



World Bank



Environmental Management Bureau
Department of Environment & Natural Resources



Canadian International Development Agency

ONLINE POLYCHLORINATED BIPHENYLS (PCB) DATABASE OPERATIONS AND MANAGEMENT



TRAINING MANUAL



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1.0 INTRODUCTION

The Persistent Organic Pollutants (POPs) website and online polychlorinated biphenyl database system was developed to assist the Environmental Management Bureau (EMB) of the Department of Environment and Natural Resources (DENR) in the storage, retrieval, and processing of data to track the use, storage, treatment, and disposal of PCBs and PCB-containing equipment in the Philippines. This User's Manual was developed to guide users in the implementation and use of the POPs website and online PCB database system. Table 1 presents the major features and benefits of the system.

Table 1 Features and Benefits of the POPs Database System

Features	Benefits
Background information on POPs including definition, health effects, laws and regulations, and contacts	Improvement in the dissemination of POPs/PCB information to the general public (researchers, students, etc.)
Data entry interface for all information related to the regulatory compliance on POPs, specifically on the CCO on PCBs. Data gathered in this section includes company data, registration information, and annual and inventory reports.	Efficiency in the inventory and management tracking of companies who use equipment with PCB and/or produce PCB wastes
Automated reports/statistics generation	Centralized process for company registration

This User's Manual contains the following chapters:

- Chapter 2 – Getting Started with the POPs Website and Online PCB Database System
- Chapter 3 – Definitions, General and Data Entry Rules
- Chapter 4 – Accessing the POPs Website
- Chapter 5 – Navigating the POPs Website
- Chapter 6 – Accessing and Navigating the Online PCB Database
- Chapter 7 – Offline Inventory Form

2.0 GETTING STARTED WITH THE POPS WEBSITE AND ONLINE PCB DATABASE SYSTEM

Table 2 presents the minimum hardware and software requirements to run the POPs Database System application:

Table 2 Hardware and Software Requirements for the POPs Database System

Requirements	Specifications
Hardware Requirements	
Processor	Pentium III – 900 MHz
Hard Disk	10 Gigabytes (GB)
Memory	128 Megabytes (MB)
Internet Connection	56.6 Kilobyte (kb) per second
Software Requirements	
Operating System	Windows 98, Windows 2000, Windows XP, or Windows NT Workstation 4.0 (at least service pack 4)
Application	Internet Explorer (IE) 4.0 or Mozilla Firefox 1.5, MS Excel

3.0 DEFINITIONS, GENERAL AND DATA ENTRY RULES

Table 3 presents the General and Data Entry Rules for the POPs Database System with the corresponding descriptions.

Table 3 Definitions, General and Data Entry Rules for the POPs Database System

Terms	Descriptions
Click	Press and release a mouse 
Click On	Point the mouse arrow to an item on the screen and click the left (primary) mouse button
Button	Selected by point and click of the mouse. Example of command buttons: For online:  For offline: 
Enabled Item	Menu Bar or Button is enabled and may be clicked or accessed if the color of the label is black. Example: 
Disable Item	Menu Bar or Button is disabled and is non-accessible if the color of the label is grayed-out. Example: 
Form	Screen layout or module for data entry or update
Field	Fields or columns are the data entry items that are entered on the forms and stored in the POPs database. These items are entered using different formats:  Textbox – Type a letter or number.  List Item – Click the triangle down arrow and the system displays the list of items where you can select the input data or type your own value.  List of Values (LOV) – Click the down arrow on the right side and the system displays the list of values available for input. Data to be inputted is limited to what is displayed.

Terms	Descriptions
	<p><input checked="" type="checkbox"/> or <input type="checkbox"/> Checkbox – Click on the box of the desired data or action and check sign is displayed.</p> <p><input checked="" type="radio"/> or <input type="radio"/> Radio Button – Click on the box of the desired data or action and the system displays selection.</p>
Hyperlink	<p>One or more words of distinctively styled text that is a reference to another page.</p> <p>The mouse pointer would also change into a . Clicking a hyperlink would result to another page/site.</p>
To Move from One Field to Another	<p>Press the “TAB” key (Tab ) to move to the next field. Hold down the “SHIFT” key ( Shift) while pressing the Tab key to move back to the previous field.</p>
Short Cut Key	<p> Hold down the Alternate key (Alt) while pressing the underlined letter, such as Alt+F for File in menu bar or Alt+O for  command button.</p>
Highlight/Select	<p>Click on or select an item in a Menu Bar, a List Item Box or an LOV. Choose an item or value from the drop-down list.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Please select ▼</p> <p>Please select</p> <p>NCR</p> <p>CAR</p> <p>1 (Ilocos)</p> <p>2 (Cagayan Valley)</p> <p style="background-color: #000080; color: white;">3 (Central Luzon)</p> </div>

4.0 ACCESSING THE POPS WEBSITE

There are several ways to access the POPS website. One way of getting there may be done by following the subsequent steps:

- On your desktop, double-click the icon (Figure 1) of either Internet Explorer (IE) 4.0 or Mozilla Firefox 1.5. This will open up your selected browser.

Figure 1 Icons for IE 4.0 and Mozilla Firefox 1.5



- On the Address Bar (Figure 2) of your selected browser type: <http://www.popsphilippines.org>.

Figure 2 Uniform Resource Locator (URL) Input for IE 4.0 and Mozilla Firefox 1.5



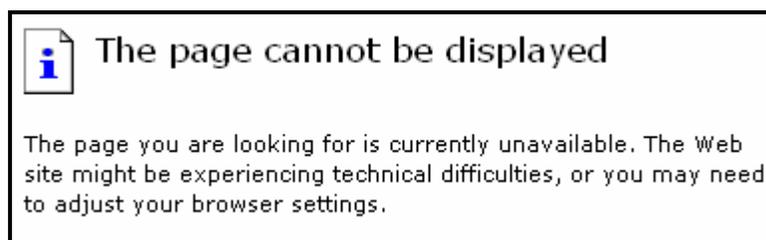
- Click the “Go” button (Figure 3) beside the Address Bar or press enter while the focus is on the address bar.

Figure 3 “Go” Button for IE 4.0 and Mozilla Firefox 1.5



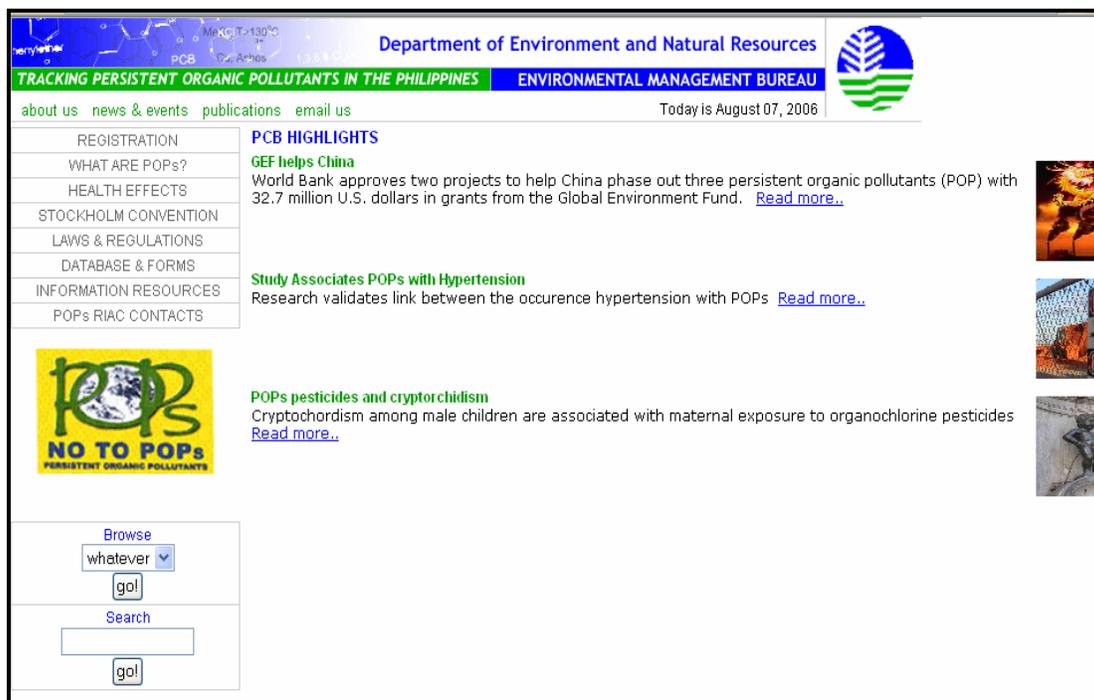
- If you encounter the Hypertext Transfer Protocol (HTTP) 404 message (Figure 4), try connecting at a later time since the site may be temporarily down for maintenance or contact your Information Communication Technology (ICT) Department to check if your computer is properly configured to connect to the internet.

Figure 4 HTTP 404- File not found



- After pressing the “Go” button, you should see the POPs Website Home Page (Figure 5)

Figure 5 POPs Website Home Page



5.0 NAVIGATING THE POPS WEBSITE

This Chapter describes each section featured in the website with the corresponding purpose and information.

5.1 Main Navigation Bar

The Main Navigation Bar (Figure 6), which is present in every page of the site, contains hyperlinks that allow you to quickly access the different sections of the site regardless of where you are in the site. It provides a quick search function allowing an even faster way to access the needed information.

Figure 6 Main Navigation Bar

about us news & events publications email us

REGISTRATION
WHAT ARE POPs?
STOCKHOLM CONVENTION
DATABASE & FORMS
INFORMATION RESOURCES
POP _s RIAC CONTACTS

5.2 About Us Page

The “About Us” page (Figure 7) contains background information on the organization that developed and is maintaining the site. It also includes the Philippine Government’s commitments to the provisions of the Stockholm Convention.

Figure 7 About Us Page

ABOUT US

Welcome to PopsPhilippines!

The Philippines is a Party to the Stockholm Convention on Persistent Organic Pollutants. As such, the country is obligated to implement measures that will facilitate the reduction or elimination of Persistent Organic Pollutants (POPs) in the country.

The Philippines' commitments to the provisions of the Convention include:

- Designing programs to remove barriers to the effective implementation of POPs phase out and release reduction measures under the Convention
- Planning programs for information exchange, public education, communication and awareness raising
- Enhancing capacity through capability building as required, including institutional strengthening, training, equipment, legal and regulatory measures, enforcement, monitoring, etc.
- Designing programs to identify the need for any country-specific exemptions and, if necessary, prepare a report to the Convention justifying this need
- Outlining the needs for transfer of technology and know-how and/or enhanced use and development of indigenous knowledge and alternatives and the estimated costs of needed investments

The creation of POPsPhilippines is one of the Philippine Government's first steps towards reaching its commitments to the Convention.

This site is envisioned to facilitate information dissemination particularly on POPs in the Philippines.

This site is managed and maintained by the Environmental Management Bureau of the Department of Environment and Natural Resources (EMB-DENR).

Please feel free to browse through the site. Your comments and suggestions will be highly appreciated.



5.3 News & Events Page

The “News & Events” page (Figure 8) contains POPs-related articles. It is updated weekly, containing the schedules of activities and events. In addition, this page serves as the welcome/home page.

Figure 8 News & Events Page

PCB HIGHLIGHTS

GEF helps China
World Bank approves two projects to help China phase out three persistent organic pollutants (POP) with 32.7 million U.S. dollars in grants from the Global Environment Fund. [Read more..](#)



Study Associates POPs with Hypertension
Research validates link between the occurrence hypertension with POPs [Read more..](#)



POPs pesticides and cryptorchidism
Cryptorchidism among male children are associated with maternal exposure to organochlorine pesticides [Read more..](#)



5.4 Publications Page

The "Publications" page contains various publications on POPs/PCBs.

5.5 E-mail Us Page

The "E-mail Us" (Figure 9) page contains the e-mail address of the site.

Figure 9 E-mail Us Page



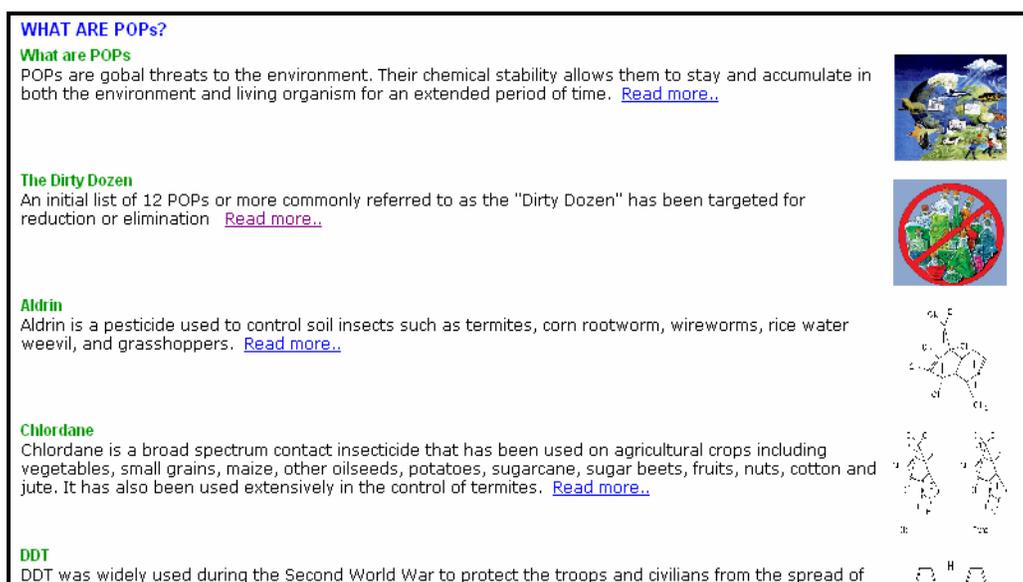
5.6 Registration Page

The "Registration" page is for companies registering for PCB use as required by the CCO. All companies using PCB and PCB equipment or has PCB wastes, PCB-contaminated equipment or suspected PCB material MUST register to EMB. This part of the website provides access to companies to the POPs Online database. Navigating this part of the on-line database is discussed in Section 6.1.

5.7 What are POPs? Page

The "What are POPs?" page (Figure 10) contains the definition of POPs and various articles on POPs chemicals that are being targeted for reduction or elimination.

Figure 10 What are POPs? Page



WHAT ARE POPs?
What are POPs
POPs are global threats to the environment. Their chemical stability allows them to stay and accumulate in both the environment and living organisms for an extended period of time. [Read more..](#)

The Dirty Dozen
An initial list of 12 POPs or more commonly referred to as the "Dirty Dozen" has been targeted for reduction or elimination. [Read more..](#)

Aldrin
Aldrin is a pesticide used to control soil insects such as termites, corn rootworm, wireworms, rice water weevil, and grasshoppers. [Read more..](#)

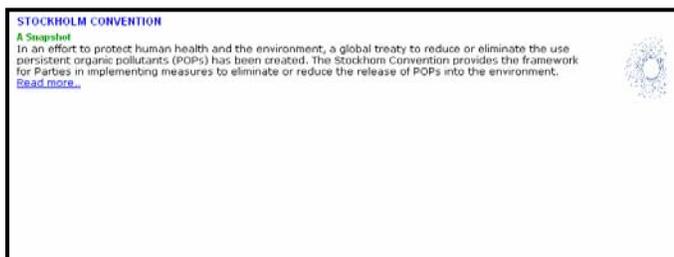
Chlordane
Chlordane is a broad spectrum contact insecticide that has been used on agricultural crops including vegetables, small grains, maize, other oilseeds, potatoes, sugarcane, sugar beets, fruits, nuts, cotton and jute. It has also been used extensively in the control of termites. [Read more..](#)

DDT
DDT was widely used during the Second World War to protect the troops and civilians from the spread of

5.8 Stockholm Convention Page

The “Stockholm Convention” page (Figure 11) describes the Stockholm Convention. It presents the history and objectives of the Convention. This also provides links to other information on POPs.

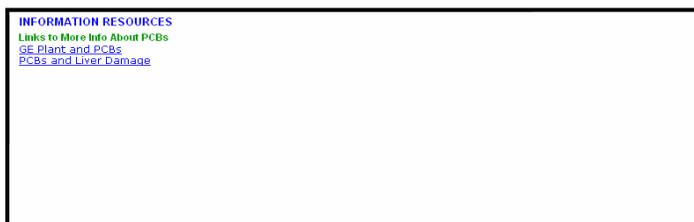
Figure 11 Stockholm Convention Page



5.9 Information Resources Page

The “Information Resources” page (Figure 12) contains links to web sites containing relevant information such as Philippine environmental laws and regulations, the Philippine National Implementation Plan (NIP) on the Stockholm Convention on POPs., and other Philippine programs on POPs.

Figure 12 Information Resources Page



5.10 POPs RIAC Page

The “POPs RIAC” – Regional Interagency Committee on POPs –shows the contact details of all the RIAC members.

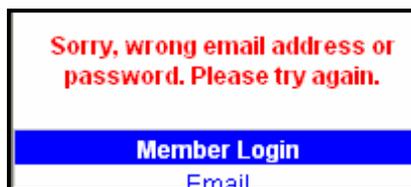
5.11 Member Login

This portion of the website allows users to access the online PCB Database. Due to the confidentiality of the information, users are predefined to include level of access to the online database. By logging in (Figure 13), a user will be able to gain access to additional sections of the site depending on the access level. If either the e-mail or password entered is incorrect, a message like the one in Figure 14 will be shown. In this case, check that the caps lock is not turned on since both fields are case sensitive.

Figure 13 Member Login

1. Email – Input the e-mail address where EMB sent the username, password, and access level. (Note: Case sensitive)
2. Password – Input the password sent by EMB. This field will hide your entry for security purposes. (Note: Case sensitive)
3. Login Button – Click this button when the above fields have been filled-up
4. Forgot Password? Button – Click this button if you forgot or lost your password. The program will then email the password to the address you specified in Section 5.6 No. 1.

Figure 14 Email/Password Incorrect



6.0 ACCESSING AND NAVIGATING THE ONLINE PCB DATABASE

The online PCB database allows online registration, inventory, and tracking of PCBs. Access to this database is pre-defined according to type of users. The Administrator (in this case EMB Central Office), defines the access levels.

Access levels classify what members can do or see in the site. It helps the administrators monitor the activities of the members. Shown in Table 4 are the access levels and their capabilities.

Table 4 Access Levels and Corresponding Capabilities of Members

Access Levels	Capabilities
Company	Can edit company's registration data, information, and inventory. Sections include PCB Inventory, Inventory Batch Upload, and Update Registration.
Regional EMB	Can view company registration and inventory information, Can also send e-mail containing registration letter
EMB/Admin	Manages all PCB data, user access as well as back-up/restore

The succeeding sections discuss the navigating procedure for each allowed user of the online PCB database.

6.1 PCB Users and PCB Wastes Generators

PCB user or PCB wastes generators are required to register at EMB, submit PCB inventory data, and annually update the information through the submission of an Annual PCB Report. All of these processes are integrated into this online PCB database. The succeeding sections describe how companies register online, submit inventory data, and provide annual updates,

6.1.1 Registration Process

As discussed and presented in Section 5.6, the tab "Registration" allows company to input data as required in the CCO for PCB secure PCB registration number from EMB. To use, one simply has to fill out the necessary fields and press the submit button. Guidelines on how to input data onto the fields are shown in Figure 15 while detailed instructions on the required data are presented in Table 5.

Table 5 Registration Form Filling Instructions

Field Name	Description/Instruction for Filling-In
1. PCB Registration Number	Input the PCB Registration Number given by EMB
2. Name of Company	Input the registered name of the company
3. Business Address	Input the complete business address of the company
4. Nature of Business	Check one or more from the list. If no category fits the nature of business of the company, check "Others" and specify it in the text box below.
5. Business Permit No	Input the company's Business Permit Number issued by the City Municipal Office
6. Validity Date	Input the date when Business Permit Expires, enter the correct date format (mm/dd/yyyy); otherwise an error will occur
7. City/Municipality	Input the city or municipality where the Business Permit was acquired
8. Region	Select from the list the region where the Business Permit was acquired
9. SEC Registration No.	Input the Registration Number issued to the company by the Security Exchange Commission (SEC)
10. Validity Date	Input the date when the SEC Registration Expires, enter the correct date format (mm/dd/yyyy); otherwise an error will occur
11. City/Municipality	Input the city or municipality where the SEC Registration Number was acquired
12. Region	Select from the list the region where the SEC Registration was acquired
13. ECC No.	Input the Environmental Compliance Certificate (ECC) number of the company
14. Date Issued	Input the date when the ECC was issued, enter the correct date format (mm/dd/yyyy); otherwise an error will occur
15. Hazardous Waste ID No.	Input the Hazardous Waste ID (HWID) No. issued by the DENR-EMB
16. Date Issued	Input the date when the HWID was issued, enter the correct date format (mm/dd/yyyy); otherwise an error will occur
17. Permit to Store/Transport/Dispose	Input the Permit to Store/Transport/Dispose No. issued by the DENR-EMB
18. Date Issued	Input the date when the permit was issued, enter the correct date format (mm/dd/yyyy); otherwise an error will occur
19. Validity	Input the date when the permit expires, enter the correct date format (mm/dd/yyyy); otherwise an error will occur
20. Name of Authorized Representative	Input the full name of the representative to be contacted regarding PCB
21. Designation	Input the designated position of the representative in No. 19
22. Telephone No.	Input the contact number of the representative in No. 19
23. Fax No.	Input the facsimile (fax) number of the representative in No. 19
24. E-mail Address	Input the Electronic mail (e-mail) address of the representative in No. 19
25. PCB Information	Select from the choices the type/s of PCB that the company currently possess/produce/use
26. Location of Installation(s)/Storage Facilities	Indicate the location(s) of the PCB facilities/installations that the company owns
27. Name of Plant	Input the name of the plant to be registered
28. Plant Address	Input the complete address of the plant entered in No. 26

Field Name	Description/Instruction for Filling-In
29. Region	Select from the list the region where the plant is located
30. Telephone No.	Input the telephone number of the plant entered in No. 26
31. Fax No.	Input the fax number of the plant entered in No. 26
32. E-mail Address	Input the e-mail address of the plant entered in No. 26
33. Total Electricity Consumption at Site	Input the annual rate of energy consumption at the site, make sure that the value is in (Kwh/year)
34. Zone	Check from the following the zoning classification of the area that the plant is located in
35. Date of Application	Input the date of application, enter the correct date format (mm/dd/yyyy); otherwise an error will occur
36. Applicant Name	Input the person who filed the registration application
37. Title/Designation	Input the title/designation of the person in No. 35
38. Applicant E-mail	Input the electronic mail (e-mail) address of the person in No. 35
39. Submit Button	Click this button to send the information entered to EMB. Make sure the information entered in the previous fields are correct, double check the entries and do not click the submit button more than once.
40. Cancel Button	Click this button to clear all fields and start over

After filling-in all the required information, the Registrant must then click the “submit button”. Once the “submit button” is clicked, EMB and EMB Regional Office (as specified in the company’s registration) will automatically received an email notification of this registration application. They would process and verify the information entered and after a few weeks, will send the approved registrant their username and password to enter the site.

Figure 15 Registration Page

REGISTRATION

PCB Registration No.: ← 1

Name of Company: ← 2

Business Address: ← 3

Nature of Business:

Manufacturing
 Power generation
 Electric distribution
 Sale/distribution of electrical equipment
 Refilling/refitting of transformer

Waste storage/treatment/ disposal
 Waste transport
 Commercial building
 Others
 If "Others" please specify:

5 → Business Permit No.: ← 6 Validity Date: mm/dd/yyyy
 9 → SEC Reg. No.: ← 10 Validity Date: mm/dd/yyyy

13 → ECC No.:

15 → Hazardous Waste ID No.:

17 → Permit to Store/Transport/Dispose:

20 → Name of Authorized Representative:

22 → Telephone No.: ← 23 Fax No.:

25 → **PCB Information:**

PCB Oil
 PCB equipment
 PCB-contaminated equipment
 Non-PCB equipment
 PCB article

PCB wastes
 PCB packaging
 Suspected PCB equipment, PCB-contaminated equipment, non-PCB equipment, PCB wastes, PCB articles, PCB packaging

City/Municipality: ← 7 Region: Please select ← 8

City/Municipality: ← 11 Region: Please select ← 12

Date Issued: mm/dd/yyyy ← 14

Date Issued: mm/dd/yyyy ← 16

Date Issued: mm/dd/yyyy ← 18 Validity: mm/dd/yyyy ← 19

Designation: ← 21

Email Address: ← 24

Location of Installation(s)/Storage Facilities:

← 26

27 → Name of Plant:

28 → Plant Address: ← 26 Region: Please select ← 29

30 → Telephone No.: ← 31 Fax No.: Email Address: ← 32

34 → Total Electricity Consumption at Site (kwh/year): ← 33

35 → Zone: Urban Industrial Rural

I certify that the data and information hereto stated in this form and attachments are true and correct. I understand that any false or misleading statements may result in permanent denial of my company's application or cancellation of my company's registration.

35 → Date of Application: mm/dd/yyyy ← 36

38 → Applicant Name: ← 36

38 → Title/Designation: ← 37

Applicant Email:

39 40

6.1.2 PCB Inventory and Annual Report

Companies can start inputting inventory data once EMB Regional Office has approved their registration and they are provided with username and password.

Upon entering the site, the company will see be able to access the PCB Inventory Form, Inventory Batch Upload, and Registration Update Pages through the navigation bar (Figure 16) found at the lower left portion of the page.

Figure 16 Company's Navigation Bar



1. PCB Inventory – Click this to go to the PCB Inventory page
2. Inventory Batch Upload – Click this to go to the Inventory Batch Upload page
3. Update Registration – Click this to go to the Update Registration page to edit your registration information
4. Logout – Click this to logout of the site

The “PCB Inventory” page contains the following sections for both inventory tracking and annual report:

- Company Information
- PCB Equipment
- PCB Waste
- File Upload Section
- PCB Personnel & PCB Record Section
- Personnel Exposure Section
- Storage Section
- Spills & Environmental Releases Section
- Treatment & Disposal Section
- Attachments Section
- Inventory Batch Upload Section

The Company Information Section is for “view”. Only the PCB Equipment, PCB Waste, File Upload, PCB Personnel & PCB Record, Personnel Exposure, Storage, Spills & Environmental Releases, Treatment & Disposal, Attachments, and Inventory Batch Upload Sections could be accessed for updates and use. To update Company Information, users have to click the “Update Registration” tab.

Figure 17 Sample PCB Inventory Section Contents

PCB INVENTORY

COMPANY INFORMATION

PCB Registration No.: new

Name of Company: AAA testreg

Business Address:
testreg

Name of Authorized Representative: _____ Designation: _____

Telephone No.: _____ Fax No.: _____ Email Address: _____

Nature of Business:

<input checked="" type="checkbox"/> Manufacturing	<input type="checkbox"/> Waste storage/treatment/ disposal
<input type="checkbox"/> Power generation	<input type="checkbox"/> Waste transport
<input type="checkbox"/> Electric distribution	<input type="checkbox"/> Commercial building
<input type="checkbox"/> Sale/distribution of electrical equipment	<input type="checkbox"/> Others
<input type="checkbox"/> Refilling/refitting of transformer	If "Others": _____

Location of Installation(s) Storage Facilities:
testplant address

Name of Plant: testplant name

Plant Address:
testplant address

Region: NCR (NCR)

Telephone No.: _____ Fax No.: _____ Email Address: _____

Total Electricity Consumption at Site (kwh/year): 0.00

Zone: Urban

A. PCB EQUIPMENT

[Add](#)

Equipment Type	DELETE	EDIT

B. PCB WASTE

[Add](#)

WASTE GENERATED ON	DELETE	EDIT
April 2014	del	edit

Company File Uploads

FILES	DELETE	ADD/REPLACE	
(Upload new)			<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add"/>

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PCB Equipment Section

After clicking the Add button in the PCB Equipment section in the PCB Inventory page, you will be taken to this page (Figure 18). Note that this is the same page for Edit.

Figure 18 Add Equipment Page

ADD PCB EQUIPMENT RECORD

Equipment Type: Transformer Capacitor Circuit Breaker 1

Is there a nameplate on the equipment? Yes No 2

Location of equipment 3

Manufacturer: Country of Origin: Year of Manufacture: yyyy 4 5 6

Model/Serial Number: Electrical/Industrial Rating (KVA): Years in Service: Projected Retirement Year: yyyy 7 8 9 10

Equipment (dry weight, kg): 11

Oil (kg or liters): kg. liters 12

Weight

Total Weight (kg): 13

Size of equipment (in meters): Length m Width m Height m 14

Equipment Status: 17

In Use:
From yyyy

Standby:
From yyyy

Rework/Decommissioned.:
From yyyy

Storage for Disposal:
From yyyy

Type of Liquid or Insulating Oil/Coolant: Dry Mineral Oil PCB-Containing 18

Trade Name of Liquid or Insulating Oil/Coolant: 19

Is PCB Analysis performed? Yes No 20

If yes, when? mm/dd/yyyy 21

Testing Label Code: 22

Testing Method Used:

PCB Concentration (ppm PCB): 24

Is the equipment retrofitted? Yes No 25

When was it last retrofitted? mm/dd/yyyy 26

Maintenance of Equipment

By which company? 27

What was the replacement liquid/insulating oil? 28

What is the original liquid/insulating oil (if known)? 29

30 31

Add/Update Cancel

Table 6 PCB Equipment Record Form Filling Instructions

Field Name	Description/Instruction for Filling In
1. Location of Equipment	Input the current location of the equipment
2. Equipment Type	Select the appropriate type of equipment
3. Is there a nameplate on the equipment?	Indicate whether the equipment has a nameplate or not
4. Manufacturer	Input the company that produced the equipment
5. Country of Origin	Input the country where the equipment was manufactured
6. Year of Manufacture	Input the year when the equipment was manufactured
7. Model/Serial Number	Input the model or serial number of the equipment; leave blank if there is none
8. Electrical Industrial Rating	Input the electrical rating measured in kilovolt-ampere (KVA)
9. Years in Service	Input the number of years the equipment has been used
10. Projected Retirement Year	Input the year the equipment will be retired
11. Equipment	Input the dry weight of the equipment measured in kilograms (kg)
12. Oil	Input weight of the oil in the equipment; select from the radio button if it is in kg or liters
13. Total Weight	Input the total weight of the equipment, measured in kg
14. Length	Input the length of the equipment, measured in meters
15. Width	Input the width of the equipment, measured in meters
16. Height	Input the height of the equipment measured in meters
17. Equipment Status	Check the box that corresponds to the current and past status of the equipment; also indicate the year that the equipment was set in that status
18. Type of Liquid or Insulating Oil/Coolant	Select from the radio buttons the type of liquid or insulating oil/coolant used in the equipment
19. Trade Name of Liquid or Insulating Oil/Coolant	Input the trade name in No. 17
20. Is PCB Analysis performed?	Select whether PCB Analysis was performed on the equipment or not
21. If yes, when?	If the value in No. 19 is yes, input the date of the analysis in mm/dd/yyyy
22. Testing Label Code	Input the testing label code used in the analysis
23. Testing Method Used	Input the testing method used in the analysis
24. PCB Concentration	Input the PCB concentration of the equipment in parts per million (ppm)
25. Is the equipment retrofitted?	Select whether the equipment is retrofitted or not
26. When was it last retrofitted?	Input the date when retrofitting was last performed on the equipment
27. By which company?	Input the company that retrofitted the equipment
28. What was the replacement liquid/insulating oil?	Input the liquid/insulating oil used as replacement
29. What is the original liquid/insulating oil (if known)	Input the original liquid/insulating oil
30. Add /Update Button	Click this to save the changes or add the equipment
31. Cancel Button	Click this to clear all fields and go back to the previous page

PCB Waste Section

The PCB Waste section (Figure 19) is where you input a summary of all the PCB wastes generated by the company. Indicate the quantity generated and period when it was generated. Click the Add/Update button to save changes; otherwise click the Cancel button.

Figure 19 PCB Waste Section Fields

ADD WASTE RECORD

Generated On yyyy

WASTE TYPE	QUANTITY GENERATED
Fluid/Soil	<input type="text" value="0"/>
Sludge	<input type="text" value="0"/>
Slurry	<input type="text" value="0"/>
Contaminated Equipment	<input type="text" value="0"/>
Contaminated soil	<input type="text" value="0"/>
Others, specify <input type="text"/>	<input type="text" value="0"/>
Where are the PCB wastes stored/located?	<input style="width: 100%; height: 40px;" type="text"/>

File Upload Section

The File Upload section (Figure 20) is used if you want to upload important e-files pertaining to a company. Click the Browse button to find the file then click the Add button to upload.

Figure 20 File Upload Section

Company File Uploads	
FILES	DELETE ADD/REPLACE
(Upload new)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add"/>

PCB Personnel PCB Record

This section is used to input information on the personnel involved in the management of PCBs, PCB-Contaminated equipment, non-PCB equipment, PCB articles, PCB Packaging, and PCB Wastes. Click the Add/Update button to save changes; otherwise click the Cancel button.

Figure 21 PCB Personnel Section

ADD PCB PERSONNEL RECORD

Position Title

Number

Responsibilities

Qualification/Training

Employment Status

Permanent Contractual

Personnel Exposure Section

This section is used to input information on the personnel exposed to PCB. Click the Add/Update button to save changes; otherwise click the Cancel button.

Figure 22 Personnel Exposure Section

ADD PCB PERSONNEL EXPOSURE

Number of Personnel

Possible Routes of Exposure

Inhalation

Skin Contact

Ingestion

Duration

Storage Section

This section is used to report the Storage procedures followed by the company. Click the Add/Update button to save changes; otherwise click the Cancel button.

Figure 23 Storage Section

ADD STORAGE

Description of Storage Procedure

Inspection and Monitoring Frequency

Problems Encountered

Actions Taken

Add/Update Cancel

Spills and Environmental Releases Section

This section is used to input the date, details, prevention, and mitigation procedures related to all spills and environmental releases of the company. Click the Add/Update button to save changes; otherwise click the Cancel button.

Figure 24 Spills and Environmental Releases Section

ADD SPILL & ENVIRONMENTAL RELEASE

Date

Details of Incident

Actions Taken to Mitigate the Incident

Actions Taken To Prevent Recurrence

Add/Update Cancel

Treatment and Disposal Section

This page is used to report the various Transporters and Treater that serve the company. Click the Add/Update button to save changes; otherwise click the Cancel button.

Figure 25 Treatment and Disposal Section

ADD TRANSPORTER

Select Transporter

ADD TREATER

Select TREATER

Attachments Section

This section is used to upload several attachments required by EMB. Click the browse button to search for the file and click the Add/Update button to save changes; otherwise click the Cancel button.

Figure 26 Attachments Section

ATTACHMENTS

Certificate of Treatment

Hazardous Waste Manifest

PCB Management Plan

Prepared by

Name

Designation

Certified true and correct by

Name

Designation

Inventory Batch Upload Page

The "Inventory Batch Upload" feature is used if a company has low bandwidth or no internet connection at all, making the inventory input process slow and prone to errors. Instead of inputting information online, the company can accomplish an offline input form (Figure 27) and upload it to the site when they have access to the internet or via a low bandwidth connection. Click the browse button to search for the files and click the Add/Update button to save changes; otherwise click the Cancel button.

Figure 27 Batch Upload Section

BATCH UPLOAD

Equipment Batch File

Waste Batch File

6.2 EMB Regional Offices

The EMB Regional Office will be notified through email that there is a new registration application (Figure 28). To review the registration information submitted, they should log into the online database and open the Registrants Section found in the lower left side of the page. They will then be directed to the page shown in Figure 29, where they could click on the inventory hyperlink to review the registration information submitted.

Figure 28 Email Notification of New Registration Application

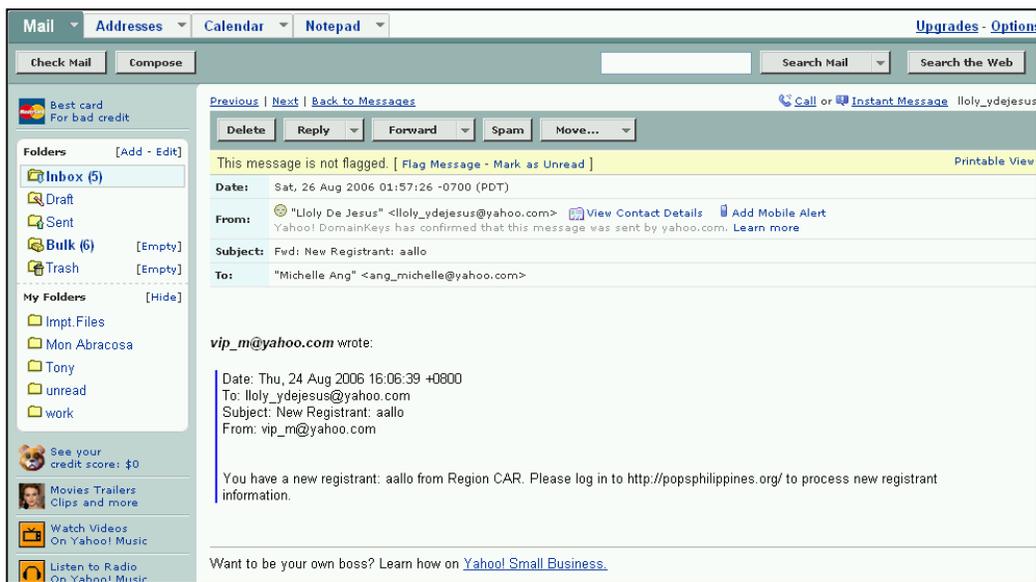


Figure 29 Registrant List (Old and New Application)

REGISTRANTS				
VIEW COMPANY	FILES	PCB INVENTORY	DATE JOIN	REG. LETTER
AAA testreg		inventory	8/22/2006 (NEW!)	edit
aaatest	test.xls	inventory	8/22/2006	edit
aallo		inventory	8/24/2006 (NEW!)	edit
aavip		inventory	8/24/2006	edit
AB Food & Beverages Philippines, Inc.		inventory	8/13/2006	edit
Abra Electric Coopeartive, Inc.		inventory	8/24/2006	edit
Ace Plastic Center		inventory	8/10/2006	edit
Adamson University		inventory	8/22/2006	edit
Adofel's Enterprises, Inc. (Adofel's Piggery & Adofel's Ricemill)		inventory	8/22/2006	edit
Agumil Philippines, Incorporated		inventory	8/22/2006	edit
Agusan del Norte Electric Cooperative, Inc.		inventory	8/22/2006	edit
Agusan Del Norte Provincial Hospital		inventory	8/22/2006	edit
Agusan Del Sur Electric Cooperative, Inc. (ASELCO)		inventory	8/22/2006	edit
Agusan Plywood Corporation		inventory	8/22/2006	edit
Air Transportation Office (Laoag - Air Navigation Facility)		inventory	8/13/2006	edit
AITEK Petron Service Station		inventory	8/23/2006	edit
Ajinomoto Philippines Corporation		inventory	8/22/2006	edit
Aklan Cooperative Mission Hospital		inventory	8/22/2006	edit
Aklan Electric Cooperative, Inc.		inventory	8/11/2006	edit
Albay Agro-Industrial Development Corporation (ALINDECO)		inventory	8/22/2006	edit

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[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) [23](#) [24](#) [25](#) [26](#) [27](#) [28](#) [29](#) [30](#)

The EMB Regional office can view all the company's PCB data including equipment inventory, waste summary and company information but they **cannot edit** any of the mentioned fields. They can however edit and send registration letters after reviewing a company's PCB information by using the form shown in Figure 30.

Figure 30 Registration Letter Template

REGISTRATION LETTER	
CERTIFICATE OF REGISTRATION (FOR THE CHEMICAL CONTROL ORDER ON POLYCHLORINATED BIPHENYLS)	
Pursuant to Republic Act 6969 (Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990) and the DENR Administrative Order 01, Series of 2004, also known as the Chemical Control Order for Polychlorinated Biphenyls (CCO for PCBs), the applicant:	
COMPANY NAME: AAA testreg	
WITH BUSINESS ADDRESS: testreg	
AND WITH STORAGE/FACILITY ADDRESS: testplant address	
has submitted information to the satisfaction of the Environmental Management Bureau (EMB), Department of Environment and Natural Resources (DENR) and paid the CCO Registration Fee, with O.R. # <input type="text" value="000000"/> and is assigned the following Registration No.	
<input type="text" value="new"/>	
subject to the following conditions:	
<ol style="list-style-type: none"> 1. Submission of the first Annual Report immediately after receipt of Certificate of Registration and subsequent Annual Reports shall be submitted at the end of December of every calendar year ; Inventory Report to be signed under oath and submitted with the Annual Report and PCB Management Plan which includes the PCB Spill Prevention and Clean-Up Plan and PCB Storage Facility Closure Plan 2. Compliance with proper handling, labeling, transport, storage, treatment, and disposal requirements of the CCO on PCBs to reduce the risks of accidents and damages to public health and the environment 3. All provisions and requirements of DAO 2004-01 (CCO for PCBs) shall be complied with. Any violation thereof will be subject to suspension of registration and corresponding penalty under the law 	
Issued this <input type="text" value="8/26/2006"/>	
at <input type="text" value="Quezon City"/>	
Issued this <input type="text" value="8/26/2006"/>	
at <input type="text" value="Quezon City"/>	
Approved by:	
<input type="text" value="FRANCISCO S. BRAVO"/>	
<input type="text" value="Senior Undersecretary and Acting Director, EMB"/>	
Send letter to this email address: <input type="text" value="vip_m@yahoo.com"/>	
<input type="button" value="Save"/> <input type="button" value="Save & Send Email"/>	

6.3 EMB Administrator

The EMB Administrator has complete access to the POPs website and to the online PCB database. Once the Administrator logs in, it will be automatically directed to the members navigation bar. The Member's Navigation Bar functions similarly to the Main Navigation Bar in Section 5.1. The only difference is that it appears after a member has logged in, (it replaces the member login section). This Navigation Bar provides links to the sections of the site that can be accessed by a member. Thus, each access level has a different navigation bar. Figure 31 and Figure 32 present the EMB's and Admin's Navigation Bar & the Company's Navigation Bar, respectively.

Figure 31 Administrator's Navigation Bar

REGISTRANTS
REPORTS
NEWS
SECTIONS
USERS
LOGOUT

1. Registrants – Click this to go to the Registrants page
2. Reports – Click this to go to the Reports page
3. News – Click this to go to the News page
4. Sections – Click this to go to the Sections page
5. Users – Click this to go to the Users page
6. Logout – Click this to logout of the site

Figure 32 Company's Navigation Bar

PCB INVENTORY
INVENTORY BATCH UPLOAD
UPDATE REGISTRATION
LOGOUT

1. PCB Inventory – Click this to go to the PCB Inventory page
2. Inventory Batch Upload – Click this to go to the Inventory Batch Upload page
3. Update Registration – Click this to go to the Update Registration page to edit your registration information
4. Logout – Click this to logout of the site

6.3.1 Registrants Page

The “Registrants” page is used for adding, editing, and deleting registrants; adding inventories; and uploading files. This page is only available to the EMB and Admin access levels. Figure 33 shows a screen shot of the Registrants Page.

Figure 33 Registrants Page

REGISTRANT				
Add				
COMPANY	FILES	PCB INVENTORY	DELETE	EDIT
AB Food & Beverages Philippines, Inc.	files	inventory	del	edit
Abra Electric Coopeartive, Inc.	files	inventory	del	edit
Ace Plastic Center	files	inventory	del	edit
Adamson University	files	inventory	del	edit
Adofel's Enterprises, Inc. (Adofel's Piggery & Adofel's Ricemill)	files	inventory	del	edit
Agumil Philippines, Incorporated	files	inventory	del	edit
Agusan del Norte Electric Cooperative, Inc.	files	inventory	del	edit
Agusan Del Norte Provincial Hospital	files	inventory	del	edit
Agusan Del Sur Electric Cooperative, Inc. (ASELCO)	files	inventory	del	edit
Agusan Plywood Corporation	files	inventory	del	edit
Ajinomoto Philippines Corporation	files	inventory	del	edit
Aklan Electric Cooperative, Inc.	files	inventory	del	edit
Albay Agro-Industrial Development Corporation (ALINDECO)	files	inventory	del	edit
Albay Electric Cooperative, Inc.	files	inventory	del	edit
Alliance Tuna International, Inc.	files	inventory	del	edit
Almont Hotel's Inland Resort	files	inventory	del	edit
Alvarez-Vergara Industrial Group Inc.	files	inventory	del	edit
Alzona Development Corporation (Livestock Division)	files	inventory	del	edit
Alzona Development Corporation (Swift Dressing Plant)	files	inventory	del	edit
Amadeo Fishing Corporation	files	inventory	del	edit
Previous page + Next page				
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				

1. Add hyperlink – Click this hyperlink to go to the “Registration” page
2. Files hyperlink – Click this hyperlink to upload files related to a company
3. Inventory – Click this hyperlink to go to the inventory page
4. Del hyperlink – Click this hyperlink to delete the corresponding entry
5. Edit hyperlink – Click this hyperlink to edit the corresponding entry
6. Page selection – Click on any of these links to go to the previous, next or any page.

6.3.2 Reports Page

The “Reports” page (Figure 34) contains various reports that describe the information stored in the database. Click on a report link for the site to generate the information selected. Figure 35 shows a sample of a report.

Figure 34 Reports Page

REPORTS

1. List of Registered PCB Generators
[generate Registered PCB Generators report](#)
2. List of Registered PCB Generators According to Nature of Business
[generate Registered PCB Generators According to Nature of Business report](#)
3. List of Registered PCB Generators According to Region
[generate Registered PCB Generators According to Region report](#)
4. Summary of PCB Inventory
[generate Summary of PCB Inventory report](#)
5. Summary of PCB Inventory in the Philippines
[generate Summary of PCB Inventory in the Philippines report](#)

Figure 35 Report Sample

Today is August 11, 2006

[back to reports main page](#)

LIST OF REGISTERED PCB GENERATORS

Name of Company	Business Address	Location of Facility	Nature of Business	Registration No.	Authorized Representative	Telephone No.
1. AB Food & Beverages Philippines, Inc.	105 E. Rodriguez Jr. Avenue Bo. Ugong, Pasig City		Manufacturing Others (Civil Aviation)		Nestor A. Nuguid	6712840
2. Abra Electric Coopeartive, Inc.	Brgy. Calaba, Bangued, Abra		Electric distribution		Atty. Marco M. Bautista	074-752-8628
3. Ace Plastic Center	National Highway, Brgy. Tagaran, Cauayan City, Isabela		Manufacturing		Arnold Coloma	078-6521276
4. Adamson University	900 San Marcelino, Ermita, Manila		Others (Educational Institution)		Rev. Fr. Danilo M. Failadona, C.M.	525-9857/524-2011
5. Adofel's Enterprises, Inc. (Adofel's Piggery & Adofel's Ricemill)	Adofel's Piggery (Barangay Rotunda, Koronadal City) Adofel's Ricemill (Depita Subdivision, Gensan Drive, Koronadal City)		Others (Hog Raising / Fattening & Rice Milling)		Patricio R. Rafanan	2289437
6. Agumil Philippines, Incorporated	BRGY. MANAT, TRENTO AGUSAN DEL SUR		Manufacturing		Engr. Phil Roy E. Malana	09208583225
7. Agusan del Norte Electric Cooperative, Inc.	Km.2 J.C. Aquino Ave., Butuan City		Electric distribution		Evangelito S. Estaca	(085) 341-7935
8. Agusan Del Norte Provincial Hospital	Libertad, Butuan City		Others (Hospital equipment suspected to contain PCB)		Mercedes Bacalso Atupan	3415129
9. Agusan Del Sur Electric Cooperative, Inc. (ASELCO)	San Isidro, San Francisco, Agusan del Sur		Electric distribution		Ursulo E. Anuta	343-84-56
10. Agusan Plywood Corporation	Manapa, Buenavista, Agusan del Norte		Manufacturing		Engr. Epefania F. Demingo	343-5999
11. Ajinomoto Philippines Corporation	C.P. Garcia Avenue (C5), Ugong 1604 Pasig City		Manufacturing		Fermin Ty	6716087
12. Aklan Electric Cooperative, Inc.	Lezo, Aklan		Electric distribution		Leovigildo I. Lumio	(036)2747275
13. Albay Agro-Industrial	Bo. Balading, Malinao Albay		Manufacturing		Joy C. Azur	257-7337

6.3.3 News Page

The “News” page lets the administrator add, delete, and edit news articles that will be displayed on the “News & Events” page (Section 5.3). News that will be posted here will be POPs or EMB-related news. When the add/edit hyperlink is clicked, a form shown in Figure 36 will be shown. Detailed instructions on how to fill in the required data is shown in Table 7.

Figure 36 Add/Edit News Page

NEWS

Category: Announcements (1)

Title: (2)

Byline: (3)

Summary: (4)

Article: (5)

Access by: All (6)

Archived?: Yes No (7)

Image: (8) Browse... (8)

Type: PNG (9)

Width: 89 (10)

Height: 80 (11)

Show Image?: Yes No (12)

submit (13) Cancel (14)

ACCESS LEGEND
 All - accessible by general public
 Guest - guest can view PCB data
 Company - can edit company's registration information and inventory
 Regional - can enter new company registration and inventory batch
 EMB - administers all PCB data, user access, but not backup
 Admin - administers all PCB data, user access, as well as backup/restore

Table 7 Create/Edit “News or Announcements” Form Filling Instructions

Field Name	Description/Instruction for Filling In
1. Category	Select what category would the article fall under
2. Title	Input the article's title
3. Byline	Input the article's author
4. Summary	Input a brief summary of the article
5. Article	Input the body of the article
6. Access by	Select the access level that can view the article
7. Archived	Select the radio button whether to archive the article or not
8. Image	Click the browse button to select an image file to be shown together with the article
9. Type	Select from the list the file type or extension of the image file
10. Width	Input the width of the image in pixels
11. Height	Input the height of the image in pixels
12. Show Image	Choose whether the image would be showed in the news page
13. Submit Button	Click this to upload the article and picture
14. Cancel Button	Click this to go back to the previous screen

6.3.4 Sections Page

The “Sections” page lets the administrator add, delete, and edit news articles that will be displayed on the various sections of the site. Articles that will be posted here will be POPs or EMB-related news. When the add/edit hyperlink is clicked, a form shown in Figure 37 will be shown. Table 8 guides the user on how to create or edit the Sections page of the POPs website.

Figure 37 Add/Edit Page

The screenshot shows a web form titled "SECTIONS" with the following fields and callouts:

- 1: Category dropdown menu (set to "About Us")
- 2: Title text input field
- 3: Byline text input field
- 4: Summary text area
- 5: Article text area
- 6: Image text input field with a "Browse..." button
- 7: Type dropdown menu (set to "PNG")
- 8: Width text input field (set to "89")
- 9: Height text input field (set to "80")
- 10: "Show Image?" section with "Yes" (selected) and "No" radio buttons
- 11: "submit" button
- 12: "Cancel" button

Table 8 Create/Edit “Sections” Form Filling Instructions

Field Name	Description/Instruction for Filling In
1. Category	Select which section the article would be shown in
2. Title	Input the article’s title
3. Byline	Input the article’s writer
4. Summary	Input a brief summary of the article
5. Article	Input the body of the article
6. Image	Click the browse button to select an image file to be shown together with the article
7. Type	Select from the list the file type or extension of the image file
8. Width	Input the width of the image in pixels
9. Height	Input the height of the image in pixels
10. Show Image	Choose whether the image would be showed in the news page
11. Submit Button	Click this to upload the article and picture
12. Cancel Button	Click this to go back to the previous screen

6.3.5 Users Page

The “Users” page lets the administrator add, edit, and delete member accounts; and assign a specific access level to a member. By clicking either the add or edit hyperlinks, the page will be taken to the screen below (Figure 38).

Figure 38 Add/Edit User Page

USERS

User Name

Email

Password

Access Level ▼

ACCESS LEGEND
Guest - guest can view PCB data
Company - can edit company's registration information and inventory
Regional - can enter new company registration and inventory batch
EMB - administers all PCB data, user access, but not backup
Admin - administers all PCB data, user access, as well as backup/restore

1. User Name – Input the User Name that will identify the member account
2. Email – Input the e-mail address of the member as it will be used for the members login
3. Password – Input the password to be used by the member, making sure that the password will be easy to remember. (Note: this field cannot be left blank)
4. Access Level – Select the access level to be granted to the member
5. Submit Button – Click this to add the member/save the changes
6. Cancel Button – Click this to go back to the User page

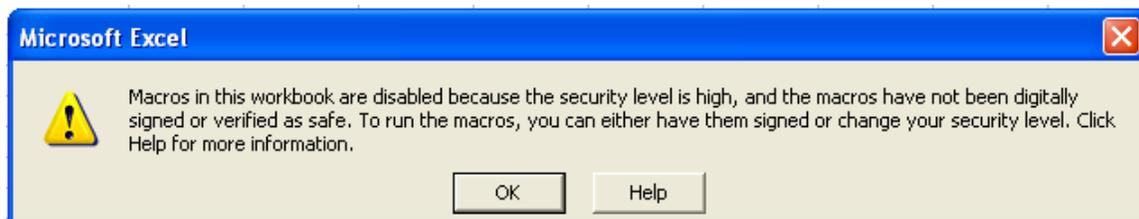
7.0 OFFLINE INVENTORY FORM

The offline inventory form is an MS Excel file where companies can input inventory data and upload it in the “Inventory Batch Upload Section” of the website. Upon opening the file, one of three things may happen depending on the security level settings of the computer’s MS Excel. Each situation is described below.

7.1 Starting the Application

For MS Excel set at High Security Level, the following (Figure 39) will appear:

Figure 39 MS Excel at High Security Level

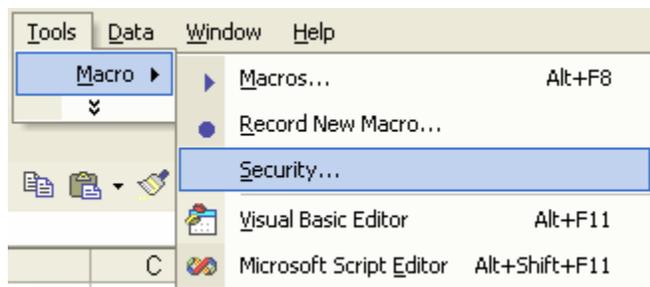


To continue with the program, do the following (Figure 40):

- Click OK
- Click Tools on the toolbar or press Alt+T
- Go to the Macro Submenu and click on Security

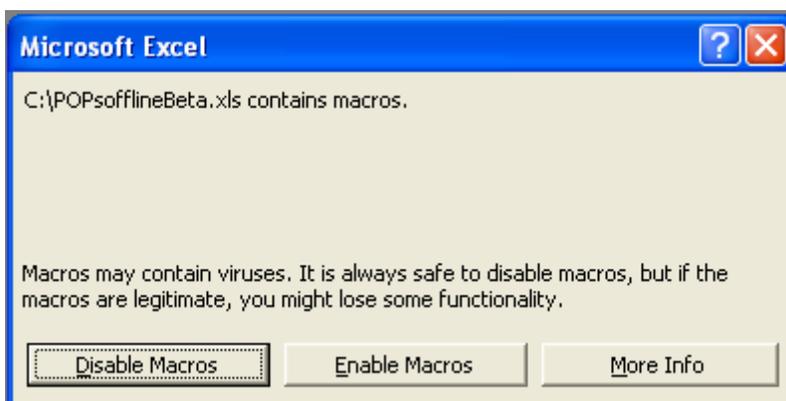
- On the following screen, set the security level to medium and click OK
- Close the file
- Open it again, you should now be able to go to the next situation

Figure 40 Procedure to Change MS Excel Security Setting



For MS Excel set at Medium Security Level, Figure 41 will appear. To continue with the program, click the Enable Macros button or press Alt+E.

Figure 41 MS Excel at Medium Security Level



For MS Excel set at Low Security Level, you will directly see the program's main menu.

7.2 Main Menu

The Main Menu (Figure 42) is the starting screen when filling up the offline inventory form. Click the "New Report" button to start filling up the offline form. Initially the "Generate CSV" (Comma Separated Values) button is disabled; but after accomplishing the report and clicking the "Save & Exit" button (see next section), it will be enabled.

Figure 42 Main Menu



1. New Report – Click this to go to the Inventory Forms
2. Generate CSV – Click this to generate the CSV files for upload. It will prompt for a filename; for ease of data management for the file name type:

YourCompanyNameMMYYYY

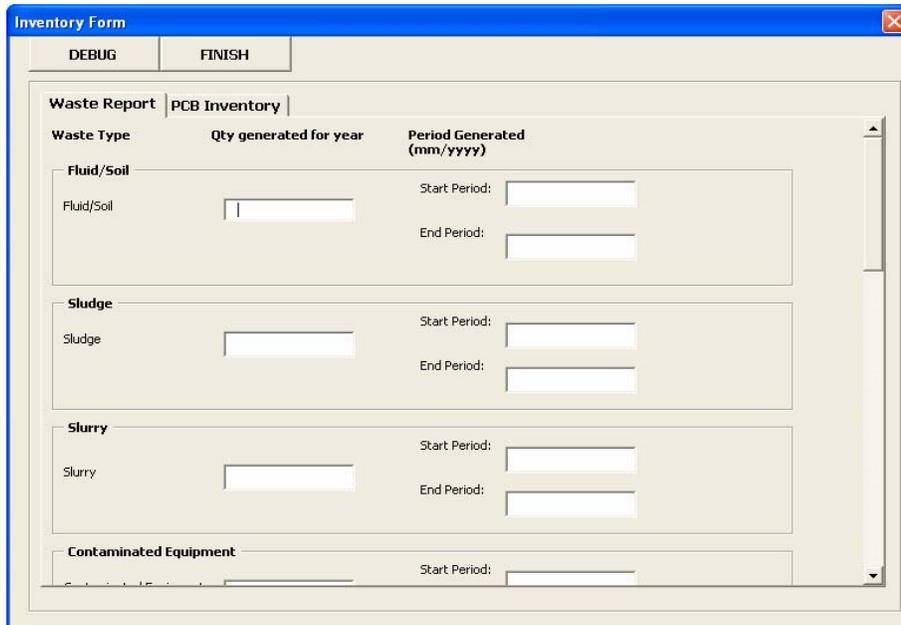
The files will be in the same folder as the offline form. Their filenames would be appended by their respective file types. For example, if MyCompany082006 is the filename you entered, the following CSV files will be generated:

- MyCompany082006-Equipment.csv
- MyCompany082006-Waste.csv

7.3 Inventory Form

The Inventory Form consists of two pages or tabs: the “Waste Report Tab” (Figure 43) and the “PCB Inventory Tab” (Figure 44). Each tab is similar to its online counterpart, and the data entry rules are the same. Click on the “Add another” to add clear the fields and add another otherwise leave the fields after entry. Use the “Finish” button to save the changes and exit to the main menu and generate your CSV files for upload.

Figure 43 Waste Report Form of the Offline Inventory



Waste Type	Qty generated for year	Period Generated (mm/yyyy)
Fluid/Soil	<input type="text"/>	Start Period: <input type="text"/> End Period: <input type="text"/>
Sludge	<input type="text"/>	Start Period: <input type="text"/> End Period: <input type="text"/>
Slurry	<input type="text"/>	Start Period: <input type="text"/> End Period: <input type="text"/>
Contaminated Equipment	<input type="text"/>	Start Period: <input type="text"/>

Figure 44 PCB Inventory Form of the Offline Inventory

The screenshot shows a software window titled "Inventory Form" with a blue header bar. Below the header are two tabs: "DEBUG" and "FINISH". The main content area has two sub-tabs: "Waste Report" and "PCB Inventory", with "PCB Inventory" being the active tab. The form contains several sections of input fields:

- Equipment Type:** Radio buttons for "Transformer", "Capacitor", and "Circuit Breaker".
- Is there a name plate on the equipment?:** Radio buttons for "Yes" and "No".
- Location of Equipment:** A large text input field.
- Manufacturer:** A text input field.
- Country of Origin:** A text input field.
- Date of Manufacture:** A text input field.
- Model/Serial No.:** A text input field.
- Electrical/Industrial Rating (Kwa):** A text input field.
- Years in service:** A text input field.
- Projected retirement date:** A text input field.
- Weight:** A section with three input fields: "Equipment (dry weight kg):", "Oil (liters or kg):", and "Total Weight (kg):".
- Size of Equipment:** A section with two input fields: "Length" and "Width".