IPWIS USER GUIDE

• VERIFICATION AND MIGRATION   • REGISTRATION   • REPORTING

TABLE OF CONTENTS

1. INTRODUCTION

THE "NEW" IPWIS

It's essentially, "Out" with the old and "In" with the new....the new IPWIS!

IPWIS has been given a face lift...to make the IPWIS user experience a better one.

It's easy to register.✓

It's easy to change your own password if you forget it.✓

It's easy to report on your waste volumes. ✓

You, as the IPWIS user, will be prompted to verify your contact details and your facility's registration details. In essence the purpose of this task is to ascertain, whether you are still the "main contact" person for your facility and if your details remained unchanged e.g. your telephone number. You will receive an IPWIS email notification with the request to verify/update your details on IPWIS.

Once you have been verified, the IPWIS team will migrate (move) you from the old IPWIS to the new IPWIS website.

WHAT THE OLD IPWIS LOOKED LIKE:

http://ipwis.pgwc.gov.za/iPWIS/default.html

WHAT THE NEW IPWIS LOOKS LIKE NOW:

http://ipwis.pgwc.gov.za/ipwis3/public/

2. EXISTING IPWIS FACILITIES: VERIFICATION AND MIGRATION

"IPWIS facilities who registered in the previous IPWIS site need to be migrated to the new IPWIS site."

STEP 1: IPWIS EMAIL NOTIFICATION

1. The IPWIS user receives an IPWIS email informing the user that the waste activity at the facility needs to be migrated and verified.

2. The IPWIS user now needs to verify their email address by clicking on the *"link"*. The link will direct the IPWIS user to the IPWIS portal page.

3. The link will expire/become invalid after *48hrs* if it is not activated OR when the user *clicks on it twice* and does not follow through with the input of a new password. Should this occur a new email link will have to be re-issued by the Department.
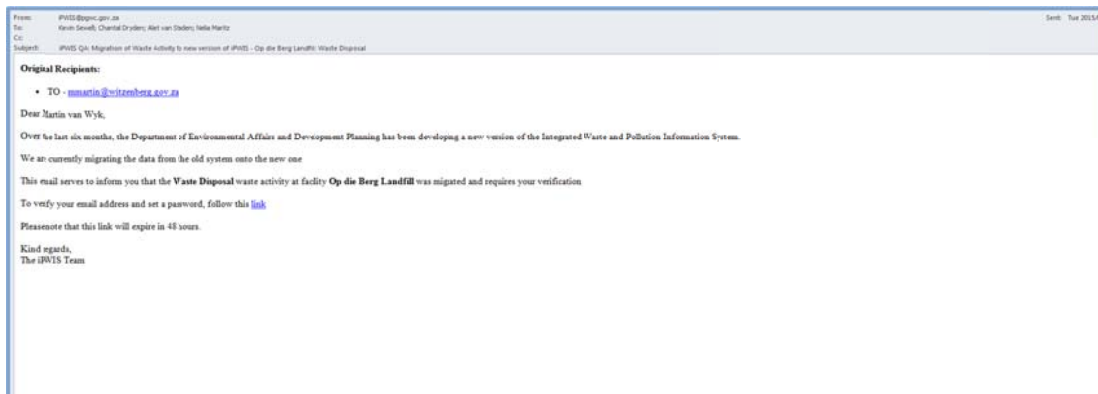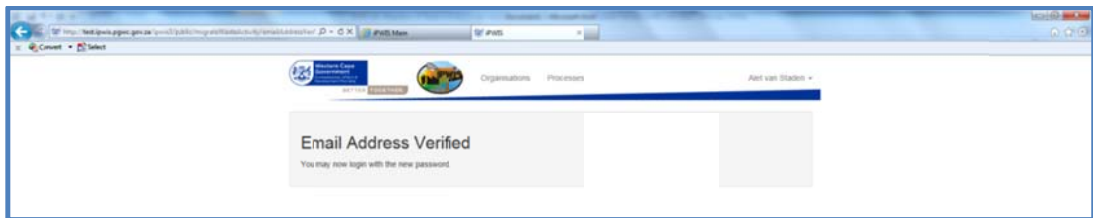

STEP 2: RESET YOUR PASSWORD

1. Once you click the link, the IPWIS user can reset their password by typing in a new password.
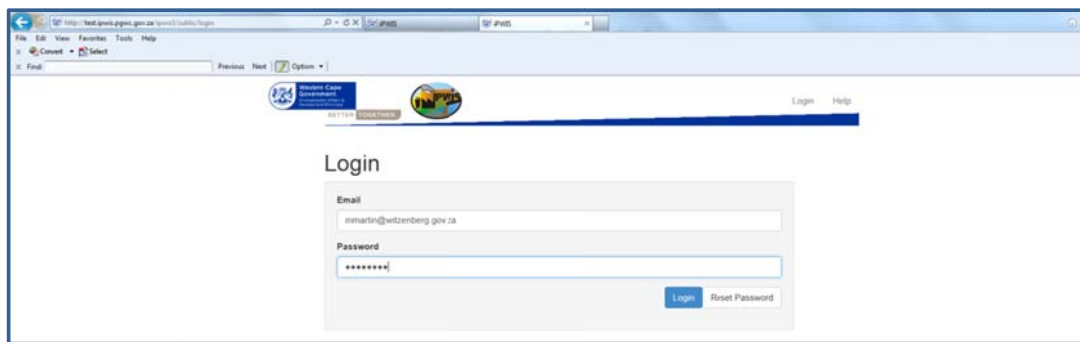
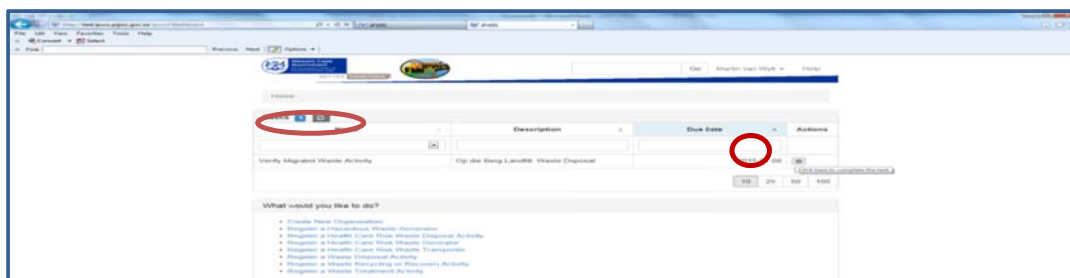2. Click *"Reset"*.
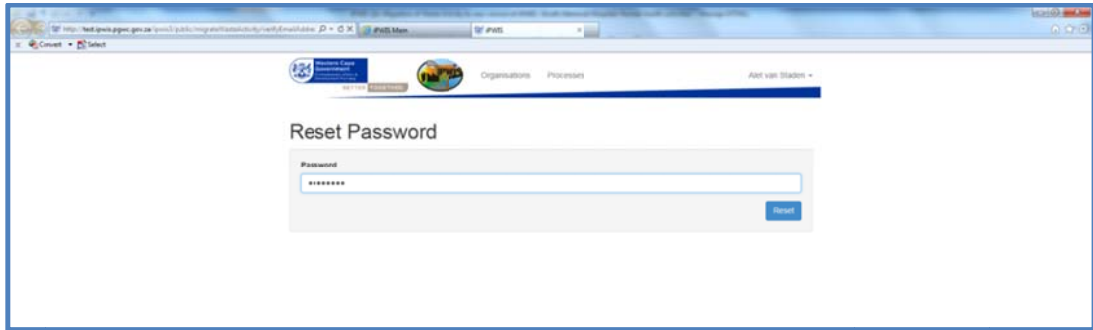
3. The email address is now verified.

STEP 3: IPWIS USER LOGS IN

1. The IPWIS user logs into IPWIS with his email address and the new password.
2. Click *"Login"*.

STEP 4: TASKS

1. The IPWIS portal page is now displayed and the IPWIS user has *"1 Task"* waiting to be completed. Click on tasks.

2. The tasks will be expanded and the following columns will be visible: *"Name", "Description", "Due Date" and "Actions".*
3. To filter by chronological order click on the text *"Description"*.
4. To filter by due date click on the text *"Due Date"*.
5. Click on the circle below "*Actions*" to complete the task.

STEP 5: VERIFY THE CONTENT OF YOUR REGISTRATION RECORD AND AMEND EXISTING DATA OR COMPLETE MISSING DATA

1. The IPWIS user is now able to *"Update the Waste Disposal Facility"* facility information. The user has the option to click on each of the black numerical buttons (❶, ❷, ❸, etc.) to complete information under that heading or the user can click on the word "*Next"* to navigate to the following page.


2. A red numerical button (❶) indicates the number of fields where information is missing or incorrect. Mandatory information is displayed by the blue [Required] *"Required"* text box.
3. Click ❶. You can review your Waste Activity definition to ensure that you registered your facility correctly.
4. Click ❷ *"Update Facility".*
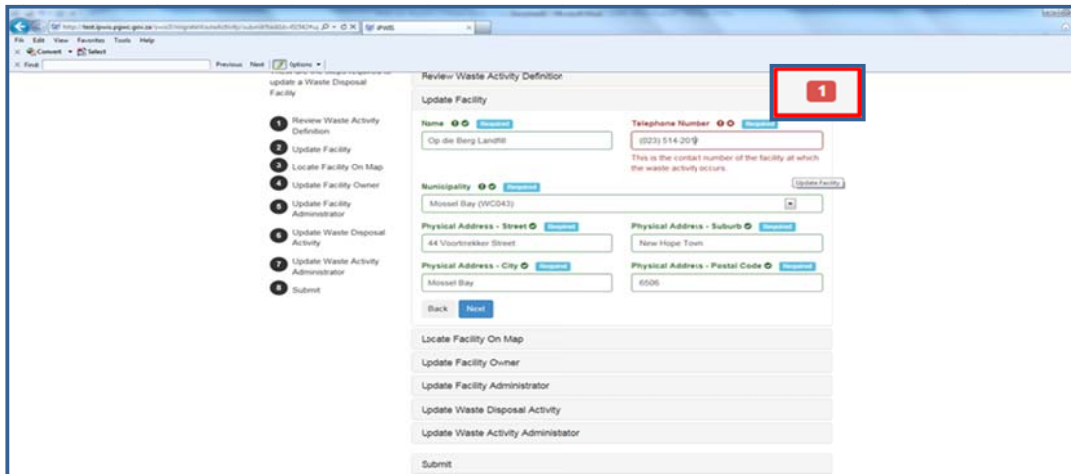
5. In this example, the "Telephone Number" is missing from the "Update Facility" section.

6. Enter the correct telephone number. You can hover over the *"red"* text section to see how the telephone number must be captured.

7. Once the correct information has been completed, the field where the information was completed will be circled in **"green".**
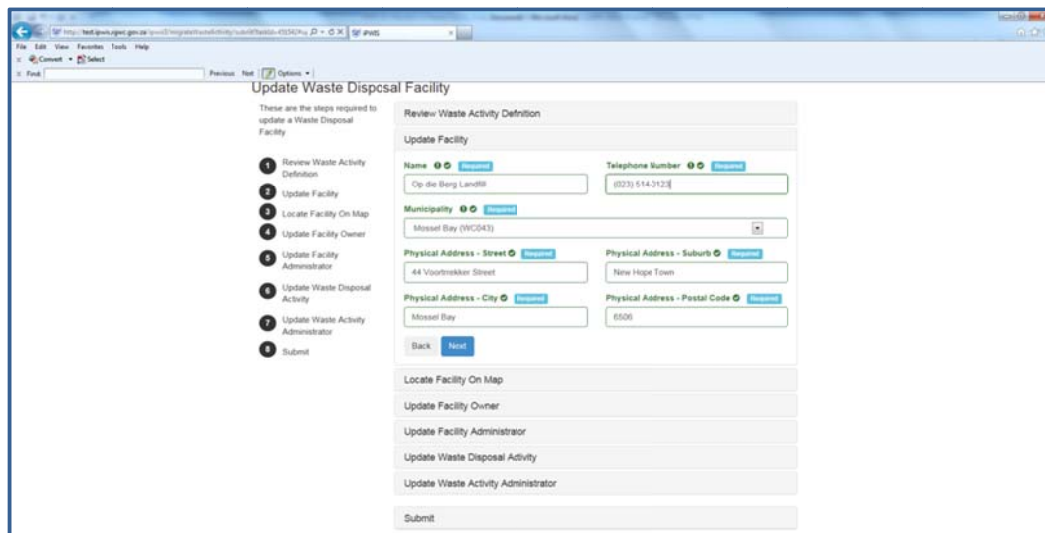
8. The IPWIS user can also correct any other information that might have changed by clicking ❸, ❹, etc. and retyping or selecting the correct facility information.
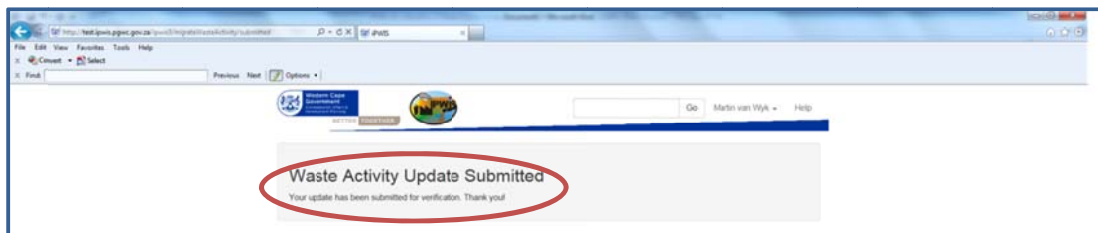
9. Click *"Next".*

10. The IPWIS user must ensure that all the facility information is complete, correct and there is no outstanding facility information that is required.
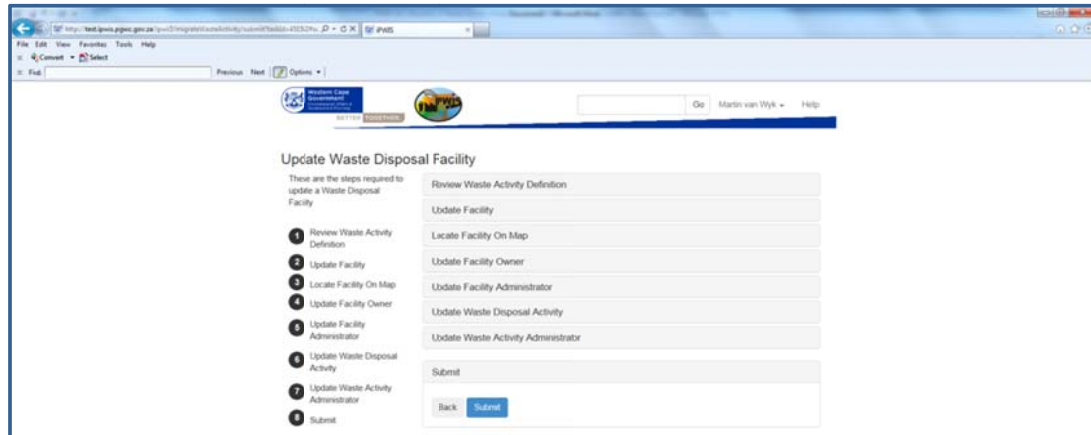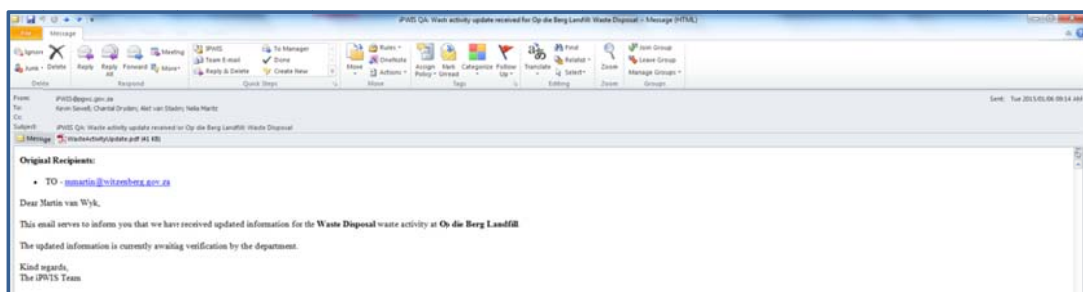

11. Click *"Submit"*.

12. IPWIS informs the user that the Waste Activity Update has been submitted.

13. The IPWIS user can log out of IPWIS.

STEP 7: IPWIS EMAIL NOTIFICATION

1. The IPWIS user receives an IPWIS email notification regarding the updated facility information. The updated facility information is attached as a **PDF document in the email**.

2. The IPWIS user can view the updates in the PDF document. The **"green"** highlight indicates the change that was made by the IPWIS user.
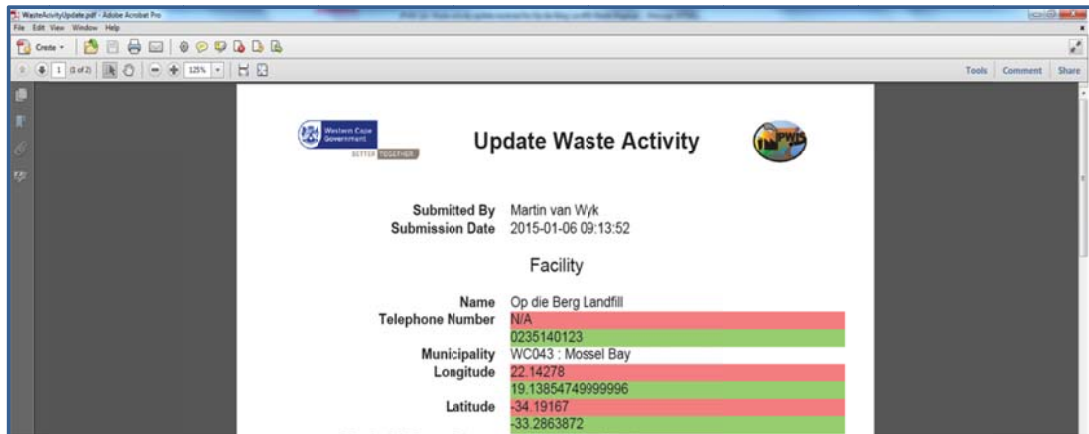
3. The change/amendment needs to be verified by the Department.

STEP 8: SUCCESSFUL VERIFICATION

1. The IPWIS user receives an IPWIS email notification that the update has been successfully verified by the Department.

2. This email notification also contains an attachment with the facility's **Registration Certificate containing a WIR (Waste Information Registration) number and a guideline that can be downloaded.**
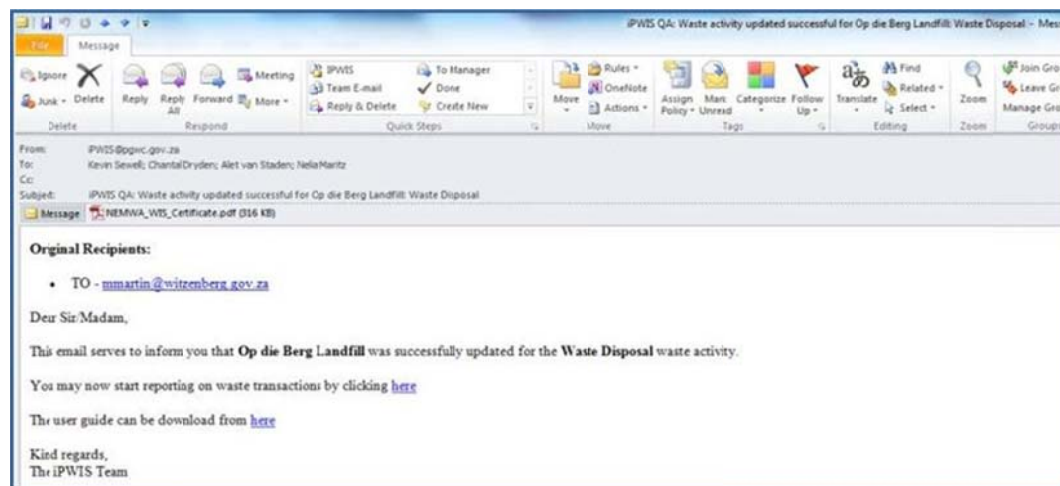
3. This email will also contain a *"link"* which will take the user to the IPWIS webpage when it is clicked on. On this page the user may now login and start reporting on their waste quantities.

4. The IPWIS user can (a) view, (b) electronically file and (c) print the *Registration Certificate* containing the WIR number.

3. NEW FACILITIES: REGISTRATION ON IPWIS

"Any person who conducts an existing activity listed in Annexure 1 of the Waste Information Regulations must apply to the Department to be registered on the IPWIS."

ANNEXURE 1

LIST OF PERSONS CONDUCTING THE FOLLOWING ACTIVITIES MUST REGISTER ON THE SAWIS IN TERMS OF REGULATION 5

Generators of waste

(a)   Generators of hazardous waste in excess of 20kg per day.

Recovery or recycling of waste

(b)   Recovery of energy from general waste in excess of three (3) tons per day.

(c)   Recovery of waste at a facility that has the capacity to process in excess of 10 tons of general waste or in excess of 500kg of hazardous waste per day, excluding recovery that takes place as an integral part of an internal manufacturing process within the same premises.

(d)   The scrapping or recovery of motor vehicles at a facility that has an operational area in excess of 500m².

(e)   Recycling of general waste at a facility that has an operational area in excess of 500m².

(f)   Recycling of hazardous waste in excess of 500kg per day calculated as a monthly average.

Treatment of waste

(g)   Treatment of general waste using any form of treatment at a facility that has the capacity to process in excess of 10 tons of general waste or 500kg of hazardous waste per day excluding the treatment of effluent, wastewater or sewerage.

(h)   Treatment of health care risk waste regardless of size or capacity of the facility.

Disposal of waste

(i)   Disposal of general waste to land covering an area in excess of 200m².

(j)   Disposal of any quantity of hazardous waste to land.

Exportation of hazardous waste

(k)   Hazardous waste exported from the Republic of South Africa.

STEP 1: REGISTER ON IPWIS

"When registering on IPWIS for the first time, the user is required to create their own password.

1. The new IPWIS user goes to http://ipwis.pgwc.gov.za/ipwis3/public/
2. Click *"Sign up"*.

3. The user completes all the fields and creates a **new password, one that you will remember.** Thereafter click *"Register"*.
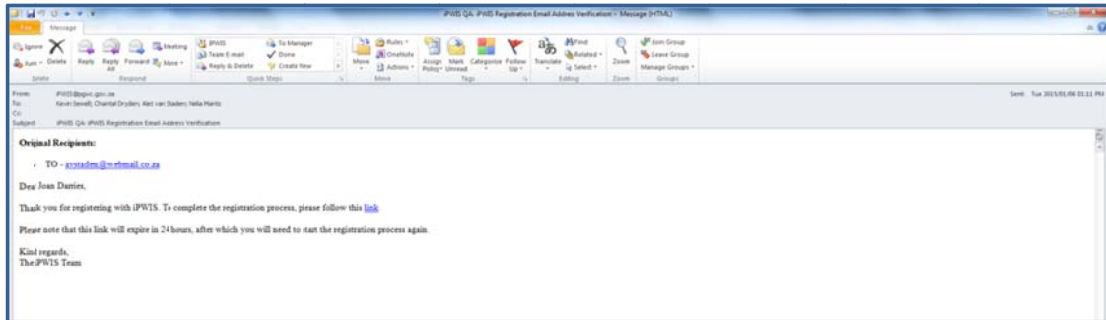

4. When the user clicks on *"Register"*, a screen will appear to confirm submission. This confirms registration as a **"user"** and not the facility registration.
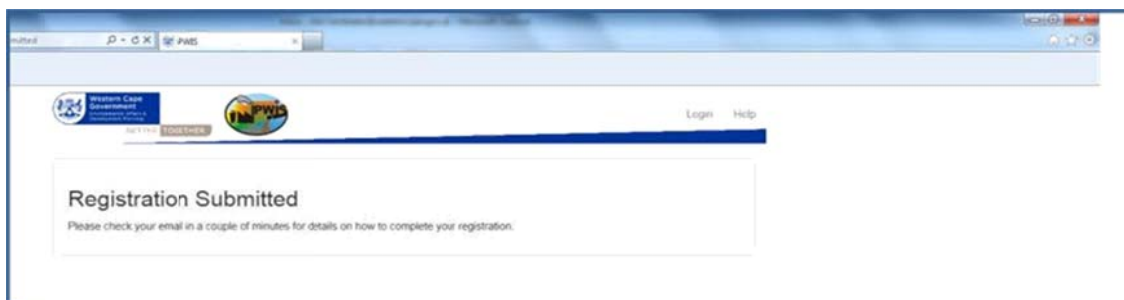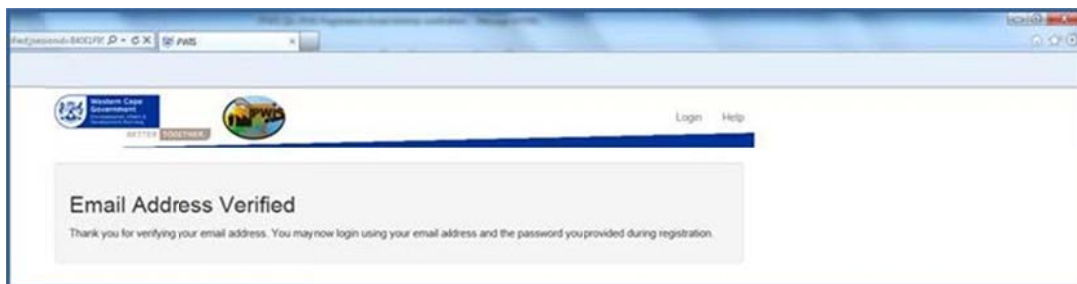
STEP 2: IPWIS EMAIL NOTIFICATION

The IPWIS user will receive an IPWIS email notification with the request to **verify the email address.**

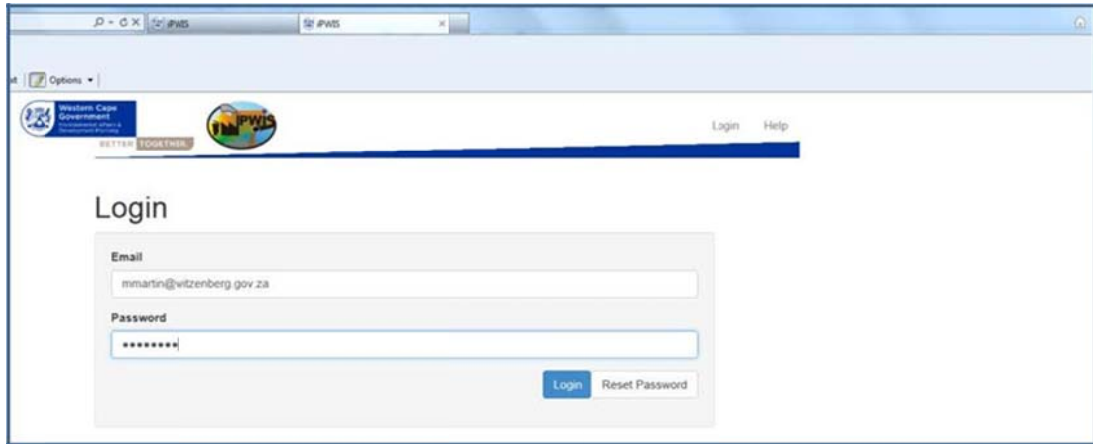1. Click the *"link"* in the email.

2. When the user clicks the link and verifies the email address, a message will be displayed to confirm the email address has been verified.
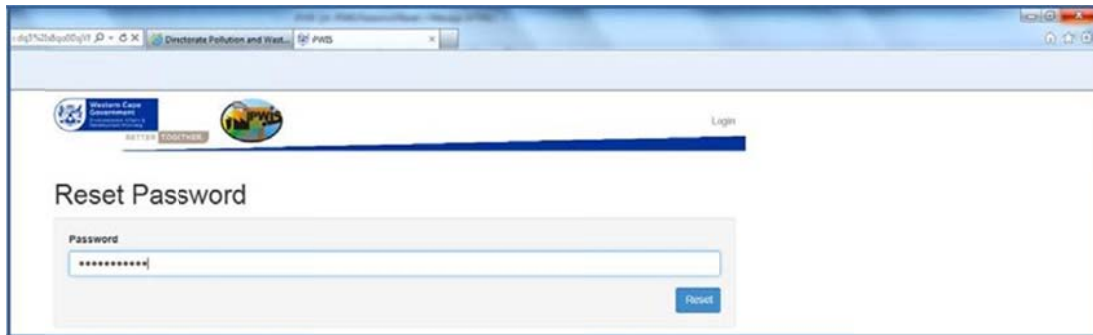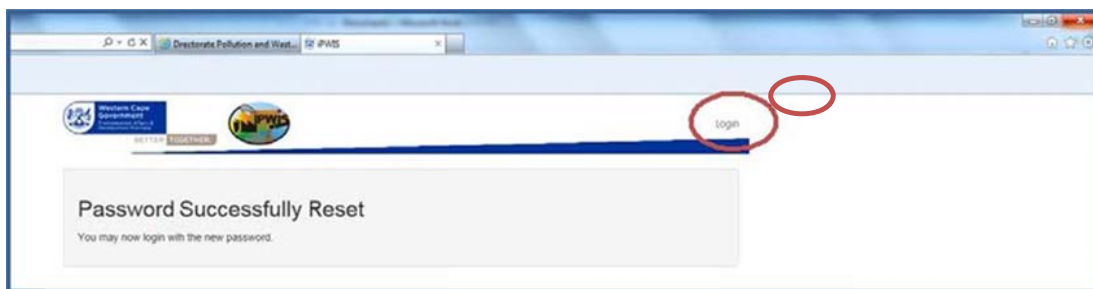

STEP 3: RESET OR CREATING A NEW PASSWORD

1. The link will direct the IPWIS user to *"Reset Password"* screen.

2. The user can type in the password of their choice.
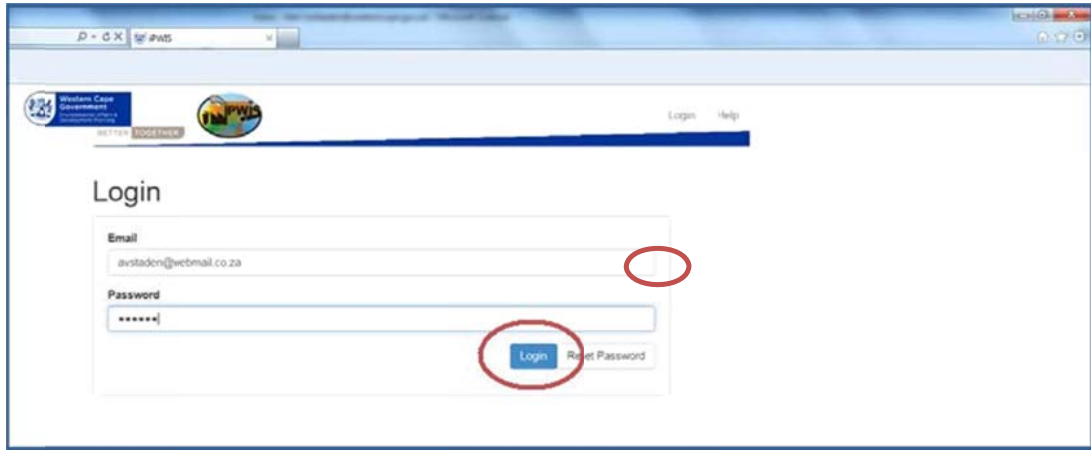

3. Click *"Reset"*.

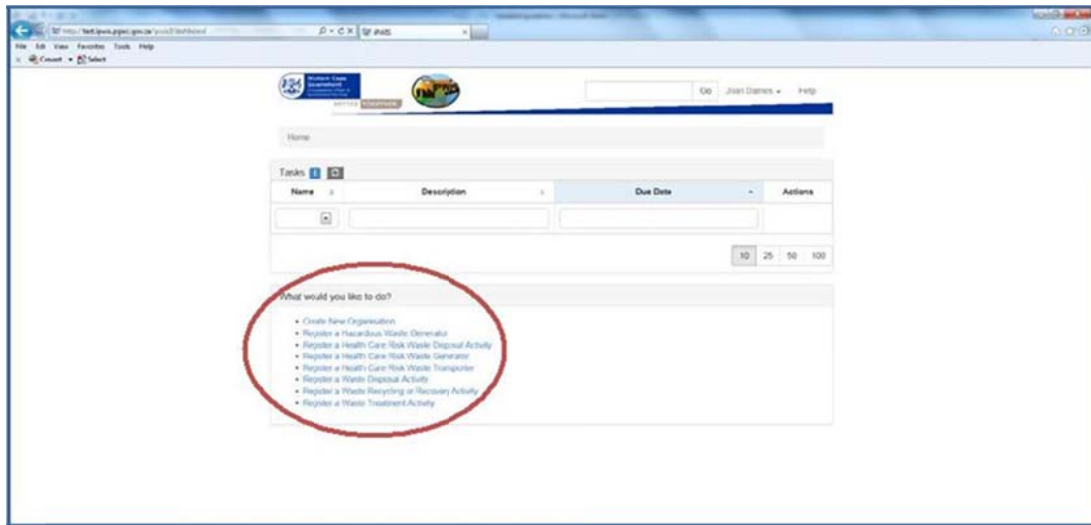4. The IPWIS user has successfully reset their password.

5. The user clicks *"Login"* at the top right corner of the screen.

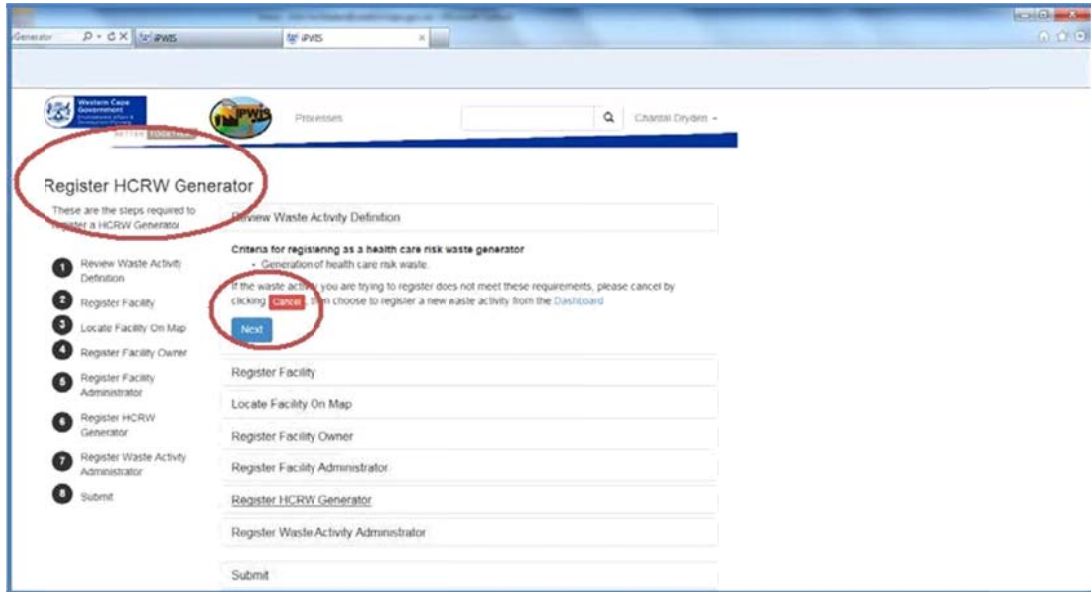6. The user enters the email address and password.

7. The IPWIS user is asked "What would you like to do?"

8. The user selects the type of waste activity that they need to register on IPWIS. In this example, "Register a Health Care Risk Waste Generator" has been selected.

STEP 5: ❶ REVIEW WASTE ACTIVITY DEFINITION

1. If the user selected the correct waste activity for their facility, please click *"Next"*.

STEP 6: ❷ REGISTER FACILITY

"When the IPWIS user hovers over the ❶ information icon, it displays a description of the field or type of information that is needed in that specific field."
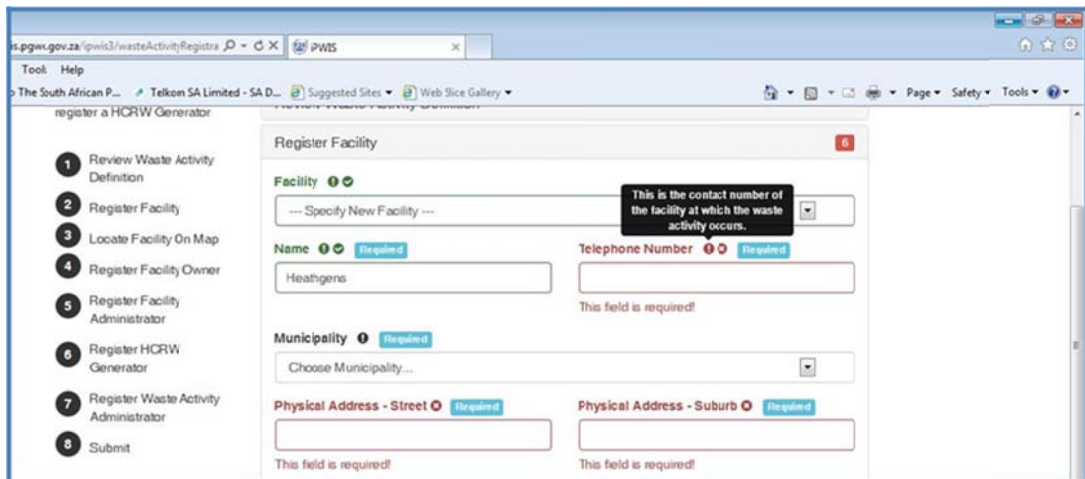
"When the IPWIS user correctly types in information, the ✓ icon is displayed."

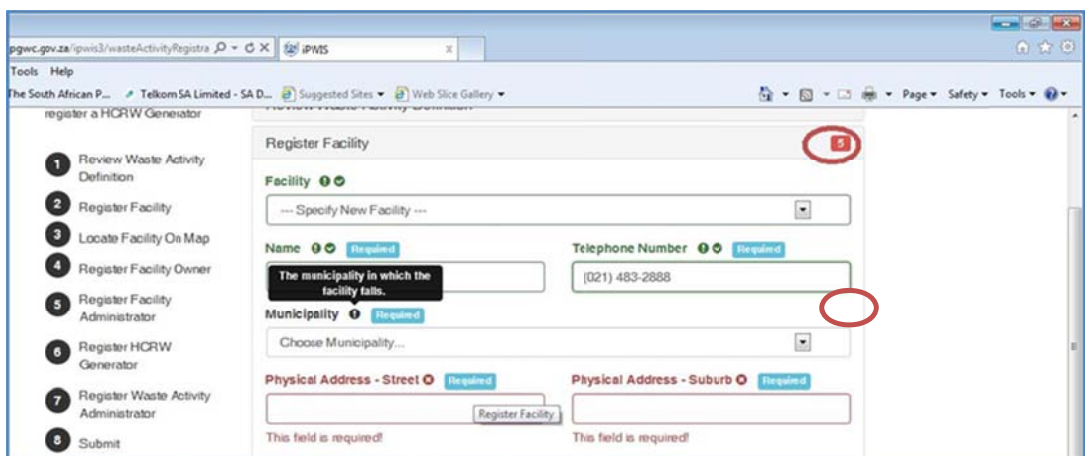"When incorrect information is typed in by the user, the ✕ icon is displayed."

1. Enter the *"Name"* of the facility. This is the name of the facility at which the waste activity occurs.
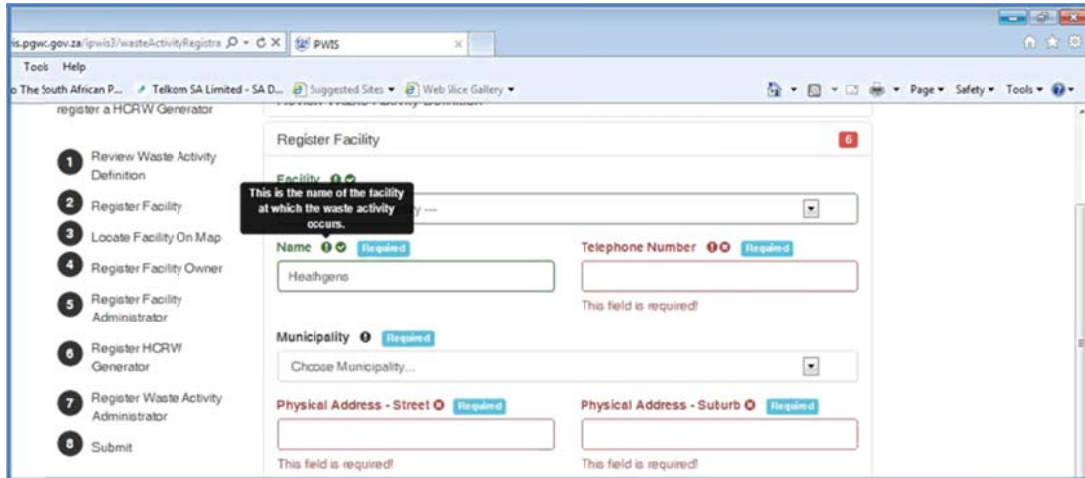
2. Enter the *"Telephone Number"*. Once the information is captured in the field, it is displayed as *"green"*.

3. Select the *"Municipality"* from the drop down list.

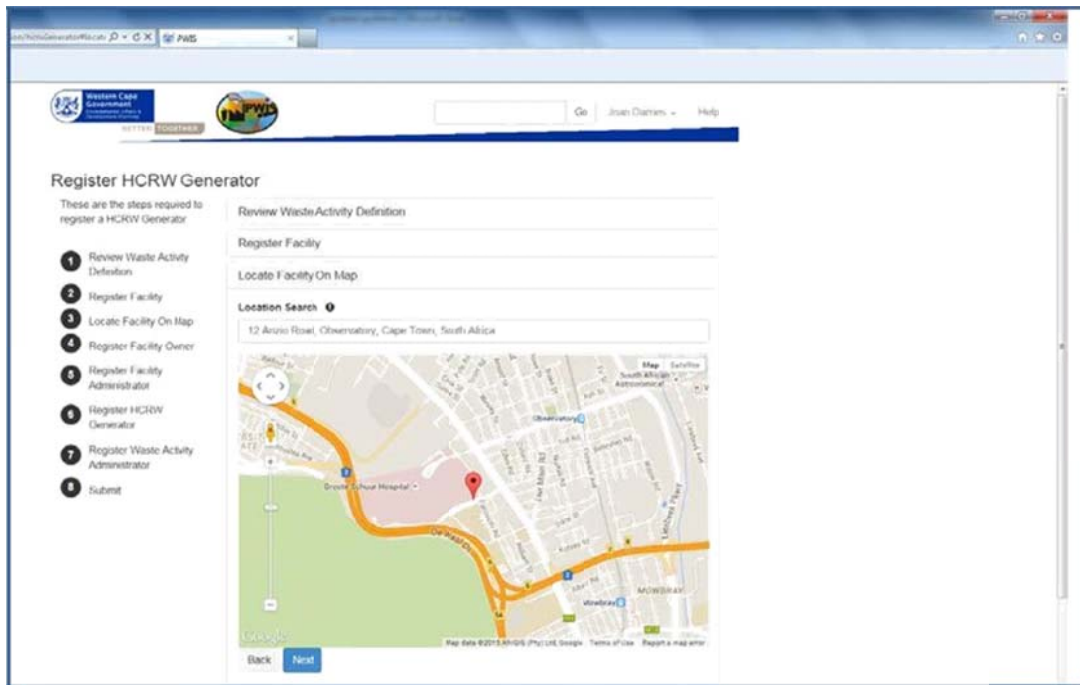4. Enter the *"Physical Address – Street, Suburb, City and Postal Code"*.

5. Click **"Next"**.

STEP 7: ❸ LOCATE FACILITY ON MAP

1. Enter the **"Location"** of the facility on the map and select the applicable address.

2. The address selected will be displayed with a red pin on the map

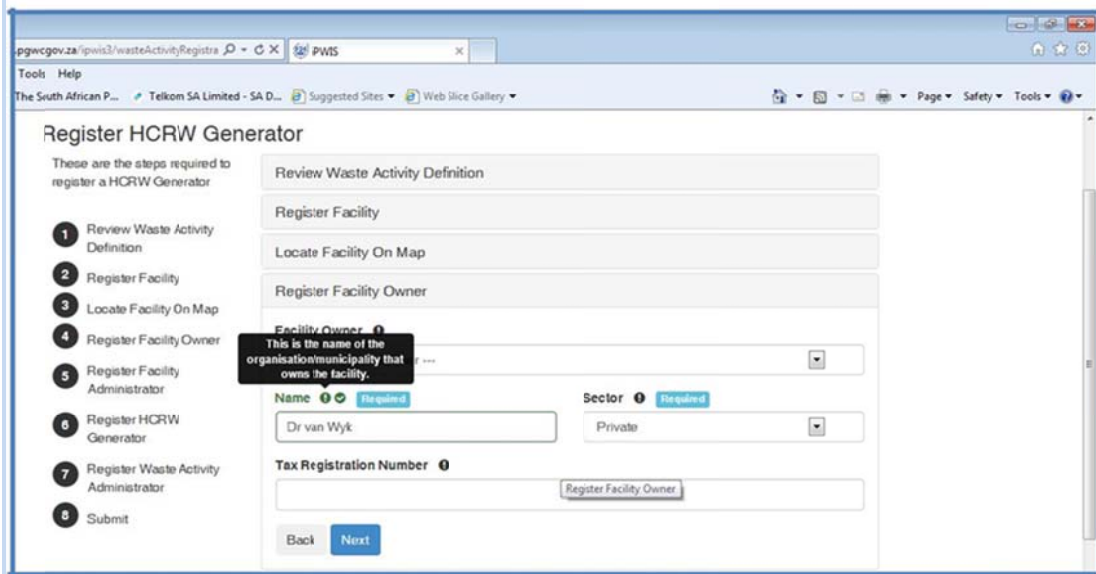3. Click **"Next"**.

STEP 8: ❹ **REGISTER FACILITY OWNER**

This is the name of the business/institution/municipality that owns the facility.

1. Enter the name of the **"Facility Owner"**.
2. Select the **"Sector"** from the drop down list.

3. Enter the *"Tax Registration Number"* if applicable.

4. Click *"Next"*.

STEP 9: ❺ REGISTER FACILITY ADMINISTRATOR

This is the person responsible for the administration of the facility.

THIS PERSON WILL ONLY HAVE <u>VIEWING RIGHTS.</u>

1. Enter the contact details for the *"Facility Administrator"* in the blank fields. Click *"Next"*.

1. Select either *"Yes"* or *"No"* if the health care risk waste is collected by a Service Provider at this facility.

Option 1:

🔵 If Healthcare risk waste is collected by a Service Provider at this facility, choose *"Yes"*.

Option 2:

🔵 If Healthcare risk waste is taken to another HCRW facility for collection and therefore, Health care risk waste is **not** collected at this facility, choose *"No"*.

🔵 When the user selects *"No"*, the *"Collection Point"* field is displayed. The user selects the HCRW facility that the Health care risk waste is taken to.

2. Select a *"Standard Industry Classification"* from the drop down list, one that is most relevant to your facility. This is the Standard Industry Classification for the activity that generates the HCRW.

3. Click in the (✓) tick box if the activity generates more than 20kg of HCRW per day.
4. Click *"Next"*.

STEP 11: ❼ REGISTER WASTE ACTIVITY ADMINISTRATOR

This is the person responsible for the administration of the waste activity. **THIS PERSON WILL BE ABLE TO CAPTURE AND VIEW DATA ON THE SYSTEM.**
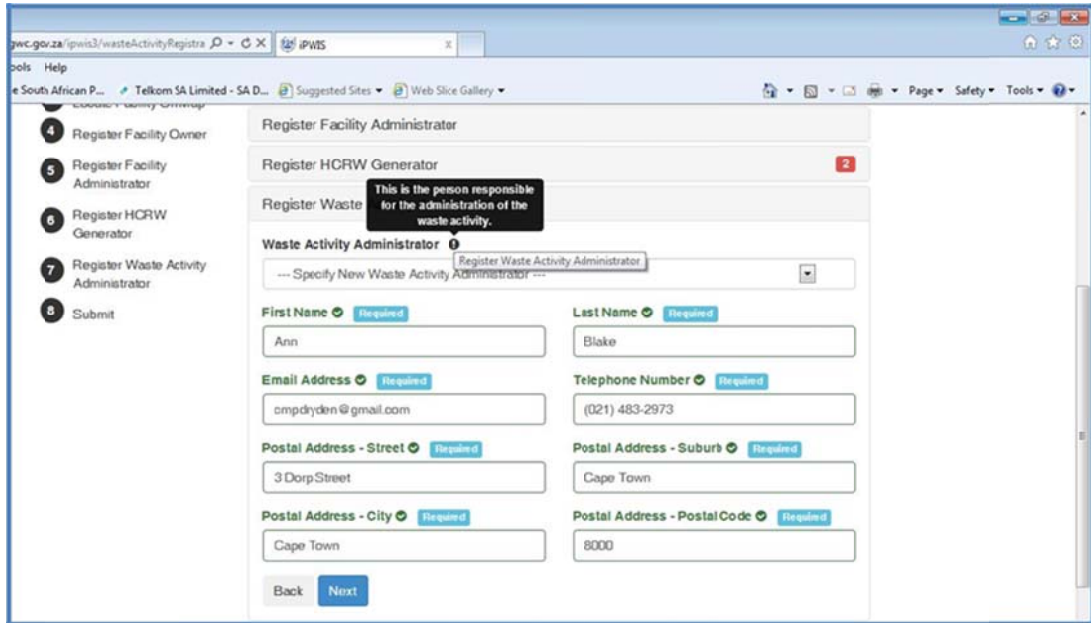
1. The user can either choose an existing person from the drop down list or create a new person by selecting *"Specify New Waste Activity Administrator"*.
2. Click **"Next"**.

STEP 12: ❽ SUBMIT

1. The user clicks **"Submit"** when all the information has been captured.
2. The IPWIS screen displays that the waste activity registration has been submitted. The user logs out of IPWIS.
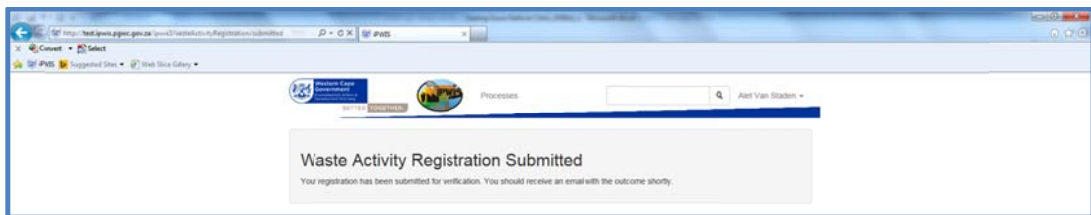
STEP 13: IPWIS EMAIL NOTIFICATION
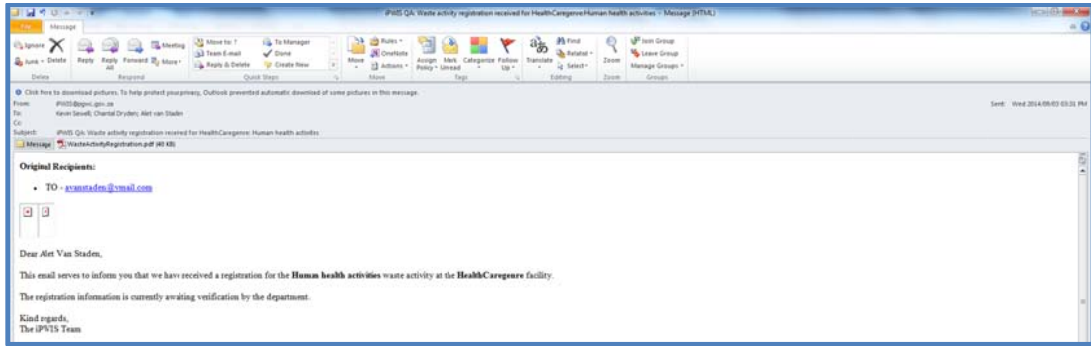
1. The IPWIS user receives an email notification that the registration was submitted. This information must be verified by the Department before a registration certificate and WIR can be issued.

2. The email contains a **PDF document** with the registration details that was captured by the user.

3. The screen below displays an example of the waste activity registration that the user submitted via IPWIS.

Waste Activity Registration

Submitted By Alet Van Staden
Submission Date 2014-09-03 03:31:11

Facility

Name HealthCaregenre
Telephone Number 0215050302
Municipality CPT : City of Cape Town
Longitude N/A
Latitude N/A
Physical Address - Street 4 Dorp
Physical Address - Suburb Cape Town
Physical Address - City Cape Town
Physical Address - Postal Code 8000

Facility Owner

Name Healthy People
Sector Non-government
Tax Registration Number N/A

Facility Administrator

First Name Alet
Last Name Van Staden
Email Address avanstaden@ymail.com
Telephone Number 0214002850
Postal Address - Street 5 Kloof Street
Postal Address - Suburb Tamboerskloof
Postal Address - City Cape Town
Postal Address - Postal Code 8000

Hazardous Waste Generator

Standard Industry Classification 931: Human health activities
Generates more than 20kg/day Yes

STEP 14: VERIFICATION BY THE DEPARTMENT

1. The IPWIS user receives an IPWIS email notification that the waste activity has been **successfully registered** and verified by the Department.

2. This email notification contains an attachment with the facility's **Registration Certificate and the WIR number.**
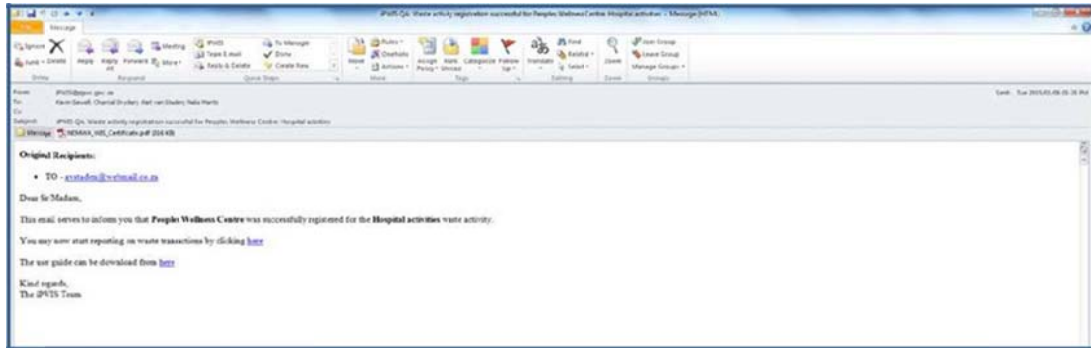
3. The email informs the IPWIS user that waste reporting must commence and that a user guideline can be downloaded through the link in the email.

4. **WASTE REPORTING BY THE FACILITY**

If you have no waste for a particular month, you should report a **zero** quantity for all the waste types that you normally report on.

STEP 1: IPWIS EMAIL NOTIFICATION

1. The IPWIS user receives an IPWIS email notification that the waste activity has been successfully registered and verified by the Department.
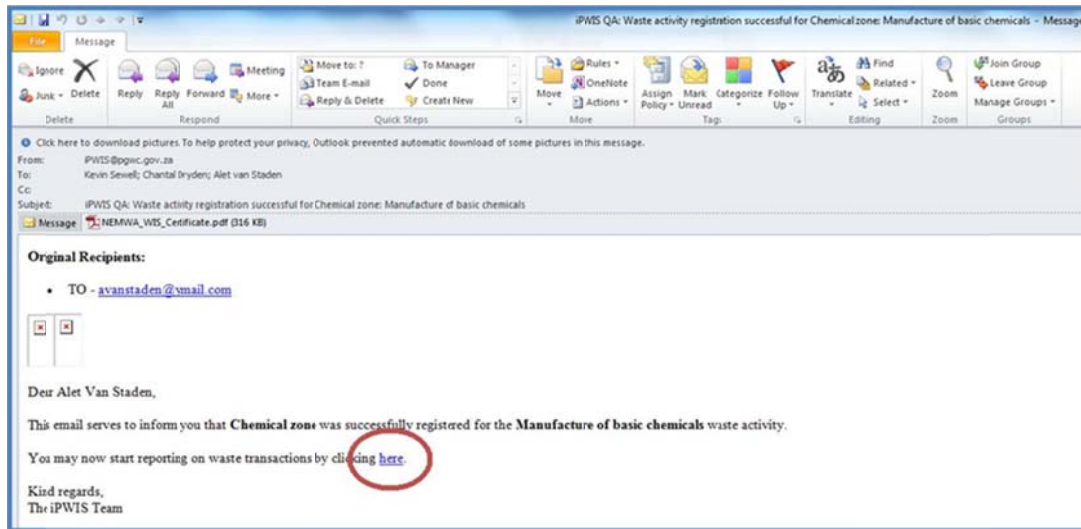
2. The user can start reporting on their waste quantities by clicking **"here"**, as seen in the email above.

STEP 2: IPWIS USER LOGS IN

1. The IPWIS user logs into IPWIS with his email address and the new password.
2. Click **"Login"**.
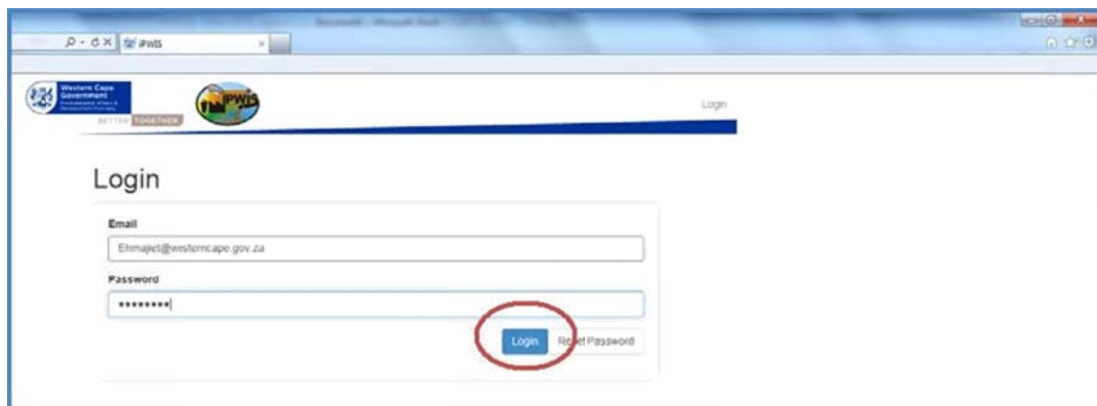
STEP 3: CAPTURE CURRENT AND BACKDATED WASTE REPORTING DATA

The IPWIS user can report on the current month's waste reporting data and previous months' waste data by selecting the relevant month from the schedule. The facility can choose to report weekly which will allow the user to "Save" the waste reporting data. The IPWIS user must *"Submit"* the saved data by latest on or before the *"Due Date"* as indicated in the schedule.

1. Click *"Tasks"* to open the waste reporting schedules for the facility. **All the "Tasks" must be completed by the user to ensure waste reporting compliance.**
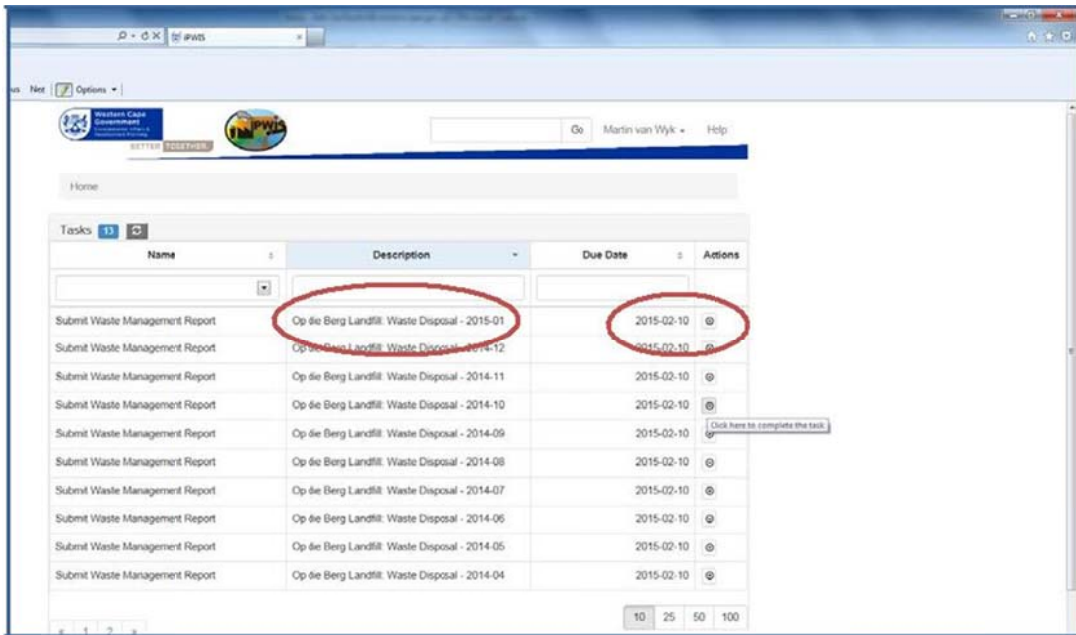
2. In this example, the current month is May 2014. The user clicks on the *"Action"* [icon] to complete a task.

3. The user wants to report on *"General Waste Managed"*. Click *"Add"* to capture the first entry of waste data and ensure that the month and year is the correct period that you want to report for.
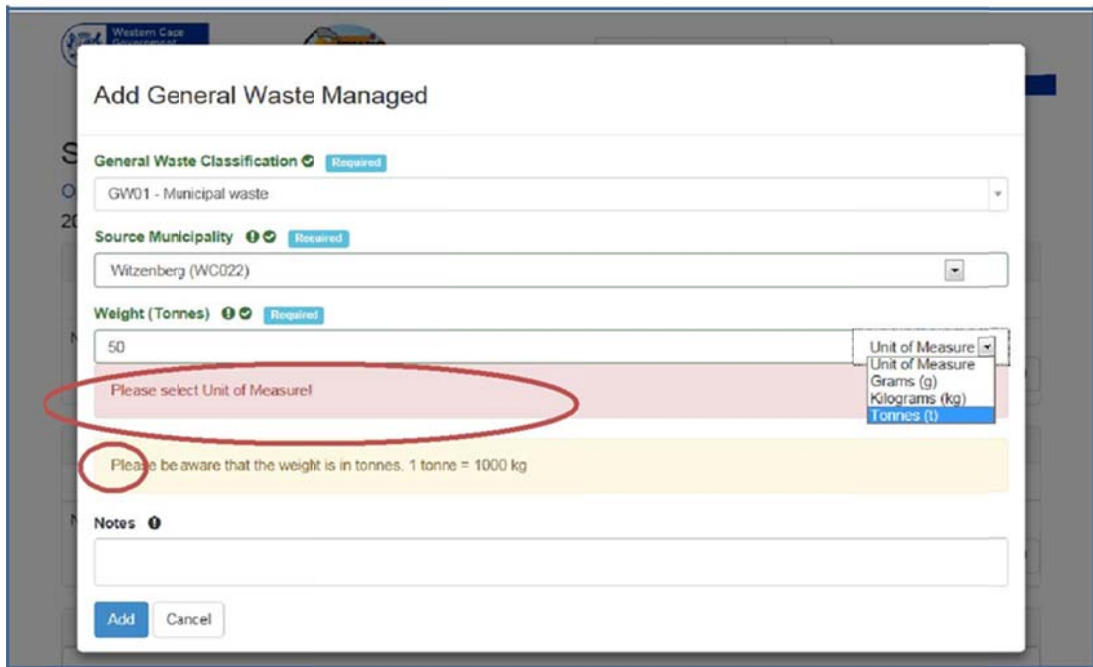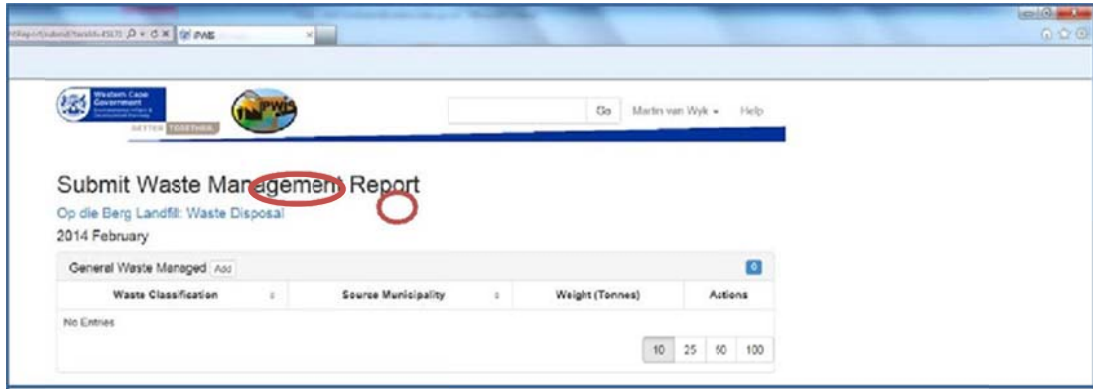
4. The *"Add General Waste Managed"* screen is displayed.

5. Select the *"General Waste Classification"* from the drop down list.

6. Type in the *"Weight"* of the waste.

7. Select the *"Unit of Measure"*. If you select kilograms or grams, the system will automatically convert it to tonnes. The preferred unit of reporting is tonnes however the system makes provision for conversion.

8. **Optional**: The user can leave a *"Note"* (or comment) to the Department. Click *"Add"*. The waste reporting entry is now saved.
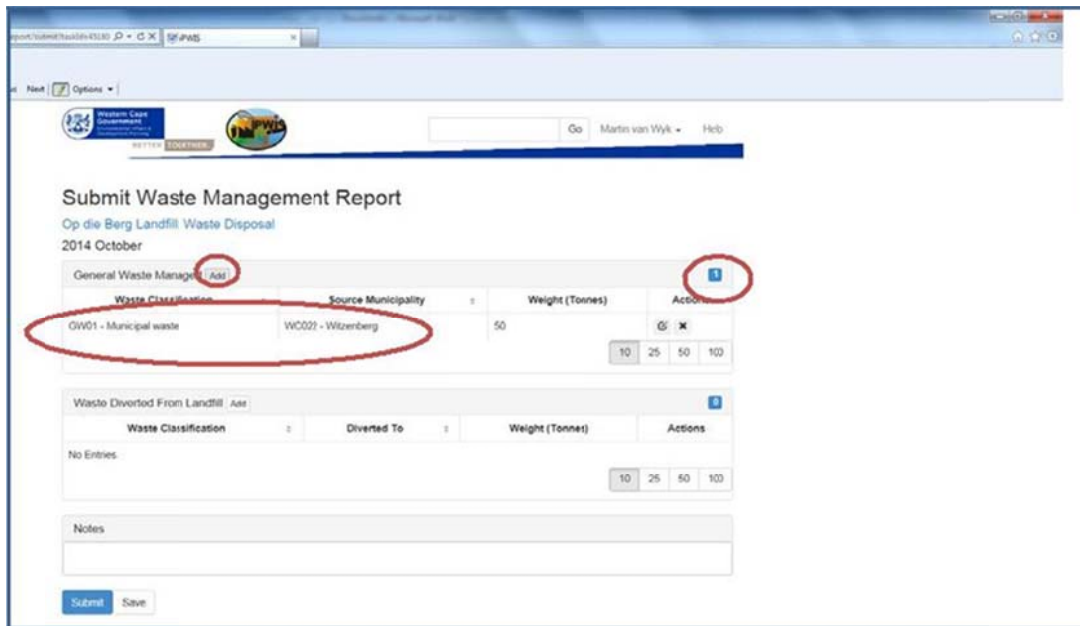
9. To add another waste report entry, click **"Add"** again and continue from 4.

10. The number of entries will display on the far right and will be indicated with a numeric value ☐ and will increase as the number of entries increase.

STEP 4: HOW TO REPORT ON HEALTH CARE RISK WASTE MANAGED

1. The user wants to report on *"Health Care Risk Waste Managed"*.

2. Click *"Add"* to capture the first entry of waste data and ensure that the month and year is the correct period that you want to report for.

3. The *"Add Health Care Risk Waste Managed"* screen is displayed.

4. Select the *"Transporter"* from the drop down list.

5. Type in the *"Treatment Facility"* of the waste.

6. Select the *"Treatment Method"*. If you select kilograms or grams, the system will automatically convert it to tonnes. The preferred unit of reporting is tonnes however the system makes provision for conversion.

7. Select **"Disposal Facility"**.

8. Type in the **"Weight"** of the waste.

9. Click **"Add"**. The waste reporting entry is now saved.

Add Health Care Risk Waste Generated

Health Care Risk Waste Classification ✓ Required

Sharp waste

Transporter ✓ Required

Compass Waste Services - Transportation of Health Care Risk Waste

Treatment Facility ✓ Required

BCL Medical Waste Management - Treatment of Health Care Risk Waste (D02286-02)

Treatment Method ✓ Required

Incineration

Disposal Facility ✓ Required

VISSERSHOK LANDFILL SITE - Visserhok Disposal Facility (D04004-01)

Weight ❶ ✓ Required

34   Kilograms (kg)
                            Unit of Measure
0.034 Tonnes   Grams (g)
                            Kilograms (kg)
                            Tonnes (t)

Notes ❶

Add   Cancel

Submit Waste Management Report

Peoples Wellness Centre: Hospital activities

2014 July

Hazardous Waste Generated Add   0

Waste Classification	Weight (Tonnes)	Actions
No Entries		

10 25 50 100

Health Care Risk Waste Generated Add   2

Classification	Transporter	Treatment Facility	Treatment Method	Disposal Facility	Weight (Tonnes)	Actions
sharp waste	Compass Waste Services	BCL Medical Waste Management	Incineration	VISSERSHOK LANDFILL SITE	0.034	✎ ✖
infectious waste	Compass Waste Services	BCL Medical Waste Management	Incineration	VISSERSHOK LANDFILL SITE	0.075	✎ ✖

10 25 50 100

1. The user can edit a waste reporting entry by clicking the *"Edit"* button ⬚ .
2. Once the **"Edit"** button is selected the user can continue to capture the correct waste data.
3. Click **"Update"**.

STEP 7: HOW TO REMOVE A WASTE REPORTING ENTRY
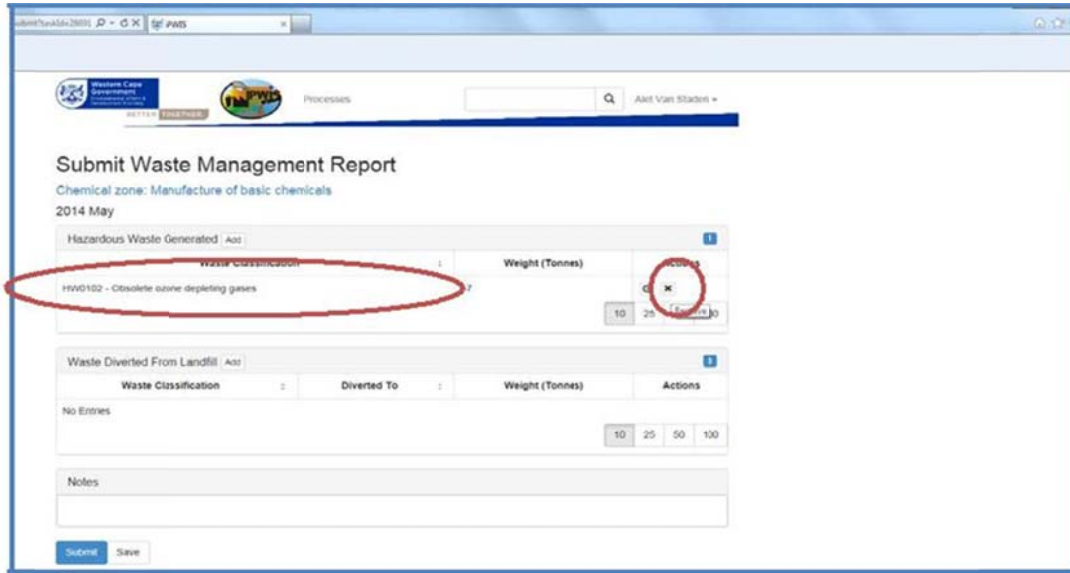
1. The user can remove a waste reporting entry by clicking the *"Remove"* button ![x] .
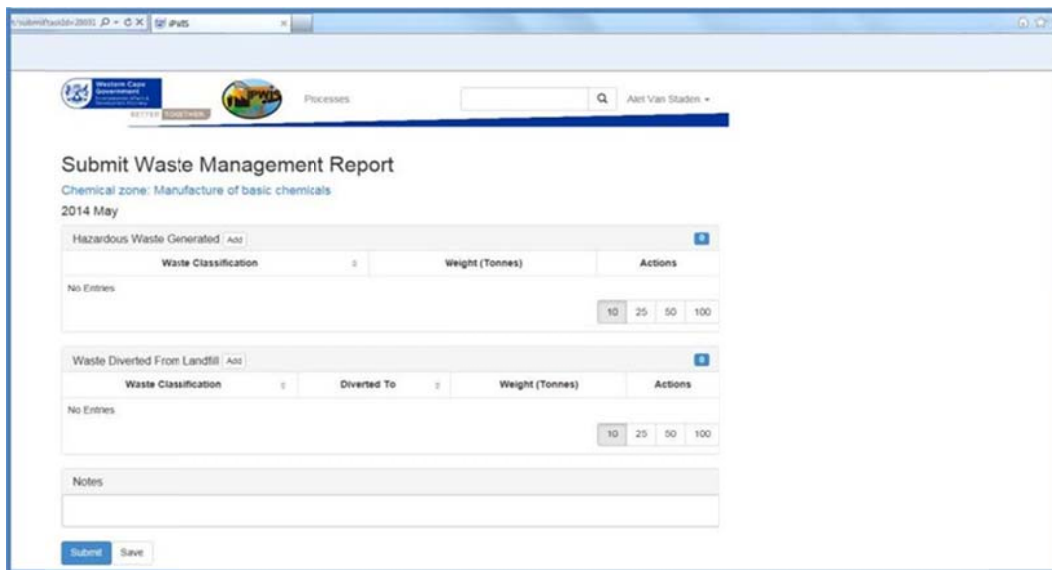
2. The waste entry is now removed and shows *"No Entries"*.
3. The correct waste entry can be captured by the user, see screen below.
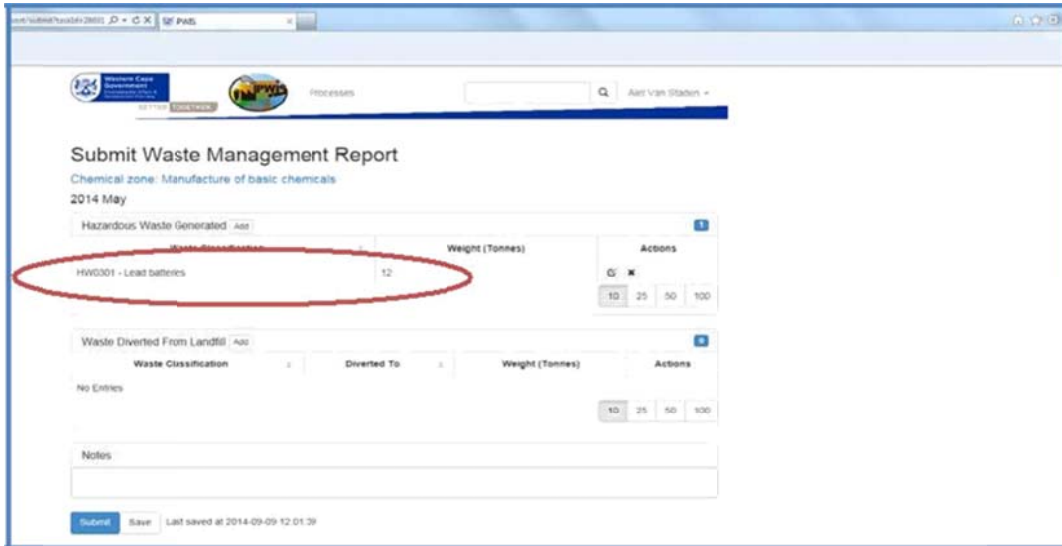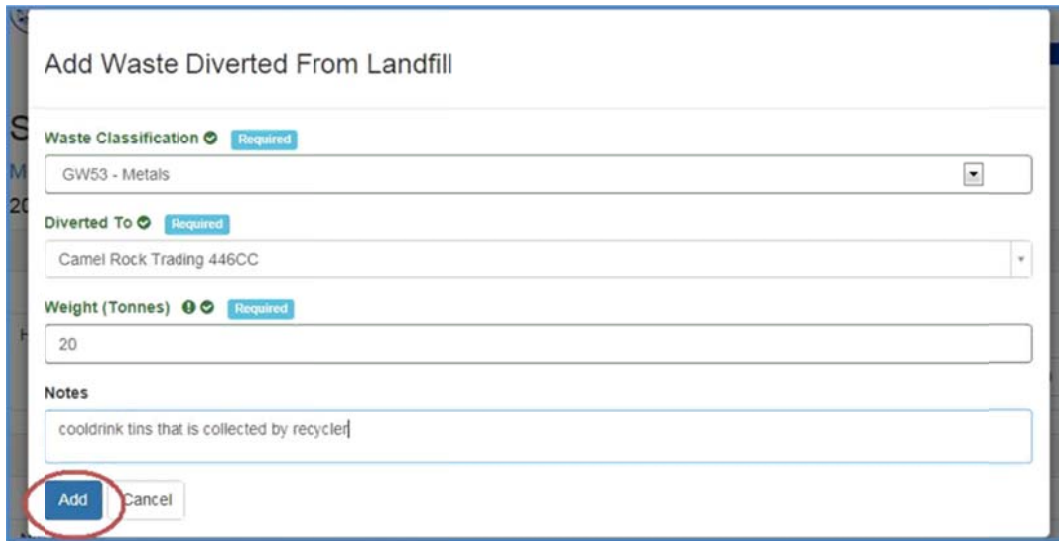
4. The user wants to report on *"Waste Diverted from Landfill" (i.e. recycled waste)*. Click *"Add"*.
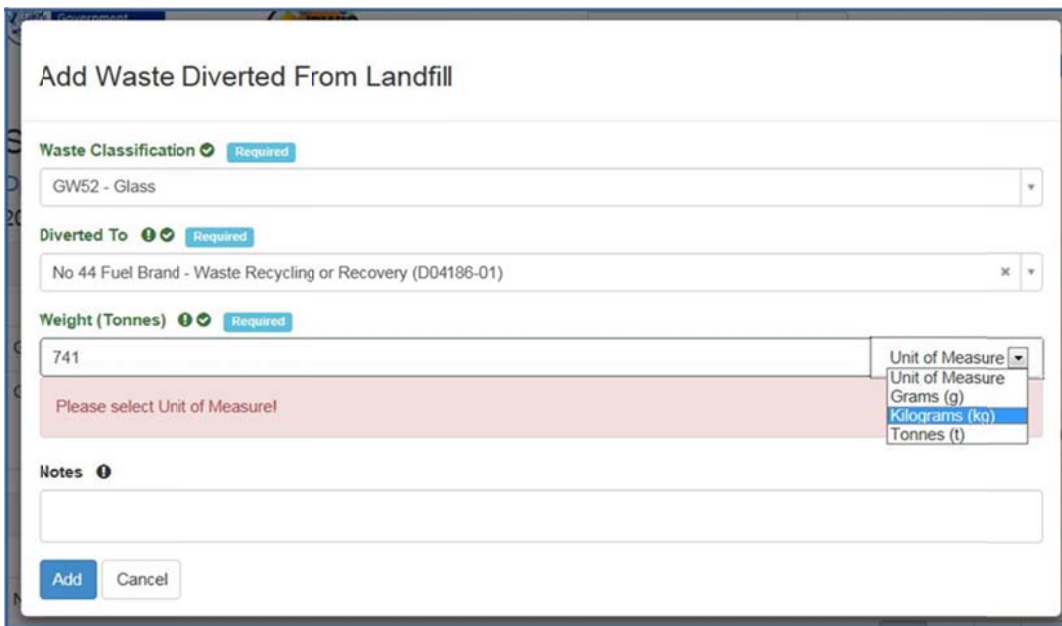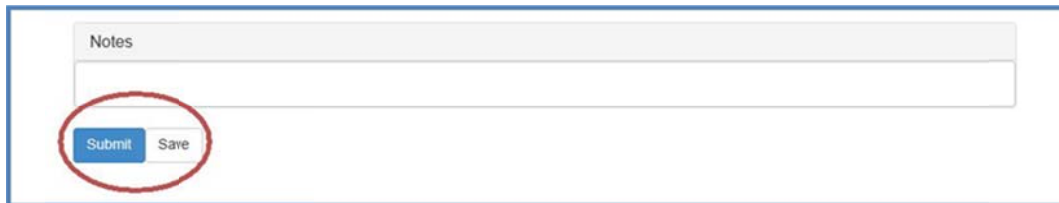
5. The *"Add Waste Diverted from Landfill"* screen is displayed.
6. Select the *"Waste Classification"* from the drop down list.
7. Select *"Diverted to"* to indicate to what facility the waste was diverted to.
8. Type in the *"Weight"* of the waste.
9. **Optional**: The user can leave a *"Note"* (or comment) to the Department.

10. Click *"Add"*. The waste reporting entry is now saved.

Add Waste Diverted From Landfill

Waste Classification ✓ Required

GW53 - Metals

Diverted To ✓ Required

Camel Rock Trading 446CC

Weight (Tonnes) ⓘ ✓ Required

20

Notes

cooldrink tins that is collected by recycler

Add Cancel

11. Click *"Submit"*. Please note that the *"Submit"* will only be active from the last day of the relevant month.

Notes

Submit Save

STEP 8: SUBMIT WASTE MANAGEMENT REPORT

1. The IPWIS screen displays that the waste activity reporting has been submitted. The IPWIS user logs out.

Waste Activity Reporting Submitted

Your report has been submitted for verification. Thank you!
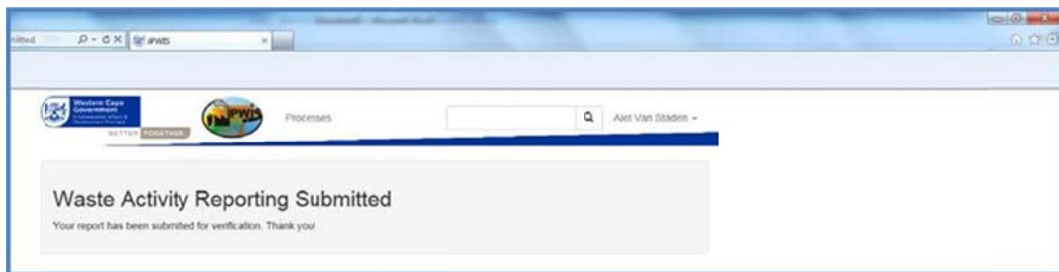
2. The user receives an IPWIS email notification containing the *"Waste Activity Management Report"* for record keeping.
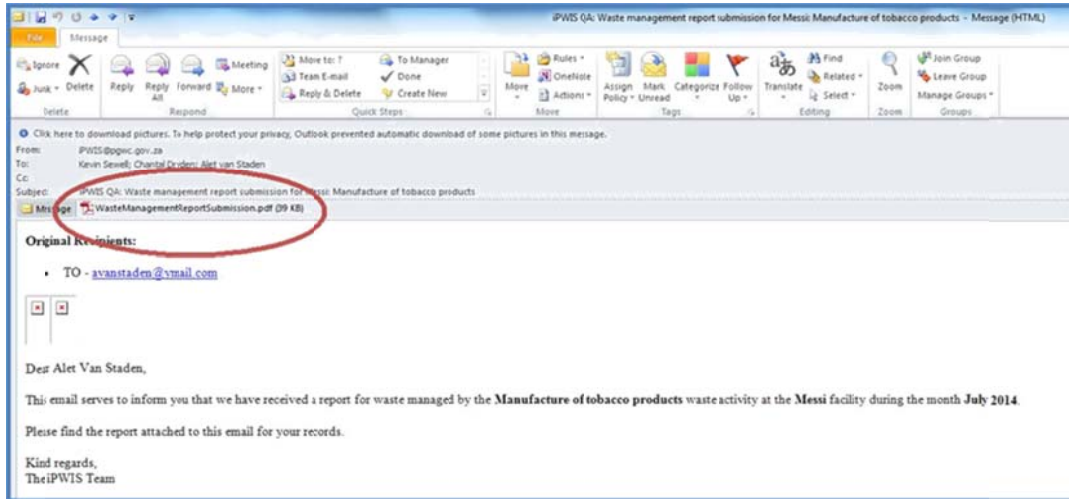
3. See below for an example of a *"Waste Activity Management Report"*.

5.   FREQENTLY ASKED QUESTIONS

5.1 DEFINITIONS OF A FACILITY ADMINISTRATOR/ACTIVITY ADMINISTRATOR

SCENARIO 1:

- The Facility Administrator and Waste Activity Administrator can be the *same person*.

Activity Administrator: Jack Brown **Title:** Operations Manager

Facility Administrator: Jack Brown **Title:** Operations Manager
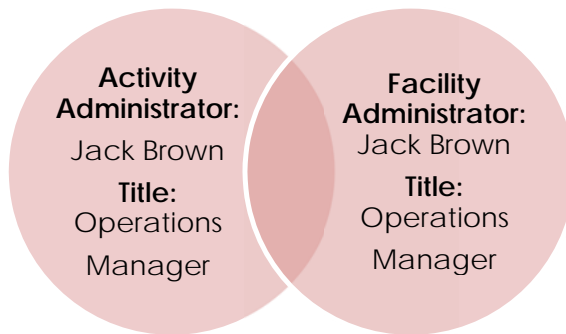
SCENARIO 2:

- The Facility Administrator and Waste Activity Administrator can all be *different people*.

Activity Administrator: Ann Smith **Title:** SHEQ officer

Facility Administrator: Jack Brown **Title:** Operations Manager
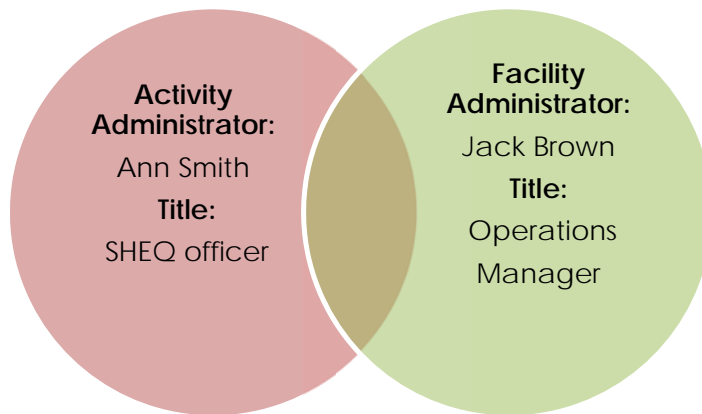
5.3 DEFINITIONS OF WASTE TYPES

''**health care waste**'' means— (1)any waste—

(a)   generated by or derived from medical care or medical research; or

(b)   that has been in contact with blood, bodily fluids or tissues from humans, or infected animals from veterinary practices;

(2)   any waste under subparagraph *(a)*, including but not limited to, the following categories of waste:

Infectious waste: Waste that is suspected to contain pathogens in a sufficient concentration or quantity to cause disease in susceptible hosts. This category includes cultures and stocks of infectious agents from laboratory work; waste from surgery and autopsies on corpses with infectious diseases; waste from infected patients in isolation wards; waste that has been in contact with infected patients undergoing haemodialysis; infected animals from laboratories; sanitary waste materials and tissues (including swabs) and any other instruments or materials that have been in contact with infected persons or materials.

Pathological waste: Includes all human tissues, organs, body parts, foetuses, blood and body fluids and those of infected animals.

Sharp waste: Includes items that could cause cuts or puncture wounds and includes, but is not limited to, needles, hypodermic needles, scalpels and other blades, knives, infusion sets, saws, broken glass and nails, and the word ''sharp'' has a corresponding meaning.

Pharmaceutical waste: Includes expired, unused, spilt and contaminated pharmaceutical products, drugs, vaccines and sera that are no longer required and that need to be disposed of appropriately.

Genotoxic waste: Is highly hazardous waste that may have mutagenic, teratogenic or carcinogenic properties. This waste type includes certain cytostatic drugs as well as vomit, urine or faeces from patients treated with cytostatic drugs, chemicals and radioactive material.

Chemical waste: Includes discarded solid, liquid and gaseous chemicals. Waste with heavy metals: Includes, but is not limited to, mercury waste from thermometers, blood-pressure gauges, residues from dentistry; cadmium waste from discarded batteries, reinforced wood panels used in radiation proofing, and drugs containing arsenic.

Pressurised container waste: Includes pressurised cylinders and cartridges used in health care facilities to store gases.

Radioactive waste: Includes solid, liquid and gaseous materials contaminated with radionuclides, including waste produced as a result of procedures such as *in vitro* analysis of body tissue and fluid, *in vivo* organ imaging and tumour localisation, and various investigative and therapeutic practices.

5.4 HOW TO RETRIEVE YOUR DOCUMENTATION FROM THE SYSTEM
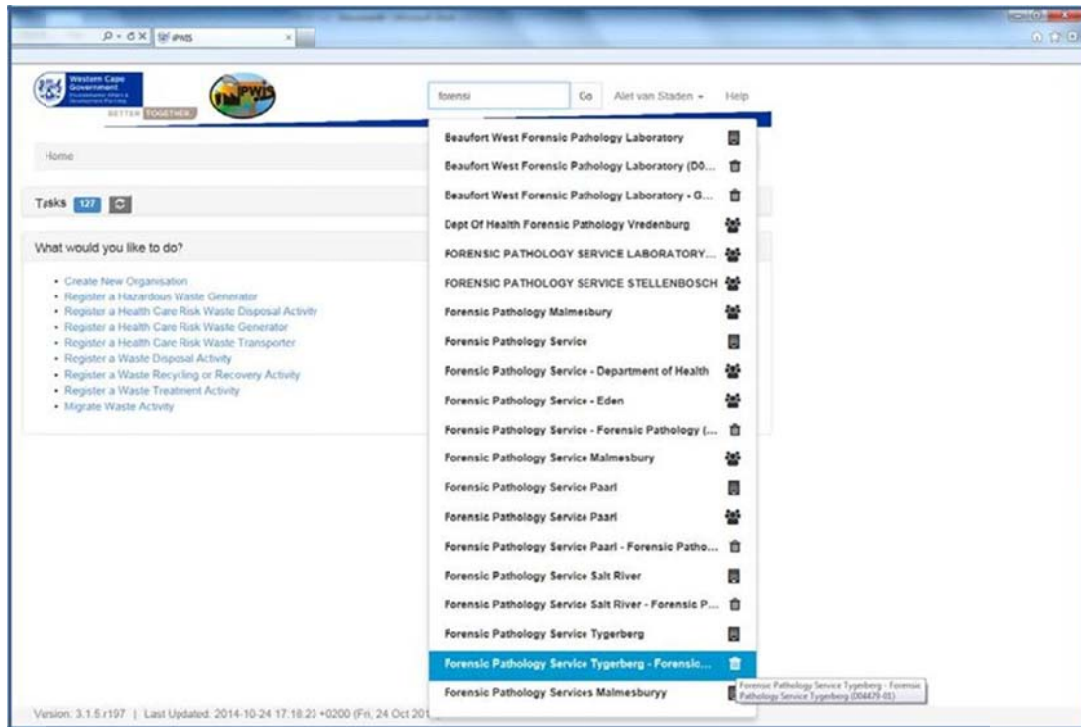
1. Click on name of with the icon next to it that looks like a dustbin.
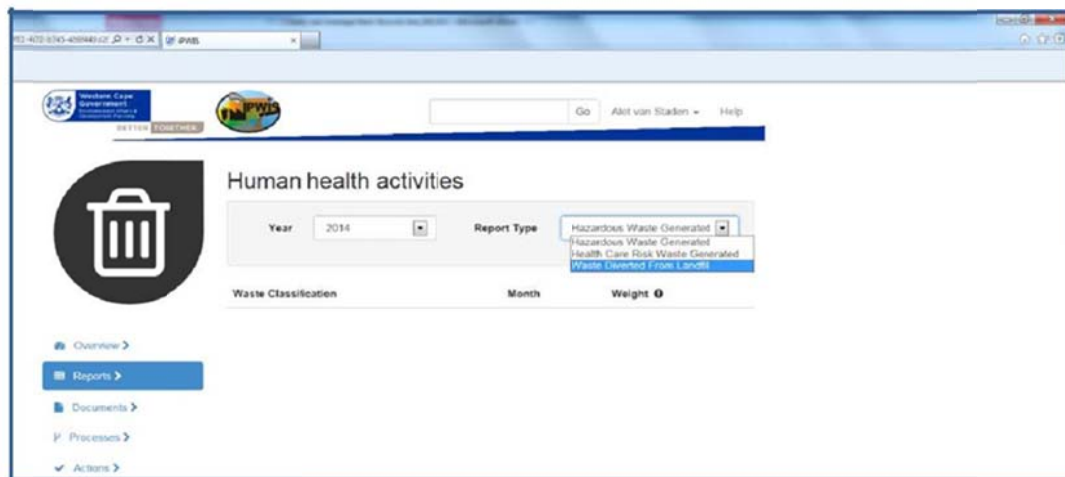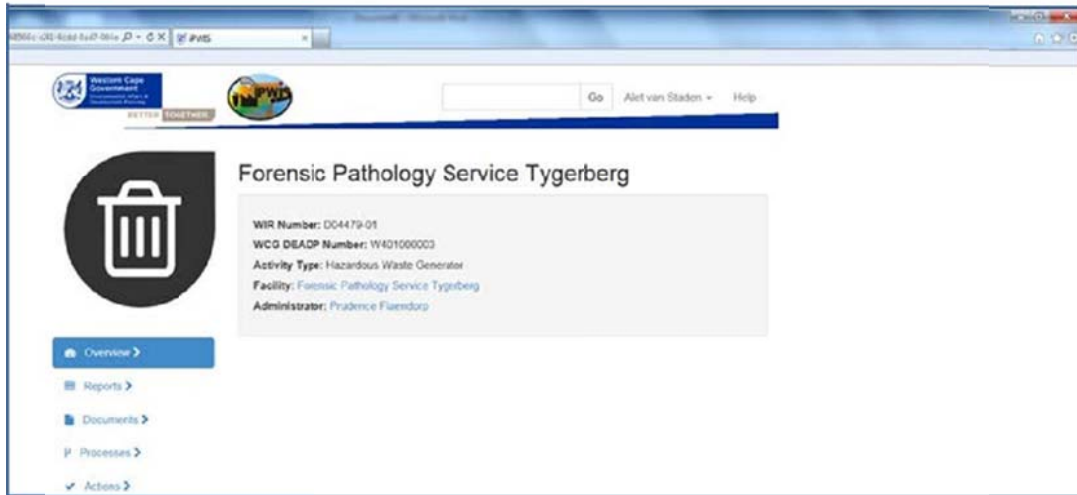
2. Click on *"Overview"* to get a summary of the activity details.

3. Click on "*Reports"* and select the year and report type.

4. When you click on *"Reports"* the waste types and quantities that have been reported can be viewed.

5. When you click on *"Documents"* and the icon below actions you will be able to view and download the archived documents.

6. When you click on *"Processes"* you can view and download all the completed tasks. All completed processes are highlighted in green and outstanding processes have a clear back ground.
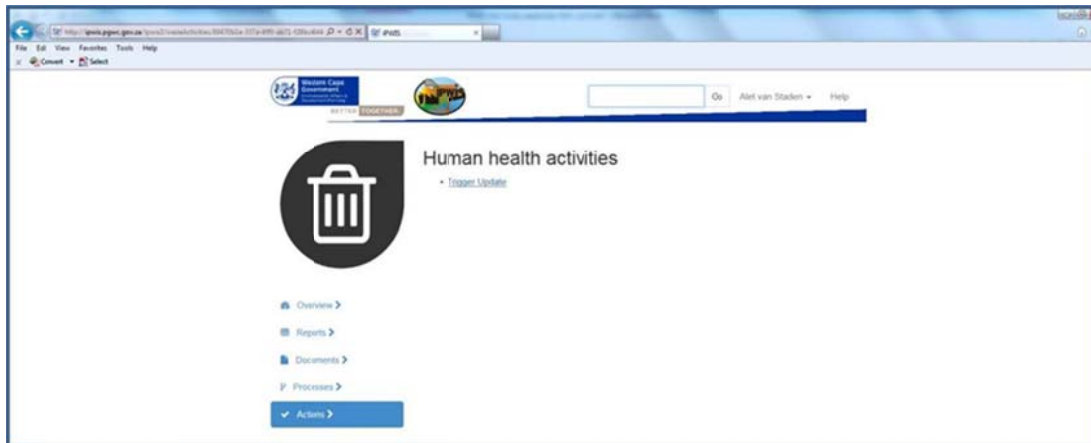
5.5 HOW TO REQUEST A CORRECTION ON A WASTE MANAGEMENT REPORT ONCE IT HAS BEEN SUBMITTED

If you have made a mistake in a waste report and have already submitted the report you can request a correction report to rectify the mistake.

1. Go to the page with the rubbish bin icon as explained above. Select *"Actions"*.
2. Select the *"Request Waste Management Report Correction"* and put in the relevant month and year of the report you wish to correct.
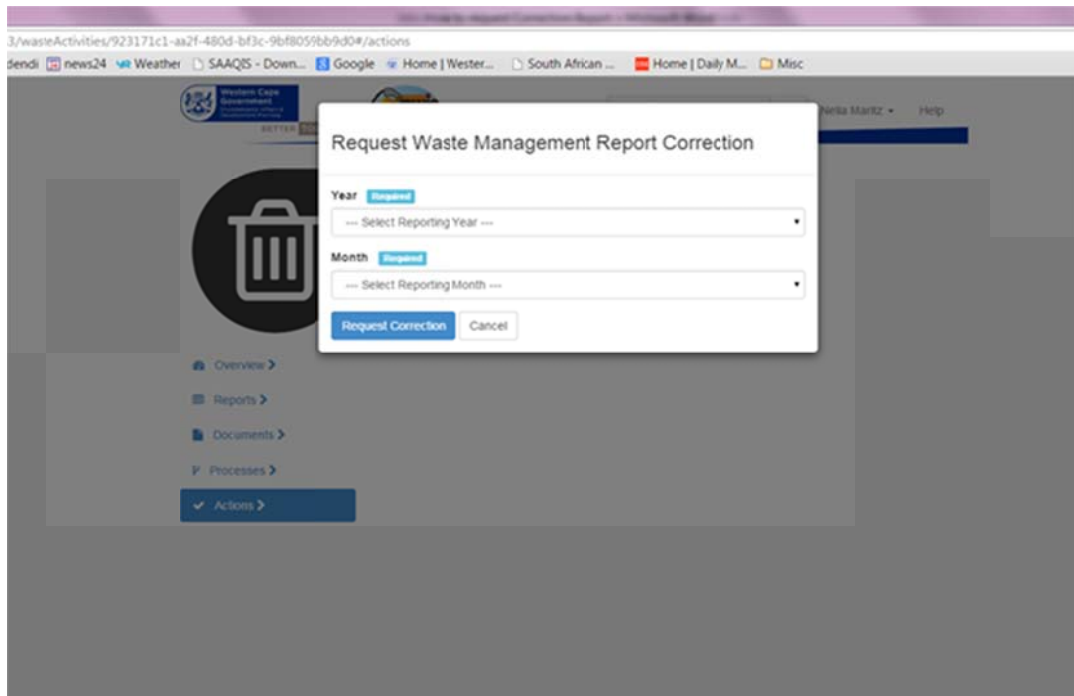
3. The Correction Report will now appear in the tasks list for you to complete and resubmit.

5.6 WEEKLY TASK DIGEST

This emails serves as a **reminder** of the outstanding tasks that you need to complete online on IPWIS. The weekly task digest will be emailed to you on a weekly basis. It is a system generated response and will be sent out to all users that have tasks assigned to them on IPWIS. Outstanding tasks have a red background, while completed tasks have a clear background.

To complete a task, log onto IPWIS and locate the task that is **due or outstanding.**