2019 GUIDANCE MANUAL

(HOW TO SUBMIT CHEMICAL REPORT)



MONITORING AND ASSESSMENT SECTION CHEMICAL DEPARTMENT



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Preface

This manual contains **<u>steps</u>** to assist holders of chemical permits issued by Ministry of Environment and Climate Affairs (Chemicals Department) in **<u>submitting periodic reports every</u> <u>six months</u>** starting from the permit issuance date.

Introduction

The periodic reports of chemical dealers are one of the main pillars in following up and verifying the extent to which the establishments dealing with these materials comply with local and international environmental laws and legislations. They help in establishment of an integrated chemical database in the Chemicals Department in order to increase efficiency of monitoring and control of the import and export of chemicals, and to ensure that the data in the permits match with shipments, and tracking the movement of these materials and goods cross borders. These are essential element in the sound management of chemicals in cooperation with the Directorate General of Customs in order to implement relevant international environmental conventions in an effective and accurate manner to avoid any data discrepancies or misleading information, protect the environment and health, and comply with the laws and requirements of international environmental conventions and treaties in order to properly implement sound chemicals management approaches in line with the Ministry's vision towards a sustainable clean environment.





- 1. Go to Ministry of Environment and Climate Affairs website. (www.meca.gov.om)
- 2. Enter the client's account by clicking on **customer login icon.**



2.1. After logging in, PKI Service page appears (Tam). (Choose your login method)

Note: (login by ID card, card reader device is needed).

	لإستخدام هذه الطريقة تحتاج إلى	لإستخدام هذه الطريقة تحتاج إلى:
	 البطاقة الشخصيةأو بطاقة مقيم 	 تفعيل شريحة الهاتف النقال
	2. الرمز السري للبطاقة	2. الرمز السري للشريحة
	 قارئ البطاقة الشخصية 	(111)
	average exception devices	
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	90070131 3131930MM <cccccccc0 CMUBARAKCSA1F4CCCCCCC</cccccccc0 	
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2.2. After registration, a client page will appear in the system.

Dashboard						
	Pending - 9 Approved - 5 Rejected - 3	Alerts - 9 Notification - 39	•	Pending - 5 Paid - 6	2 2	
Permits	Message Box	0	Payments	0	Penalties	
	Pending - 1					
\checkmark	Completed - 0					
Site Visits	0					
3. Click on <u>n</u> Home services site visite		reports.	ند الم الم الم الم الم الم الم الم الم الم			
Dashboard	Pending - 9 Approved - 5 Rejected - 3 Issued - 0	Alerts - 9 Notification - 39	0	Pending - 5 Paid - 6	£	
Permits	Message Box	٥	Payments	0	Penalties	
4. Then click	on <u>"update</u>	<u>monitori</u>	ng repo	<u>rts"</u>		
# Home > Monitoring Services						
	Monitoring Details					
Monitoring Report 👻	From Date		To Date			
Monitoring Report - » Update Monitoring Report			Status	Select Status	~	
Monitoring Report -	Request No					
Monitoring Report	Request No Permit/License	Select			~	



4.1. A page will appear **listing the company's environmental permits.**

ermit Lists							
Permit Issue Date	e		То				
Permit Expiry Dat	te		То				
Permit Name		Select			~		
Permit/License N	lo						
Region		Select	~				
Wilayat		Select	~				
							Search Clear Back
CR Number	Customer		Permit Name	Permit Number	Permit Issue on	Permit Expiry on	
1046381	BAHWAN ENGINE	ERING COMPANY LLC	Disposal of Liquid W	5810/1/2	09/05/2016	09/05/2017	Upload Monitoring Report
1046381	BAHWAN ENGINE	ERING COMPANY LLC	Discharge treated wa	5820/6/13	27/07/2016	27/07/2017	Upload Monitoring Report
	BAHWAN ENGINEERING COMPANY LLC						
1046381	BAHWAN ENGINE	ERING COMPANY LLC	Liquid Transfers bet	5810/2/2	15/06/2016	13/09/2016	Upload Monitoring Report
1046381 1046381	BAHWAN ENGINE BAHWAN ENGINE	ERING COMPANY LLC	Liquid Transfers bet Dumping of Solid Was	5810/2/2	15/06/2016 16/10/2016	13/09/2016 14/01/2017	Upload Monitoring Report Upload Monitoring Report
1046381 1046381 1046381	BAHWAN ENGINE BAHWAN ENGINE BAHWAN ENGINE	ERING COMPANY LLC ERING COMPANY LLC ERING COMPANY LLC	Liquid Transfers bet Dumping of Solid Was License for handling	5810/2/2 5810/3/2 5750/202	15/06/2016 16/10/2016 09/01/2018	13/09/2016 14/01/2017 08/01/2021	Upload Monitoring Report Upload Monitoring Report Upload Monitoring Report
1046381 1046381 1046381 1046381	BAHWAN ENGINE BAHWAN ENGINE BAHWAN ENGINE BAHWAN ENGINE	ERING COMPANY LLC ERING COMPANY LLC ERING COMPANY LLC ERING COMPANY LLC	Liquid Transfers bet Dumping of Solid Was License for handling License for handling	5810/2/2 5810/3/2 5750/202 5750/200	15/06/2016 16/10/2016 09/01/2018 20/12/2017	13/09/2016 14/01/2017 08/01/2021 19/12/2020	Upload Monitoring Report Upload Monitoring Report Upload Monitoring Report Upload Monitoring Report
1046381 1046381 1046381 1046381 1046381	BAHWAN ENGINE BAHWAN ENGINE BAHWAN ENGINE BAHWAN ENGINE BAHWAN ENGINE	ERING COMPANY LLC ERING COMPANY LLC ERING COMPANY LLC ERING COMPANY LLC ERING COMPANY LLC	Liquid Transfers bet Dumping of Solid Was License for handling License for handling License for handling	5810/2/2 	15/06/2016 16/10/2016 09/01/2018 20/12/2017 12/12/2017	13/09/2016 14/01/2017 08/01/2021 19/12/2020 11/12/2020	Upload Monitoring Report Upload Monitoring Report Upload Monitoring Report Upload Monitoring Report Upload Monitoring Report

5. Select the actual chemical permit for which you need submit report by clicking on <u>(Upload Monitoring Report).</u>

			· -					
	1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling	5750/202	09/01/2018	08/01/2021	Upload Monitoring Report	
l	1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling	5750/200	20/12/2017	19/12/2020	Upload Monitoring Report	
	1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling	5750/199	12/12/2017	11/12/2020	Upload Monitoring Report	



5.1. A page will appear reports with report number and <u>date of</u> <u>submission.</u> (6 reports in each chemical permit)

CR Number			Company Name				
Region		Select	~				
Region		Select	~				
Permit No							
							Search Clear
					· \		
				(1		
Permit No	Permit/License	Mo	onitoring Report Name	Upload Period	Next Uploaded Date	Status	
Permit No 5750/199	Permit/License License for han	Mo	onitoring Report Name	Upload Period 1 HALF YEARLY	Next Uploaded Date 11/12/2018	Status On Time	Upload Report
Permit No 5750/199 5750/200	Permit/License License for han	More LCF	pnitoring Report Name P P	Upload Period 1 HALF YEARLY 1 HALF YEARLY	Next Uploaded Date 11/12/2018 20/06/2018	Status On Time On Time	Upload Report Upload Report
Permit No 5750/199 5750/200 5750/200	Permit/License License for han License for han License for han	More LCF LCF	pniloring Report Name ;P ;P ;P	Upload Period 1 HALF YEARLY 1 HALF YEARLY 1 HALF YEARLY	Next Uploaded Date 11/12/2018 20/06/2018 19/12/2018	Status On Time On Time On Time	Upload Report Upload Report Upload Report
Permit No 5750/199 5750/200 5750/200 5750/202	Permit/License License for han License for han License for han License for han	Moi LCF LCF LCF	onitoring Report Name P P P P	Upload Period 1 HALF YEARLY 1 HALF YEARLY 1 HALF YEARLY 1 HALF YEARLY 1 HALF YEARLY	Next Uploaded Date 11/12/2018 2006/2018 19/12/2018 10/07/2018	Status On Time On Time On Time On Time	Upload Report Upload Report Upload Report Upload Report Upload Report
Permit No 5750/199 5750/200 5750/200 5750/202 5750/202	Permil/License License for han License for han License for han License for han License for han	More LCF	nnitoring Report Name ;P ;P ;P ;P ;P	Upload Period 1 HALF YEARLY 1 HALF YEARLY 1 HALF YEARLY 1 HALF YEARLY 1 HALF YEARLY 1 HALF YEARLY	Next Uploaded Date 11/12/2018 20/06/2018 19/12/2018 10/07/2018 08/01/2019	Status On Time On Time On Time On Time On Time	Upload Report Upload Report Upload Report Upload Report Upload Report

6. Select the actual date of the report by clicking.

(Upload report)

	يتط	Next Uploaded Date	Upload Period	Monitoring Report Arabic	Permit/License	رفم المسريح
Upload Report	On Time	11/12/2018	HALF YEARLY 1	LCP	License for han	5750/199
Upload Report	On Time	20/06/2018	HALF YEARLY 1	LCP	License for han	5750/200
Upload Report	On Time	19/12/2018	HALF YEARLY 1	LCP	License for han	5750/200

6.1. A page shows fields for filling required chemical data along with required attachments. (Image 1 page 7)

6.2. Note:

6.2.1. Local handling permit fields differ from the manufacturing permit fields (point 6.2.7)

6.2.2. The required data in each report for six months.

e	Date of permit issue	Date of the first report	Date of the second report	Data required in the first	Data required in the second
		will be	will be	report	report
Example	1/1/2019	1/7/2019	1/1/2020	Data for six	Data for six
				month from	month from
				1/1/2019 to	1/7/2019 to
				30/6/2019	31/12/2019
C					\square



6.2.3. All fields must be filled in so that the system can accept the report.

rade Name	car purchase monitoring Report Details						
rade Name							
cientific Nar	me						
hemical Cor	omposition						
AS Number	r					Horof	illing the
urpose Of C	Chemical Usage					nerei	ining the
urpose of Pr	Permit	Select				0	lata
Select						, l	
nport/Purchase/Manufactured Quantity				- ×			
uantity			ociect	Select	~		
temaining Q	Quantity			Onlost	-		
				Select		Ruu	
nitoring Doo	ocuments						
File size sho	ould not exceed 20 mb						
S.No	Document Name						Here attach
1	Copy of the sell permit of the Supplier					Browse	nere attach
2	List of companies sold to it with their permit #	(locally parches)				Browse	the file
3	Copy of their permit					Browse	

6.2.4. After filling the data, click on the <u>"Add"</u> icon so that the input data is recorded.

Purpose of Permit	Select	~	
Source of Chemical	Select	~	
Import/Purchase/Manufactured Quantity	Select	~	
Quantity		Select V	
Remaining Quantity		Select V Add	

6.2.5. You can add more than one substance.

Item 2

CA	AS N	lumber														
Pu	irpo	se Of Chemical Us	age													
Pu	irpo	se of Permit		9	ielect					~						
So	ourc	e of Chemical		9	ielect					~						
Su	ıppli	ier Name														
Su	ıppli	ier Permit Number														
Im	por	t/Purchase/Manufa	ctured Quantity			-	Select	~								
Qu	Jant	ity						Select -	v							
Re	ema	ining Quantity						Select -		Add						
s	ir	Trade Name	Scientific Name	Chemical Com	position	CAS Number	Purpose of	of Permit	Source of Chemical	Qui	antity	Remaining Quantity				
1		A	В	A+B		123	Use		Imported	789		0	View	Delete	\mathbf{K}	Iter
2		A	В	A+B		123	Sales		Locally Purchased	789		0	View	Delete		



6.2.6 attachments are mandatory as per data entered

		Report (local handlin	g permit)						
Ci	S	Type of attachment	In case of						
	1	Copy of supplier's permit for (sell)	Source of chemical						
are action			(local purchase)						
Clarification	2	List of customer sold to them	Purpose of permit (sale)						
	3	Copy of permit of (use) for customer	Purpose of permit (sale)						
		sold to them							
C.	Report (Manufacturing permit)								
	1	List of customer to which Product is							
		sold / exported to them							
		with quantities mentioned in detail							
		along with sale/ export permit	Manufacturing						
		number							
	2	Product FLOW CHART and chemical							
		equation							

6.2.7. The report of **(manufacturing permit)** as follows:

Type Permit Manufacturing (Chemicals used in pro	iduction)				
CommonName					Table 1
CAS Number					
Source of Chemical	Select		~		Raw material
Import Permit Number					Naw material
Quantity Used		Select	~	Add	data
Type Permit Manufacturing (Final product)					
Name of Final Product					
CAS Number					
Produced Quantity		Select	~		
Sold Quantity		Select	~		
Used Quantity		Select	~	Table	
Export Quantity		Select	~	Table	
Remaining Quantity		Select	~ /		
By Product				Final produc	t
	(Separate multiple Byproducts with Con	nmas)		date	
Quantity Produced By Product		Select	~	Add	
Monitoring Documents					
* File size should not exceed 20 mb					
S.No Document Name					
1 List of companies that sold / exported	List of companies that sold / exported chemicals with detailed quantities and license number for sale and export				Browse
2 Chemical includes flowchart for final pr	oduct and chemical equation				Browse



7. Write notes/comments in the note box.

Remarks	
Remarks	this is the first report
8. Afte	er completion, click on submit icon to send the report.
	Submit Clear Go Back
9. Afte the pa submi	er submit the report, a sentence will appear at the top of report has been successfully itted.
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9. After the pa submir	er submit the report, a sentence will appear at the top of report has been successfully report has been successfully the devices of the devic
9. After the pa submit SITE VISITS	er submit the report, a sentence will appear at the top of report has been successfully report has been successfully and the successful





For further inquiries, please contact:

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