



Pcba

e-Manifest

Getting Started Guide.....

Pollution Control Board, Assam
Bamunimaidam, Guwahati-21
Department of Environment & Forests
Government of Assam

INTRODUCTION

1.0 Purpose of Manual

This manual has been prepared to provide proper guidance for how to apply in the e-Manifest System for Hazardous and Other Waste in this Online Web-portal. This portal also helps the user to track hazardous waste from the time it leaves the generator facility where it was produced, until it reaches the off-site waste management facility that will store, treat or dispose of the hazardous waste.

1.1 e-Manifest System

e-Manifest System has been developed with a view to provide an effective mechanism to the user for apply their Manifest Document online. This web-portal has been developed by IT Division, PCBA and it provides suitable information to the user and ensure the completeness accuracy and reliability of the records. The e-Manifest System can be accessed from the Board's Website (www.pcbassam.org) and also from the url http://117.239.124.29:8084/HW_Manifest/. The system has three user roles:

1. **User** – they can submit their hazardous waste data through this online portal.
2. **Administrator** – whose duty is to create UserID & password of employee of PCBA who are engaged in this work and manage all database activity.
3. **Employee** – whose duty is to monitor all the data submitted by the user and uploading of document of user whenever necessary.

For any queries-

Contact:

Head Office

Pollution Control Board Assam

Ph. (0361) 255 0258

Email- itsupport@pcbassam.org

Getting Started

An user can directly go to the link for applying in the online manifest system for Hazardous and other Waste. No credentials are required for the user, however a valid email-id should be required for the online system.

HOME PAGE:

Pollution Control Board, Assam
Online Manifest for Hazardous and Other Waste

** This portal is under continuous development and is being upgraded regularly. If you face any problem at any stage or find

Welcome To e-Manifest System for Hazardous and Other Waste

BIODEGRADABLE WASTE

GENERAL WASTE

HAZARDOUS WASTE

RECYCLABLE WASTE

PCBA Employee Login

Click here for online apply

This e-Manifest System for Hazardous Waste is designed to track hazardous waste from the time it leaves the generator facility where it was produced, until it reaches the off-site waste management facility that will store, treat or dispose of the hazardous waste.

- Hazardous Waste Manifest is a shipping document that tracks hazardous waste from the point of generation to ultimate disposal.
- This system will electronically generate the manifest document containing multiple copies of a single form.
- Data are instantly available and can be made available to different users in different locations at the same time.
- Fast and accurate printing statements are all done automatically.

Click here for generate form, if already applied

Employee Log In

Username

Password

[Forgot Password?](#)

[Apply for Online Manifest for Hazardous and Other Waste](#)

[Click Here if already applied](#)

[Help!](#)

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Fig:1.0

This e-Manifest System can be accessed from the Board's Website (www.pcbassam.org) which will redirect to the system and also directly from the url http://117.239.124.29:8084/HW_Manifest/.

MANIFEST FORM 10:

Pollution Control Board, Assam
Online Manifest for Hazardous and Other Waste

Home Manifest Form Generate Manifest Form Search

Manifest Form 10

Form 10 generate link for already applied user

User has to enter Valid Email-ID to get the Manifest-ID and Passcode

User has to accept the certificate while submitting the data.

Submit

Fig:1.1

While submitting this form (Fig:1.1) the user has to enter a valid email-ID for getting their system generated ID for future references. After submitting the form a link will be visible automatically to generate Form 10 (7 copies) which will be used while transporting the waste.

After submitting the Form 10, below link will be active to download the PDF version of Form 10 (7 copies).

Pollution Control Board, Assam
Online Manifest for Hazardous and Other Waste

Home Manifest Form Generate Manifest Form Search

Manifest Form

Manifest Data Successfully Saved. Your Manifest ID is **PCBA/HW/28/2019**

Auto generated Manifest-ID for future reference

Please note down the Manifest ID for your future references.

A Confirmation mail has been sent to your Email-ID : suraj10biswas@gmail.com. Please check mail for further details.

Download Manifest form for Hazardous and Other Waste

Link to download 7 copies of manifest form10.

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1. What is a Hazardous Waste Manifest?

A Hazardous Waste Manifest is a shipping document that tracks hazardous waste from the point of generation to ultimate disposal. This system is commonly referred to as the "cradle to grave" system of hazardous waste management.

2. When do I need to use a manifest?

When hazardous waste is transported.

3. Where do I find the waste codes for the hazardous waste my company is generating?

The waste codes will vary and certain wastes will have more than one waste code. You should consult your laboratory for guidance on testing for determining waste codes. Also, your hazardous waste transporter can assist you identifying the correct hazardous waste code for your waste.

4. Is my transporter responsible for filling out my manifest properly?

No, the generator is responsible for the preparation, accuracy, and any corrections made to the manifest.

5. What manifest copies should I receive from my transporter and facility?

Before your waste is shipped, you and your transporter must sign the manifest. Once the hazardous waste manifest is signed, you will receive one copy of the manifest. You are required to retain a copy of manifests in your files for a minimum of 3 years.

A copy is required to be submitted to the Pollution Control Board, Assam. You can either scan or email a copy to hwmanifest.pcba@gmail.com or a photocopy must be made and sent to:

Head Office
Pollution Control Board, Assam
Bamunimaidam, Guwahati-21
Assam.

If the destination state requires you to submit a copy of the manifest, you must photocopy the manifest and send a copy to the destination state.

Once your waste has been received at the destination facility you should receive an additional copy of your hazardous waste manifest. This manifest will have a facility signature indicating that the waste has been received by the facility. You are required to retain this copy in your files for at least 3 years.

6. What if I don't receive copies of my manifest from my transporter and/or facility within 30 days of the facility shipping the waste?

You should contact your transporter and/or facility immediately to obtain copies. If after contacting the transporter and facility, you are still unable to obtain a copy of the manifest refer to Env-Wm 511(d) of the New Hampshire Hazardous Waste Rules.

7. Is there a Web site that I can view the manifests, previous and current, that PCBA has for my company?

Yes, visit the One Stop Program Web portal and apply for online Manifest Form 10.

8. Where can I find the correct DOT shipping name for my hazardous waste?

The correct shipping name is governed by the Department of Transportation, please consult the DOT shipping rules or their Website. Generators of hazardous waste that have their waste shipped are required to comply with DOT and EPA regulations, therefore, we recommend you attend a DOT training course.

9. What if I find that information contained in my manifest is incorrect?

If the waste has not yet been shipped, you may change any errors on the manifest and initial the corrections. However, if the waste has left your property, you must submit a discrepancy letter to all parties involved. See Env-Wm 703.02 for further explanation.

10. What information needs to be included in a discrepancy letter?

You will need to include a copy of the manifest or on company letterhead a reference to the generator name, date of shipment, manifest number and the discrepancy. See Env-Wm 703.02 for further explanation.