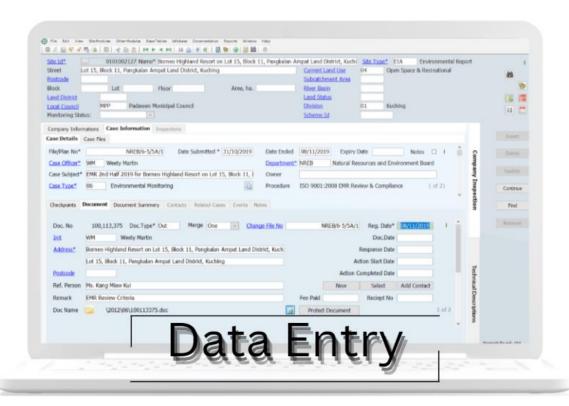


GUIDELINES FOR DATA ENTERING AND UPDATING



GeoEnviron Database System

Natural Resources and Environment Board, Sarawak

Table of Contents

Abbreviation

1.0	Introduction	1
1.1	Objective	1
1.2	Scope	1
1.3	Sources of Data	1
1.4	Level of Users and Responsibilities	2
2.0	Data entering and updating in GeoEnviron Database System	4
2.1	Evaluation of EIA or EMP Reports	4
2.2	Evaluation of EMR reports	8
3.3	Landfills Information and Leachate Sampling	12
3.4	Ambient Water Quality Monitoring	16
Modu	le Reports	22
2.8.1	Summary Reporting for EIA	22
2.8.2	Summary Reporting for EMR	22
2.8.3	Analyses by Month (Station)	22
2.8.4	Analyses (River)	23
2.8.5	Analyses (Timeframe)	23
2.8.6	Analyses (River/Stations)	24
2.8.7	NWQSM Classification	24
2.8.8	Water Quality Index (WQI)	24

Abbreviation

NREB Natural Resources and Environment Board

GE GeoEnviron Database System

EIA Environmental Impact Assessment

EMP Environmental Management Plan

EMR Environmental Monitoring Report

PPC Pollution Prevention Control

HS Head of Section

ICT Information and Communications Technology

TOR Term of Reference

ECO Environmental Control Officer

AECO Assistant Environmental Control Officer

EA Enforcement Assistant

AA (C/O) Administrative Assistant (Clerical/Operation)

1.0 Introduction

Management of environmental-related data is one of the important areas addressed by the NREB to ensure that all the required data is collected, update and managed accordingly and is reliable for reporting and decision-making purposes.

In 2006, the GeoEnviron database system (GE) is established to manage environmental data gathered from various activities including evaluation of reports (i.e., EIA, EMP, EMR), ambient water quality monitoring, landfill and leachate monitoring. The system consists of several modules for different types of data.

1.1 Objective

The objective of this Guidelines are as follows:

- i. To provide guidance on the process of entering and updating data in GE; and
- ii. To ensure that all required data are kept up-to-date.

1.2 Scope

The Guidelines and Procedures applies to the process of entering and updating data in GE. Table 1 shows all modules that are used to register different types of data (listed in 1.3 below) and generate reports.

1.3 Sources of Data

Following are the sources of data to be entered in GE:

- i. EIA/EMP reports;
- ii. EMR reports;
- iii. Water quality monitoring program;
- iv. Leachate sampling program;
- v. Laboratory analysis results; and
- vi. Other related documents.

Table 1: Modules and its Descriptions

No.	Modules	Descriptions
1.	Pollution Prevention	Module to register data related to EIA, EMP and
	Control, PPC (under Site	EMR.
	Modules)	
2.	Contaminated Land (under	Module to register data related to landfill
	Site Modules)	information and leachate quality monitoring
		points, samples and laboratory analysis results.
3.	GeoEnviron Calendar	Shows Menu, Active cases, Appointments,
	(under Other Modules)	Programmed Inspections and Checkpoints.
4.	Recipients (under Other	Module to register data related to rivers, lakes
	Modules)	and dams.
5.	Stations (under Other	Module to register data related to water quality
	Modules)	monitoring points, samples and laboratory
		analysis results
6.	Samples (under Other	Module to register data related to leachate
	Modules)	samples and laboratory analysis results
7.	Reports	Shows all reports for EIA, EMR and water
		quality

1.4 Level of Users and Responsibilities

- It is the responsibility of all officers in possession of the above-mentioned data
 (Table 1) to enter, update, validate data and report accordingly.
- ii. All data is entered using Sentence case. Do not enter data in all Upper case or all Lower case.
- iii. Users may edit or make changes to prior records entered in the system and are responsible for any changes made.
- iv. Obtain permission from the officer in-charge before making any changes to the prior records entered in the system.
- v. Do not delete any data entered in the system until you are sure they are no longer relevant or appropriate.
- vi. Officers in the ICT Unit act as system administrators, who are responsible for the proper operation of the system.

Table 2: Level of Users and Responsibilities

Level of Users	Responsibilities
Head of Section	Oversee implementation of the Guideline and Procedures;
(All relevant	 Identify officers for data entering and updating tasks.
sections involved)	
ECO	Enter and update all required data for their respective
	tasks and meets the needs of the organization.
	• Ensure that data entering and updating tasks that were
	assigned to subordinates should be completed correctly.
AECO	• Enter and update all required data correctly for their
ECA	respective tasks.
EA	
AA(C/O)	
ICT Unit	• Provide technical assistance to users and ensure GE is
(Act as System	operates accordingly;
Administrator)	• Ensure that all required data by the organization is
	available and accessible;
	• Liaise with system developers on any enhancements that
	are made based on user requirements and needs.

2.0 Data entering and updating in GeoEnviron Database System

This section contains procedures for entering and updating of data related to evaluation of reports, i.e., EIA, EMP and EMR; landfill and leachate monitoring; and ambient water quality monitoring.

2.1 Evaluation of EIA or EMP Reports

- This procedure applies to all the EIA/ EMP reports received and evaluate in the NREB Headquarters.
- Login to GE using provided User ID and Password. Then, select module PPC.
- Table 3 shows all required data for evaluation of EIA/EMP reports.

Table 3: List of Data Required for EIA/EMP Reports

	Table 5. List of Bata Required for Environ Reports
No.	Data/ Fields
1.	Site ID
2.	Name (As per the title of TOR/EIA/EMP report)
3.	Site Type
4.	Area (in unit Hectare)
5.	Division (based on division code stated in the File No.)
6.	Monitoring Status
7.	File/ Plan No.
8.	Date Submitted (Date stamped on a report, i.e., TOR/EIA/EMP)
9.	Date Ended (Date of EIA approved)
10.	Case Officer (Officer-in-charge of the projects)
11.	Department (i.e., NREB)
12.	Case Subject (As per the title of TOR/EIA/EMP report)
13.	Case Type (Code 01 for Environmental Approval, i.e., EIA/EMP)
14.	10 Checkpoints for EIA/EMP approval processes with dates for
	Started, Deadline, Closed and Init. (for Initial).

15. EIA Project Proponent (Name & Address)

EIA Consultant Firm (Name & Address)

16.

Details of Procedure:

No.	Action	Responsibility
a.	Receive and register Term of Reference (TOR) of a new	AA (C/O)
	proposed development project in the module PPC.	
	 Enter data No.1-5 in the Main Window. 	
	 Enter data No. 7-14 in the Case Details tab 	
	Click 'Copy checkpoints' to generates the	
	Checkpoints. Enter the date of TOR received	
	(TOR00) in the column Started and Closed.	
b.	Enter the date of Scoping Meeting (SCP00) in the column	ECO/AECO
	Started and Closed.	
C.	Enter the date of receive & register EIA report (RNR00); and	AA (C/O)
	Enter data No. 15-16 in Contacts tab - Name & Address for	
	EIA Consultants and Project Proponents.	
d.	Enter the dates for the following Id* in the Checkpoints	ECO/AECO
	 GTH00 - Site Validation (Ground truthing) 	
	 ENR01 - Panel Review Meeting (if any) 	
	APR01 - Approval	
e.	Enter data No.6 (Monitoring Status)	ECO/AECO
f.	Attach documents relevant to EIA/EMP report, e.g.,	ECO/AECO
	correspondence, terms and conditions of EIA/EMP	
	approval, etc. (if any)	

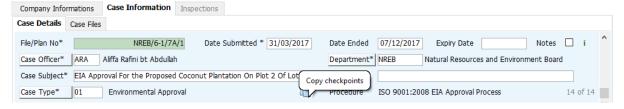
Main window of module PPC

The main window is used to register basic information on the sites based on TOR/EIA/EMP (Data No.1 – 5).



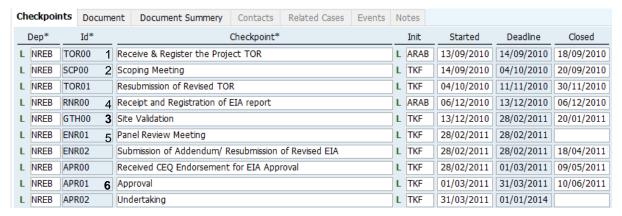
Case Information > Case Details

The Case Details tab contains basin information on a case (i.e., EIA, EMP). An unlimited number of cases can be added on this tab. When more than one case has been added a scroll bar appears (Data No. 7 - 14).



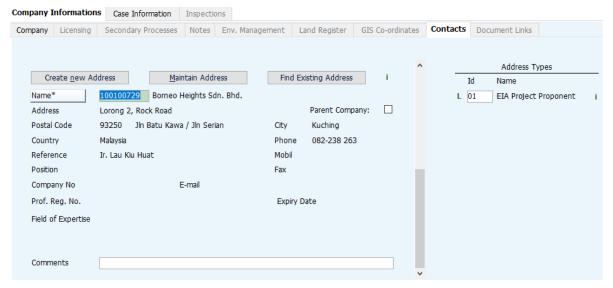
Checkpoints for EIA/EMP Approval Process (Data No. 14)

The approval process begins when the report is received (RNR00 – Receipt and registration of EIA report).



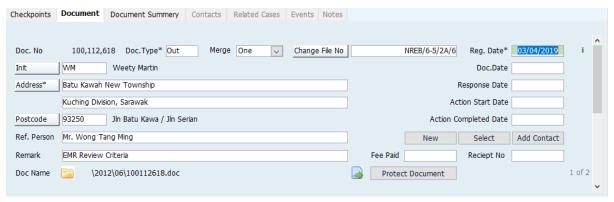
Company Information > Contacts

The Contacts tab used to register EIA Project proponent, EIA, EMR consultant firms (Data No.15-16) and etc.

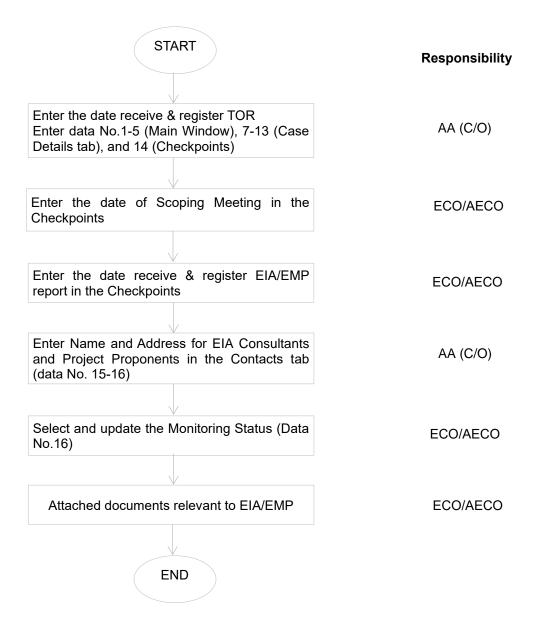


Documents

The 'Document' is used for keeping documents relevant to the EIA/EMP projects, e.g., correspondence, terms and conditions of EIA/EMP approval, etc.



Work Flow of Data Entering and Updating Process for EIA or EMP Report



2.2 Evaluation of EMR reports

- This procedure applies to all the EMR reports received and assess in the NREB Headquarters.
- Login to GE using provided User ID and Password. Then, select module PPC.
- Table 4 shows all required data for evaluation of EIA/EMP reports.

Table 4: List of Data Required for EMR Reports

No. Data/ Fields

- 1. File/ Plan No. (NREB File Reference)
- 2. Date Submitted (Date stamped on EMR report)
- 3. Date Ended (Date when Respond Letter issued)
- 4. Case Officer (Officer in-charge)
- 5. Department (NREB)
- 6. Case Subject (Title of EMR report)
- 7. Case Type (Code 06 for Environmental Monitoring, i.e., EMR)
- 5 Checkpoints for EMR assessment processes with dates for Started, Deadline and Closed. Date for Started and Closed are required to be entered, Deadline is auto generated.
- 9. Documents relevant to project (e.g., EMR review criteria, respond letter etc.)

Details of Procedure:

No.	Action	Responsibility
a.	Receive and register the EMR report it in the module PPC. Use	AA (C/O)
	button 'Find' to search an EIA/EMP project.	
b.	Enter data No.1 – 7 in the Case Details tab.	AA (C/O)
C.	Click 'Copy Checkpoints' to generates the Checkpoints and	AA (C/O)
	enter the date of receive EMR & Route (EMR01) to officer in-	
	charge in the column Started and Closed.	
d.	Enter the dates for the following tasks in the column Closed:	ECO/AECO
	EMR02 – EMR Check & Review	
	EMR02a – Produce Site Verification Report	
	EMR03 – Produce EMR Response Letter	
	 EMR04 – Send the Response Letter to PT & File a copy 	
e.	Attach any documents relevant to project, e.g., EMR review	ECO/AECO
	criteria, respond letter, etc (if any).	

Case Information > Case Details

The Case Details tab contains basin information on a case (i.e., EMR). Unlimited number of cases can be added on this tab. When more than one case has been added a scroll bar appears (Data No.1 - 8).



Click 'Copy checkpoints' to generates the Checkpoints for the EMR assessment process. Enter the date EMR received and route to officer in-charge (EMR01) in column Started and Closed.

Enter the dates of the following tasks in the column Closed:

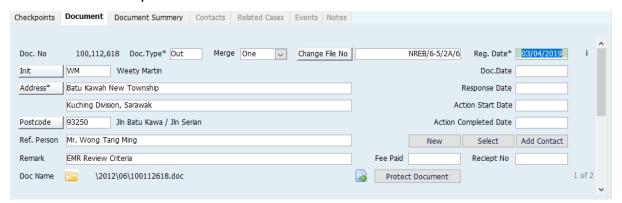
- EMR02 EMR Check & Review
- EMR02a Produce Site Verification Report
- EMR03 Produce EMR Response Letter
- EMR04 Send the Response Letter to PT & File a copy

(Note: The EMR report assessment process starts within 14 working days of receiving and registering the report.)



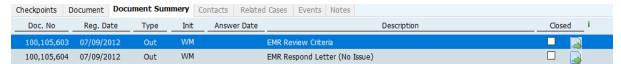
Documents

related to EMR, e.g., EMR Response Letter and EMR Review Criteria can be downloaded and uploaded in the Document as shows below:



Document Summary

This tab gives an overview of all documents attached to the cases cone ted to the site selected in the registration casement.

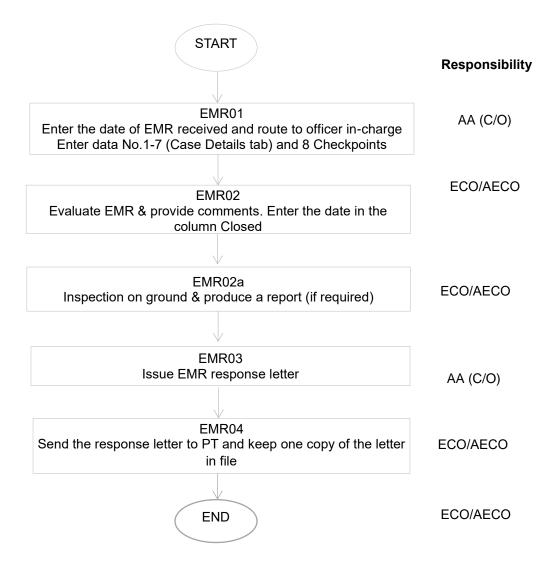


Case Information > Case Files

The Case Files gives a summary of all cases connected to the site selected in the Case Details.



Work Flow of Data Entering and Updating Process for EMR Report



3.3 Landfills Information and Leachate Sampling

- This procedure applies to all the landfills monitor by the NREB Headquarters.
- Login to GE using provided User ID and Password. Then, select module Contaminated Land and Samples.
- Table 5 shows all required data for landfills and leachate monitoring.

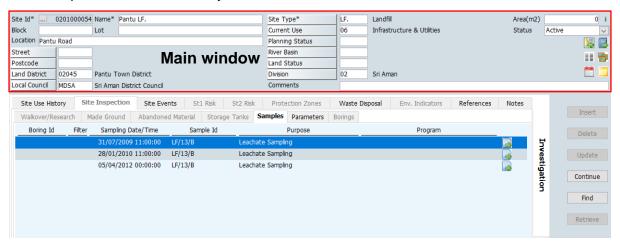
Table 5: Required Data for Landfills and Leachate Monitoring

	g
No.	Fields
1.	Site ID
2.	Name
3.	Site Type
4.	Area (m²)
5.	Status
6.	Location
7.	Local Council
8.	Division
9.	Sample ID
10.	Sample Date
11.	Sample Type
12.	Purpose
13.	Preparation
14.	Analysis Programme
15.	Laboratory
16.	Report No.
17.	Analysis Summary
-	

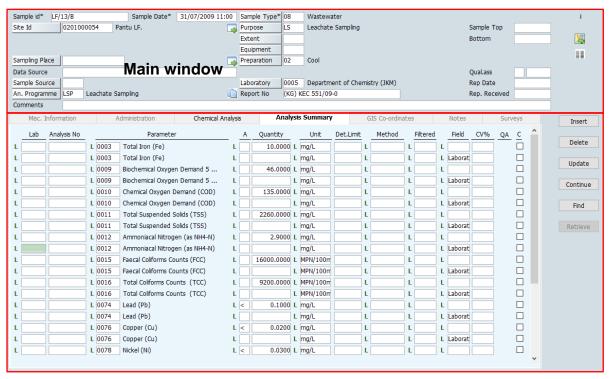
Details of Procedure:

No.	Action	Responsibility
a.	Register new landfill and its basic information in the	ECO/AECO/EA
	main window of module Contaminated Land. (Data	
	No. 1 – 8)	
b.	Open the module Samples. (Data No. 9 – 17)	ECO/AECO/EA
	(Note: tab Site Inspection > Samples. The tab	
	Samples in this module links to the module Samples.	
	Move cursor to this 🗔 button to open module	
	Samples. All samples of leachate registered for a	
	given landfill in the module Samples are automatically	
	listed in this tab.)	
C.	Register details of leachate samples in the main	ECO/AECO/EA
	window of module samples as shown below (Data	
	No.9 – 16).	
d.	Key-in the leachate laboratory test results in the	ECO/AECO/EA
	Analysis Summary (Data No.17)	
e.	Click button Update to Save data in GE	ECO/AECO/EA

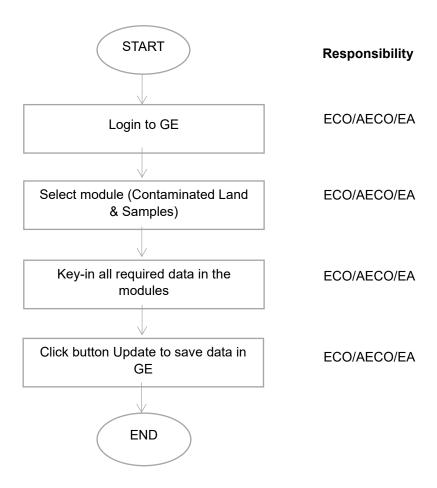
- a) Register new landfill and its basic information in the main window of module Contaminated Land as shown below. (Data No. 1-8)
- b) Open the module Samples. Move cursor to this button to open module Samples. All samples of leachate registered for a given landfill in the module Samples are automatically listed in this tab.



- c) Register details of leachate samples in the main window of module samples as shown below (Data No.9 16).
- d) Key-in the leachate laboratory test results in the Analysis Summary (Data No.17).
- e) Click button Update to Save data in GE



Work Flow of Data Entering and Updating Process for Landfill and Leachate



3.4 Ambient Water Quality Monitoring

- This procedure applies to the Ambient Water Quality Monitoring Program carried out the NREB Headquarters.
- Login to GE using provided User ID and Password. Then, select module Recipients and Stations.
- Table 6 shows the required data for ambient water quality.

Table 6: List of Required data for the Ambient Water Quality

No.	Fields/ Data
1.	Recipient ID
	Note: Q9999 is a code for unknown National Coding Id (by Department of irrigation and
	Drainage, DID)
2.	Name (of river)
3.	Recipient Type (REC)
4.	Locations
5.	Comments (if any)
6.	Stations
7.	Recipient ID
8.	Status
9.	Station ID
10.	River Basin
11.	Station Type
12.	Division
13.	Location
14.	Agency ID
15.	Comments (if any)
16.	All fields in tab Water Quality except field End. Field Comments if necessary
17.	Relevant fields in tab Sampling Conditions
18.	Relevant parameters in tab Laboratory Analysis
19.	GIS Coordinates (X, Y coordinates for the sampling point)

Details of Procedure:

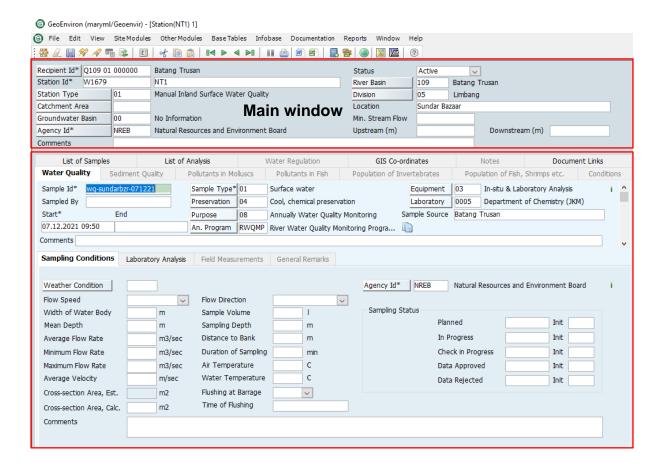
No.	Action	Responsibility
a.	Register new river / lake/ dam and its basic	ECO/AECO
	information in module Recipients. (Data No. 1 – 5)	
b.	Start the module Station by click 'Open Station'.	ECO/AECO/ECA
	Register new sampling points and update data for	
	water sample and laboratory test results in module	
	Stations. (Data No. 6 – 19)	
	(Note: Move cursor to 'Open Station')	

- a) Register new river / lake/ dam and its basic information in the main window of module Recipients as shown below. (Data No. 1 − 5)
- b) Start the module Station by click 'Open Station'.

 (Note: Move cursor to this button to open module Station. All stations registered for a given river/lake/dam in the module Stations are automatically listed in this

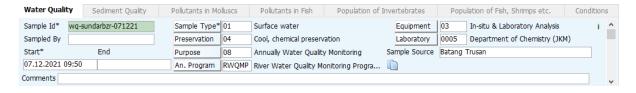


c) Register new sampling points and update data for water sample, sampling conditions and laboratory test results in module Stations. (Data No. 6 – 19)

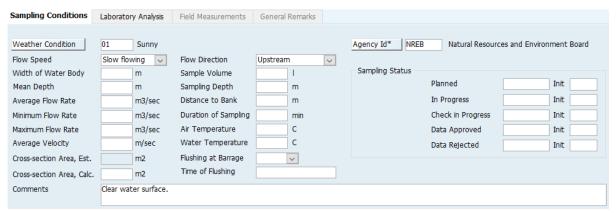


Water Quality Tab

This tab describing one or more samples, the sample type, equipment for sampling, sample preservation, laboratory carrying out the analyses, date and time for start and end of sampling and a comment field. All fields shown below are required to be key-in and updated:



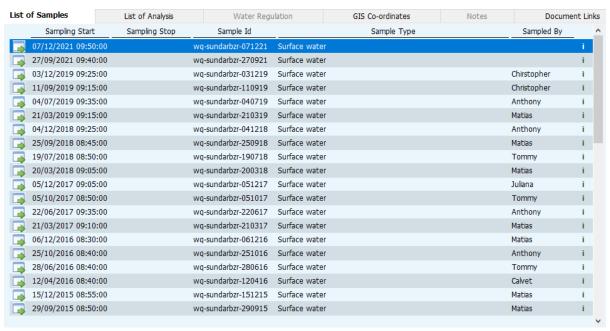
Sampling Conditions Tab



GIS Coordinates Tab



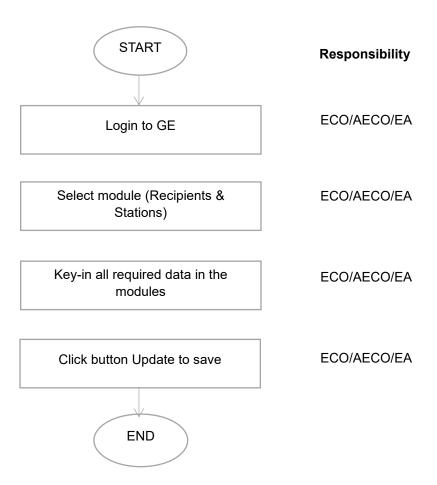
List of Samples



List of Analysis

List	of Samples	List of Analysis		Water Reg	gulation	GIS Co-ordin	nates	Notes	Document Links	
	Para	ameter	Attr	Quantity	Unit	Sampling Date/Time	Method	Sam	ple Type	^
0012	Ammoniacal Nitrog	gen (as NH4-N)		1.0000	mg/L	19/11/2008 08:50:00	0	1 Surface wat	ter 🔀	i _
0012	Ammoniacal Nitrog	gen (as NH4-N)		0.0800	mg/L	07/08/2008 11:00:00	0	1 Surface wat	ter 🔀	i
0012	Ammoniacal Nitrog	gen (as NH4-N)		0.0500	mg/L	14/02/2008 10:00:00	0	 Surface wat 	ter 🔀	i
3 0012	Ammoniacal Nitrog	jen (as NH4-N)		0.0500	mg/L	15/08/2007 09:30:00	0	1 Surface wat	ter 🔀	i
0012	Ammoniacal Nitrog	gen (as NH4-N)		0.0500	mg/L	22/05/2007 09:30:00	0	1 Surface wat	ter 🔀	i
0012	Ammoniacal Nitrog	jen (as NH4-N)		0.0500	mg/L	25/09/2006 08:40:00	0	 Surface wat 	ter 🔀	i
3 0012	Ammoniacal Nitrog	jen (as NH4-N)		0.0500	mg/L	25/04/2006 09:20:00	0	 Surface wat 	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)	<	1.0000	mg/L	07/12/2021 09:50:00	APHA 5210 B & · 0	1 Surface wat	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)		1.6000	mg/L	27/09/2021 09:40:00	APHA 5210 B & · 0	 Surface wat 	ter 🔀	i
3 0009	Biochemical Oxyge	en Demand 5 days (BOD5)		5.0000	mg/L	03/12/2019 09:25:00	APHA 5210 B & · 0	 Surface wat 	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)		2.0000	mg/L	11/09/2019 09:15:00	APHA 5210 B & · 0	 Surface wat 	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)	<	2.0000	mg/L	04/07/2019 09:35:00	APHA 5210 B & · 0	1 Surface wat	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)		2.0000	mg/L	21/03/2019 09:15:00	APHA 5210 B & · 0	1 Surface wat	ter 🧟	i i
3 0009	Biochemical Oxyge	jen Demand 5 days (BOD5) <		2.0000 mg/L		04/12/2018 09:25:00	APHA 5210 B & · 0	 Surface wat 	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)	<	2.0000	mg/L	25/09/2018 08:45:00	APHA 5210 B & · 0	 Surface wat 	ter 🔀	i
3 0009	Biochemical Oxyge	en Demand 5 days (BOD5)	<	2.0000	mg/L	19/07/2018 08:50:00	APHA 5210 B & · 0	 Surface wat 	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)	<	2.0000	mg/L	20/03/2018 09:05:00	APHA 5210 B & · 0	 Surface wat 	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)	<	2.0000	mg/L	05/12/2017 09:05:00	APHA 5210 B & · 0	1 Surface wat	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)	<	2.0000	mg/L	05/10/2017 08:50:00	APHA 5210 B & · 0	 Surface wat 	ter 🔀	i
0009	Biochemical Oxyge	en Demand 5 days (BOD5)	<	2.0000	mg/L	22/06/2017 09:35:00	APHA 5210 B & · 0	1 Surface wat	ter 🔀	i

Work Flow of Data Entering and Updating Process for Ambient Water Quality Monitoring



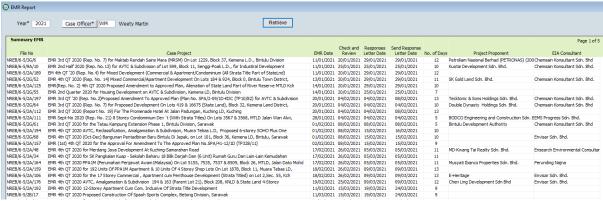
Module Reports

This module presents all the reports designed especially for the PPC and Recipients modules.

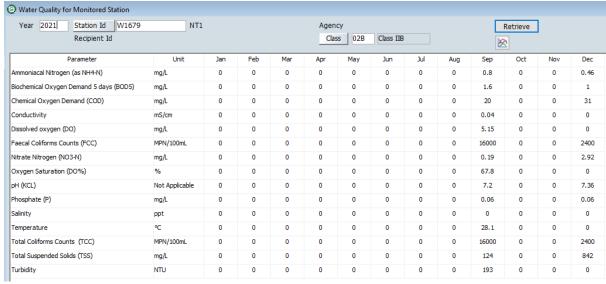
2.8.1 Summary Reporting for EIA



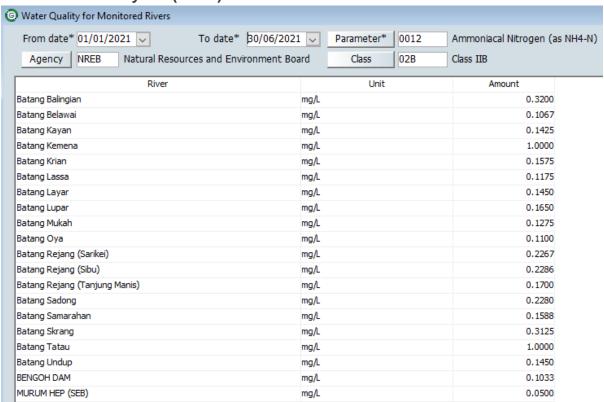
2.8.2 Summary Reporting for EMR



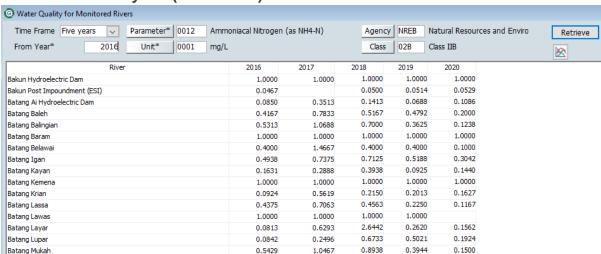
2.8.3 Analyses by Month (Station)



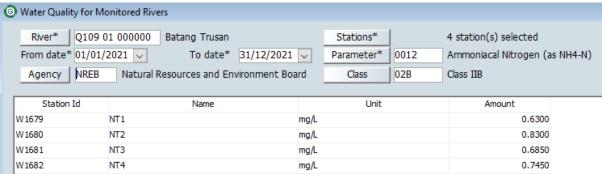
2.8.4 Analyses (River)



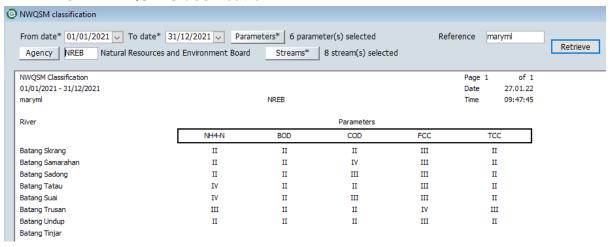
2.8.5 Analyses (Timeframe)



2.8.6 Analyses (River/Stations)



2.8.7 NWQSM Classification



2.8.8 Water Quality Index (WQI)

