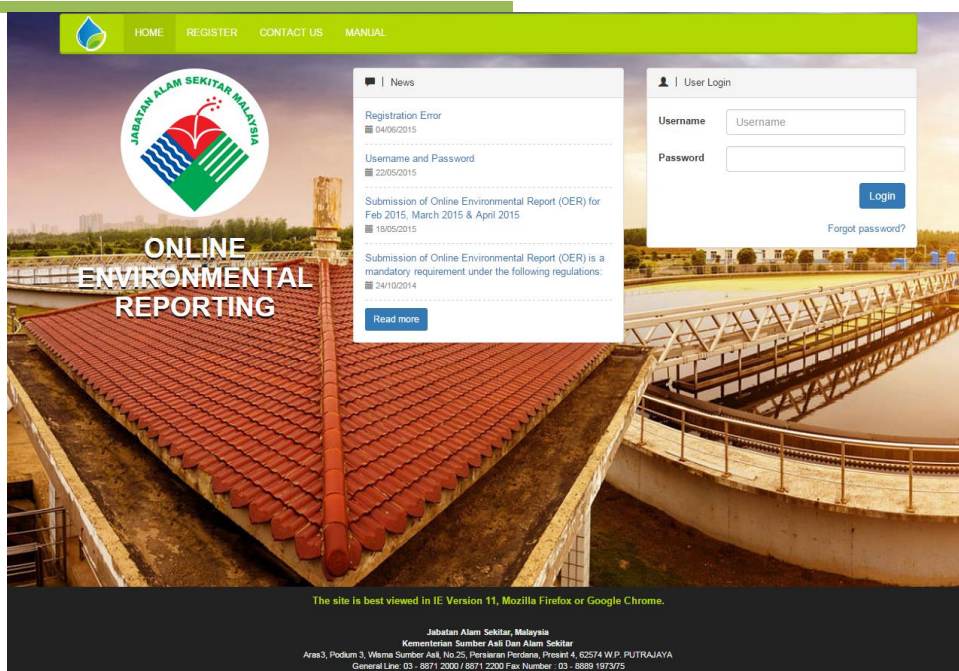


MANUAL - ONLINE ENVIRONMENTAL REPORTING

FOR DEPARTMENT OF ENVIRONMENT





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1. Introduction

The following guide in this manual will show you how to use Online Environmental Reporting System correctly. Please follow the instructions carefully.



2. Registered MDMR User

- a. Login to <http://oer.doe.gov.my>

User Login

Username

Password

Login

[Forgot password?](#)

- b. Click **MANAGE** link menu

MANAGE

Treatment System

Labs

- c. Click **Treatment System** submenu
- d. List of Treatment System will be displayed

TREATMENT SYSTEM

Name of Treatment System DOE File No

List of Treatment System

No	Name of Treatment System	Name of Premise	Category	
1	HWA TAI INDUSTRIES BERHAD	HWA TAI INDUSTRIES BERHAD	Industrial Effluent	<input type="button" value="+ Add New Treatment System"/> <input type="button" value="Edit"/> <input type="button" value="Detail"/>

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

- e. Choose the treatment system and click **Edit** button
- f. Key in Name and Designation for Responsible Person (Mandatory key in)
- g. Key in Name, Designation and Registration No for Competent Person (if applicable)

Responsible Person

Name * Designation *

Competent Person

Name Designation Registration No

- h. Click **Edit Premise** button to save the information.

3. Modul Register

- a. Open <http://oer.doe.gov.my>



- b. Click **Register** link menu
 c. Key in Company Name / Premise Name
 d. Key in DOE File Reference No. (Mandatory key in)
 e. Click **Check** button

NEW USER REGISTRATION

Company Name / Premise Name

DOE File No.

Search Result

No	Name	DOE File No	Category
1	LOJI KUMBAHAN IWK - TAMAN BESTARI INDAH (JBT235)	AS(B)J92/000/200/053	Sewage

- f. Click on  button to view company details

NEW USER REGISTRATION

Company Name / Premise Name

DOE File No.

LOJI KUMBAHAN IWK - TAMAN BESTARI INDAH (JBT235)

DOE File No AS(B)J92/000/200/053

Name LOJI KUMBAHAN IWK - TAMAN BESTARI INDAH (JBT235)

Type Sewage

ROC No


Address Taman Bestari Indah Ulu Tiram

Postcode

State Johor

Telephone

Fax

- g. Click  button to register

NEW USER REGISTRATION

Company Name / Premise Name

DOE File No.

Search Result

No	Name	DOE File No	Category
1	LOJI KUMBAHAN IWK - TAMAN BESTARI INDAH (JBT235)	AS(B)92/000/200/053	Sewage

[Detail](#) [+ Register](#)

NEW USER REGISTRATION


LOJI PENGOLAHAN KUMBAHAN IWK- TAMAN BUKIT REMBIA (AGH 002) ← Back


Username *

Password *

Confirm Password *

Email *

- h. Key in Username
- i. Key in Password & Confirm Password
- j. Key in Email
- k. Click  button to register
- l. Open company email and check email verification account from DOE

 **system@oer.aist.com.my** 8:44 PM (0 minutes ago) ☆ ↶ ↷

to me ▾

Click [HERE](#) to verify your account.

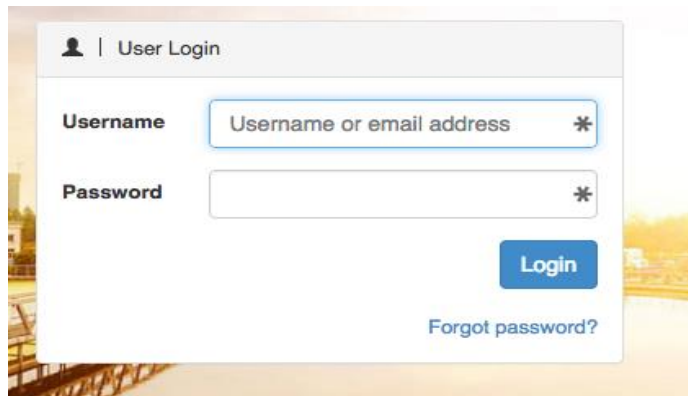
Or paste the URL below into your browser:
<http://oer.aist.com.my/users/verify/u.cGF1emlAYWlzdC5jb20ubXk=/k.da275fcbace8711cbe96eb6e7a6ba8e>



Department of Environment
 Ministry of Natural Resources and Environment
 Level 1 – 4, Podium 2 & 3, Wisma Sumber Asli
 No.25, Persiaran Perdana, Precint 4
 Federal Government Administrative Centre
 62574 Putrajaya, Malaysia.

Telephone : 03-8871 2000 / 2200
 Fax : 03-8889 1973/75


- m. Click on the link “[HERE](#)” or click auto login link
- n. For login purpose, insert your username and password

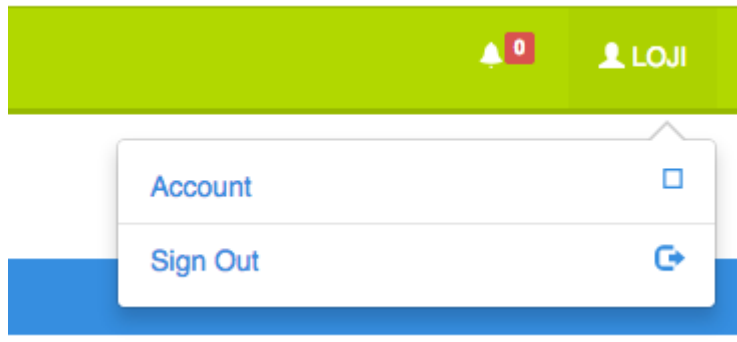


The image shows a 'User Login' form with the following elements:

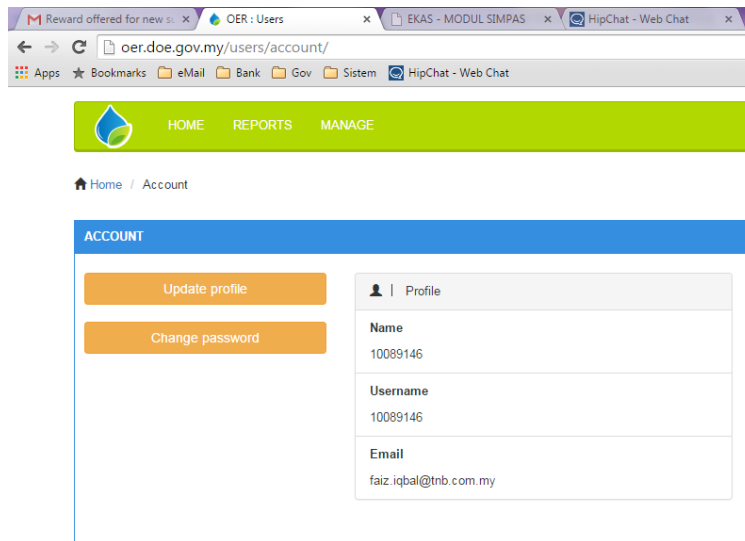
- Username** field: A text input box containing the placeholder text 'Username or email address' and a red asterisk icon on the right.
- Password** field: A text input box with a red asterisk icon on the right.
- Login** button: A blue button with white text.
- Forgot password?** link: A blue text link located below the password field.

4. Modul Account Management

- a. Click  profile icon (label is the same as the username)

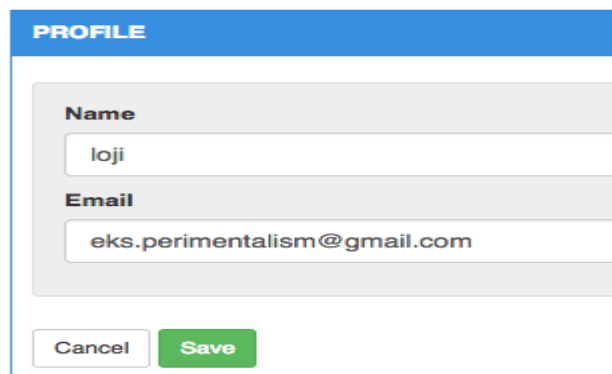


- b. Click **Account** menu



- c. Click **Update profile** button

[Home](#) / [Account](#) / [Profile](#)



The screenshot shows the 'PROFILE' update form. It has a blue header with the word 'PROFILE'. Below the header, there are two input fields: 'Name' with the value 'loji' and 'Email' with the value 'eks.perimentalism@gmail.com'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

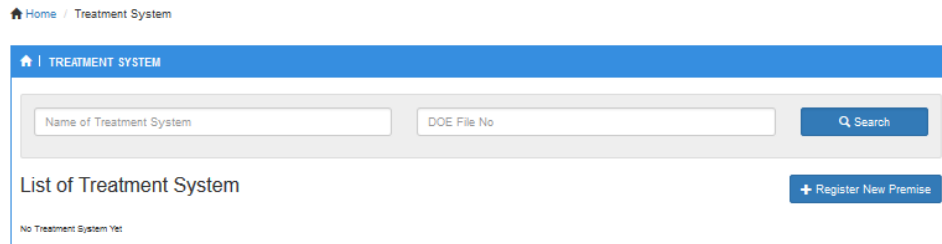
- d. Update profile will display company name and email information
e. Edit Name or Email
f. Click **Save** button

5. Modul Treatment System

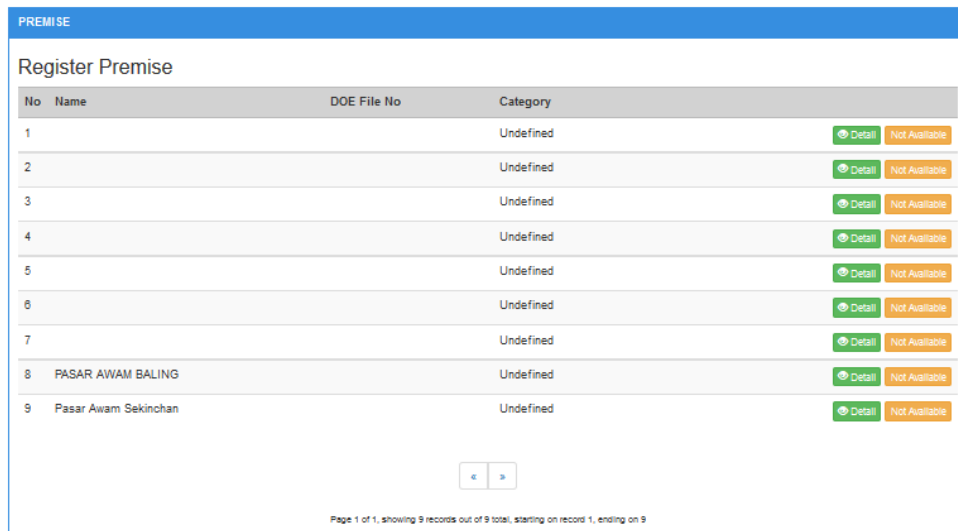
- a. Click **MANAGE** menu



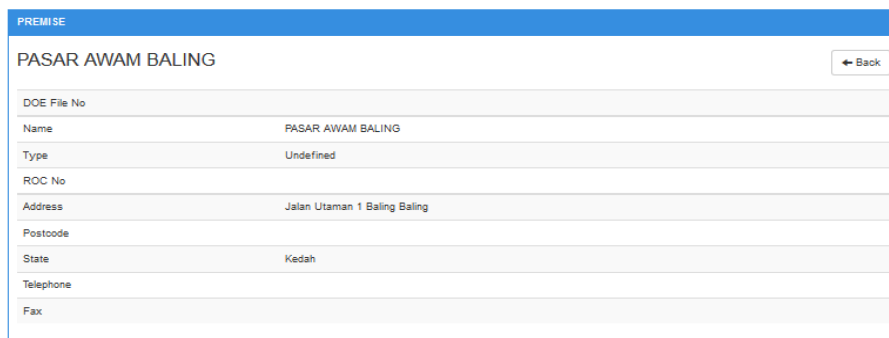
- b. Click **Treatment System** submenu
 c. List Treatment System will be displayed



- d. Click **+ Register New Premise** to register new premise



- e. **Not Available** button means category of the premise is undefined
 f. **Registered** button means premise already added to your account
 g. Click **Detail** button to display premise information



5.1. Register Premise : Sewage

- a. Click **+ Register Premise** to register premise to your account

PREMISE

Are you sure want to register this Treatment System?
LPG082: TAMAN ANGGERIK PERMAI
A92/000/200/1169

Name of Treatment System

Contact

Responsible Person

Name Designation

Competent Person

Name Designation Registration No

Mandatory for IWK Facility Only

IWK Asset No

Population Equivalent

Sewage Treatment

Sewage Category

Select Treatment

- b. Key in all the information needed

- c. Click **Confirm** to save information

5.2. Register Premise : Leachate

- a. Click **+ Register Premise** to register premise to your account

PREMISE

Are you sure want to register this Treatment System?
TAPAK PELUPUSAN SAMPAH LUNDU
92/000/100/057

Name of Treatment System

Contact

Responsible Person

Name Designation

Competent Person

Name Designation Registration No

Owner

Name of Owner Email

Address

Telephone Fax

Operation Contractor

Name of Operation Contractor Email

Address

Telephone Fax

Leachate Treatment

Plant Operator Email

Address

Telephone Fax

Category


Landfill

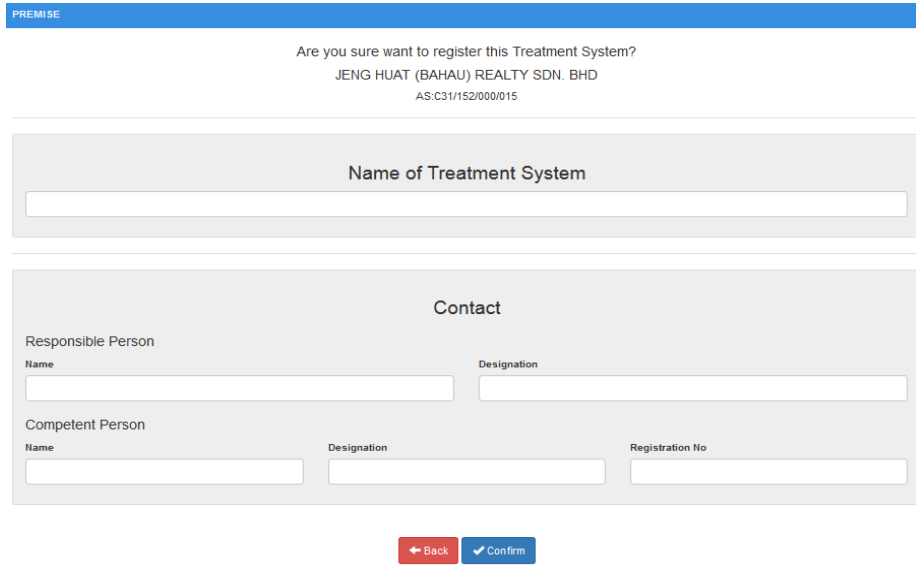
Transfer Station


- b. Key in all the information needed

- c. Click **Confirm** to save information


5.3. Register Premise : Palm Oil Mill

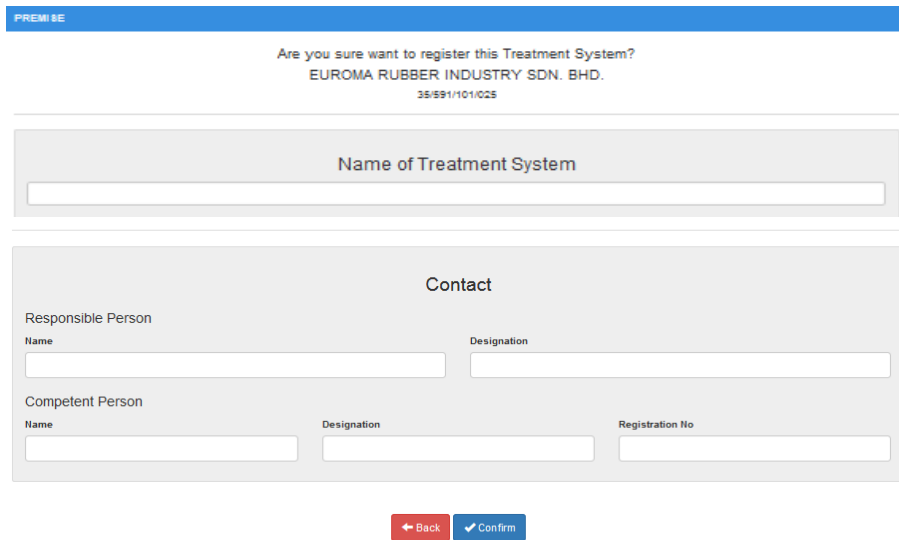
- a. Click  to register premise to your account




- b. Key in all the information needed
c. Click  to save information

5.4. Register Premise : Rubber Mill

- a. Click  to register premise to your account



- b. Key in all the information needed
c. Click  to save information

5.5. Register Premise : Industrial Effluent

- a. Click **+ Register Premise** to register premise to your account

PREMISE

Are you sure want to register this Treatment System?
SOUTH ISLAND PACKAGING (PENANG) SDN. BHD. LOT 689
P34120100025

Name of Treatment System

Contact

Responsible Person

Name Designation

Competent Person

Name Designation Registration No

[← Back](#) [✓ Confirm](#)

- b. Key in all the information needed

- c. Click **✓ Confirm** to save information



5.6. Register Premise : Mixed Effluent

- a. Click **+ Register Premise** to register premise to your account
- b. Click 'Yes' if Industrial Effluent and Sewage are treated in 1 IETS Plant

PREMISE

Are you sure want to register this Treatment System?
THE NEW STRAITS TIME PRESS (M) BERHAD
(B)T:34/200/400/008

Is your Industrial Effluent and Sewage are treated in one(1) IETS plant?

Yes No

Mixed effluent = Both Industrial Effluent and Sewage are treated in one(1) Industrial Effluent treatment system (IETS) plant.

Name of Treatment System

Contact

Responsible Person

Name Designation

Competent Person

Name Designation Registration No

- c. Key in all the information needed
- d. Click **✓ Confirm** to save information
- e. Click 'No' if Industrial Effluent and Sewage are treated in different IETS Plant

PREMISE

Are you sure want to register this Treatment System?
THE NEW STRAITS TIME PRESS (M) BERHAD
(B)T:34/200/400/008

Is your Industrial Effluent and Sewage are treated in one(1) IETS plant?

Yes No

Mixed effluent = Both Industrial Effluent and Sewage are treated in one(1) Industrial Effluent treatment system (IETS) plant.

Name of Treatment System

Contact For Sewage

Responsible Person

Name Designation

Competent Person

Name Designation Registration No

Contact For Industrial Effluent

Responsible Person

Name Designation

Competent Person

Name Designation Registration No

Mandatory for IWK Facility Only

IWK Asset No

Population Equivalent

Sewage Treatment

Sewage Category

Select Treatment

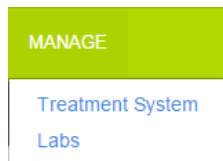
- f. Key in all the information needed
- g. Click to save information



5.7. Add New Treatment System

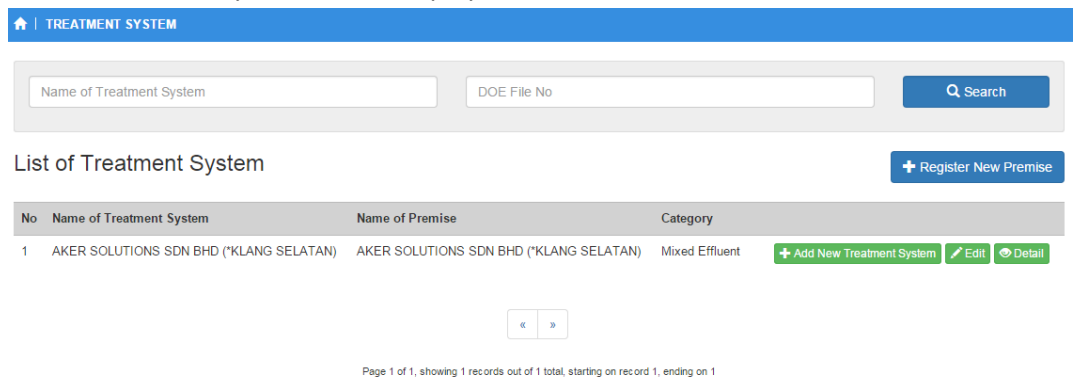
If your premise have more than one IETS or STP, you can add new treatment system :

- a. Click **MANAGE** menu



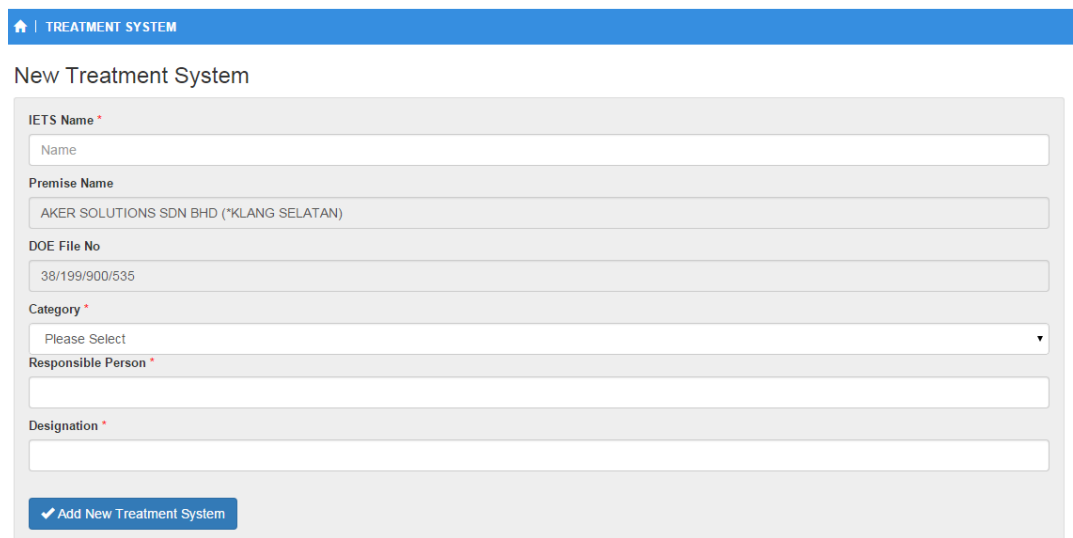
- b. Click **Treatment System** submenu

- c. List of Treatment System will be displayed



- d. Click **+ Add New Treatment System** button

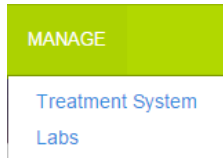
- e. New Treatment System will be displayed



- f. Key in IETS Name
- g. Choose Category
- h. Key In Responsible Person
- i. Key In Designation
- j. Click **+ Add New Treatment System** button

6. Modul Labs

a. Click **MANAGE** menu

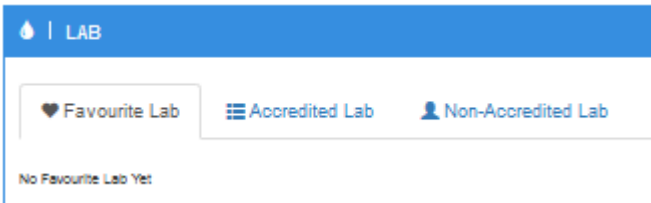


b. Click **Labs** submenu

c. List Labs will be displayed

Home / Lab

Name of Lab	SAMP NO	Status	Unfavourite	Detail
Acidchem International Sdn. Bhd. Laboratory, Penang	363	Accredited	Unfavourite	Detail
daas		Non-Accredited	Unfavourite	Detail
Makmal		Non-Accredited	Unfavourite	Detail



d. Tab **Favourite Lab** will show list of favourite labs

e. Tab **Accredited Lab** will show list of labs that has been registered with the DOE

f. Tab **Non-Accredited Lab** will show list of labs which is not in the list of accredited lab and want to be added by the owner of the premises

g. Now Click **Accredited Lab**

h. List of accredited labs will be displayed


Alam Murni Ehs Laboratory Sdn Bhd, Selangor	540	Active	Favourite	Detail
---	-----	--------	-----------	--------


i. Click **Favourite** button will caused the chosen lab to be listed into favourite lab listing

j. Click **Detail** to display lab information

For Non-Accredited Lab Tab

k. Click  Non-Accredited Lab tab

l. Click  button to register lab that not in Accredited lab

m. Click  to save the lab data (Lab should automatically added to the favourite lab

n. SAMM No checking (Error will be listed if SAMM No exist in Accredited Lab)

SAMM No

Lab already exist

7. Modul Reports

- a. Login/Password: (refer list of username / password)
- b. Click **REPORTS** menu



- c. List of reports will be displayed



- d. Click to add new report
- e. Select Treatment system will be display

Select Treatment System

Select Treatment System

Please register/update your premise first. [Click here](#)

- f. If premise is not registered, click on the link “[here](#)”
- g. List of register premise will be display

PREMISE			
No	Name	DOE File No	Category
1	EUROMA RUBBER INDUSTRY SDN. BHD.	35/591/101/025	Rubber Mill, Industrial Effluent

[Detail](#) [+ Register Treatment System](#)

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

There is 6 type of reports

- i. Sewage
- ii. Leachate
- iii. Palm Oil Mill
- iv. Rubber Mill
- v. Industrial Effluent
- vi. Mixed Effluent

7.1. Modul Report : Sewage

a. Login/pwd: (refer list of username / password)

b. Click **REPORTS** menu



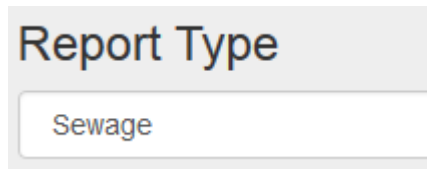
c. List of reports will be displayed



d. Click to add new report

e. Key in Section 1: Identification

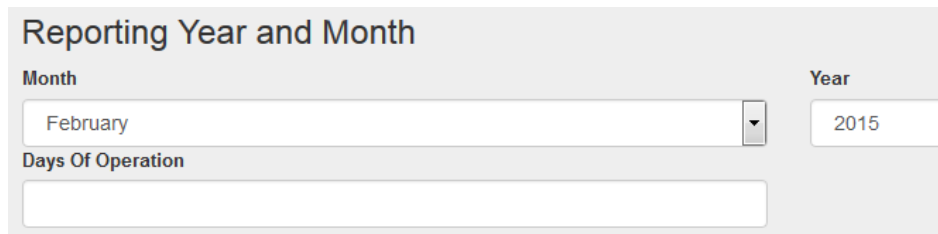
i. Select Report Type



ii. Select Lab Information

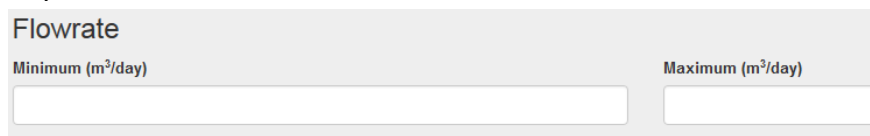


iii. Select Reporting Year and Month

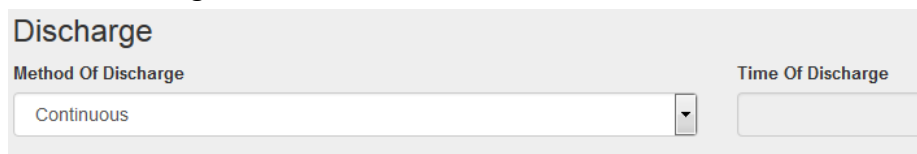


f. Key in Section 2: Information of Sewage

i. Key in Flowrate Information



ii. Select Discharge information



iii. Key in Quality of Sewage Discharge information

Quality of Sewage Discharged (unit in mg/L)				
Parameter ***	First Week	Second Week	Third Week	Fourth Week
Sample Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sampling Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Temperature°C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
pH Value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BOD ₅ at 20°C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

iv. Key in Reason of Incompliance

Reason Of Incompliance

v. Choose and upload analysis report file

Analysis Report

(Limit 6MB and must be in pdf)

No file selected.

No file selected.

No file selected.

No file selected.

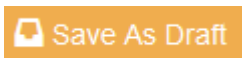
g. Section 3: Declaration

i. Submit Declaration

Declaration

I hereby declare that all information given in this form is to the best of my knowledge and belief true and correct.

ii. Click  to submit the report to DOE

iii. Click  to save as draft and you can submit the report later

7.2. Modul Report : Leachate

a. Login/Password: (refer list of username / password)

b. Click **REPORTS** menu



c. List of reports will be displayed



d. Click to add new report

e. Key in Section 1: Identification

i. Select Report Type

Report Type

Leachate

ii. Select Lab Information

Lab Information

Name of Lab: Acumen Scientific Sdn Bhd
Please add favourite lab first. [Click here](#)

Name of Analyst:
Please add favourite lab first. [Click here](#)

iii. Select Reporting Year and Month

Reporting Year and Month

Month: February
Please add favourite lab first. [Click here](#)

Year: 2015

Days Of Operation:
Please add favourite lab first. [Click here](#)

f. Key in Section 2: Information of Leachate

i. Key in Flowrate Information

Flowrate

Minimum (m³/day):
 Maximum (m³/day):

ii. Select Discharge information

Discharge

Method Of Discharge: Continuous
Please add favourite lab first. [Click here](#)

Time Of Discharge:
Please add favourite lab first. [Click here](#)

iii. Key in Quality of Leachate Discharge information

Quality of Leachate Discharged (unit in mg/L)				
Parameter ***	First Week	Second Week	Third Week	Fourth Week
Sample Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sampling Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Temperature°C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
pH Value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BOD ₅ at 20°C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

iv. Key in Reason of Incompliance

Reason Of Incompliance

v. Choose and upload analysis report file

Analysis Report

(Limit 6MB and must be in pdf)

No file selected.

No file selected.

No file selected.

No file selected.

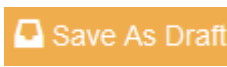
g. Section 3: Declaration

i. Submit Declaration

Declaration

I hereby declare that all information given in this form is to the best of my knowledge and belief true and correct.

ii. Click  to submit the report to DOE

iii. Click  to save as draft and you can submit the report later.

7.3. Modul Report : Palm Oil Mill

a. Login/Password: (refer list of username / password)

b. Click **REPORTS** menu



c. List of reports will be displayed



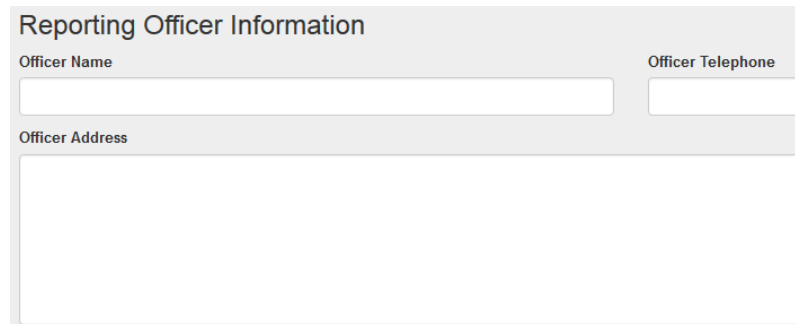
d. Click to add new report

e. Key in Section 1: Identification

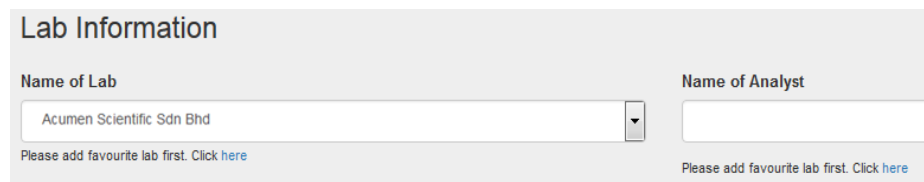
i. Select Report Type



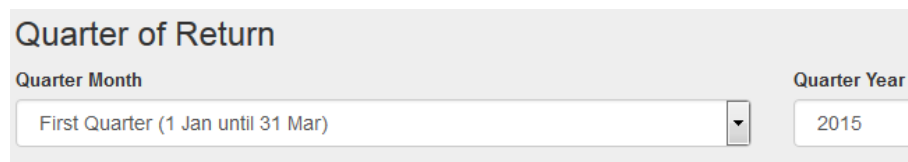
ii. Key in Reporting Officer Information



iii. Select Lab Information



iv. Select Quarter of Return





f. Key in Section 2: Information of Palm Oil Mill

i. Key in Production data

Total Crude Palm Oil Produced (Metric tons/month)	Total F.F.B. Processed (Metric tons/month)
<input type="text"/>	<input type="text"/>
Total Metered or Estimated Water Consumption (Cubic Metres (m ³)/month)	
<input type="text"/>	

ii. Select Discharge information

Discharge

Method Of Discharge Time Of Discharge

Batch

iii. Key in Effluent Discharge information

Effluent Discharge into Watercourse/Effluent Discharge onto Land (mg/L)

Parameter ***	First Week or First Month	Fifth Week or Second Month	Ninth Week or Third Month
Sample Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sampling Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weather	Select Weather <input type="text"/>	Select Weather <input type="text"/>	Select Weather <input type="text"/>
Days of Operation	<input type="text"/>	<input type="text"/>	<input type="text"/>

iv. Key in Reason of Incompliance

Reason Of Incompliance

v. Choose and upload analysis report file

Analysis Report

(Limit 6MB and must be in pdf)

No file selected.

No file selected.

No file selected.


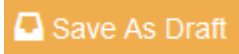
No file selected.

g. Section 3: Declaration

i. Submit Declaration

Declaration

I hereby declare that all information given in this form is to the best of my knowledge and belief true and correct.

- ii. Click  to submit the report to DOE.
- iii. Click  to save as draft and you can submit the report later.

7.4. Modul Report : Rubber Mill

a. Login/Password: (refer list of username / password)

b. Click **REPORTS** menu



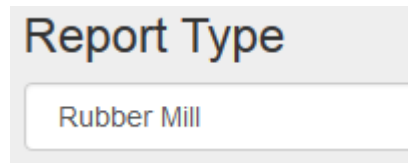
c. List of reports will be displayed



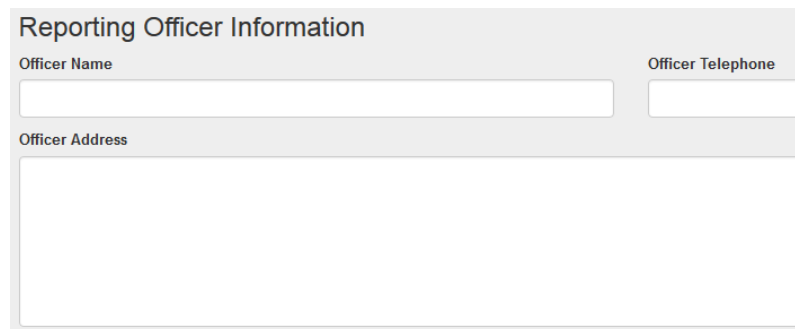
d. Click to add new report

e. Key in Section 1: Identification

i. Select Report Type



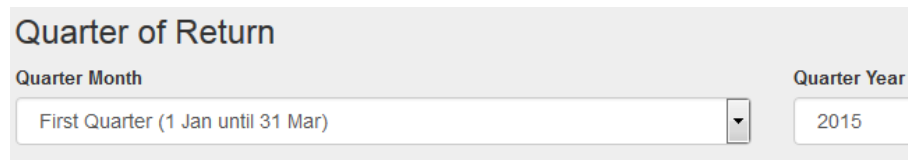
ii. Key in Reporting Officer Information



iii. Select Lab Information



iv. Select Quarter of Return



f. Key in Section 2: Information of Rubber Mill

i. Key in Total Rubber Production information

Total Rubber Production	
Type of Product	Quantity in Metric Tonnes
<input type="text"/>	<input type="text"/>
Calculation Metres	Estimated
<input type="text"/>	<input type="text"/>

ii. Select Discharge information

Discharge	
Method Of Discharge	Time Of Discharge
Batch <input type="text"/>	<input type="text"/>

iii. Key in Effluent Discharge information

Effluent Discharge into Watercourse/Effluent Discharge onto Land (mg/L)			
Parameter ***	First Week or First Month	Fifth Week or Second Month	Ninth Week or Third Month
Sample Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sampling Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weather	Select Weather <input type="text"/>	Select Weather <input type="text"/>	Select Weather <input type="text"/>
Days of Operation	<input type="text"/>	<input type="text"/>	<input type="text"/>

iv. Key in Reason of Incompliance

Reason Of Incompliance
<input style="height: 50px;" type="text"/>

v. Choose and upload analysis report file



Analysis Report	
(Limit 6MB and must be in pdf)	
<input type="button" value="Browse_"/>	No file selected.
<input type="button" value="Browse_"/>	No file selected.
<input type="button" value="Browse_"/>	No file selected.
<input type="button" value="Browse_"/>	No file selected.

g. Section 3: Declaration

i. Submit Declaration

Declaration

I hereby declare that all information given in this form is to the best of my knowledge and belief true and correct.

- ii. Click  to submit the report to DOE
- iii. Click  to save as draft and you can submit the report later

7.5. Modul Report : Industrial Effluent

a. Login/Password: (refer list of username / password)

b. Click **REPORTS** menu



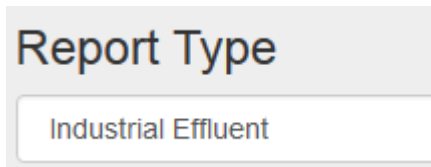
c. List of reports will be displayed



d. Click to add new report

e. Key in Section 1: Identification

i. Select Report Type



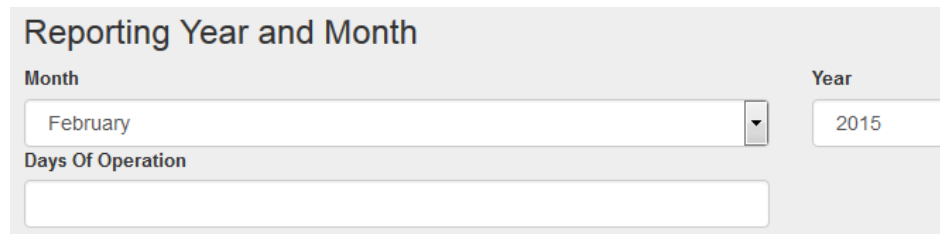
The image shows a form titled 'Report Type'. Below the title is a text input field containing the text 'Industrial Effluent'.

ii. Select Lab Information



The image shows a form titled 'Lab Information'. It has two main sections. The first section is 'Name of Lab' with a dropdown menu showing 'Acumen Scientific Sdn Bhd' and a small downward arrow. Below this is a link: 'Please add favourite lab first. Click here'. The second section is 'Name of Analyst' with an empty text input field and a link: 'Please add favourite lab first. Click here'.

iii. Select Reporting Year and Month



The image shows a form titled 'Reporting Year and Month'. It has two main sections. The first section is 'Month' with a dropdown menu showing 'February' and a small downward arrow. The second section is 'Year' with a text input field containing '2015'. Below these is a section for 'Days Of Operation' with an empty text input field.



f. Key in Section 2: Information of Industrial Effluent

i. Key in Flowrate Information

Flowrate

Minimum (m³/day) Maximum (m³/day)

ii. Select Discharge information

Discharge

Method Of Discharge Time Of Discharge

Continuous

iii. Key in Quality of Effluent Discharge information

Quality of Effluent Discharged (unit in mg/L)

Parameter***	First Week	Second Week	Third Week	Fourth Week
Sample Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sampling Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Temperature°C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
pH Value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BOD ₅ at 20°C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

iv. Key in Reason of Incompliance

Reason Of Incompliance

v. Choose and upload analysis report file

Analysis Report

(Limit 6MB and must be in pdf)

No file selected.

No file selected.

No file selected.



No file selected.

g. Section 3: Declaration

i. Submit Declaration

Declaration

I hereby declare that all information given in this form is to the best of my knowledge and belief true and correct.

- ii. Click  to submit the report to DOE
- iii. Click  to save as draft and you can submit the report later

7.6. Modul Report : Mixed Effluent

a. Login/Password: (refer list of username / password)

b. Click **REPORTS** menu



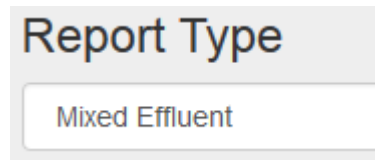
c. List of reports will be displayed



d. Click to add new report

e. Key in Section 1: Identification

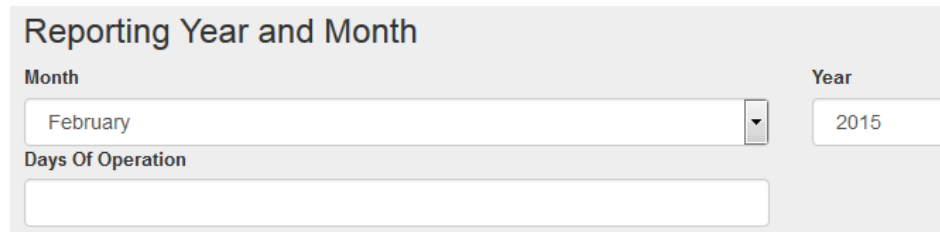
i. Select Report Type



ii. Select Lab Information



iii. Select Reporting Year and Month





f. Key in Section 2: Information on Mixed Effluent

i. Key in Flowrate Information

Flowrate

Minimum (m³/day) Maximum (m³/day)

ii. Select Discharge information

Discharge

Method Of Discharge Time Of Discharge

Continuous

iii. Key in Quality of Effluent Discharge information

Quality of Effluent Discharged (unit in mg/L)

Parameter ***	First Week	Second Week	Third Week	Fourth Week
Sample Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sampling Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Temperature°C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
pH Value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BOD ₅ at 20°C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

iv. Key in Reason of Incompliance

Reason Of Incompliance

v. Choose and upload analysis report file

Analysis Report

(Limit 6MB and must be in pdf)

No file selected.

No file selected.

No file selected.

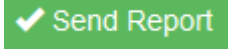

No file selected.

g. Section 3: Declaration

i. Submit Declaration

Declaration

I hereby declare that all information given in this form is to the best of my knowledge and belief true and correct.

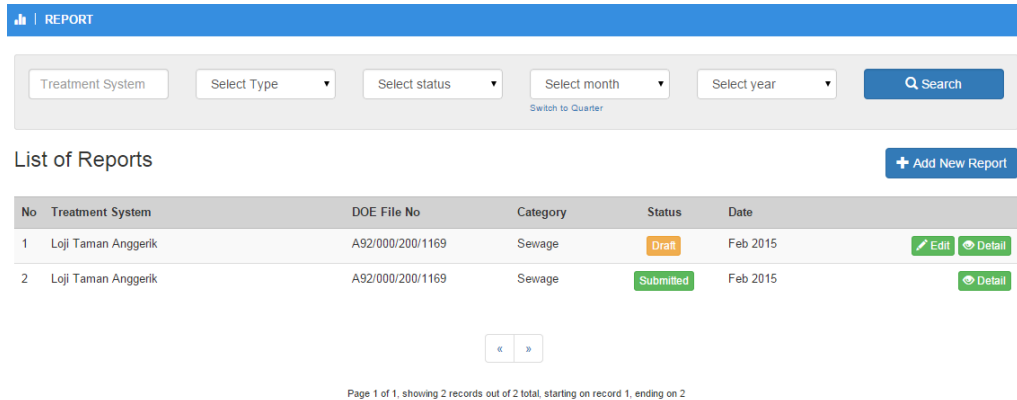
- ii. Click  to submit the report to DOE
- iii. Click  to save as draft and you can submit the report later

8. Modul Report List

- a. Click **REPORTS** menu



- b. List of reports will be displayed



The screenshot shows the 'REPORT' interface with a search filter and a table of reports. The search filter includes fields for Treatment System, Select Type, Select status, Select month, and Select year, along with a Search button. The table below shows two reports:

No	Treatment System	DOE File No	Category	Status	Date	
1	Loji Taman Anggerik	A92/000/200/1169	Sewage	Draft	Feb 2015	Edit Detail
2	Loji Taman Anggerik	A92/000/200/1169	Sewage	Submitted	Feb 2015	Detail

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

- c. Button **Draft** indicate the status of the report. While still at this status, user can view the detail and edit the value for certain information.
- d. Button **Submitted** indicate the status of the report. When at this status, user can view the detail but no longer be able to edit or make changes to the report.
- e. Click **Edit** button to edit the draft report.
- f. Click **Detail** button to display detail information of the report.