Western Cape
Government
Environmental Affairs &
Development Planning

BETTER TOGETHER.

IPWIS USER GUIDE

• VERIFICATION AND MIGRATION   • REGISTRATION   • REPORTING

TABLE OF CONTENTS

1. INTRODUCTION

THE "NEW" IPWIS

It's essentially, "Out" with 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 yourself and your facility's details. In essence, IPWIS is asking if you are still the "main contact" person for your facility. You will receive an IPWIS email instructing you on what to do to verify yourself.

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

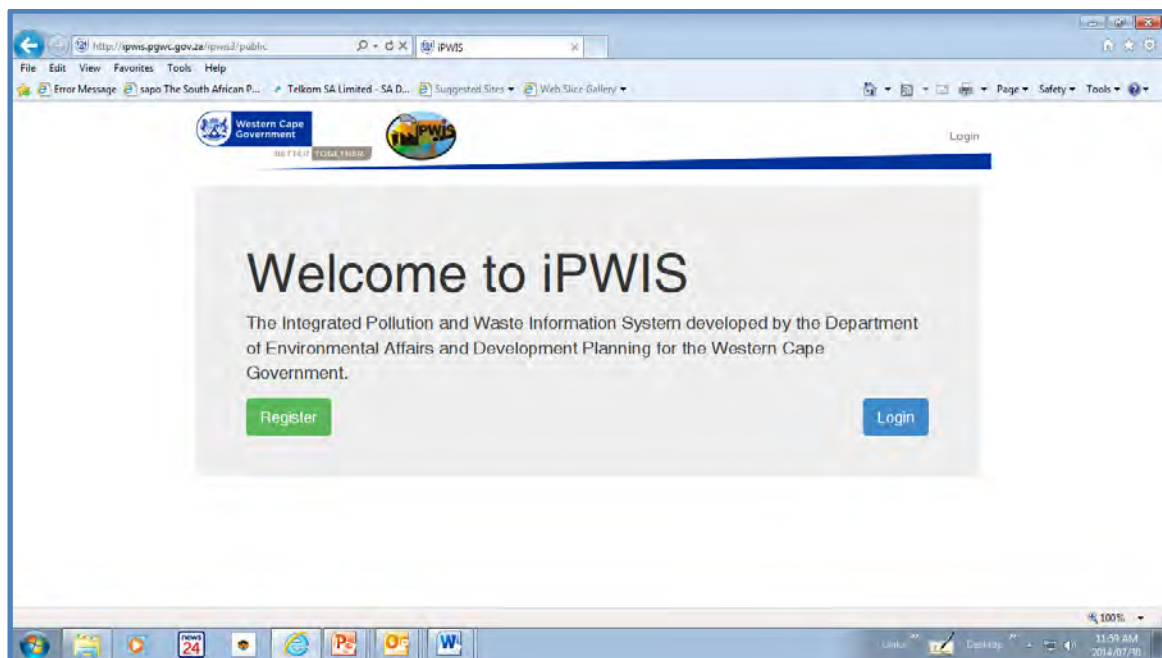## WHAT THE OLD IPWIS LOOKED LIKE:

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 must be used within **48 hours** else it will expire and a new email link will then have to be re-issued.
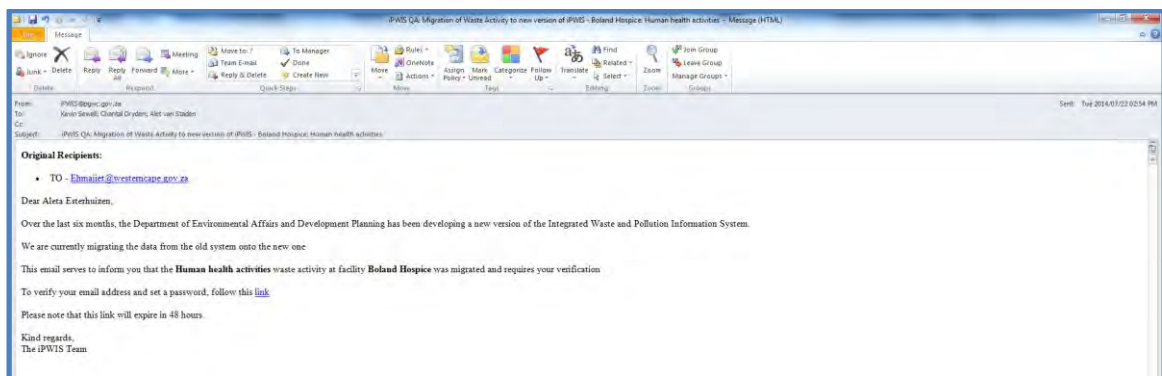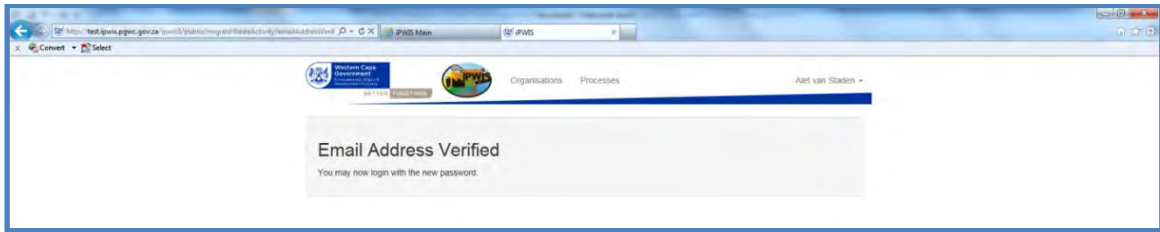

STEP 2: RESET YOUR PASSWORD

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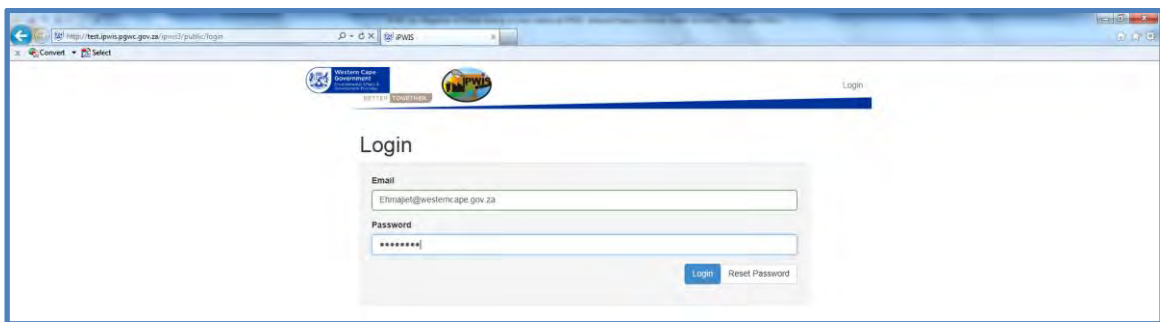2. Click Reset.
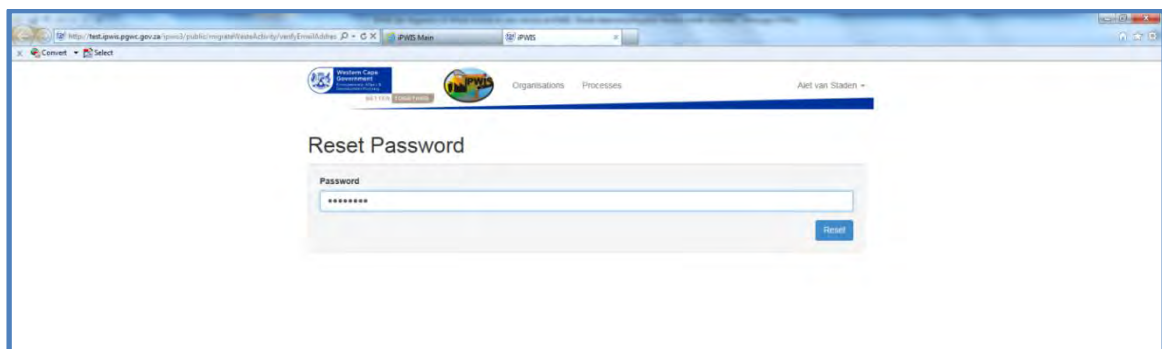
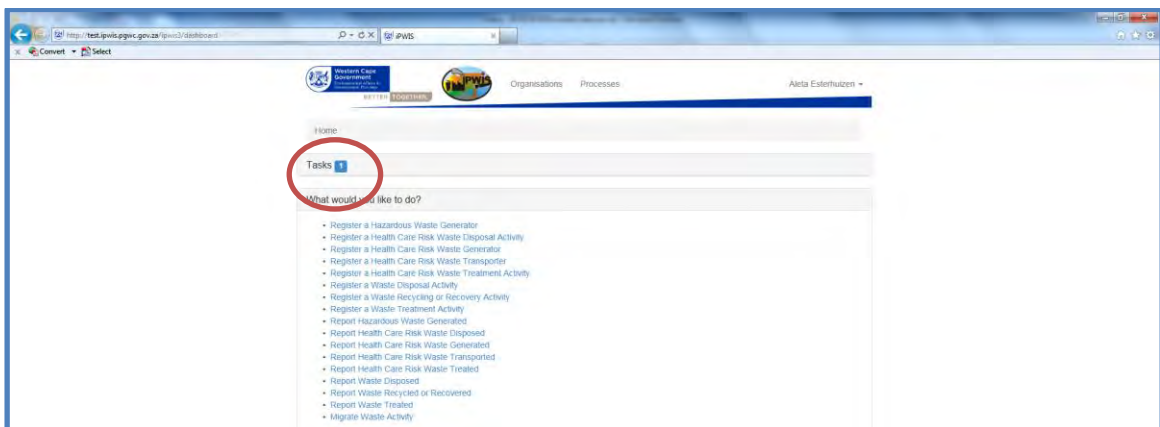3. The email address is now verified.

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

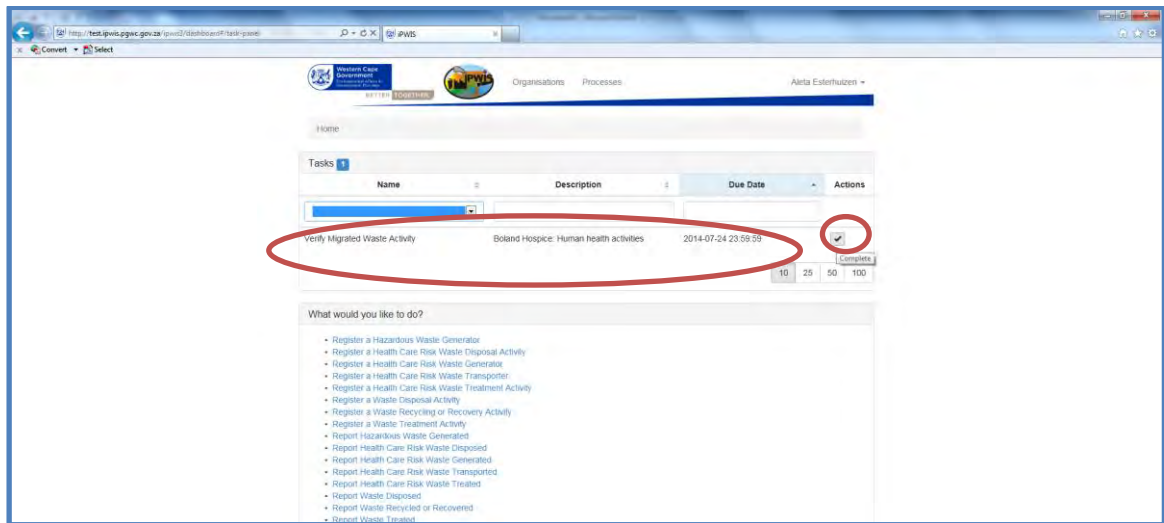1. The IPWIS portal page is now displayed and the IPWIS user has "1 Task" waiting to be completed.



2. Click on Task "1".

STEP 5: UPDATE FACILITY DETAILS

1. The Task will be expanded and view the facility information that is being verified. See the following headings: *"Name", "Description", "Due Date" and "Actions".*

2. Click the tick (✓) box.

STEP 6: COMPLETE THE MISSING OR INCORRECT FACILITY INFORMATION

1. The IPWIS user is now able to "Update the HCRW Generator" facility information. The user has the option to click on each of the black numerical buttons (❶, ❷, ❸, etc.) to expand the fields.

2. A red numerical button (❶) indicates that facility information is missing or incorrect. Mandatory information is displayed by the blue Required "Required" button.

3. Click (❶).
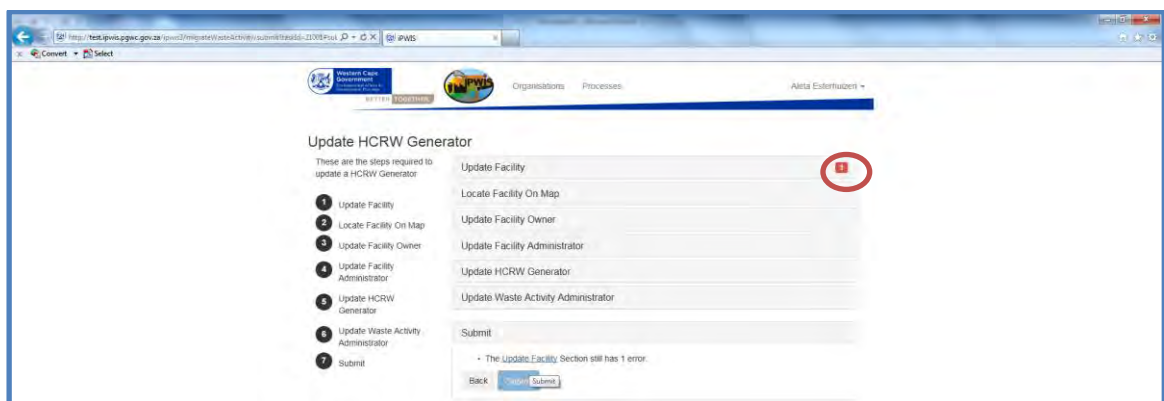
4. Click "Update Facility".

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.
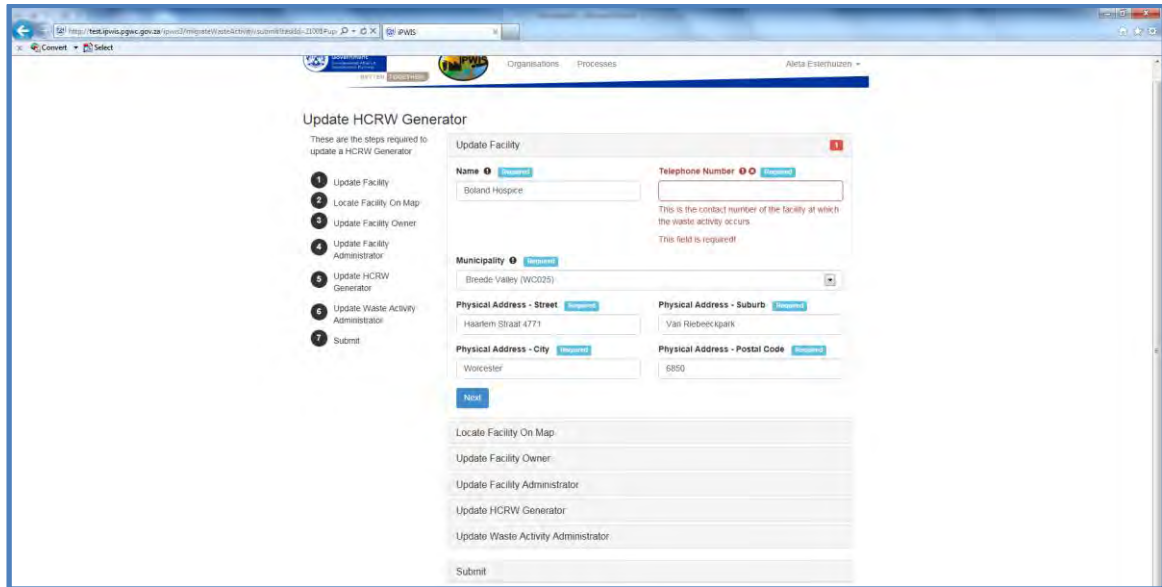
7. Once the correct information has been completed, the text portion is displayed in **"green".**

8. The IPWIS user can also correct any other information that might have changed by retyping or selecting the correct facility information.
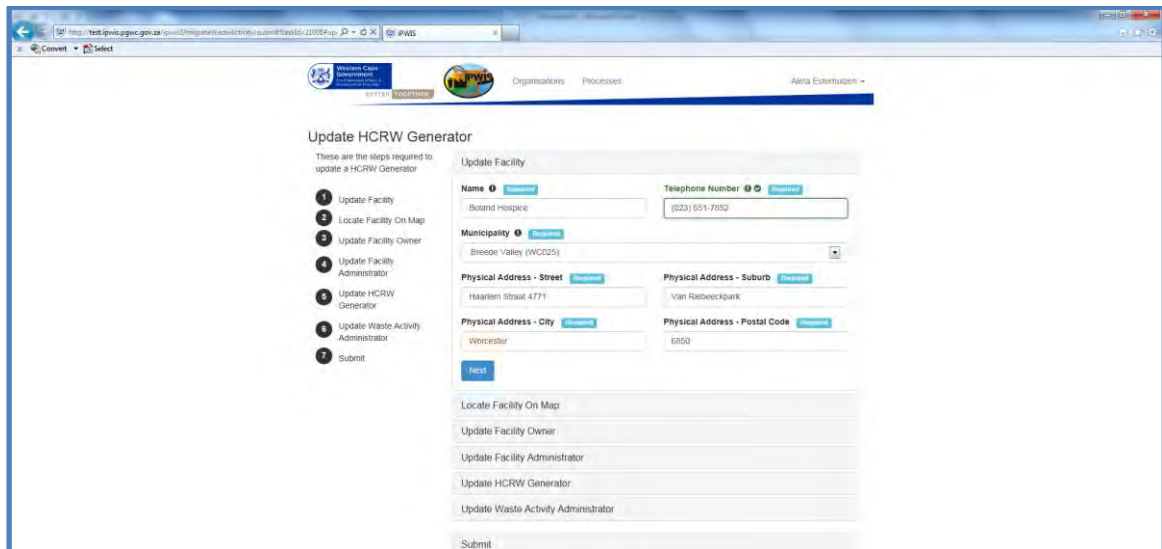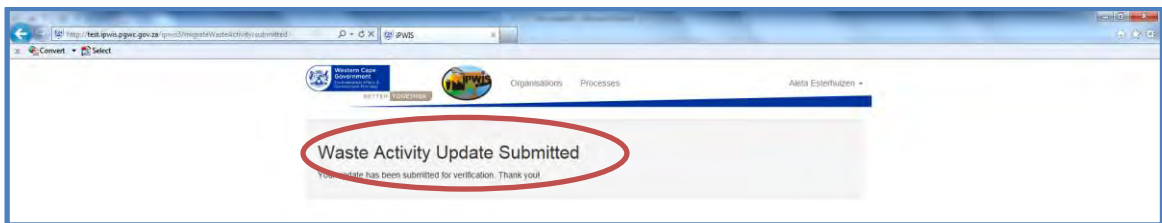

9. Click "Next".

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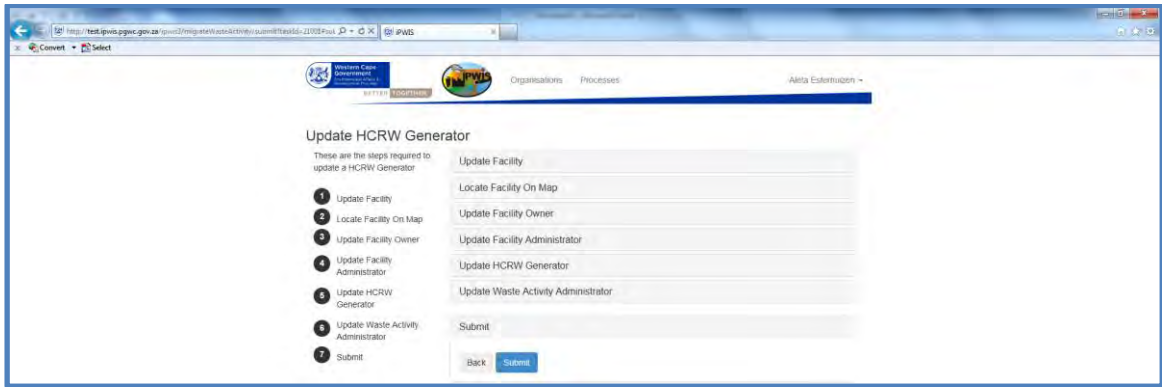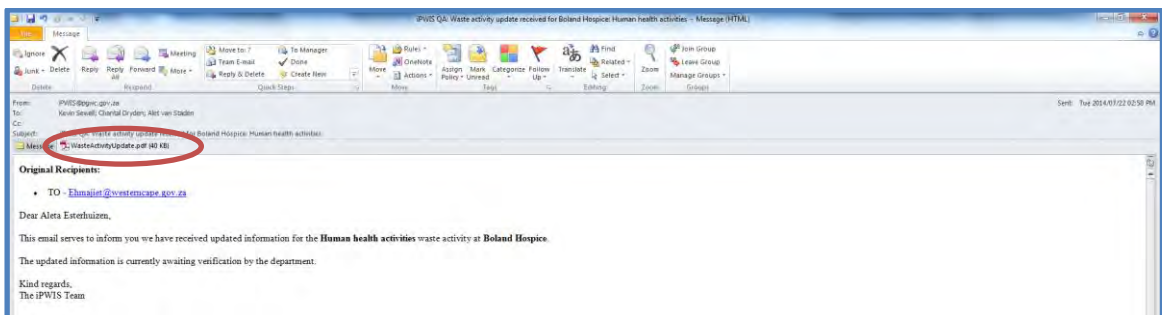
11. Click "Submit".

12. IPWIS informs the user that the update for the facility 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.
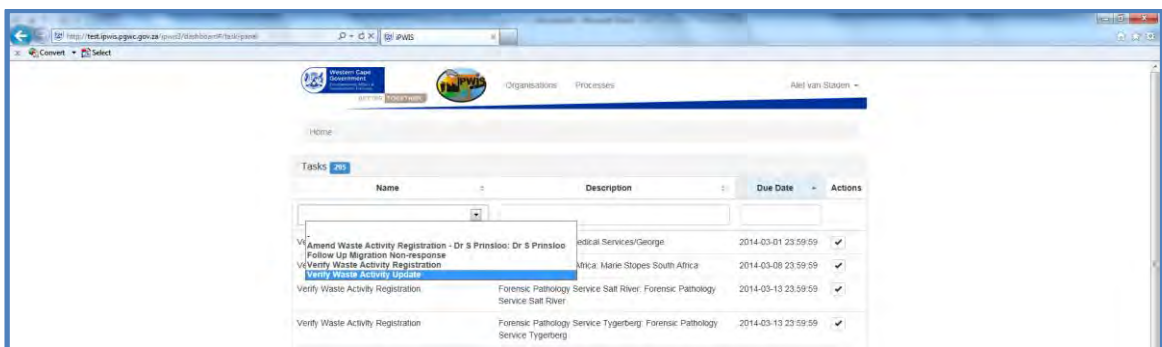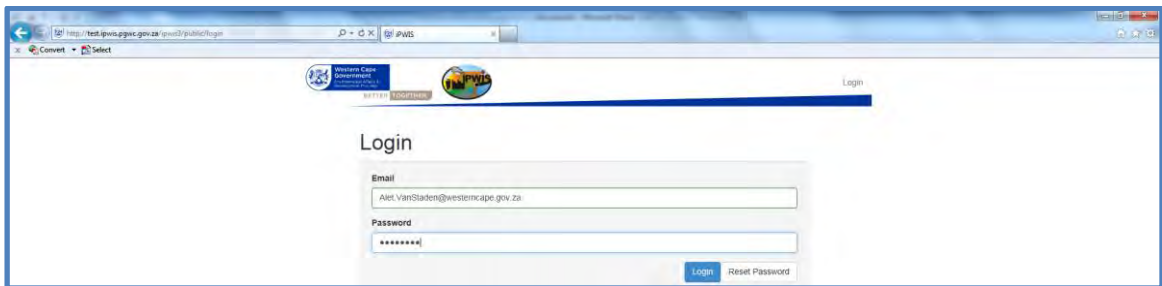

2. The IPWIS user can view the updates in the PDF document. The **"green"** highlight indicates the change that was made by the IPWIS user.
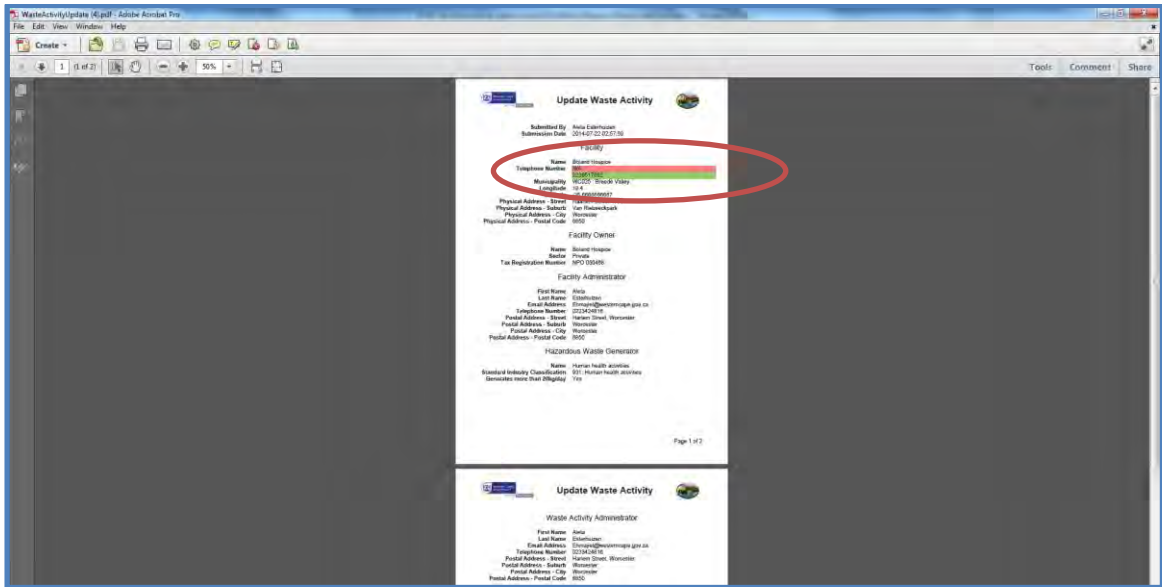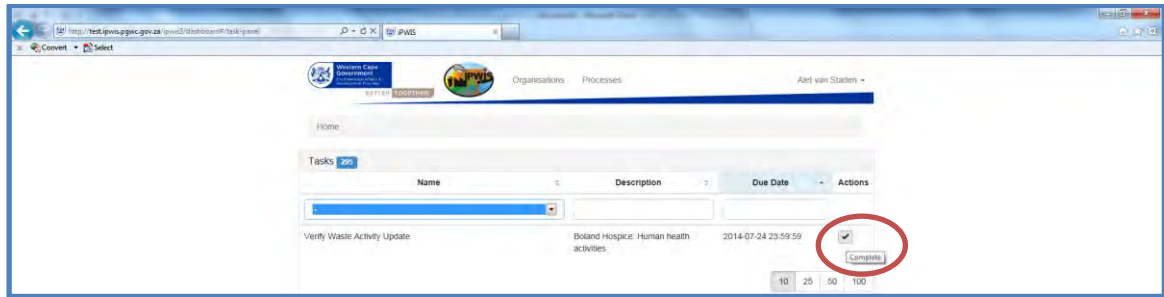
3. The change/amendment needs to be verified by the Department.

STEP 8: VERIFICATION BY THE DEPARTMENT

1. The case officer logs in and filters for the facility amendment.

2. The case officer ticks the 'action" tickbox.

3. The case officer can view the change/amendment made by the IPWIS user.

STEP 9: VERIFICATION BY THE DEPARTMENT

1. The IPWIS user receives an IPWIS email notification that the change/amendment has been successfully updated by the Department.

2. This email notification also contains an attachment with the facility's **Registration Certificate and the WIR number.**
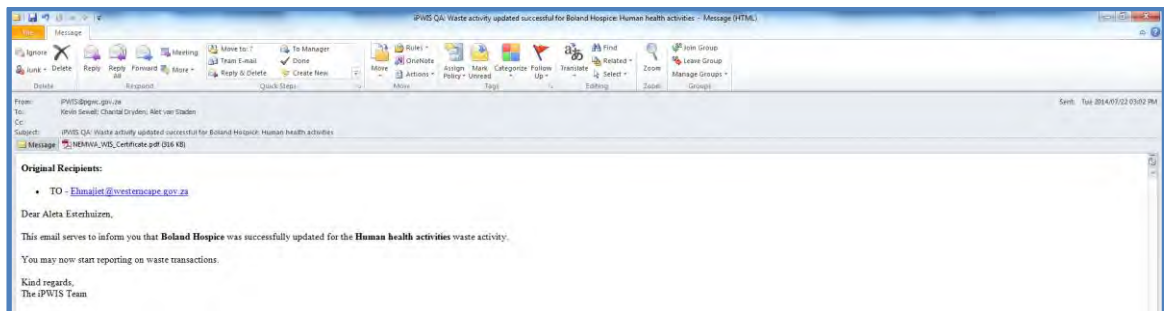
3. This email will also contain a "link" for the facility to start reporting on their waste quantities.

4. The IPWIS user can view the Registration Certificate and the WIR number.
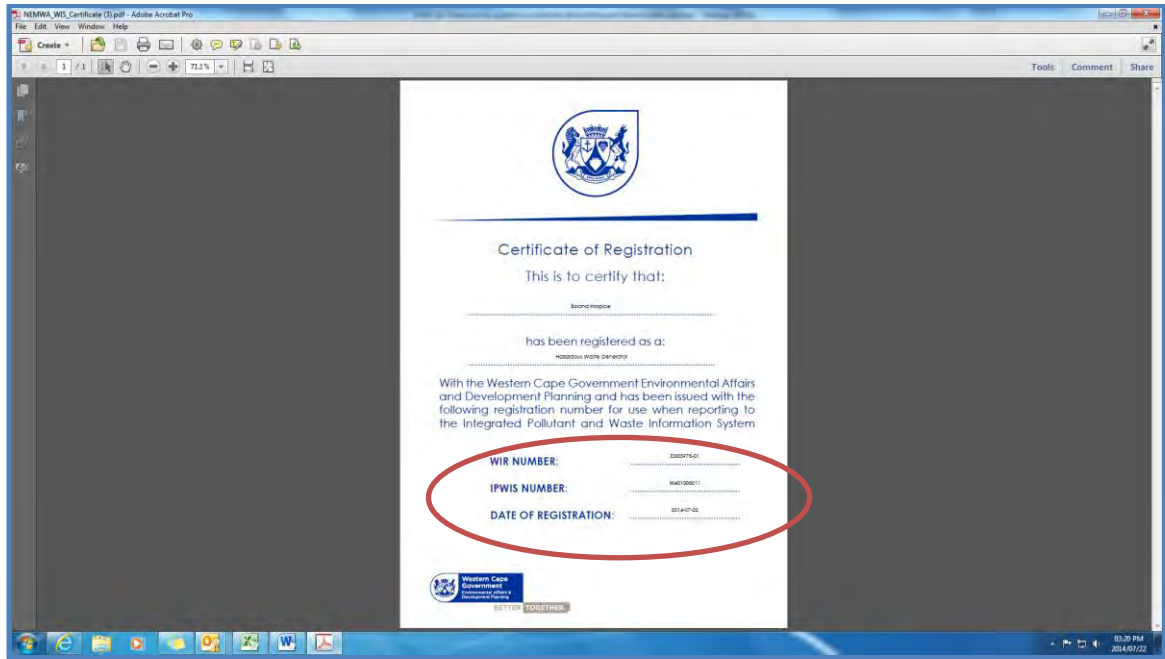
3. NEW FACILITIES: REGISTRATION ON IPWIS

"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. This requires the user to "reset" their password."

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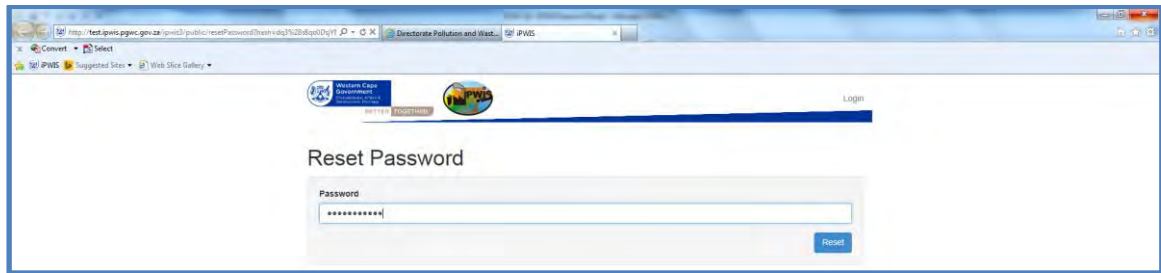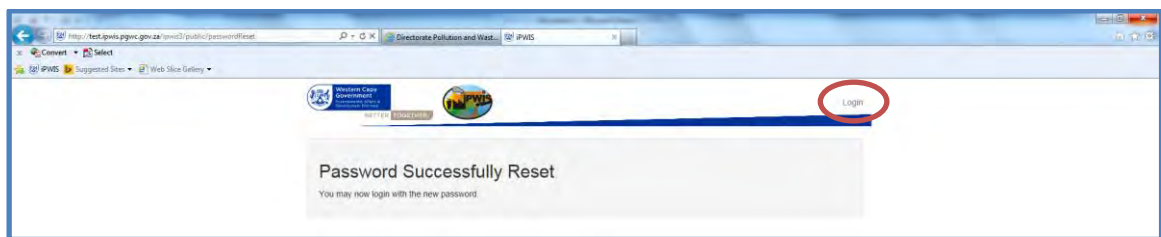2. Click "Register".

STEP 2: IPWIS EMAIL NOTIFICATION

1. The IPWIS user will receive an IPWIS email notification with the request to reset the user's password.
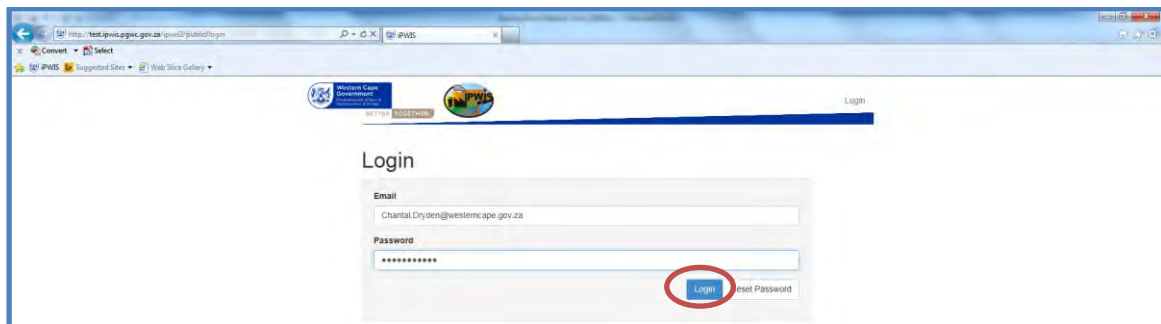2. Click the "link" in the email.
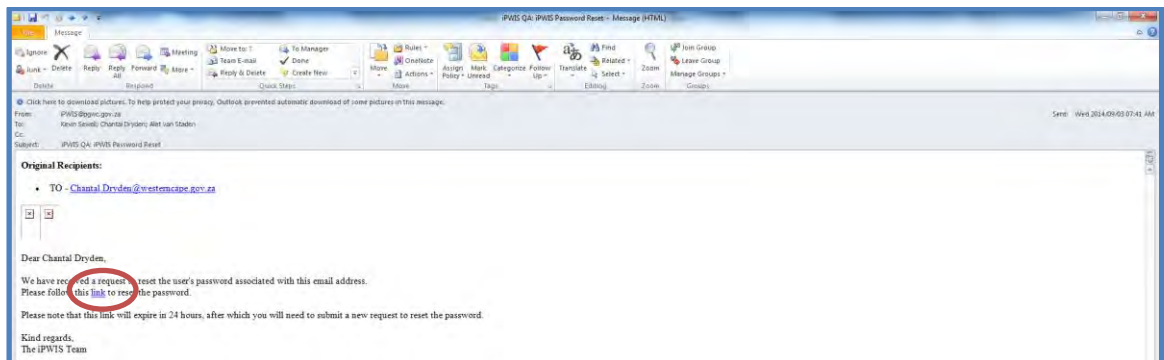
STEP 3: CREATING A NEW PASSWORD

1. The link will direct the IPWIS user to "Reset Password" screen. The user can type in the password of their choice.
2. Click "Reset".

3. The IPWIS user has successfully reset their password.
4. The user clicks "Login" at the top right corner of the screen.

5. The IPWIS user logs into IPWIS with their email address and the newly created password.
6. Click "Login".

STEP 4: REGISTERING YOUR WASTE ACTIVITY
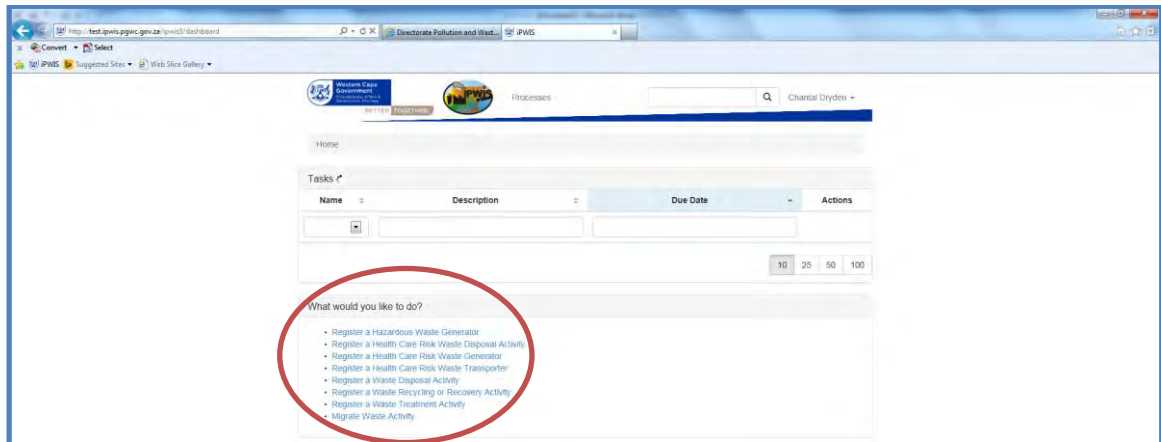
1. The IPWIS user is asked **"What would you like to do?"**
2. The user selects the type of waste activity that they need to register on IPWIS. In this example, "*Register a Health Care Risk Waste Generator*" has been selected.
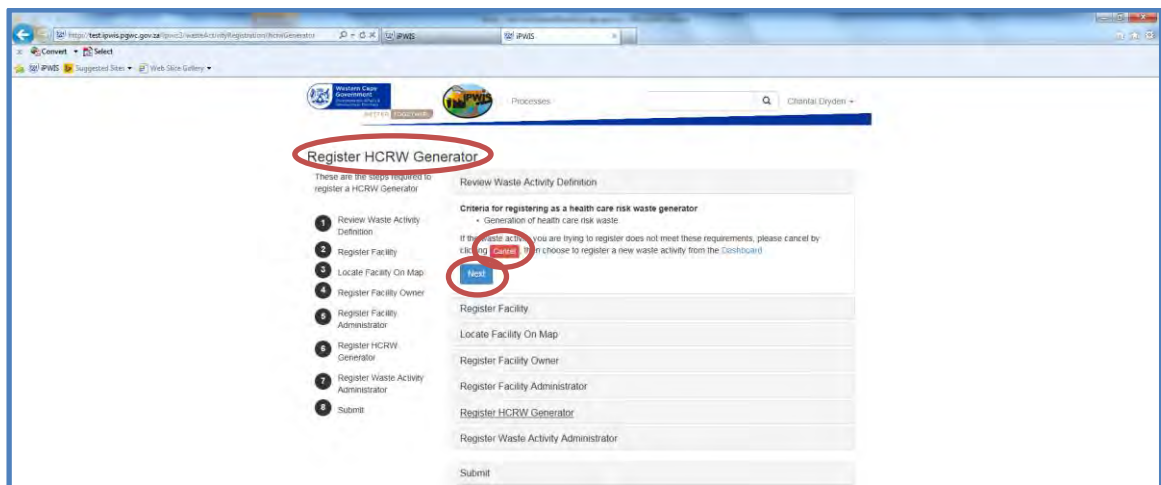
STEP 5: ❶ REVIEW WASTE ACTIVITY DEFINITION

1. If at this stage, the user selected the incorrect waste activity, please click "Cancel" and then choose a new waste activity.
2. 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 ⓘ *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". Required fields are displayed as "red". Once the information is captured in the field, it is displayed as "green".
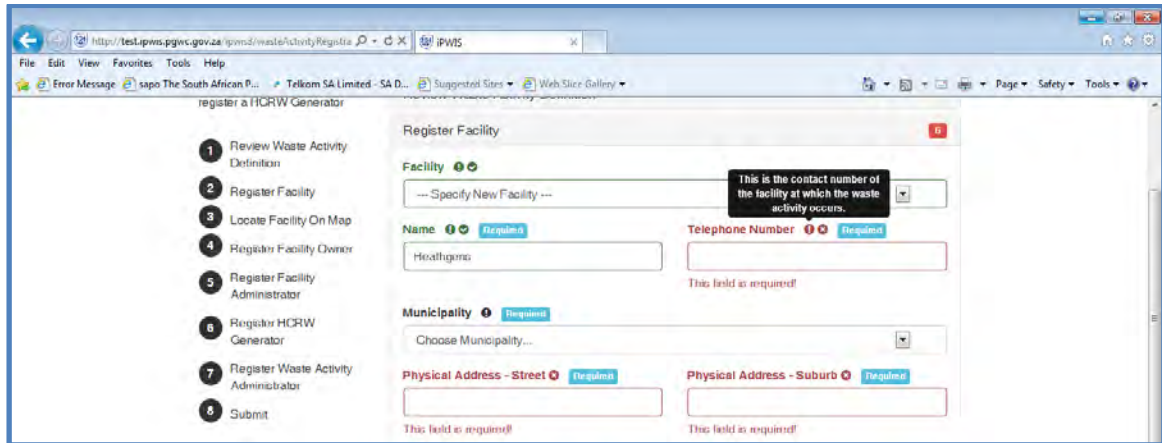
3. Select the "Municipality" from the drop down list.
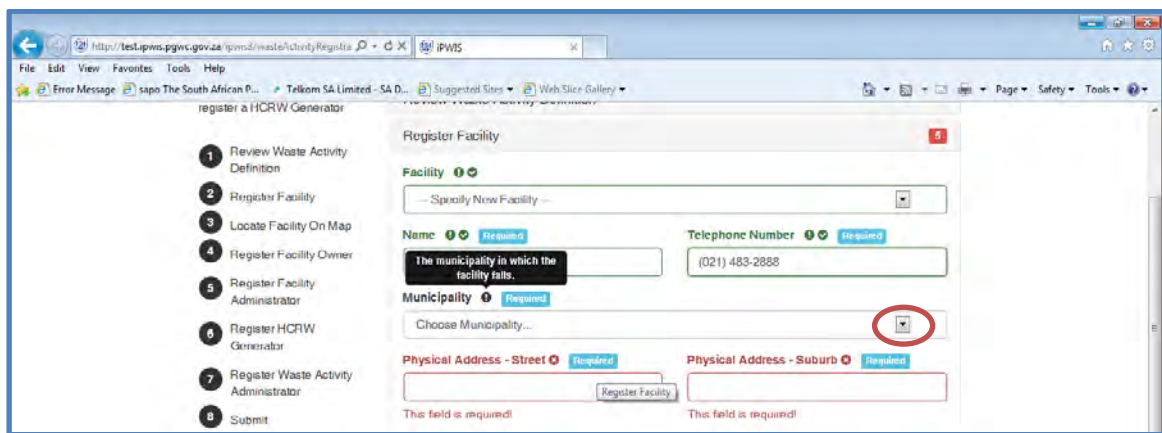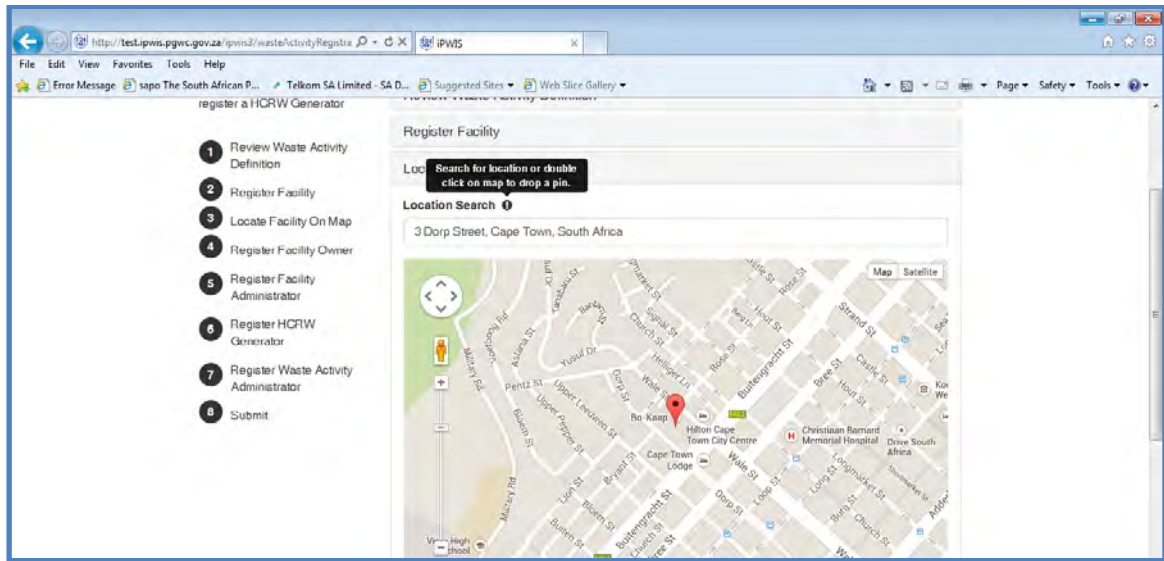

4. Enter the "Physical Address – Street, Suburb, City and Postal Code".
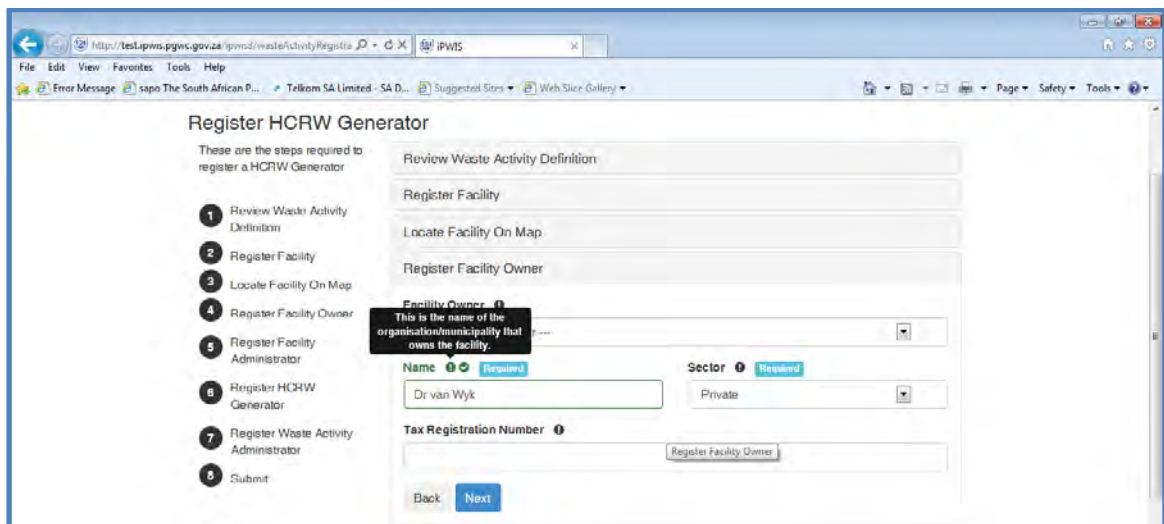
5. Click "Next".
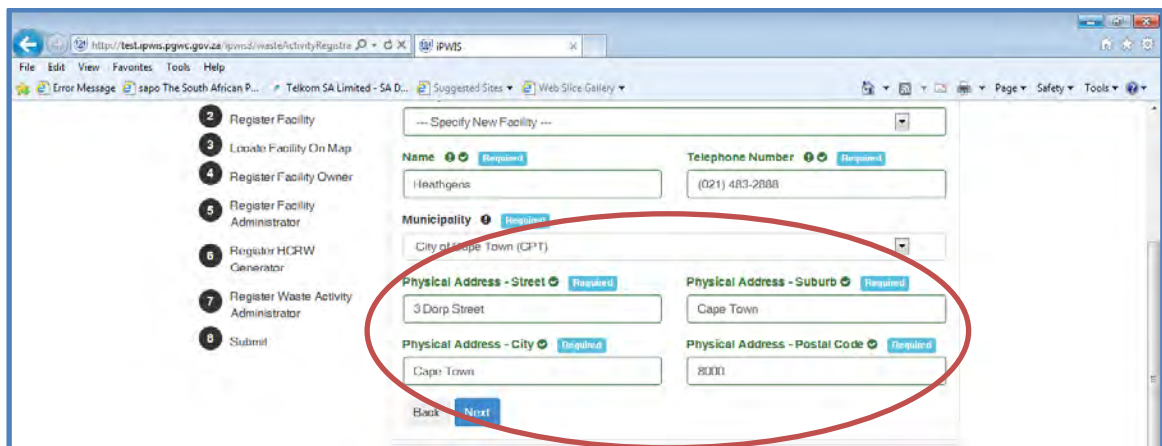
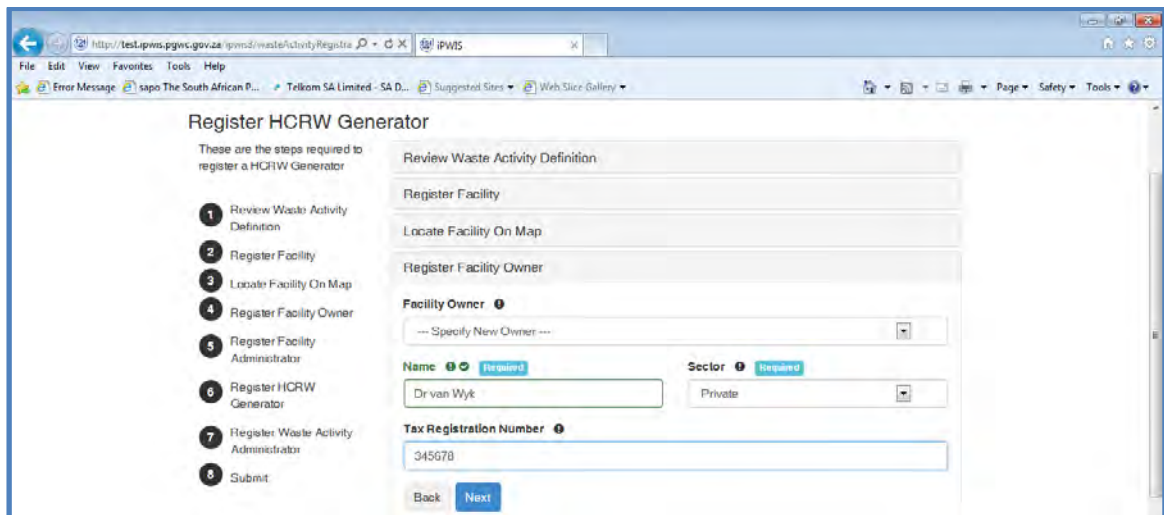## STEP 7: ❸ LOCATE FACILITY ON MAP

1. Enter the "Location" of the facility on the map.
2. Click "Next".

STEP 8: ❹ REGISTER FACILITY OWNER

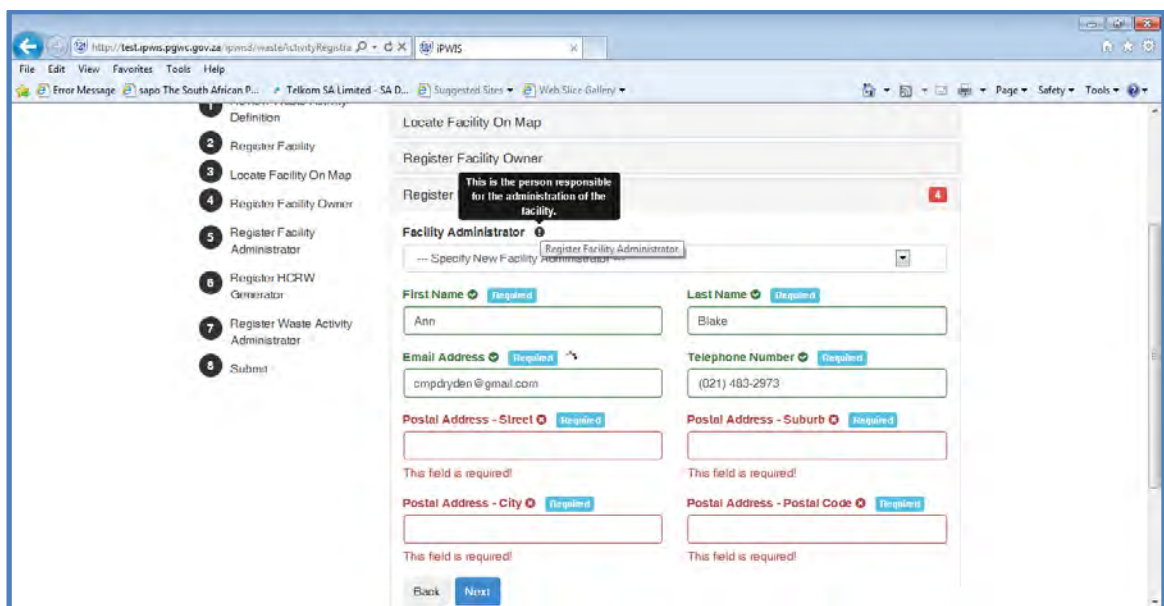This is the name of the organisation/municipality that owns the facility.

1. Enter the name of the "Facility Owner".
2. Select the "Sector" from the drop down list.
3. Enter the "Tax Registration Number".
4. Click "Next".

STEP 9: ❺ REGISTER FACILITY ADMINISTRATOR

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

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:

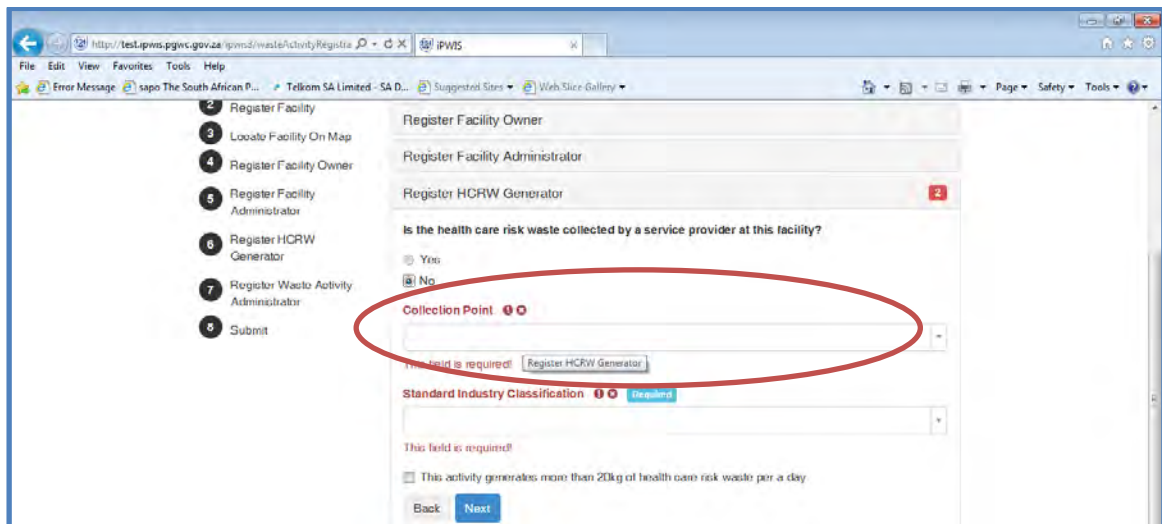🔵 If HCRW is collected by a Service Provider at this facility, choose "Yes".
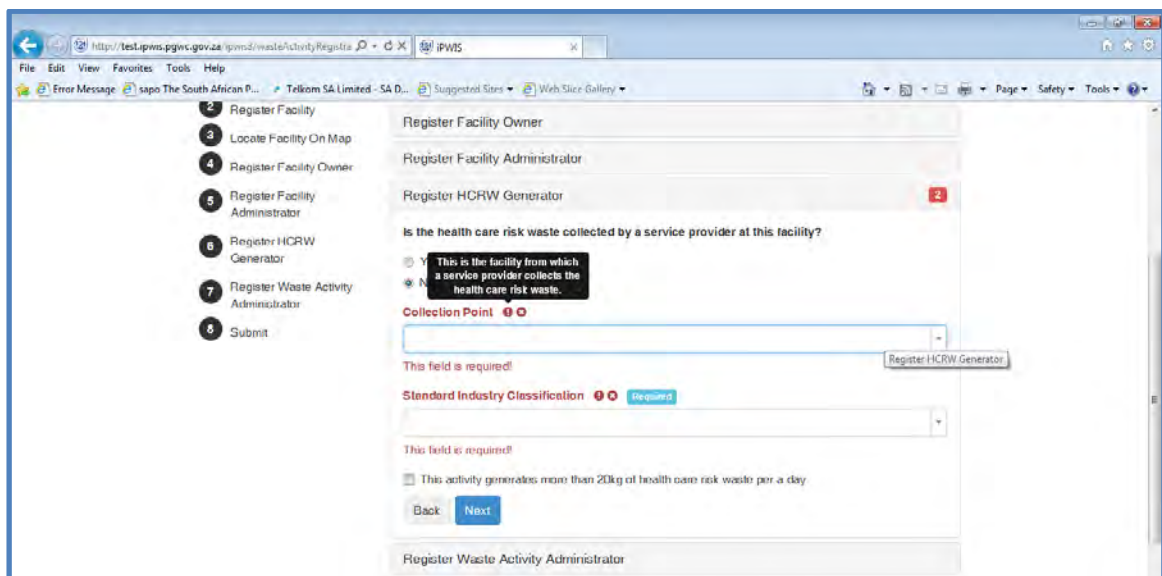

Option 2:

🔵 If Health care risk waste is taken to another HCRW facility for collection. In other words, Health care risk waste is not collected at this facility, choose "No".
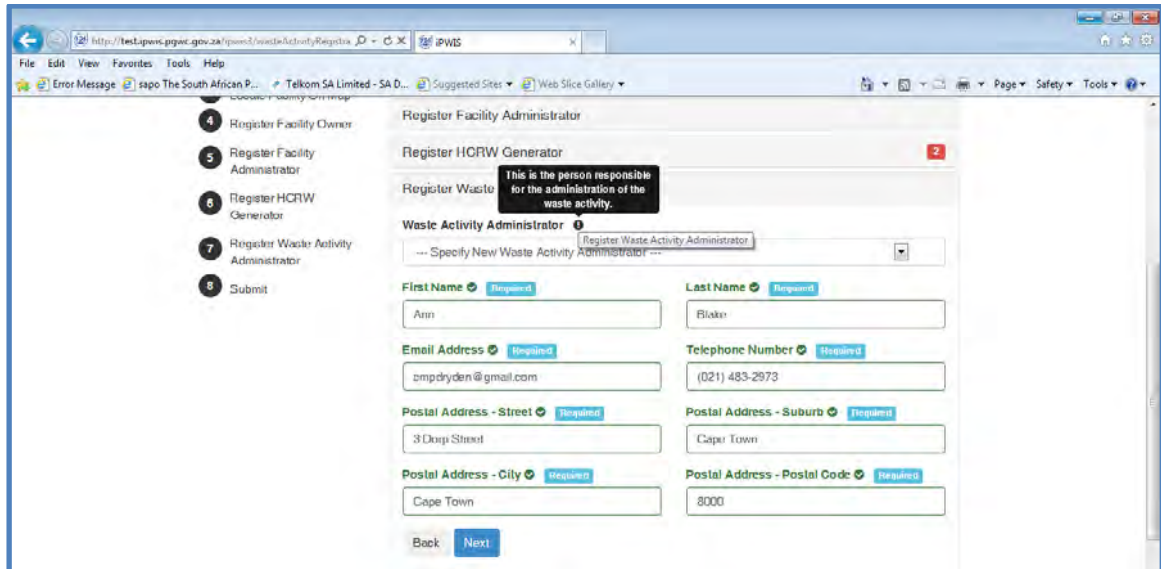
🔵 When the user selects "No", the "Collection Point" field is displayed. The user selects the HCRW facility that the Health care risk waste is taken to.

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.

1. The user can either choose an existing person from the "Waste Activity Administrator" drop down list or create a new person by "Field Name".
2. Enter the contact details for the Waste Activity Administrator.
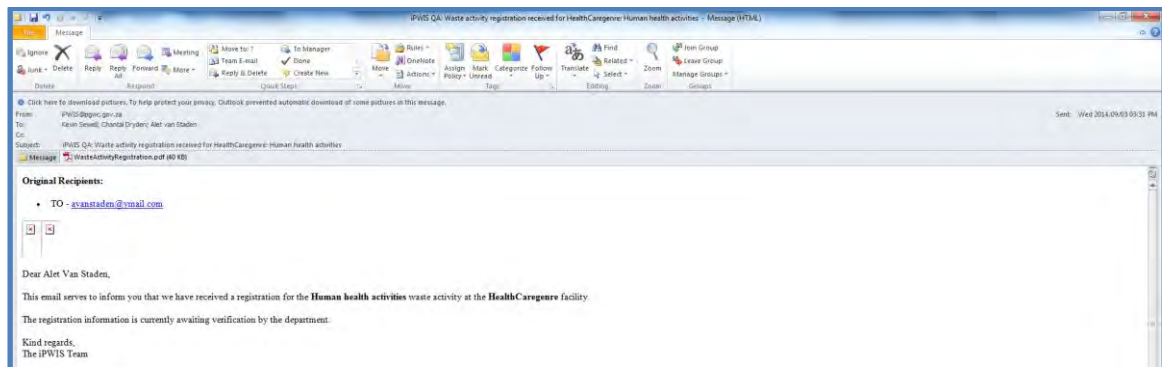3. Click "Next".

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.
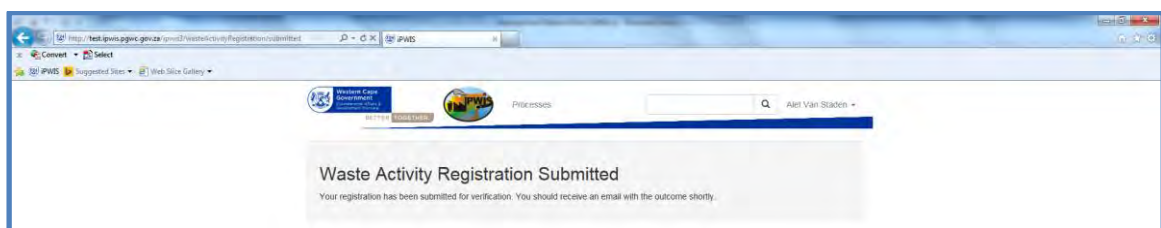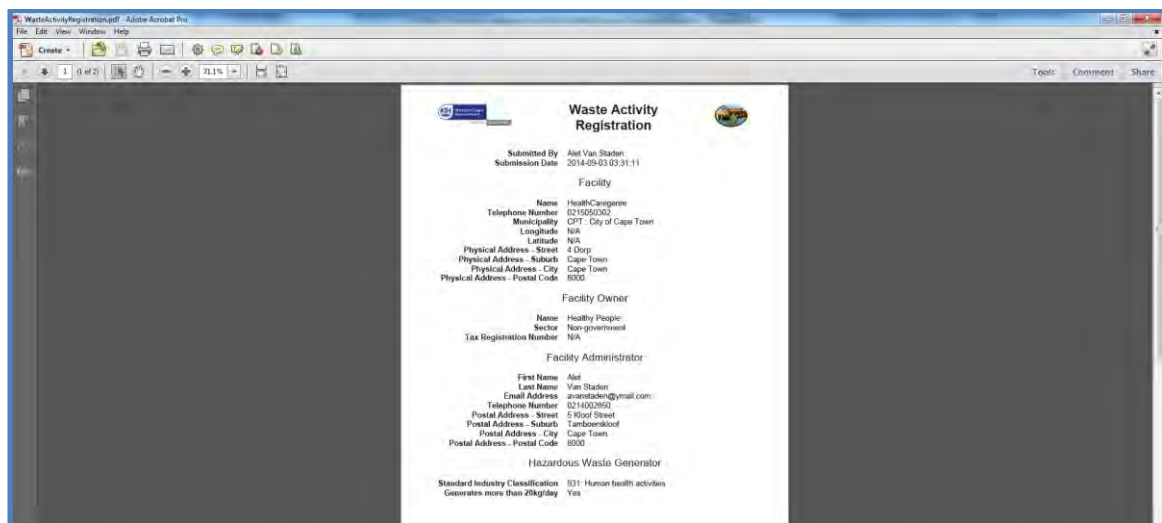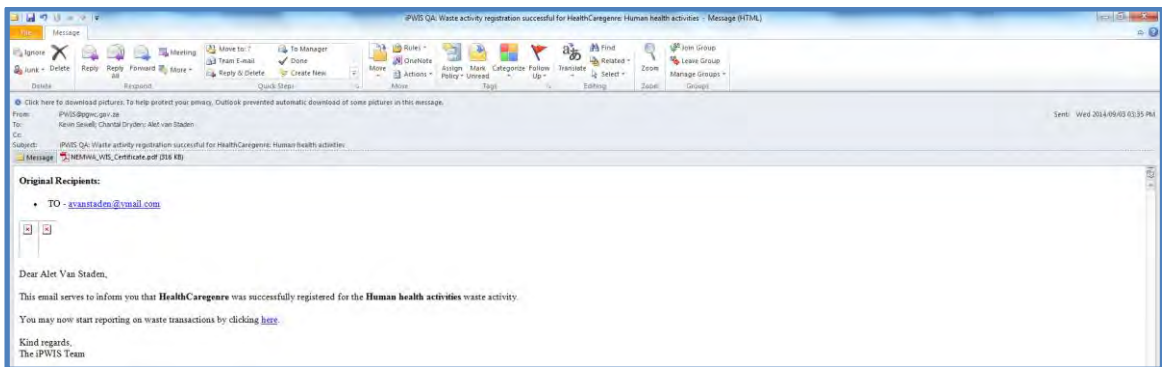
STEP 13: IPWIS EMAIL NOTIFICATION

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.

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.

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2. This email notification contains an attachment with the facility's **Registration Certificate and the WIR number.**
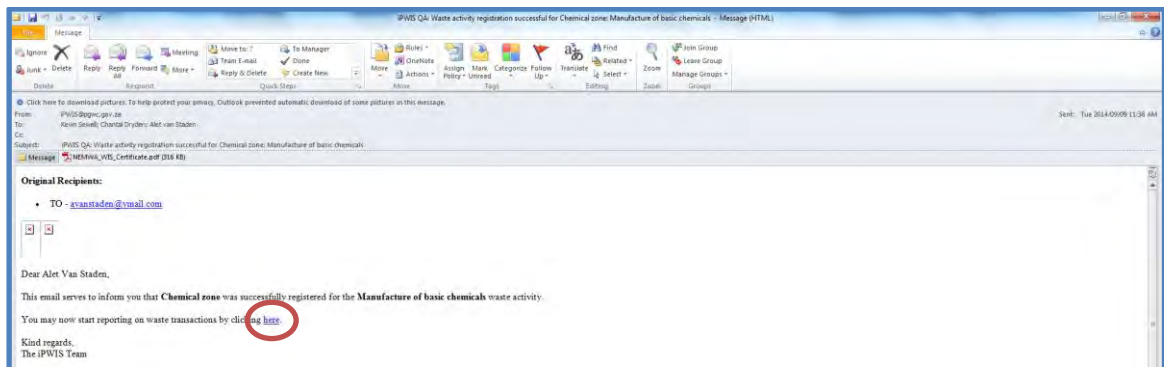

3. The email informs the IPWIS user that waste reporting must commence.

4. WASTE REPORTING BY THE FACILITY

In this example, we will show waste reporting for the Hazardous waste generator.

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".
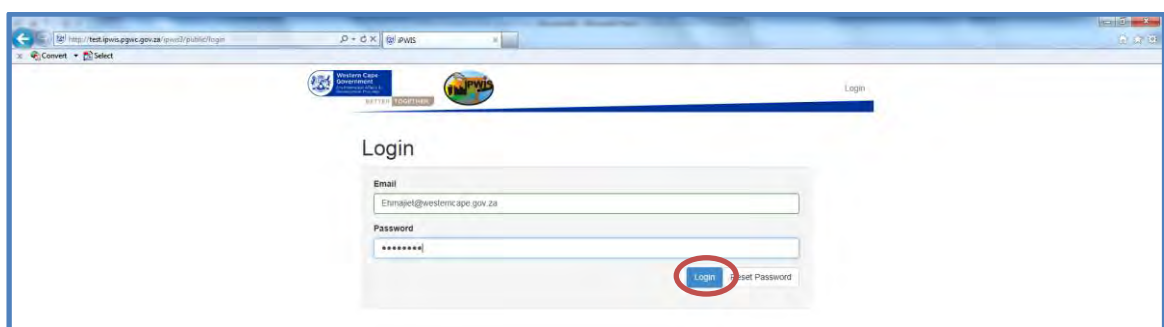
STEP 3: CAPTURE CURRENT AND BACKDATED WASTE REPORTING DATA

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 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 "✓"
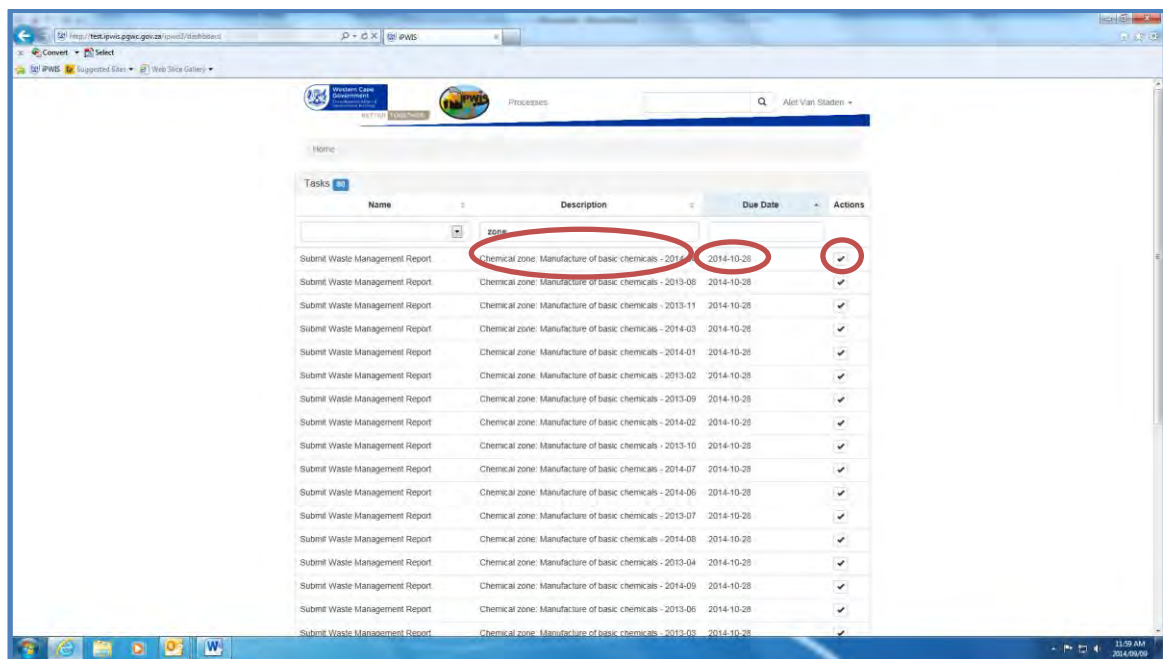
3. The user wants to report on "Hazardous Waste Generated". Click "Add" to capture the first entry of waste data.
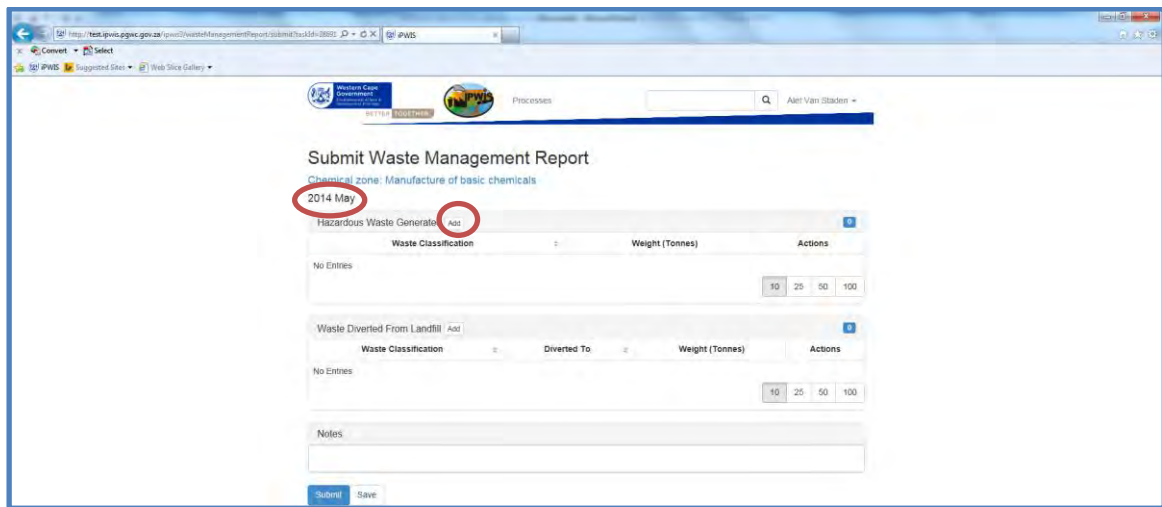
4. The "Add Hazardous Waste Generated" screen is displayed.
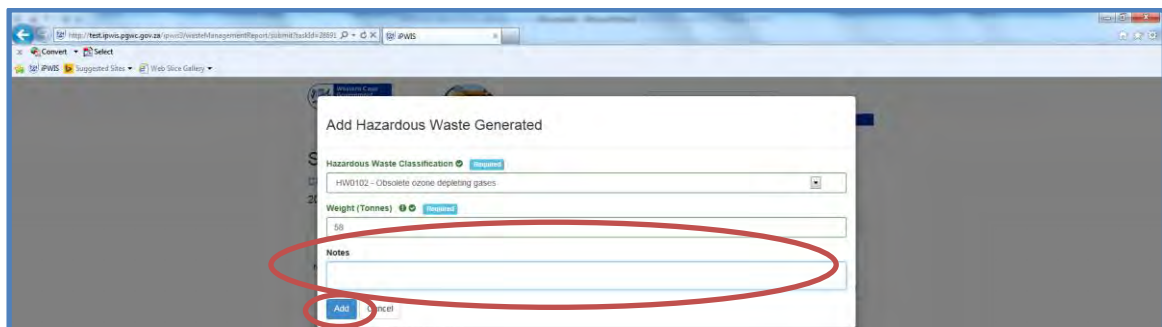
5. Select the "Hazardous Waste Classification" from the drop down list.
6. Type in the "weight" of the waste.
7. **Optional**: The user can leave a "Note" (or comment) to the Department. Click "Add". The waste reporting entry is now saved.
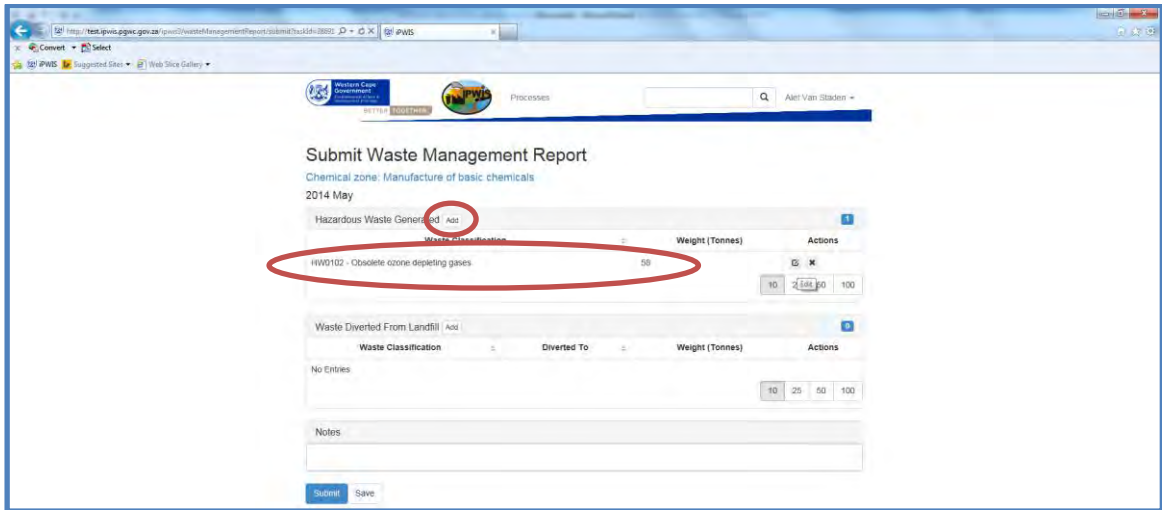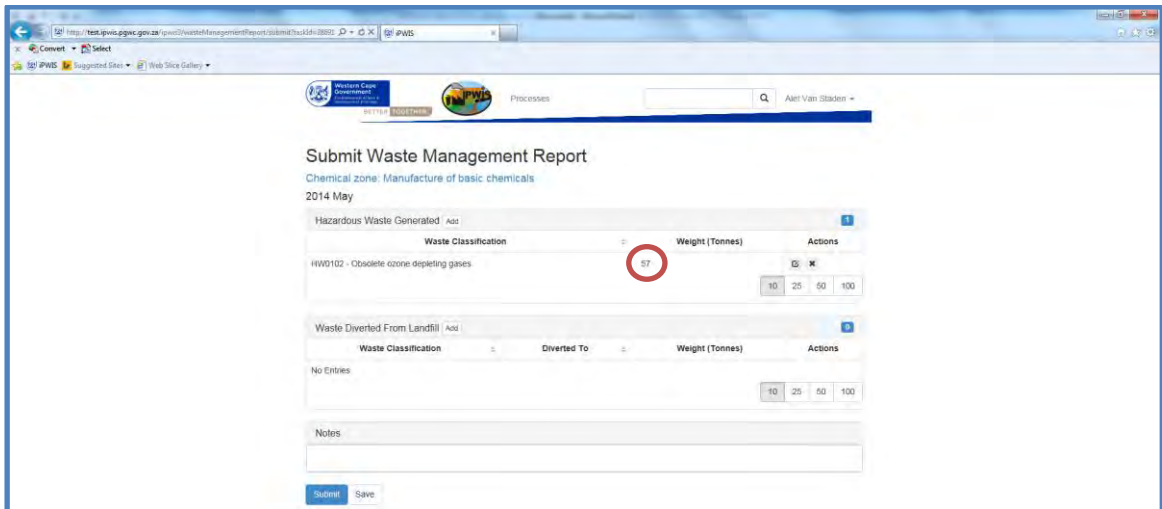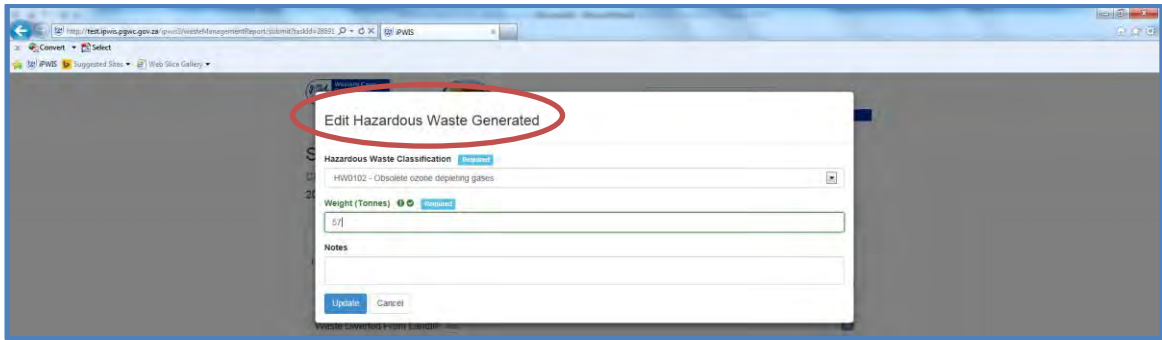
8. To add another waste report entry, click "Add" again and continue from 4.
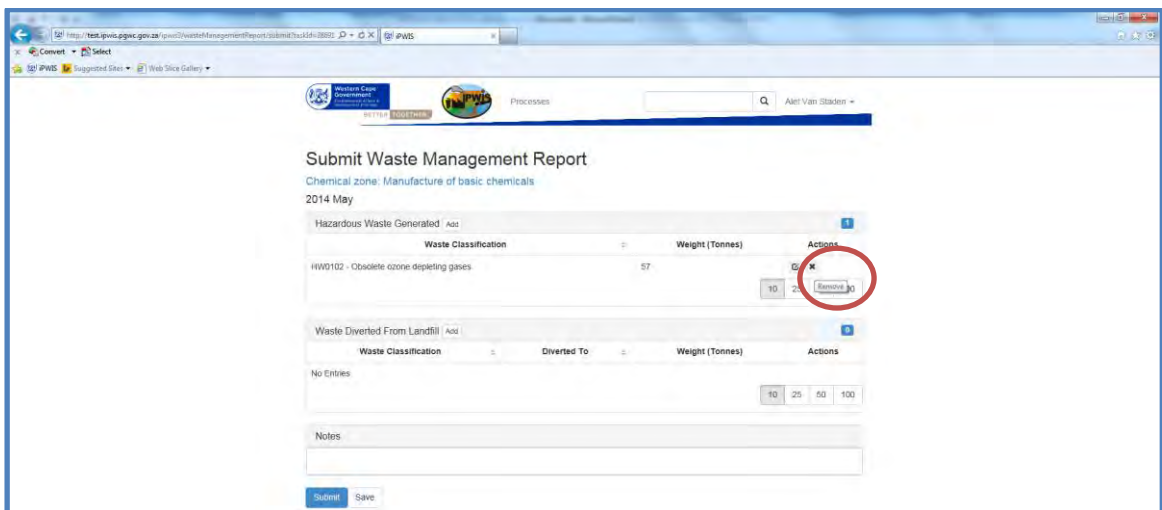
STEP 4: HOW TO EDIT A WASTE REPORTING ENTRY
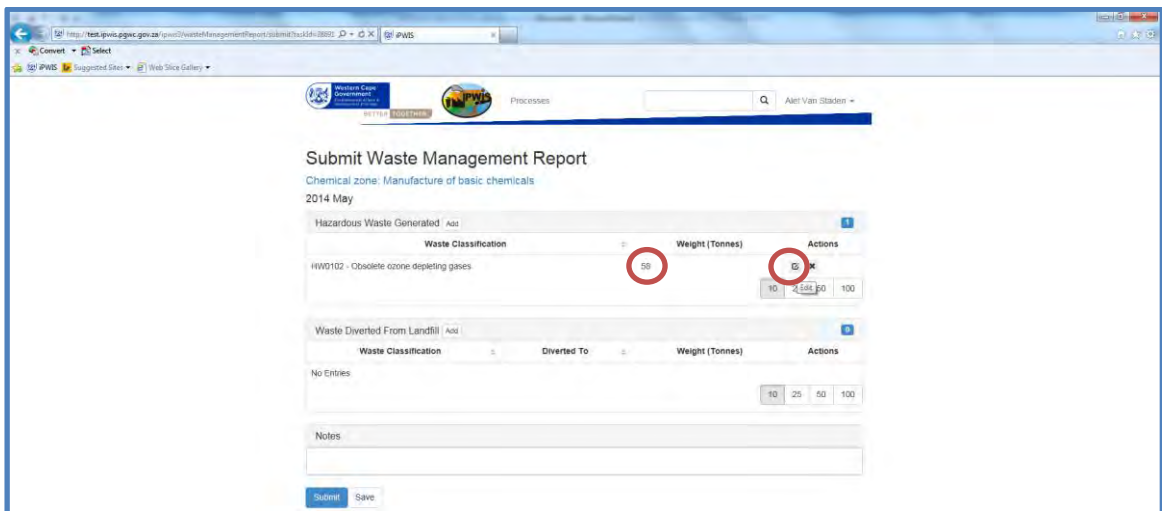
1. The user can edit a waste reporting entry by clicking the "Edit" button .
2. Once the "Edit" button is selected the user can continue to capture the correct waste data.
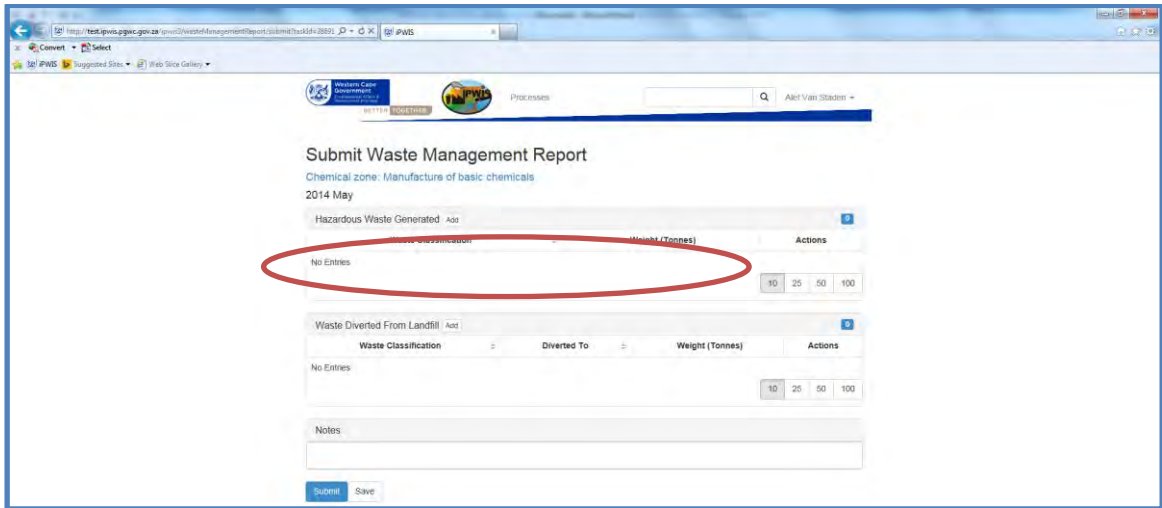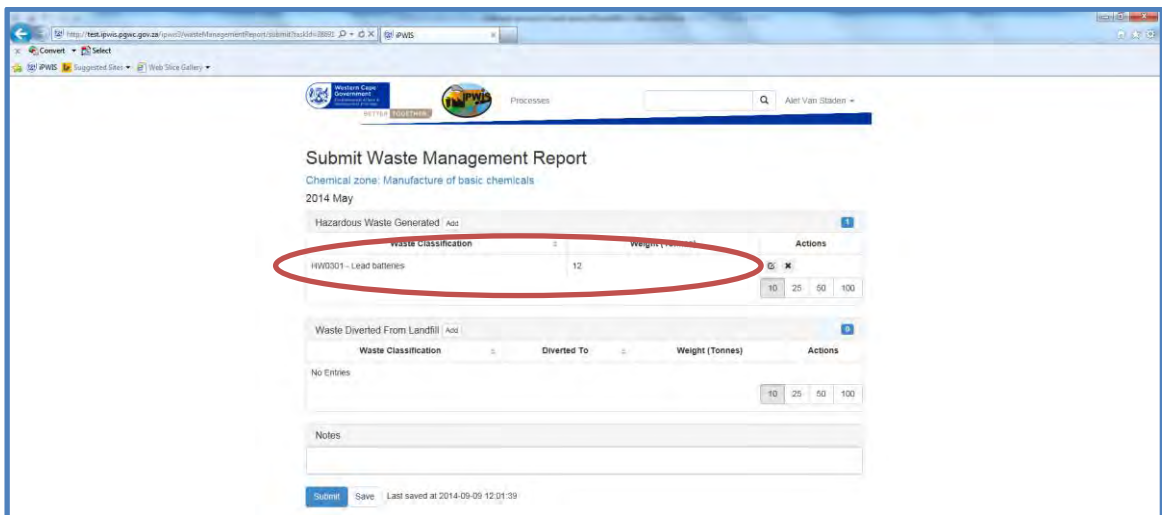3. Click "Update".

STEP 5: HOW TO REMOVE A WASTE REPORTING ENTRY

1. The user can remove a waste reporting entry by clicking the "Remove" button .
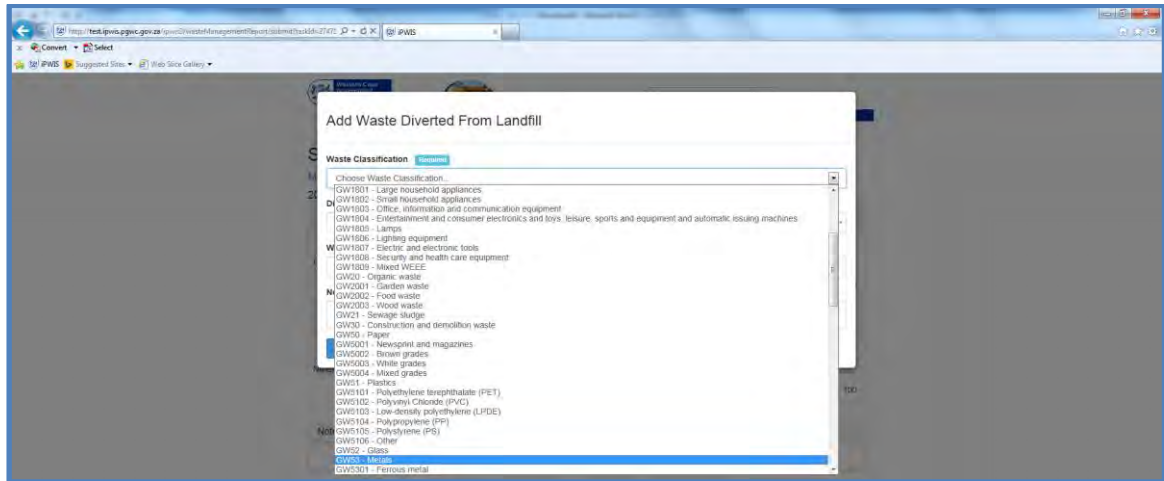
2. The waste entry is now removed and shows "No Entries".

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". Click "Add".
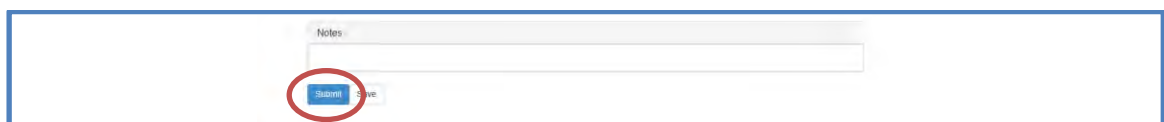
5. The "Add Waste Diverted from Landfill" screen is displayed.

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.

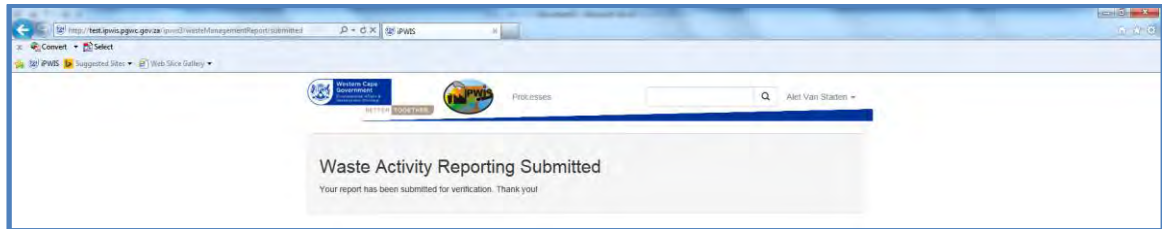10. Click "Add". The waste reporting entry is now saved.
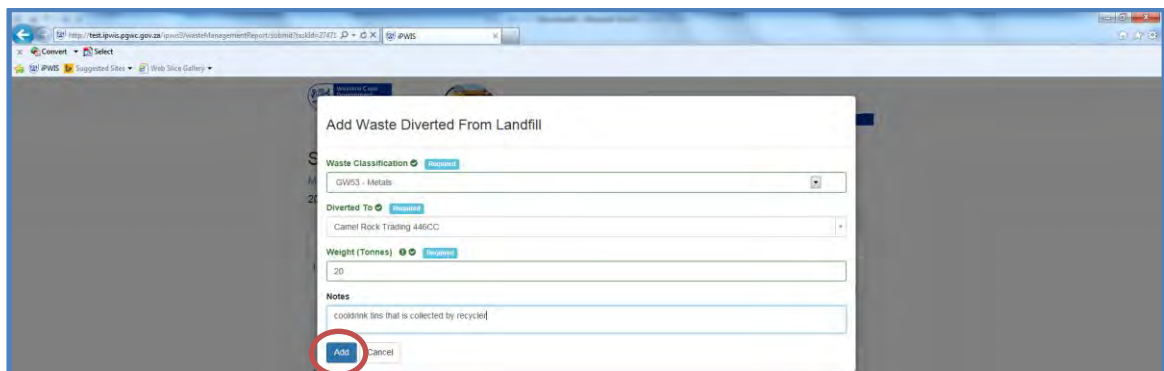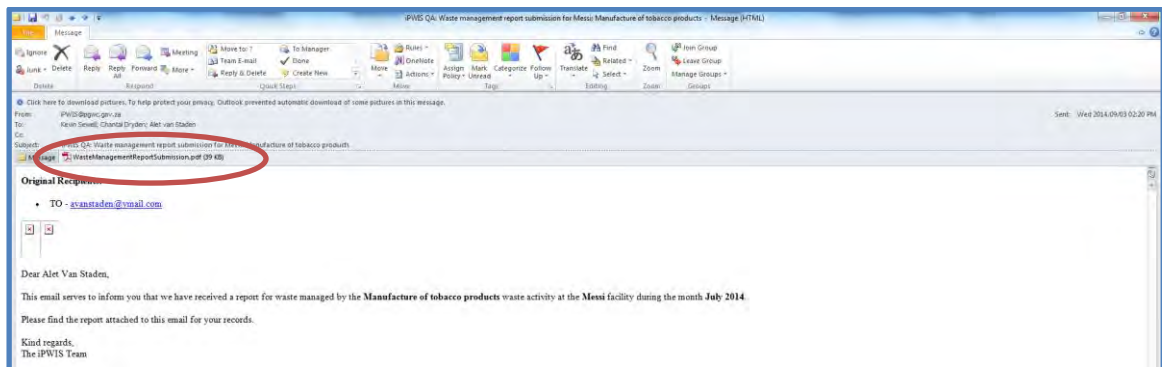

11. Click "Submit".

STEP 4: SUBMIT WASTE MANAGEMENT REPORT

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

2. The user receives an IPWIS email notification containing the "Waste Activity Management Report" for record keeping.
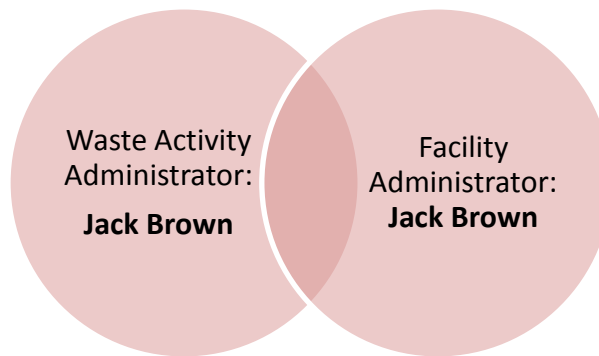

3. See below for an example of a "Waste Activity Management Report".

5. POSSIBLE SCENARIOS WHEN REGISTERING A FACILITY

SCENARIO 1:

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

Waste Activity Administrator:
Jack Brown

Facility Administrator:
Jack Brown

SCENARIO 2:

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

Waste Activity Administrator:
Ann Smith

Facility Administrator:
Jack Brown