda (*) dan klik butang create
6. Di tab **Document Checklist**, sila muatnaik dokumen yang diperlukan dan klik butang **Save**.
7. Di tab **Verification**, tandakan pada pengesahan dan klik butang **Submit**.
8. Permohonan kini 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.



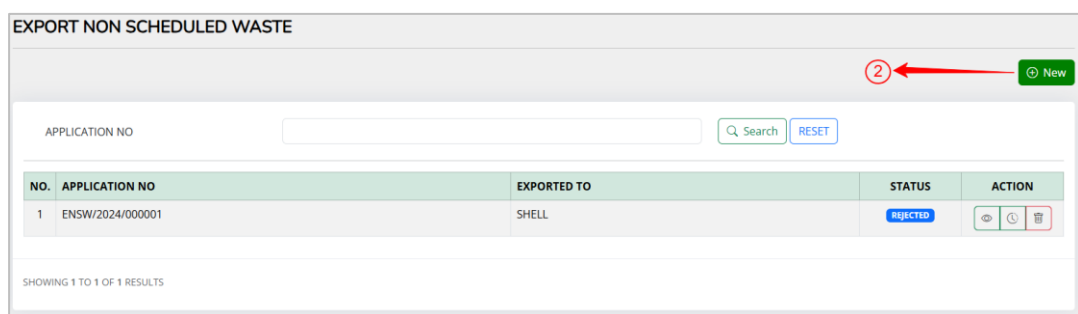
12. Pada halaman borang permohonan, lengkapkan maklumat yang diminta dan klik pada butang **Submit**.
13. Permohonan kini berstatus **New** dan menunggu semakan dari pegawai.
14. Sekiranya status bertukar ke **Application Incomplete**, sila kemaskini semula maklumat dan hantar semula permohonan.

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.

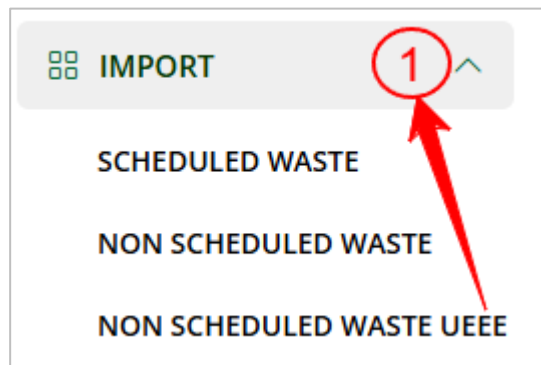


3. Pada halaman borang permohonan, lengkapkan maklumat yang diminta dan klik pada butang **Submit**.
4. Permohonan kini berstatus **New** dan menunggu semakan dari pegawai.

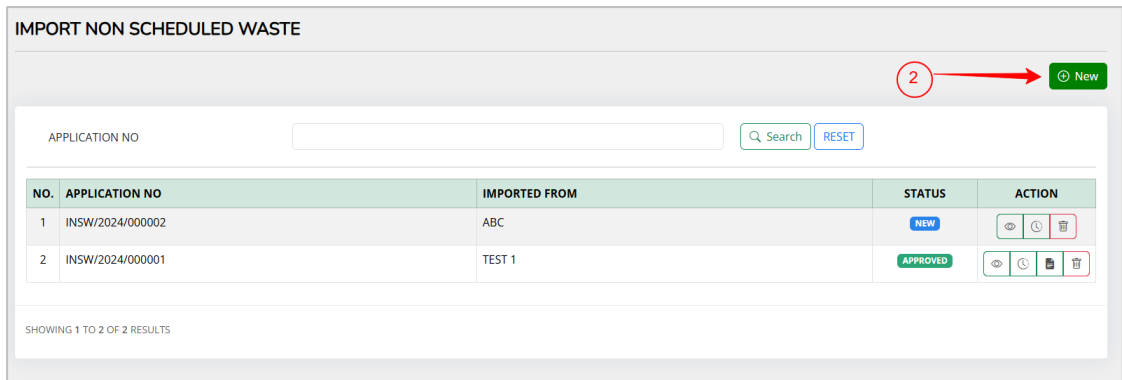
5. Sekiranya status bertukar ke ***Application Incomplete***, sila kemaskini semula maklumat dan hantar semula permohonan.

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.



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.

EXPORT NON SCHEDULED WASTE

② ← [New](#)

APPLICATION NO [Search](#) [RESET](#)

NO.	APPLICATION NO	EXPORTED TO	STATUS	ACTION
1	ENSW/2024/000001	SHELL	REJECTED	View Download Delete

SHOWING 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

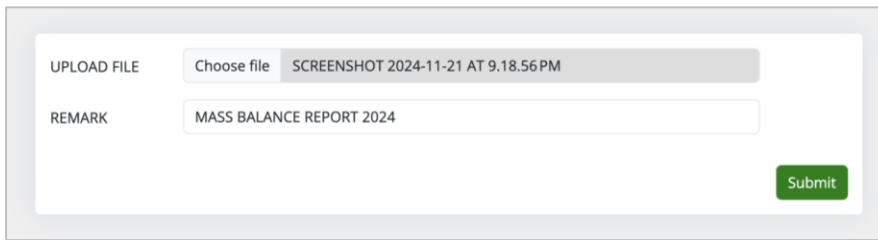
1. Klik pada menu **Mass Balance** dan klik butang **Create**.

MASS BALANCE

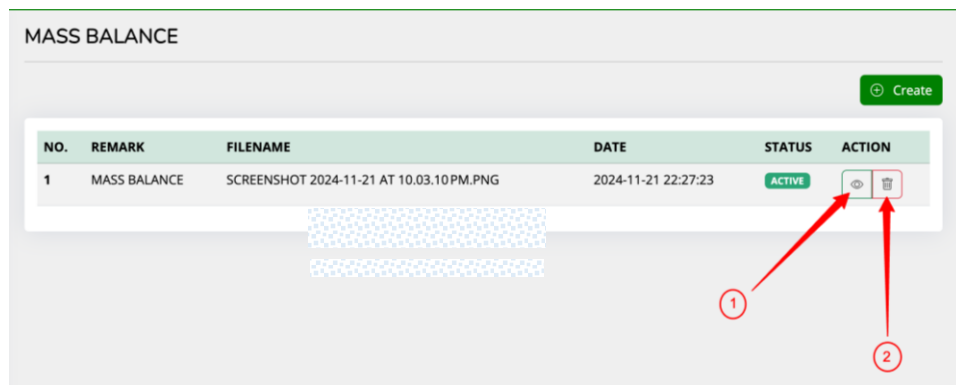
[Create](#)



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	View Delete

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



15.2 Lihat Maklumat Mass Balance

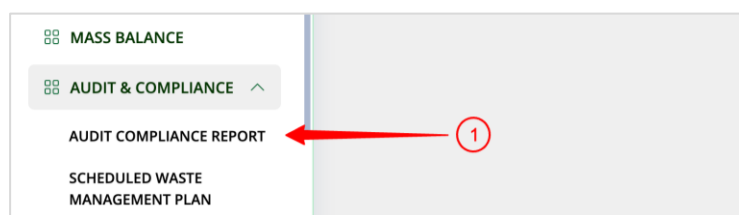


NO.	REMARK	FILENAME	DATE	STATUS	ACTION
1	MASS BALANCE	SCREENSHOT 2024-11-21 AT 10.03.10 PM.PNG	2024-11-21 22:27:23	ACTIVE	 

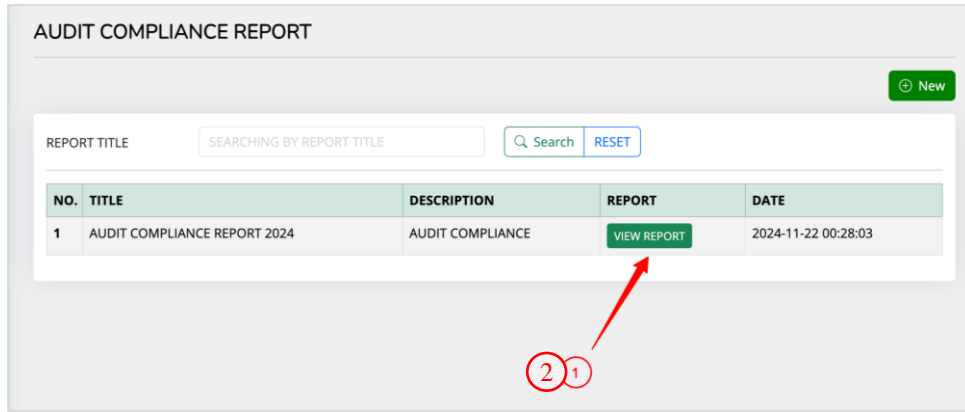
1. Klik ikon **View** untuk **melihat** lampiran laporan *mass balance*.
2. Klik ikon **Cancel** untuk menghapus maklumat *mass balance*.

16. AUDIT & COMPLIANCE

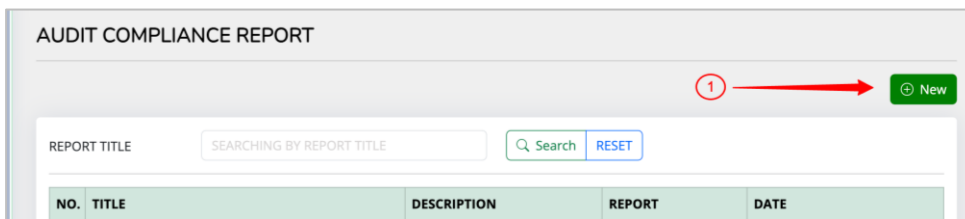
16.1 Tambah Laporan Audit Compliance



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

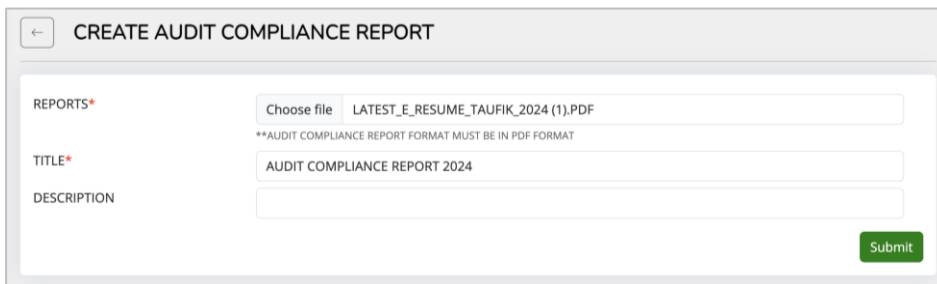


2. Klik butang **View Report** untuk melihat laporan audit dan pematuhan.



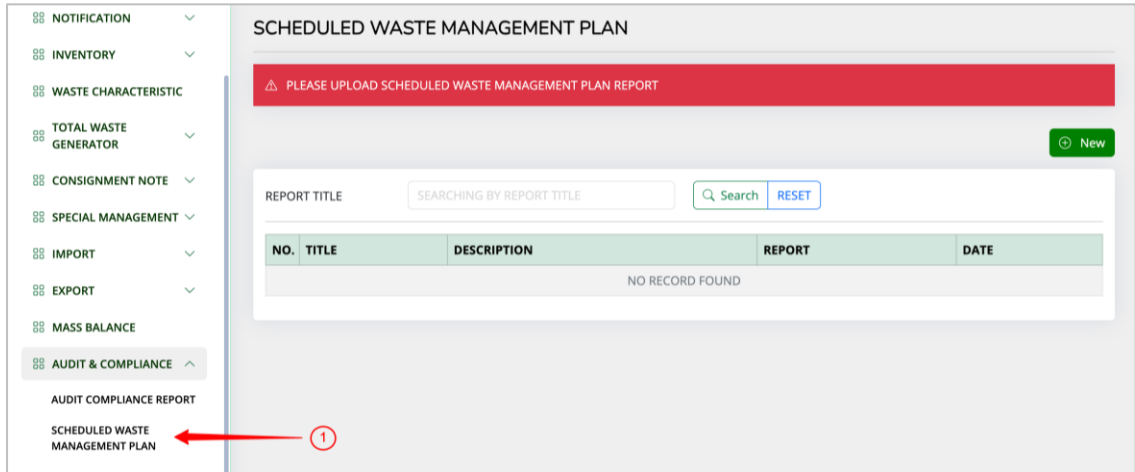
3. Klik butang **New** untuk menambah laporan *audit compliance*.

4. Isi maklumat yang bertanda (*) dan klik butang **Submit**.

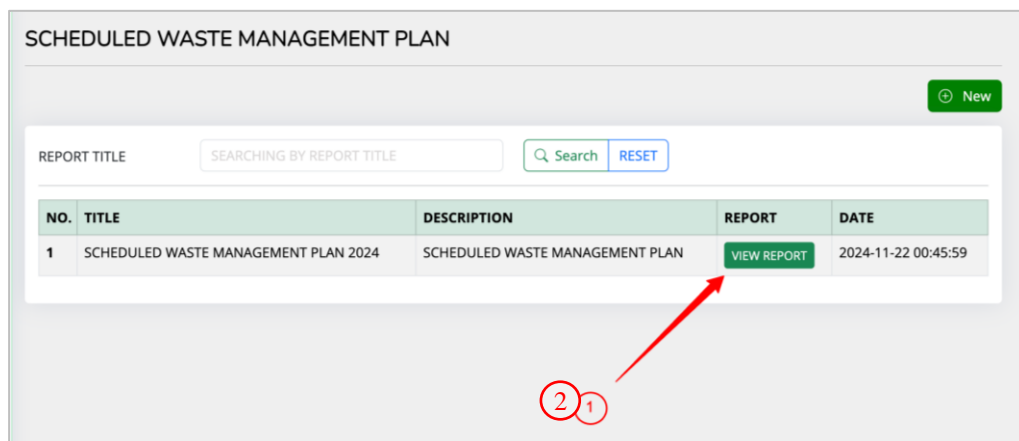


17. Scheduled Waste Management Plan

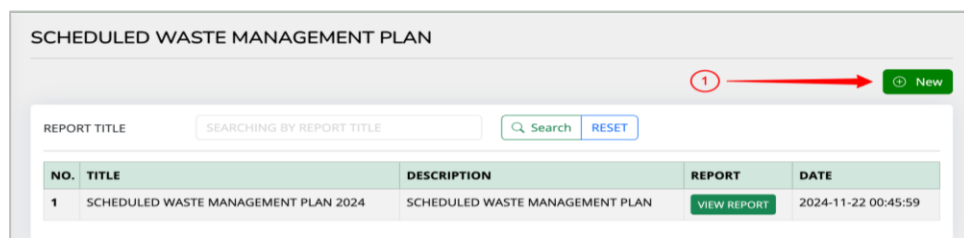
17.1 Tambah Laporan Audit Compliance



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



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



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

← SCHEDULED WASTE MANAGEMENT PLAN

REPORTS* Choose file A.PDF
**SCHEDULED WASTE MANAGEMENT PLAN REPORT FORMAT MUST BE IN PDF FORMAT

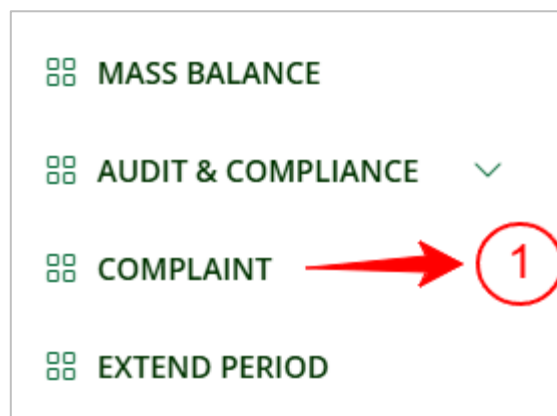
TITLE* SCHEDULED WASTE MANAGEMENT PLAN 2024

DESCRIPTION SCHEDULED WASTE MANAGEMENT PLAN

Submit

18. COMPLAINT

18.1 Tambah Aduan



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

COMPLAINT

NEW

CONSIGNMENT NOTE NO Search 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

The screenshot shows the 'EXTEND PERIOD' interface. On the left is a navigation menu with options: 'AUDIT & COMPLIANCE', 'COMPLAINT', 'STORAGE PERIOD EXTENSION' (highlighted with a red box), and 'REPORT'. The main area is titled 'EXTEND PERIOD' and contains a table with columns: 'NO.', 'WASTE NAME', 'TYPE', 'QUANTITY (MT)', 'STATUS', and 'ACTION'. The table is currently empty, displaying 'NO RECORD FOUND'. A red circle with the number '2' is placed over a green '+ New' button in the top right corner, with a red arrow pointing to it.

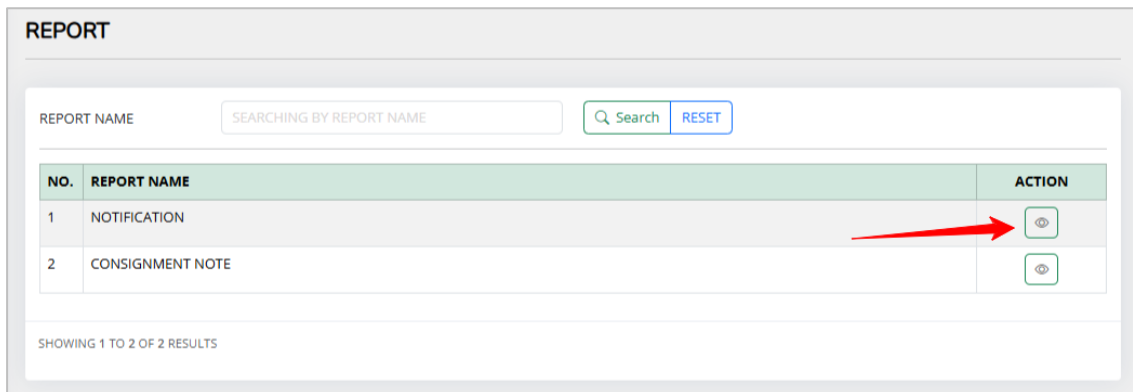
1. Klik menu **Storage Period Extension**.
2. Klik butang **New** untuk menambah permohonan pelanjutan.
3. Isi maklumat yang bertanda (*) dan klik pada butang **Submit** untuk menghantar permohonan.

The screenshot shows the 'EXTEND PERIOD' form. It is divided into two main sections: 'WASTE INFORMATION' and 'ADDITIONAL INFORMATION'. Under 'WASTE INFORMATION', there are fields for 'WASTE NAME*' (a dropdown menu with 'Please Select ..'), 'WASTE CODE*', 'WASTE TYPE*', 'CATEGORY*' (a dropdown menu with 'Please Select ..'), and 'QUANTITY (MT)*'. Under 'ADDITIONAL INFORMATION', there is a 'JUSTIFICATION*' text area and a file upload section with a 'Choose File' button and 'NO FILE CHOSEN' text. A red circle with the number '3' is placed over the 'Submit' button in the bottom right corner, with a red arrow pointing to it.

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



20. REPORT

20.1 Senarai Laporan



REPORT

REPORT NAME

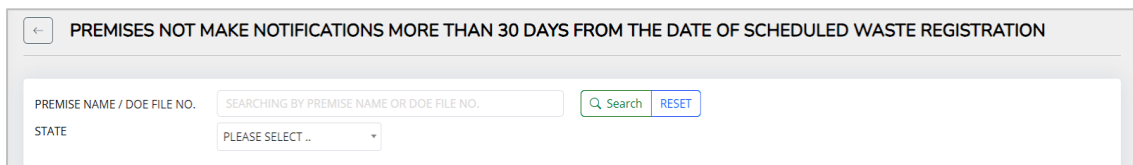
NO.	REPORT NAME	ACTION
1	NOTIFICATION	
2	CONSIGNMENT NOTE	

SHOWING 1 TO 2 OF 2 RESULTS

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

20.2 Maklumat Laporan

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

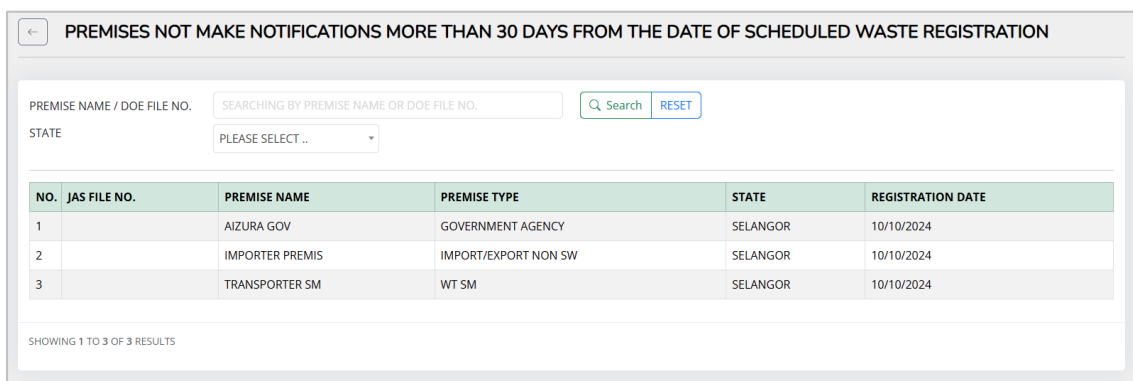


← PREMISES NOT MAKE NOTIFICATIONS MORE THAN 30 DAYS FROM THE DATE OF SCHEDULED WASTE REGISTRATION

PREMISE NAME / DOE FILE NO.

STATE

2. Hasil Carian akan dipaparkan



← PREMISES NOT MAKE NOTIFICATIONS MORE THAN 30 DAYS FROM THE DATE OF SCHEDULED WASTE REGISTRATION

PREMISE NAME / DOE FILE NO.

STATE

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.

