USER'S MANUAL

Central Registry Version 1

South African Waste Information System Version 1

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FIGURES

1 Systems

There are two information systems which support the collection of waste data. These are the Department of Environmental Affairs and Tourism's:

- Central Registry, and
- Waste Information System

User assistance for each of these two systems is provided in the following sections.

2 Setup

■ Software Version

This users manual is applicable to version 1 of the Central Registry and version 1 of the South African Waste Information System (WIS), developed and operated by the national Department of Environmental Affairs and Tourism (DEAT) in 2005.

■ Setting Up

Both systems are internet based information systems and operate on any of the major internet programmes, e.g. Internet Explorer, Netscape. For users with internet and email access, no additional software is required for installation.

3 System Requirements

The Central Registry and WIS were designed to allow all users, with varying computer systems, access to the system. Direct access to the systems can be gained via the internet, at the following web address:

- Central Registry   http://cr.octoplus.co.za/ [1]
- Waste Information System   http://wis.octoplus.co.za [1]

Users must have a modem and internet account, or other means of access to the internet. Both Internet Explorer 5.0 (and above) and Netscape Navigator browsers are supported.

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[1]   This is a temporary web address for the piloting of the WIS. The system will be moved over to the Department of Environmental Affairs and Tourism web site within the coming year. Users will be notified of the change in address.

CENTRAL REGISTRY

4   Quick Start

What you need to know to get started:
1. Go to http://cr.octoplus.co.za/
2. Check whether you need to register (who should register)
3. Check whether you aren't already registered (search registrations)
4. Register your activities on the central registry and receive your authorised unique ID, username and password.

You're now ready to update your information in the Central Registry, add additional activities for your site in the Central Registry or start providing data to the Waste Information System.

Figure 1. Central Registry home page.

5   Overview

The Central Registry provides a means for identified activities, facilities and land uses to register with the Department of Environmental Affairs and Tourism. This is a prerequisite before data can be provided to the South African Waste Information System.

The intention of the central registry is to identify portions of land, on which specific environmental activities are taking place, and to cluster these activities against the site. For this reason, the company registering will firstly identify the site on which the activities occur, and secondly identify the activities. This is shown schematically in **Figure 2** below.
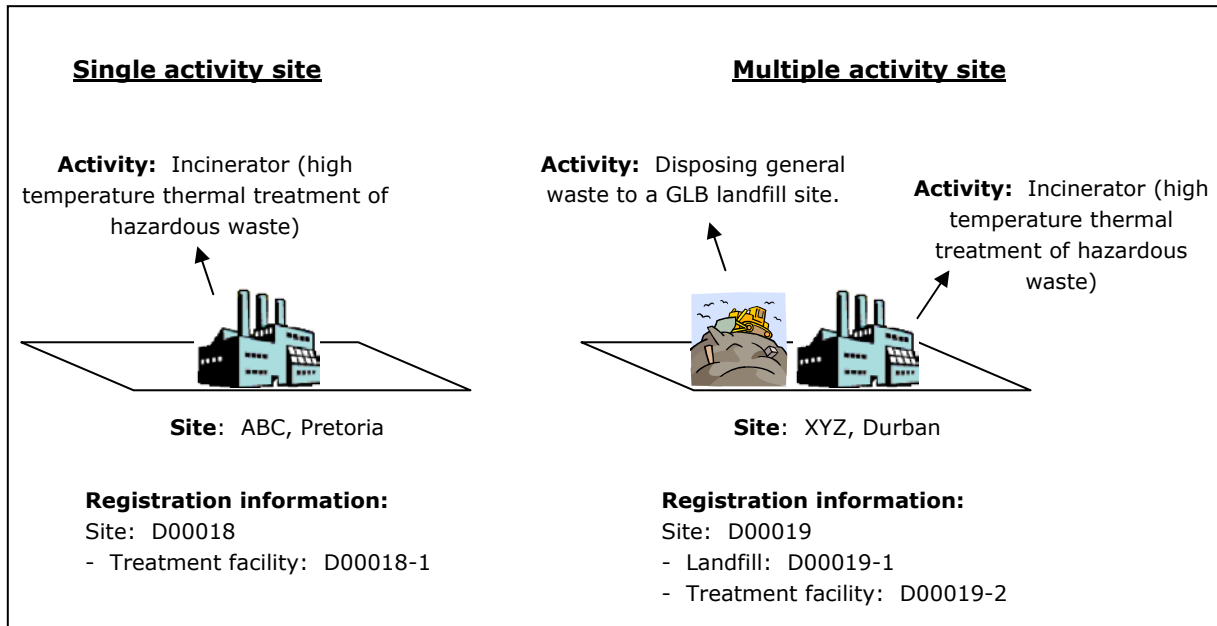
| Single activity site | Multiple activity site |

Figure 2. Basis of Central Registry registration process.

In the process of registering, all activities will be issued with a unique registration number which must be used when providing environmental data and information to the Department. The Central Registry therefore provides a mechanism to link environmental information systems together within the Department.

When connected to the Central Registry, the following five functions are available to users on the top menu bar:

- Who should register?
- How to register
- Search registrations
- Register
- Login

All of these functions are publicly available, however the login function is only available to users who have already successfully registered an activity. Each of these functions are described in more detail below:

6 Users

The Central Registry identified five types of users:
- Central Registry User
- Activity User
- National Administrator
- Provincial Administrator
- Public User

■ Central Registry User

The Central Registry User is the person who registers the activity information on behalf of your company or municipality in the Central Registry. The registration of activities in the Central Registry must therefore be undertaken by a responsible person within the company, i.e. a person who has been delegated the function by the company, to register all environmental activities with the Department of Environmental Affairs and Tourism. Only this person will be provided with the certificate of registration and the username and password which can then be used to 'Login' the Central Registry. This person will be responsible for updating all information in the Central Registry and for adding additional activities to the Central Registry.

■ Activity User

The Activity User or Contact Person is identified as the person responsible for the specific activity for which you are registering and who will be responsible for providing data for that activity to the national waste information system. The Activity Contact Person may be one and the same person as the Central Registry User.

■ National Administrator

Responsible for the site authorisation. See Administrator User Manual.

■ Provincial Administrator

Responsible for the activity authorisation, following site authorisation by the National Administrator. See Administrator User Manual.

■ Public User

The general public has access to the Central Registry public access screens which include 'Who should register', 'How to register' and the 'Search' of pending and authorised registrations

7   Functions

■ Who should register?

To determine whether you or your company needs to register, users are referred to the 'Who should register' function. This screen provides a list of all identified activities which are required to register with the Department. Currently the following waste activities are identified. Anyone:

1. landfilling general waste to a GMB or GLB landfill site
2. landfilling hazardous waste

3. recovering energy from hazardous waste
4. treating hazardous waste by means of high temperature thermal treatment
5. treating health care risk waste by means of non-thermal treatment
6. reprocessing paper and cardboard
7. reprocessing plastic
8. exporting hazardous waste.

These activities are required to register with the Department as:
- A landfill site (options 1-2)
- A waste treatment facility (options 3-5)
- A waste reprocessor (options 6-7)
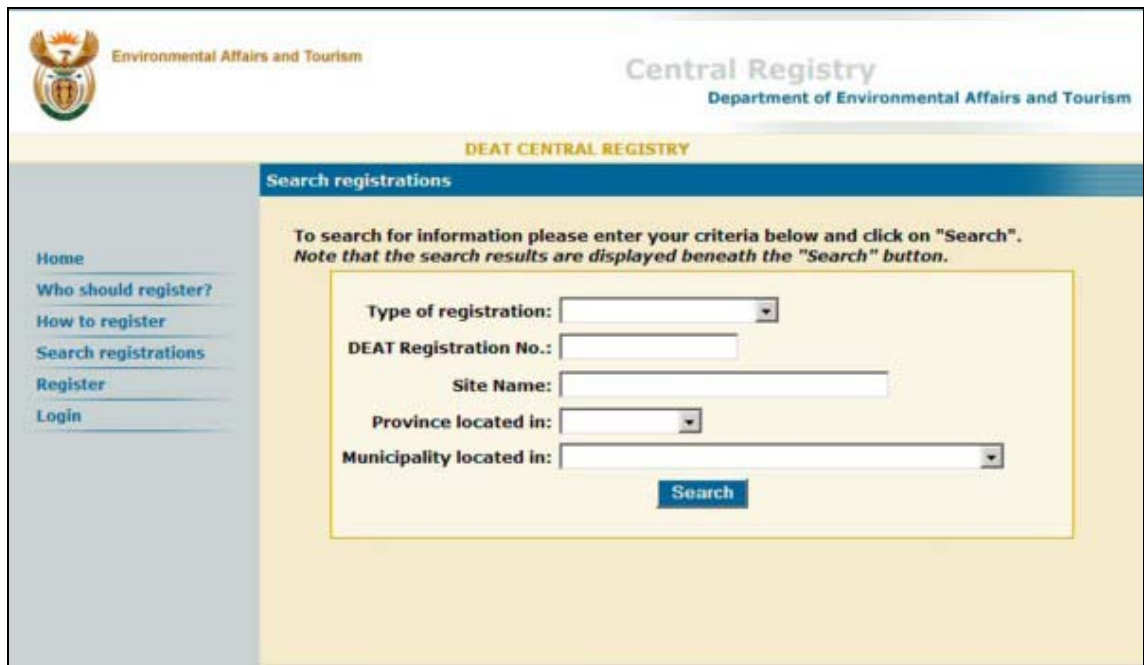- A waste exporter (option 8)

■ Search registrations

Activities already registered on the system can be found by 'Searching registrations'.

■ How to register

The following sections provide a step by step approach to registration of activities in the Central Registry.

Registration is currently a non-compliance function and is simply required to allow users access to the Central Registry and the Waste Information System for the submission of the required waste data.

Figure 3. Central Registry search facilities.

Pre-registration activities:

1. Before registering with the Central Registry users are requested to first check that their <u>site</u> and/or <u>activities</u> are not already registered. To do so, users should go to 'Search Registrations'. A list of all matching registrations will be given below the search function.

2. You are able to search for either the site or the associated activities on the site. Please note, all activities are listed against a site, on which the activities take place. The site and the associated activities are identified by their unique ID, for example, a site will carry the ID, D00018, while the associated activities on the site will carry the ID, D00018-1, D00018-2 etc.

3. If you find that your activity(ies) are already registered, the user is requested to use the DEAT registration number, username and password provided to him/her upon registration to access the central registry through the 'Login' and the associated waste information system.

4. If you find that your site is already registered, but not the specific activity, please log onto the Central Registry, through the 'Login' using the username and password provided to you and register any additional activities.

5. If you find that neither your site nor activity are already registered, and are required to register (See 'Who should register'), then the user is requested to go to the 'Register' function.

■ Register

Disclaimer: Registration of activities in the Central Registry must be undertaken by a responsible person within the company, i.e. a person who has been delegated the function by the company, to register all environmental activities for that specific site, with the Department of Environmental Affairs and Tourism. Only this person will be provided with the certificate of registration and the username and password which can then be used to 'Login' the Central Registry. This person will be responsible for updating all information in the Central Registry and for adding additional activities to the Central Registry.

On-line Registration

1. The first requirement is to select the registration 'type' for which you are applying. There are currently five registration types applicable to waste in the Central Registry. These are:
    *   A waste generator
    *   A waste landfill
    *   A waste treatment facility
    *   A waste reprocessor
    *   A waste exporter

2. All new registrations are required to fill in some basic information about the registration type, the site, the company and the contact person.

Note, the contact person may be different to the person registering the activity (Central Registry User). The contact person is activity specific and is identified as the person responsible for providing data to the Department for that specific activity.

3. Certain of the fields requested upon registration are compulsory (indicated by an *) and must be provided to ensure a successful registration.

4. Upon registration of the first activity, the user is provided with the opportunity to either submit this registration for approval, or to continue adding additional activities for the site.

Manual registration

If you do not have access to the internet, you should obtain the necessary forms to complete from the Department's Waste Information Officer. Your are required to complete all sections of the form and forward the completed form by email, fax, or post to the Department. The Department will enter the information supplied on the forms, on your behalf and begin the authorisation process. As with the on-line submission, upon approval of the registration, a Certificate of Registration will be forwarded to you by email or post.

CONTACT DETAILS

Department of Environmental Affairs and Tourism
Deputy Director: Waste Information
Private Bag X447, Pretoria, 0001
E-mail: deat@octoplus.co.za, Fax (012) 320-0024

Figure 4. Central Registry registration types.

■ **Login**

The Central Registry User, i.e. the responsible person delegated by the company to register all environmental activities on behalf of the company, will be issued with a username and password upon successful registration of the activities (See Authorisation, Section 8) This username and password should be used when logging into the Central Registry.

'Login' to the Central Registry allows the Central Registry User access to:
- Add additional activities for the site
- Update information for registered activities

Users are requested to update information on the Central Registry at least once a year, to ensure that all site and contact information remains relevant.

8   Authorisation

Once you have completed your registration for all relevant activities and submitted it, the registration will be forwarded to the Department of Environmental Affairs and Tourism and the relevant Provincial Department of Environment for authorisation. You will be notified by email, post or telephonically as to whether your registration has been successful or not.

The 'Search registrations' function provides the public with access to basic information on both authorised and pending registrations.

1. Upon submitting your registration(s) for authorisation, an email will be sent to yourself (provided an email address has been entered) notifying you that your registration(s) is currently awaiting authorisation by the Department.

2. Depending on the validity of your registration, the responsible system administrator will either approve or decline your registration. You will be notified of your registration approval via email (provided that an email address has been entered upon registration). Should no email address be provided, you will be notified telephonically, or via fax or post.

3. A certificate of registration will also be issued for each approved registration. This certificate should be kept as proof of registration.

4. All successful registrations will be issued with a DEAT unique registration number, a username and a password, which may be used to then login into the central registry to change any information as and when required.

The following authorisation process is followed for all new registrations (Figure 5).

Authorisation process for a <u>new registration</u>, submitted to the Central Registry by a Central Registry User:
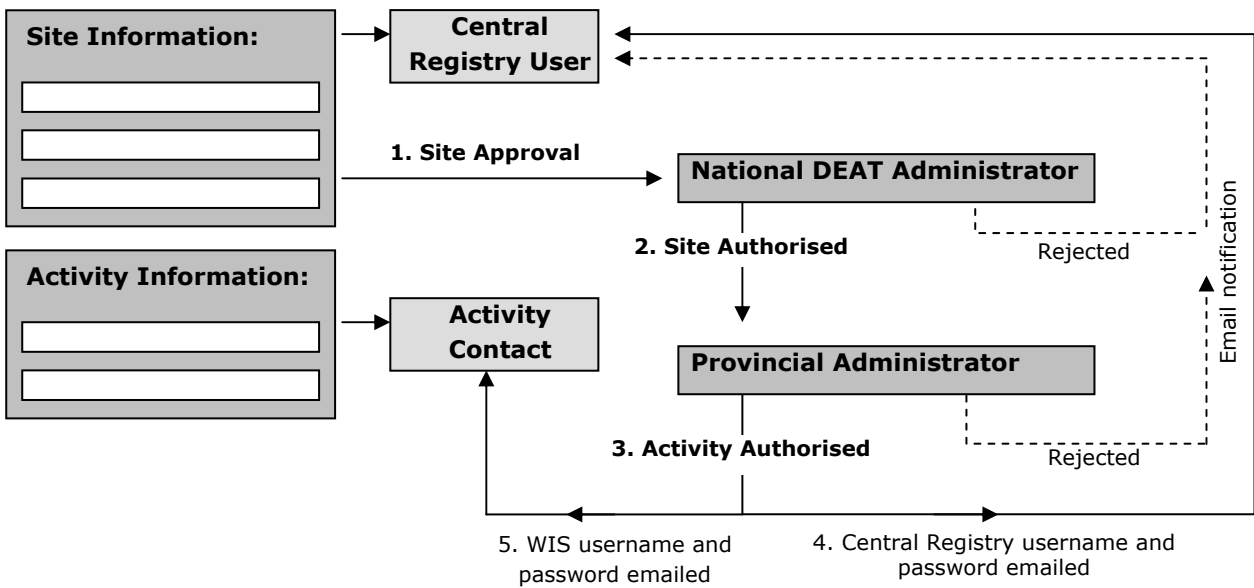
Registration Information

Figure 5. Authorisation process for the Central Registry

The person registering all activities, i.e. the Central Registry User, will only receive notification of the successful authorisation, together with their username and password, once the registration has bee approved by both the national central registry administrator and the provincial administrator.

9   Frequently Asked Questions (FAQs)

Do I need to register my activities?

If you are conducting one of the identified waste activities which require registration, then yes, you do need to register.

See 'Who should register' in Section 6 to check whether you have one of the identified activities on-site.

Am I already registered?

If you are unsure as to whether you have already registered your activity then visit the 'Search registrations' function. Here you can search for your site or activity. A list of matching registrations will be returned, against which you can check to see if you have already registered and the status of your registrations, i.e. pending or authorised.

If you activity(ies) have been successfully registered, you should have a certificate of registration as proof of registration.

Who in my company / municipality is responsible for registering?

The Department of Environmental Affairs and Tourism requires that a senior person within your company or municipality register the required activities. This person will be responsible for registering all of the activities as well as maintaining the associated information. The proof of registration will only be supplied to this person together with the Central Registry username and password which will allow them to log back into the Central Registry and add activities or update information.

How do I register?

If you have identified that you need to register and haven't yet registered your activity(ies), then go to the 'Register' function. The system will take your through the registration process.

Please make sure that you have the authorisation of your company to register these activities, since the system will identify you as being the company user, responsible for all future registrations and updating of information.

Do I register my company or my activity?

You will register your activity which takes place on a uniquely identifiable portion of land. Firstly register the site and then all associated activities which take place on that site. If your company has another site elsewhere, on which activities requiring registration take place, you will need to register that site separately. Each site will then have its own unique ID and associated activity IDs.

What do I do with this unique ID?

Upon approval of your registration, you will be issued with a unique identification number, e.g D00018. All activities on your site will have a similar ID, with the exception of the last number, e.g D00018-1, D00018-2. This allows all activities on your site to be linked together, through a single identification number.

The unique ID, also referred to as your username, allows you access to the relevant environmental information system, in this case the waste information system. This ID should be used when providing data to the WIS.

Do I need to register twice if I have a landfill and treatment facility on site?

Yes. If you have multiple activities operating on your site which require registration, you will need to register each one. This can be done all at once upon initial registration, or by logging back into the central registry will your supplied username and password and adding additional activities for your site.

What do I do once I have registered?

Once you have registered all of the relevant activities for your site, you are ready to start providing data to the waste information system, since your registration allows you access to both the central registry and the waste information system.

You will need to login to the central registry at least once a year to ensure that the information you provided upon registration is still valid and update information where necessary.

WASTE INFORMATION SYSTEM

10 Quick Start

What you need to know to get started:
1. Go to http://wis.octoplus.co.za
2. Login to the WIS using the username and password provided to you following successful registration of your activity (See Central Registry Sections 7 and 8).

You're now ready to start providing data to the Waste Information System.

11 Overview

The national waste information system (WIS) is accessible via the national waste information centre (SAWIC), a tool developed to provide the public and government with access to waste information in South Africa.

The WIS is a tool which captures information on the *quantity* and *type* of waste generated, reprocessed and disposed of in South Africa and exported from South Africa, and was based on a system framework, approved by the Department of Environmental Affairs and Tourism in June 2005. The framework document provides an overview of the system and is available at www.nwmsi.co.za/wis.html. The framework unpacks the first four phases of implementation of the WIS, each phase incorporating more detail in the data provided and including more role players in providing data. Only data collection for phase 1 is provided here.

12 Data requirements

As per phase 1 of the WIS, the following role-players need to provide data, on a regular basis, to the national WIS. Anyone:
*   landfilling general waste to a GMB or GLB landfill site
*   landfilling hazardous waste
*   recovering energy from hazardous waste
*   treating hazardous waste by means of high temperature thermal treatment
*   treating health care risk waste by means of non-thermal treatment
*   reprocessing paper and cardboard
*   reprocessing plastic
*   exporting hazardous waste.

The following data is to be provided, by these identified role-players, to the WIS:

Data required	Level of detail required for Phase 1
Facility ID	DEAT Reg. No. *(issued following successful registration on the Central Registry)*
Time period	Annually
Waste quantity	Tonnes

Data required	Level of detail required for Phase 1
Waste type	General, hazardous
Waste source	Province or country within which waste originates
Waste destination	Country *(applicable only to waste exporters)*

13 Users

The WIS identifies the following four types of users:
- Activity User
- Municipal User
- Provincial Administrator
- National Administrator
- Public User

■ Activity User

The Activity User or Contact Person is identified as the person responsible for the specific waste activity for which you have registered and who will be responsible for providing data for that activity to the national WIS. The Activity Contact Person may be one and the same person as the Central Registry User.

The Activity Contact Person should be identified within their company or municipality as being responsible and accountable for the provision of data to the WIS.

■ Municipal User

The WIS allows municipalities to access waste data within the WIS only for their area of jurisdiction. This is to support the constitutional function of municipalities to provide waste management services and plan effectively for waste management disposal and destruction.

■ Provincial Administrator

See WIS Administrator Manual

■ National Administrator

See WIS Administrator Manual

■ Public User

The public user only has access to public information within the South African Waste Information Centre, and not the WIS. Access to the WIS is restricted to registered users only (activity user).

14 Functions

■ Login

To login to the WIS use the username and password issued to you as the Activity Contact Person, following the successful registration of the activity.

■ Waste data

Waste data is the default page upon login, and is the page which allows Activity Users to submit their data to the WIS.
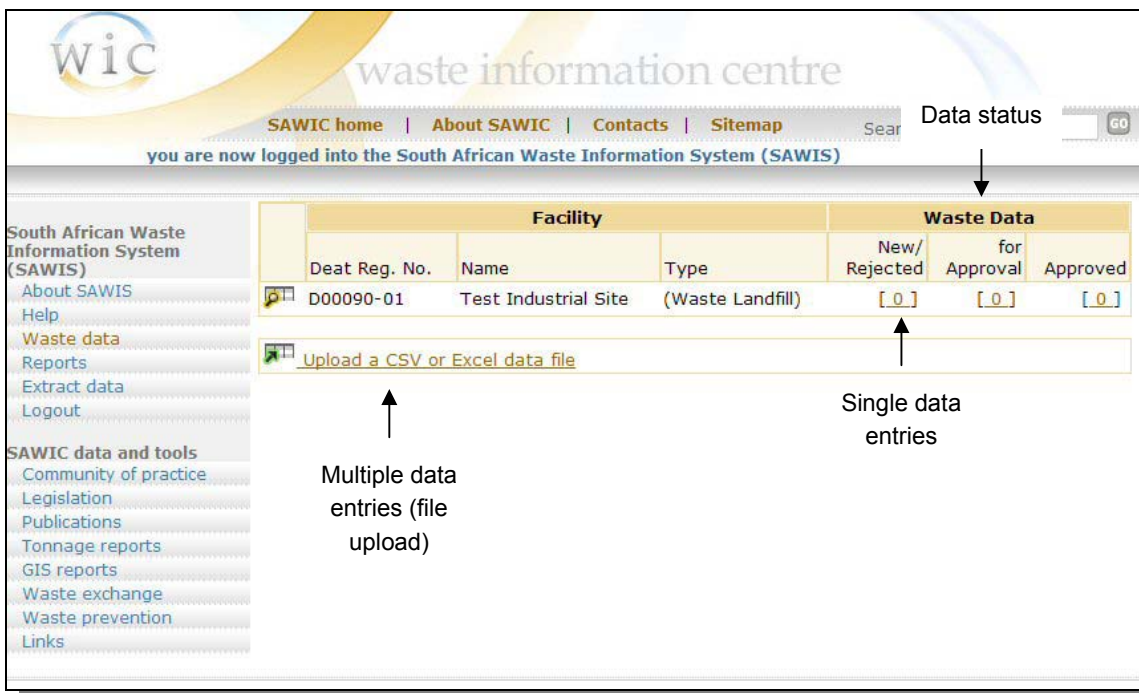

Figure 6. WIS waste data homepage after login.

There are two methods of capturing waste data into the WIS:
• Single data entries
• Multiple data entries (File upload)

Single data entries

If you have very little data to enter into the WIS, you may want to enter it manually. To do so:
1. click on the number below the 'New/Rejected' heading
2. this will take you to a screen which will either show you previously entered data, or allow you to add new data **(Figure 7)**
3. to add new data, select 'Add Row'
4. this will take you to a screen where you can then select the year, month, source, waste type, waste quantity (waste destination if exporter) **(Figure 8)**
5. after selecting the fields (drop downs) and entering the additional data, you should 'Save and Close'. To discard the data captured, select 'Cancel'

6. saving and closing the screen will take you to a screen where you can review the data before submitting it to the Provincial Administrator for final approval. To submit the data press the 'Submit data for approval' button at the bottom of the screen **(Figure 7)**.

7. once the data has been submitted for approval, it will disappear from the 'New/Rejected' column, to the 'For approval' column **(Figure 6)**
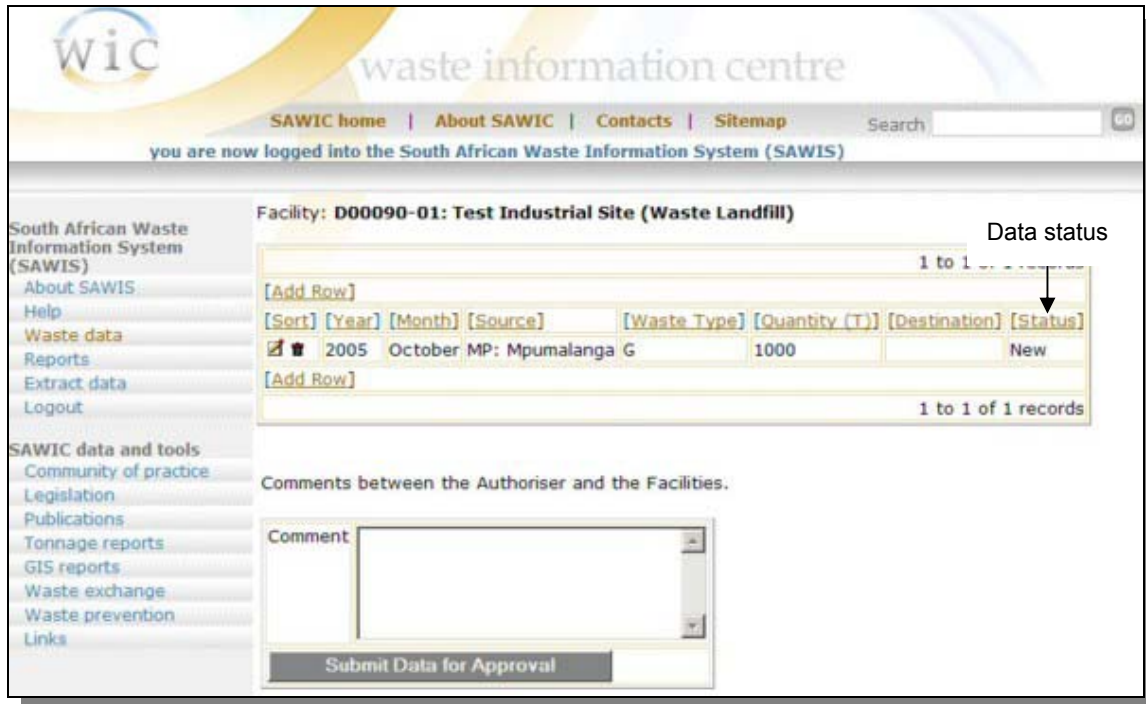

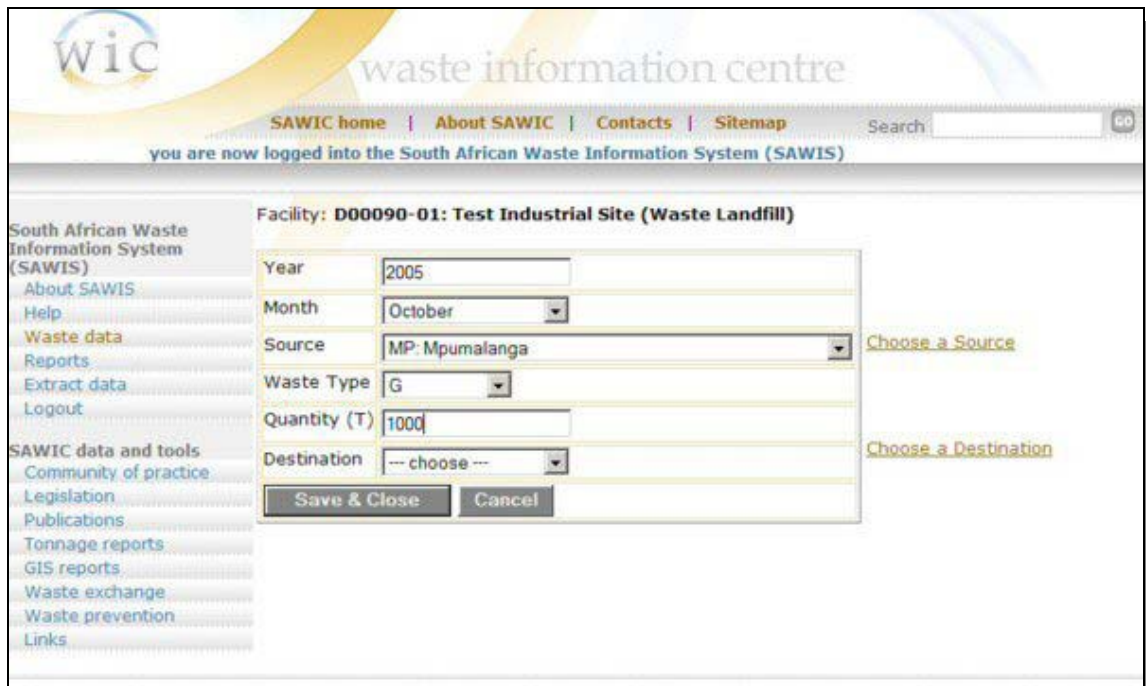**Figure 7. New data added or data submitted for approval.**

Figure 8. Single data entry option in WIS.

8. upon approval of the data by the Province, the data will move from the 'For approval' column to the 'Approved' column **(Figure 6)**.   Data under 'For approval' or 'Approved' can not be edited by the user.
9. data rejected by the Province will be moved from 'For approval' back to 'New/Rejected' and will show a rejected status against it **(Figure 6 & 7)**.   Here the user has access to editing this data and resubmitting it to the Province for approval (Figure 7).   A comment from the Province will be provided in the case of rejected data.

Multiple data entries

If you have very little data to enter into the WIS, you may want to enter it manually. To do so:
1. click on the number below the 'Upload a CSV or Excel data file' heading
2. this will take you to a screen where you can select the file to upload – 'Upload a document' **(Figure 9)**
3. should you be uncertain as to the format of this upload file, two templates for upload have been provided on this screen
   a. Data upload of single row data (data in rows)
   b. Data upload of a single year with months as columns (data in columns)
4. you can download these templates by right clicking on them, and selecting 'Save target as'. Locate a suitable place on your computer to save these files.
5. selecting 'Upload a document' will take you to a File Upload screen where you may then go and locate the file which you want to upload. Having located the file, select 'upload' to upload the data
6. a progress screen will appear, notifying you of the progress in update of the data.
7. a validation screen will notify you of any errors in the upload file, or if no errors, allow you to 'Accept' or 'Decline' the data uploaded
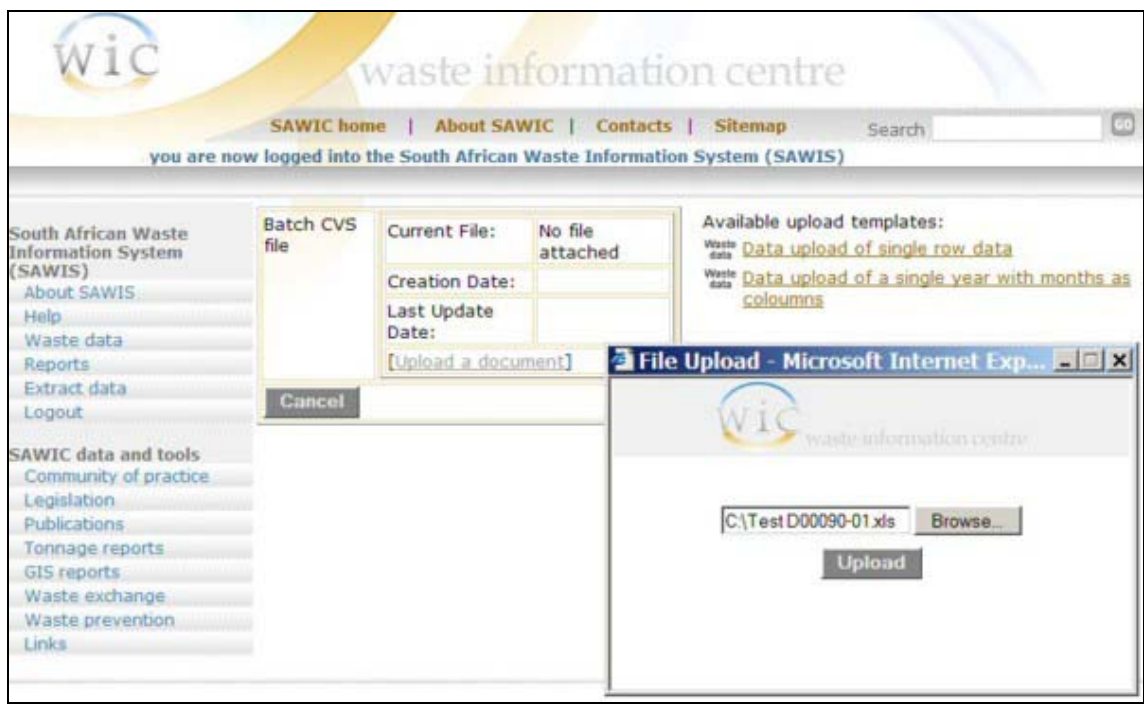

Figure 9. Data file upload (multiple entries).

8. accepting the data will take you back to the first 'Waste data' screen where you will be able to see the 'New/Rejected', 'For approval' and 'Approved' data **(Figure 6)**.

9. to view the new data uploaded, select the number under the 'New/Rejected' heading. This will take you to your new and rejected data **(Figure 7)**.

10. having reviewed this uploaded data, you will need to submit it for approval, by selecting the 'Submit Data for Approval' button at the bottom of the New/Rejected data screen **(Figure 7)**.

11. once the data has been submitted for approval, it will disappear from the 'New/Rejected' column, to the 'For approval' column **(Figure 6)**

12. upon approval of the data by the Province, the data will move from the 'For approval' column to the 'Approved' column **(Figure 6)**. Data under 'For approval' or 'Approved' can not be edited by the user.

13. data rejected by the Province will be moved from 'For approval' back to 'New/Rejected' and will show a rejected status against it **(Figure 6 & 7)**. Here the user has access to editing this data and resubmitting it to the Province for approval (Figure 7). A comment from the Province will be provided in the case of rejected data.

■ Reports

- Pending development -

■ Extract data

- Pending development -

■ Logout

After working of the WIS, it is recommended that you logout of the system, by selecting 'Logout' on the left menu bar.

15 Frequently Asked Questions (FAQs)

SUPPORT

For enquiries please contact the:
DEAT Waste Information Officer, Mr Obed Baloyi,
Tel (012) 310-3833 or Fax (012) 320-0024
e-mail: obaloyi@deat.gov.za

For software support please contact
deat@octoplus.co.za

Further supporting documentation may be obtained from the following web
page: http://www.nwmsi.co.za/wis.html

INDEX BY KEYWORD