

2019

# GUIDANCE MANUAL

(HOW TO SUBMIT CHEMICAL REPORT)



MONITORING AND ASSESSMENT SECTION  
CHEMICAL DEPARTMENT



وزارة البيئة والشؤون المناخية  
MINISTRY OF ENVIRONMENT AND CLIMATE AFFAIRS

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### Preface

This manual contains **steps** to assist holders of chemical permits issued by Ministry of Environment and Climate Affairs (Chemicals Department) in **submitting periodic reports every six months** 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.

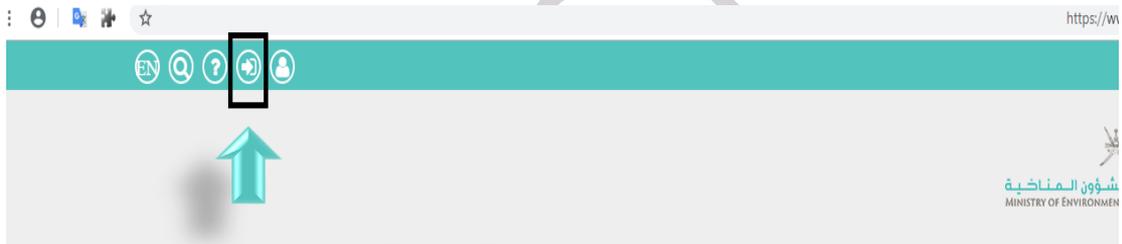


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## Steps

1. Go to Ministry of Environment and Climate Affairs website.  
([www.meca.gov.om](http://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).





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2.2. After registration, a client page will appear in the system.

3. Click on **monitoring reports**.

4. Then click on **"update monitoring reports"**



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

Permit Lists

Permit Issue Date:  To:   
Permit Expiry Date:  To:   
Permit Name:   
Permit/License No:   
Region:   
Wilayat:

CR Number	Customer	Permit Name	Permit Number	Permit Issue on	Permit Expiry on	
1046381	BAHWAN ENGINEERING COMPANY LLC	Disposal of Liquid W...	5810/1/2	09/05/2016	09/05/2017	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	Discharge treated wa...	5820/6/13	27/07/2016	27/07/2017	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	Liquid Transfers bet...	5810/2/2	15/06/2016	13/09/2016	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	Dumping of Solid Was...	5810/3/2	16/10/2016	14/01/2017	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling...	5750/202	09/01/2018	08/01/2021	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling...	5750/200	20/12/2017	19/12/2020	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling...	5750/199	12/12/2017	11/12/2020	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	License for the manu...	5749/28	20/12/2017	19/12/2020	<a href="#">Upload Monitoring Report</a>

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

1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling...	5750/202	09/01/2018	08/01/2021	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling...	5750/200	20/12/2017	19/12/2020	<a href="#">Upload Monitoring Report</a>
1046381	BAHWAN ENGINEERING COMPANY LLC	License for handling...	5750/199	12/12/2017	11/12/2020	<a href="#">Upload Monitoring Report</a>



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

Company Search

CR Number  Company Name

Region

Region

Permit No

Permit No	Permit/License	Monitoring Report Name	Upload Period	Next Uploaded Date	Status	
5750/199	License for han...	LCP	1 HALF YEARLY	11/12/2018	On Time	Upload Report
5750/200	License for han...	LCP	1 HALF YEARLY	20/06/2018	On Time	Upload Report
5750/200	License for han...	LCP	1 HALF YEARLY	19/12/2018	On Time	Upload Report
5750/202	License for han...	LCP	1 HALF YEARLY	10/07/2018	On Time	Upload Report
5750/202	License for han...	LCP	1 HALF YEARLY	08/01/2019	On Time	Upload Report

6. Select the actual date of the report by clicking.  
**(Upload report)**

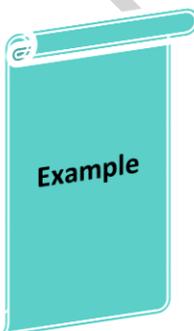
تاريخ	Next Uploaded Date	Upload Period	Monitoring Report Arabic	Permit/License	رقم التصريح
<input type="button" value="Upload Report"/>	11/12/2018	HALF YEARLY 1	LCP	...License for han	5750/199
<input type="button" value="Upload Report"/>	20/06/2018	HALF YEARLY 1	LCP	...License for han	5750/200
<input type="button" value="Upload Report"/>	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.



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



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

Chemical Local purchase Monitoring Report Details

Trade Name	<input type="text"/>
Scientific Name	<input type="text"/>
Chemical Composition	<input type="text"/>
CAS Number	<input type="text"/>
Purpose Of Chemical Usage	<input type="text"/>
Purpose of Permit	--- Select ---
Source of Chemical	--- Select ---
Import/Purchase/Manufactured Quantity	<input type="text"/> --- Select ---
Quantity	<input type="text"/> --- Select ---
Remaining Quantity	<input type="text"/> --- Select ---

Add

Here filling the data

Monitoring Documents

\* File size should not exceed 20 mb

S.No	Document Name	
1	Copy of the sell permit of the Supplier	<input type="text"/> Browse...
2	List of companies sold to it with their permit # (locally parches)	<input type="text"/> Browse...
3	Copy of their permit	<input type="text"/> Browse...

Here attach the file

6.2.4. After filling the data, click on the **"Add"** icon so that the input data is recorded.

Purpose of Permit	--- Select ---
Source of Chemical	--- Select ---
Import/Purchase/Manufactured Quantity	<input type="text"/> --- Select ---
Quantity	<input type="text"/> --- Select ---
Remaining Quantity	<input type="text"/> --- Select ---

Add

6.2.5. You can add more than one substance.

CAS Number	<input type="text"/>
Purpose Of Chemical Usage	<input type="text"/>
Purpose of Permit	--- Select ---
Source of Chemical	--- Select ---
Supplier Name	<input type="text"/>
Supplier Permit Number	<input type="text"/>
Import/Purchase/Manufactured Quantity	<input type="text"/> --- Select ---
Quantity	<input type="text"/> --- Select ---
Remaining Quantity	<input type="text"/> --- Select ---

Add

Sr	Trade Name	Scientific Name	Chemical Composition	CAS Number	Purpose of Permit	Source of Chemical	Quantity	Remaining Quantity		
1	A	B	A+B	123	Use	Imported	789	0	<a href="#">View</a>	<a href="#">Delete</a>
2	A	B	A+B	123	Sales	Locally Purchased	789	0	<a href="#">View</a>	<a href="#">Delete</a>

Item 2

Item 1



### 6.2.6 attachments are mandatory as per data entered



Report (local handling permit)		
S	Type of attachment	In case of
1	Copy of supplier's permit for (sell)	Source of chemical <b>( local purchase)</b>
2	List of customer sold to them	Purpose of permit <b>(sale)</b>
3	Copy of permit of (use) for customer sold to them	Purpose of permit <b>(sale)</b>
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 number	<b>Manufacturing</b>
2	Product FLOW CHART and chemical equation	

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

Type Permit Manufacturing (Chemicals used in production)

CommonName  
CAS Number  
Source of Chemical  
Import Permit Number  
Quantity Used

Type Permit Manufacturing (Final product)

Name of Final Product  
CAS Number  
Produced Quantity  
Sold Quantity  
Used Quantity  
Export Quantity  
Remaining Quantity  
By Product  
Quantity Produced By Product

Monitoring Documents

S.No	Document Name	
1	List of companies that sold / exported chemicals with detailed quantities and license number for sale and export	Browse...
2	Chemical includes flowchart for final product and chemical equation	Browse...



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7. Write notes/comments in the note box.

Remarks

Remarks

this is the first report

Examp

8. After completion, click on **submit** icon to send the report.



9. After submit the report, **a sentence** will appear at the top of the page stating that the report has been successfully submitted.

SITE VISITS MONITORING REPORT ACCIDENTS PROFILE

Monitoring Request Details

Thank you for submitting for the Airnoise Pollution monitoring reports. Your Request Number is 43. Use this Request Number to track your application status

Monitoring Request Details

Request Number	43	*Mandatory Fields
Request Date	29/01/2019	
Permit Name	License for handling of Hazardous Chemicals Locally	
Permit Number		



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THE END

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