



Kuwait Environment Public Authority

Compliance Information Management System

Hazardous Waste

Electronic Data Deliverable Handbook

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Prepared by:



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Introduction

This **KEPA Compliance Information Management System Hazardous Waste Electronic Data Deliverable Handbook**, or **CIMS HW EDD Handbook**, is prepared as a reference for users preparing Electronic Data Deliverables (EDDs) of environmental chemistry samples for submittal to the CIMS Environmental Quality Information System (EQuIS).

Prior to submitting an EDD, the user **MUST**:

1. Register with KEPA and get an EQuIS username and password
2. Download and install the EQuIS Data Processor and KEPA EDD format files from the Earthsoft website (<http://earthsoft.com/products/edp/edp-format-for-kuwait-epa/>)

Reference table values included in this handbook were accurate at the date of publishing but are subject to change. The user is encouraged to check the Earthsoft website to insure they have the latest reference file (.rvf) with updated reference table values:

Please report errors or corrections to cims@iestech.net

IMPORTANT NOTES

EDDs **must be** submitted in English using MS Excel

EDD fields **must be** kept in sequential order shown below on the final EDD template.

Fields names highlighted in **red bold** are required fields.

Fields names highlighted in blue bold are linked to a reference table.

Each EDD can be submitted separately, however they should be submitted in sequence:

1. Facility EDD for initial registration
2. Generator EDD for wastes that are ready for disposal
3. Transporter EDD when wastes are picked up at the generator site
4. Receiver EDD when the waste is delivered to a Receiving Facility for disposal and after the waste is disposed or recycled.
5. Spill EDD should be submitted anytime an accidental release greater than the reportable quantity takes place.

Prior to submitting the EDD, check the EDD using the stand-alone EQuIS Data Processor (EDP) and use the Sign & Submit feature to prepare an EDD package (see Chapter 4).

Submit completed EDDs as an email attachment to ***CIMS@emisk.org***

1. Registering Company

1.1 Facility EDD

The Facility EDD is used to register companies or agencies that will generate environmental samples and/or hazardous waste. A facility is usually defined by the property line of the company or agency. In some cases, there may be multiple facilities associated with one company due to dispersed geographic operations such as KOC fields, or accidental releases that require sampling. The facility should always refer to the geographical area where the samples will be taken.

1.1.1 Facility Code

Unique alphanumeric identifier of a company or agency that will generate environmental samples and/or hazardous waste.

1.1.2 Facility Name

Name of the company or agency that is generating environmental samples or hazardous waste.

1.1.3 Governorate

The Governorate value is mapped to the rt_state table. It refers to the Governorate in Kuwait where samples will be taken.

state_code	state_name
AHM	AHMADI
CAP	CAPITAL
FRW	FARWANIYA
HWL	HAWALLI
JHR	JAHRA
MAK	MUBARAK AL-KABEER

1.1.4 District

Name of district that samples will be taken – not the location of the agency or company.

District	Governorate
Abdulla Port	Ahmadi
Abdulla Port Resort	Ahmadi
Abu Halifa	Ahmadi
Ahmadi City	Ahmadi
Ahmadi Desert	Ahmadi
Ali Sabah Alsalem	Ahmadi
Auqqila	Ahmadi
Bedier Resort	Ahmadi
Fahaheel	Ahmadi
Fahd Al Ahmad	Ahmadi
Fintas	Ahmadi
Hadiya	Ahmadi
Jaber Al Ali	Ahmadi
Jlaiaa Resort	Ahmadi
Mahbula	Ahmadi
Munkaf	Ahmadi
Muqwaa	Ahmadi
New Wafra	Ahmadi
Nwaiseeb	Ahmadi
Rajm Khashman	Ahmadi
Rikka	Ahmadi
Sabahiya	Ahmadi
Shuaiba	Ahmadi
South Sabahiya	Ahmadi
Thaher	Ahmadi
Wafra	Ahmadi
Wafra Agriculture	Ahmadi
Zoor	Ahmadi
Zoor Resort	Ahmadi
Abdalla-Asalim	Capital
Al Yarmouk	Capital
Aum Almaradim Isl	Capital
Aum Alnamil Isl	Capital
Bneid Al Gar	Capital
Coastal strip	Capital
Dasma	Capital

Dasman	Capital
Diya	Capital
Doha	Capital
Faiha	Capital
Free Zone	Capital
Garnada	Capital
Health Reg	Capital
Idailiya	Capital
Khaldiya	Capital
Kifan	Capital
Kubar Isl	Capital
Mansoriya	Capital
Mirqab	Capital
Miskan Isl	Capital
Mubarakiya Comp	Capital
Nuzha	Capital
Oha Isl	Capital
Oha port	Capital
Qadisiya	Capital
Qarowa Isl	Capital
Qayrawan	Capital
Qibla	Capital
Qurtuba	Capital
Rawda	Capital
Shamiya	Capital
Sharq	Capital
Shuaiba ind W	Capital
Shuaikh Ind	Capital
Shuwaikh	Capital
Soor Gardens	Capital
Sulaibekhat	Capital
Surra	Capital
Abdulla Mubarak AlSabah	Farwaniya
Air Plan Noise Reg	Farwaniya
Al Nahda	Farwaniya
AlRaay	Farwaniya
Andalus	Farwaniya
Ardiya	Farwaniya
Ardiya(6)	Farwaniya
Farwaniya	Farwaniya
Fordus	Farwaniya
International Airport	Farwaniya

Ishbiliya	Farwaniya
Jleeb Al Shuyoukh	Farwaniya
Khitan	Farwaniya
Omarya	Farwaniya
Rabiya	Farwaniya
Reggae	Farwaniya
Rihab	Farwaniya
Sabah Alnasir	Farwaniya
Al Salam	Hawalli
Al Shohadaa	Hawalli
Al Siddeek	Hawalli
Al Zahraa	Hawalli
Bayan	Hawalli
Hawalli	Hawalli
Hetteen	Hawalli
Jabriya	Hawalli
Mubarak Al Abdel Allah	Hawalli
Mushraif	Hawalli
Rumaythiya	Hawalli
Salmiya	Hawalli
Salwa	Hawalli
Shaab	Hawalli
Abdelli	Jahra
Al Auyon	Jahra
Al Behaith	Jahra
Al Kasser	Jahra
Al Naim	Jahra
Al Naseem	Jahra
Al Rawadatain	Jahra
Al Salmi	Jahra
Al Sebiya	Jahra
Amgara Ind	Jahra
Aum Al Ash	Jahra
Bubyan Isl	Jahra
Jahara Desert	Jahra
Jahra	Jahra
Jahra Camp	Jahra
Jahraa Gawakheer	Jahra
Jahraa Ind	Jahra
Kabad	Jahra
Kathma	Jahra
Mitlaa	Jahra
Northwest Al Jahra	Jahra

Saad Al Abdulla city	Jahra
Sekrab Reg	Jahra
Sulaibiya Agriculture	Jahra
Sulaibiya Ind (1)	Jahra
Sulaibiya Ind (2)	Jahra
Sulaibiya Ind (3)	Jahra
Sulaibiya Shabiya	Jahra
Taimaa	Jahra
Waha	Jahra
Wara	Jahra
Abu Fatira	Mubarak Al-Kabeer
Al Adan	Mubarak Al-Kabeer
Fanatees	Mubarak Al-Kabeer
Mid Reg	Mubarak Al-Kabeer
Misila	Mubarak Al-Kabeer
Mubarak Kabeer	Mubarak Al-Kabeer
Qosoor	Mubarak Al-Kabeer
Qurain	Mubarak Al-Kabeer
Sabhan Ind	Mubarak Al-Kabeer
Subah Alsalim	Mubarak Al-Kabeer

1.1.5 Block

Numeric value of block

1.1.6 Street

Street name or number if known.

1.1.7 Contact

Name of contact in company or agency

1.1.8 Email

Contact's email

1.1.9 Phone

Contact's phone number

1.1.10 Date_Updated

Date data entered or updated in mm/dd/yyyy format

1.1.11 Samples_Flag

Select if new facility will generate environmental chemistry samples that will be submitted using the KEPA EDD format

1.1.12 Generator_Flag

Select if the facility will generate hazardous waste.

1.1.13 Transporter_Flag

Select if the facility will transport hazardous waste on public roads.

1.1.14 Receiver_Flag

Select if the facility will receive hazardous wastes to treat, dispose, or recycle.

2. Generator EDD

The Generator EDD is for any facility that generates hazardous wastes and disposes of the facility. This includes disposal of hazardous waste through landfills, incineration, encapsulation or recycling.

1.1 #MANID

This is a unique code for each container. Format is Facility Code + Location Code + Date Started (mmddyy) + 3 digits. Example: KEPA-ACCPT1-071716-001

1.2 G_POC_NAME

Name of individual or office responsible for the container.

1.3 G_POC_PHONE

Phone number of responsible person.

1.4 G_POC_EMAIL

E-mail of responsible person.

1.5 G_WM_TYPE

Description of waste media in the container

#medium_code	Medium description
AIR	Air emissions
BIO	Biological waste
LIQUID	Liquid Waste
OTHER	Other Waste
SEDIMENT	Waste sediments
SEMISOLID	Semi-solid Waste
SLUDGE	Sludge
SOIL	Contaminated soil
SOLID	Solid waste
WATER	Waste water

1.6 G_WM_OTHER

Field to describe the waste medium if OTHER is selected.

1.7 G_STREAM

Code to describe the chemical make-up of the composite waste in the container and the process that generated it.

waste_code	waste_stream
WS001	Clinical wastes from medical care in the hospitals, medical centers and clinics
WS002	Wastes from the production and preparation of pharmaceutical products.
WS003	Wastes pharmaceuticals, drugs and medicines
WS004	Wastes resulting from the manufacture, formulation and use of biocides and phytopharmaceuticals.
WS005	Wastes from manufacturing, processing and use of wood preserving chemical substances
WS006	Wastes from the production, formulation and use of organic solvents
WS007	Wastes from heat treatment and tempering operations containing cyanides.
WS008	Waste of mineral oils unfit for their originally intended use.
WS009	Waste oil/water, hydrocarbons/water mixtures, emulsions
WS010	Waste substances and articles containing or contaminated with polychlorinated biphenyls (PCBs) or polychlorinated terphenyls (PCTs) and/or polybrominated biphenyls (PBBs)
WS011	Waste tarry residues arising from refining, distillation and any pyrolytic treatment.
WS012	Wastes resulting from the production, formulation and use of inks, polish, coloring substances, paints, lacquers and varnish.
WS013	Wastes resulting from production, formulation and use of resins, plasticizers, glues and adhesive substances.
WS014	Waste chemical substances arising from research and development activities or academic activities which are not identified and/or are new classification., the effects of which are unknown on man and/or the environment.
WS015	Wastes of an explosive nature, which are not subject to another legislation
WS016	Wastes resulting from the production, formulation and use of photographic chemical substances and photographic treatment and their processing and use.
WS017	Wastes resulting from surface treatment of metals and plastics.
WS018	Residues arising from industrial wastes disposal operations.
WS019	Metal Carbonyls.
WS020	Beryllium, beryllium compounds.
WS021	Hexavalent chromium compounds.
WS022	Copper compounds.
WS023	Zinc compounds.
WS024	Arsenic; arsenic compounds.
WS025	Selenium; selenium compounds.
WS026	Cadmium; cadmium compounds.
WS027	Antimony; antimony compounds.
WS028	Tellurium; tellurium compounds.
WS029	Mercury; mercury compounds.
WS030	Thallium; thulium compounds.
WS031	Lead; lead compounds.

WS032	Inorganic fluorine compounds, excluding calcium fluoride.
WS033	Inorganic cyanides.
WS034	Acidic solutions or acids in solid form.
WS035	Basic solutions or bases in solid form.
WS036	Asbestos (dust and fibers).
WS037	Phosphorous organic compounds.
WS038	Cyanide organic compounds.
WS039	Phenols; phenol compounds including chlorophenol.
WS040	Ether compounds.
WS041	Halogenated organic solvents.
WS042	Organic solvents except halogenized solvents.
WS043	Any substance similar to furan dibenzene of polychloride bonds.
WS044	Any congener of Polychlorinated dibenzo-p-dioxin.
WS045	Other organohalogen compounds
WS046	Wastes collected from households.
WS047	Residues arising from incineration household wastes.
WS048	WWTP Sludges (Chemical)
WS049	WWTP Sludges (Biological)
WS050	Process Cleanout Sludges, Tank Bottoms, Filter Cake
WS051	Hydrocarbon contaminated soils
WS052	Hydrocarbon contaminated rags and wipes
WS053	Spent Filters and Filter Aids, Absorbants, Activated Carbon
WS054	Dust, Floor Sweepings, Wood Chips, etc.
WS055	Waste Oil
WS056	Asbestos
WS057	Heavy Metals
WS058	Pesticides/Herbicides
WS059	Solvents
WS060	Salts
WS061	Acids
WS062	Off-Spec Formulations
OTH	Other waste not listed

1.8 G_SOURCE

Description of how the waste was generated.

waste_reason	waste_reason_description
ACC-F	Accidental release in Facility
ACC-L	Accidental release on land
ACC-W	Accidental release on water
EXP	Expired shelf life
NORM	Normal generation of waste

1.9 Waste Risks

Waste risks are Yes/No descriptors of the associated risks of the waste in the container.

1.9.1 G_EXP

Is the waste explosive under normal atmospheric conditions?

1.9.2 G_FLAM

Is the waste flammable under normal atmospheric conditions?

1.9.3 G_REACT

Is the waste reactive to other material? If YES, describe in the G_OTHER field.

1.9.4 G_CORR

Is the waste corrosive to other materials? If YES, describe in the G_OTHER field.

1.9.5 G_POIS

Is the waste poisonous (can cause death if ingested to humans)?

1.9.6 G_RAD

Is the waste radioactive or generate ionizing radiation? If YES, describe type of radiation (alpha, beta, or gamma)

1.9.7 G_OTHER

This is a text field to describe unlisted risks or provide comments as required above.

1.10 G_CONT_TYPE

Type of container the waste is stored in.

waste_container	waste_container_desc
DRUM	55 GAL metal drum
DRUM-P	55 GAL plastic drum
TANK-FIB	Fiberglass fixed tank
TANK-FIX	Metal tank, fixed
TANK-TRK	Metal tank, truck mounted

1.11 G_NUM_CONT

Number of containers. Default = 1

1.12 G_CONT_LAT

Latitude of container location during accumulation of waste (in decimal degrees).

1.13 G_CONT_LONG

Longitude of container location during accumulation of waste (in decimal degrees)

1.14 G_WASTE_WGHT

Weight or volume of waste. Weight may include the container if the container will be disposed of along with waste. Do not include units.

1.15 G_WASTE_WGHT_UNITS

Units of measurement for waste.

1.16 G_GEN_DATE

Date waste container began to accumulate waste (mm/dd/yyyy)

1.17 G_SCHED_DATE

Date waste container scheduled for pick-up by Transporter

1.18 G_DISPATCH_DATE_TIME

Time waste container actually picked-up by Transporter (hh:mm)

3. Transporter EDD

The Transporter EDD is used to show chain of custody from the Generator to the Receiving Facility.

3.1 #MANID

Same container ID as defined in the Generator EDD

3.2 T_TRANS_ID

Transport company's Facility Code

3.3 T_DRIVER

Name of driver

3.4 T_DRIVERID

Driver's license number or civil ID

3.5 T_DRIVER_PHONE

Phone number of driver

3.6 T_VEHLIC

Plate number of vehicle

3.7 T_VEHCAP

Carrying capacity or volume of vehicle.

3.8 T_VEHCAP_UNITS

Unit of carrying capacity.

3.9 T_VEHMPTWGHT

Vehicle weight prior to pick-up of waste containers. Usually in kilograms (kg).

3.10 T_TOTWGHT

Vehicle weight after pick-up of waste containers. Must be same units as T_VEHMPTWGHT

3.11 T_TOTWGHT_UNITS

Units of vehicle empty and total weight.

3.12 T_PICKUP_DATE

Actual pick-up date of waste container (mm/dd/yyyy)

3.13 R_REJECTED

YES/NO flag if waste container was rejected at the Receiving facility.

3.14 R_REJECTREASON

If waste container was rejected at the receiving facility, describe reason for rejection.

3.15 T_DATERETURN

Actual date rejected waste container was returned to Generator.

4. Receiver EDD

The Receiver EDD is used to show the final disposal of the waste and container at a Receiving Facility. The waste may undergo pre-treatment prior to final disposal. Disposal may also include recycling the material into a non-waste product.

4.1 #MANID

Same Container ID created in the Generator EDD and used in the Transporter EDD.

4.2 R_RECV_ID

Receiving facility's facility code.

4.3 R_POC_NAME

Contact at Receiving facility

4.4 R_POC_PHONE

Contact phone number

4.5 R_POC_EMAIL

Contact email

4.6 R_RECVTEST

Test on delivered waste conducted at receiving facility for acceptance.

assessment_type	assessment_description
CONDUCT	Conductivity
JAR	Jar Test
OTH	Other assessment not listed
PH	pH

4.7 R_RECVRESULTS

Receiving test result value)

4.8 R_RECVRESULTS_UNITS

Test result units.

4.9 R_REJECTED

YES/NO flag in waste was accepted or rejected.

4.10 R_REJECTREASON

Description of reason for rejection.

4.11 R_DATERECVD

Actual date waste container was accepted at the receiving facility (mm/dd/yyyy).

4.12 R_TREAT_TYPE

Pre-disposal treatment of the waste (if any).

treatment_method	treatment_desc
CHEM	Chemical
DILUT	Dilution
ENCAP	Encapsulation
EVAP	Evaporation
NONE	None
OTHER	Other Treatment Not Listed

4.13 R_TREAT_OTHER

Description of treatment if OTHER is selected.

4.14 R_TREAT_DATE

Actual date treatment completed (mm/dd/yyyy).

4.15 R_AMT_TREATED

Amount of waste treated (weight only).

4.16 R_AMT_TREATED_UNITS

Units of weight for waste treated.

4.17 R_DISPOSAL_TYPE

Disposal method of waste.

disposal_type	disposal_description
INCIN	Incineration
INJECT	Injection
LANDFILL	Landfill
OTHER	Other
RECYCLE	Recycle

4.18 R_DISPOSAL_OTHER

Description of disposal in OTHER is selected

4.19 R_TOTDISPOSED

Total weight of waste, including container, disposed of.

4.20 R_TOTDISPOSED_UNITS

Units of weight for disposed waste.

4.21 R_TOTRECYCLED

Total weight of waste recycled.

4.22 R_TOTRECYCLED_UNITS

Units of weight for recycled waste.

4.23 R_DISPOSAL_DATE

Date waste and container were permanently disposed or transferred to a recycling facility.

4.24 R_RECYCLE_ID

Facility code of recycling facility.

5. Spill EDD

The Spill EDD is used to notify KEPA of an accidental release of hazardous substances into the environment.

5.1 #MANID

Spill ID is used to track individual releases and should not be confused with the #MANID used to track container waste. The format is spill source's Facility code+Date(mmddyyyy)+S+3 digits.
Example: KEPA-08232016-S001

5.2 G_SPILL_LAT

Approximate latitude (decimal degrees) of release source.

5.3 G_SPILL_LONG

Approximate longitude (decimal degrees) of release source.

5.4 G_SPILL_DATE

Actual date release took place.

5.5 G_SPILL_AREA

Approximate area of release.

5.6 G_SPILL_AREA_UNITS

Units of area.

5.7 G_SPILL_MAT

Description of material released. Use chemical name.

#cas_rn	chemical_name
309-00-2	ALDRIN
HERB	ALL HERBICIDES
7664-41-7	AMMONIA
71-43-2	BENZENE
100-41-4	BENZENE ETHYL
56-23-5	CARBON TETRACHLORIDE
57-74-9	CHLORDANE

7782-50-5	CHLORINE
108-90-7	CHLOROENZENE
57-12-5	CYANIDES
50-29-3	DICHLORODIPHENYLTRICHLOROETHANE
DRO	DIESEL RANGE ORGANICS
55-18-5	DIMETHYL NITROSAM
EOIL	EMULSIFIED OIL
GRO	GASOLINE RANGE ORGANICS
GRS	GREASE
7783-06-4	HYDROGEN SULFIDE
58-89-9	LINDANE
78-93-3	METHYL ETHYL KETONE
OIL	OIL
OTH	Other
108-95-2	PHENOL
14265-44-2	PHOSPHATE
1336-36-3	POLYCHLORINATED BIPHENYL
100-42-5	STYRENE
18496-25-8	SULFIDES
TAR	TAR
TAROIL	TAR OIL
108-88-3	TOLUENE
79-01-6	TRICHLOROETHYLENE
25167-82-2	TRICHLOROPHENOL
75-01-4	VINYL CHLORIDE
1330-20-7	XYLENE

5.8 G_SPILL_QTY

Estimated quantity released.

5.9 G_SPILL_QTY_UNITS

Units of quantity

5.10 G_SPILL_POC

Contact in facility in charge of release response.

5.11 G_SPILL_PHONE

Contact phone

6. Submitting an EDD

Prior to submitting an EDD, it must be checked by the standalone EDP. Open the EDP and ensure it has the KEPA.xse format file. When load with the KEPA format, it should look similar to Figure 1.

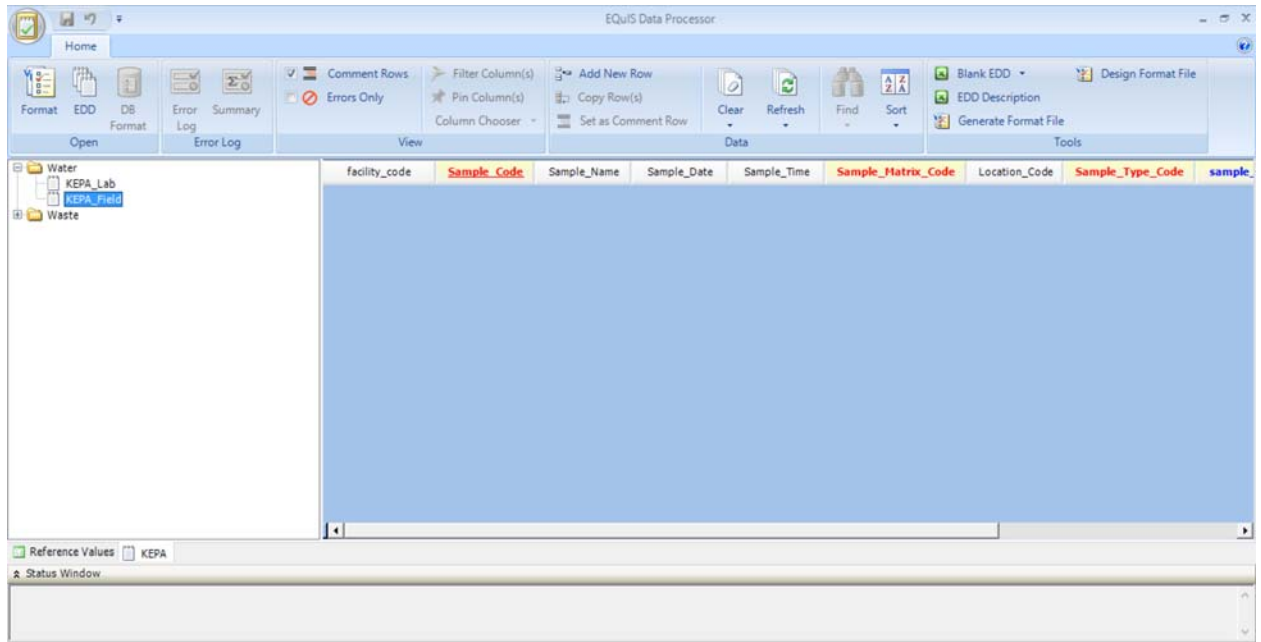


Figure 1. Open screen of Standalone EDP with KEPA format

Select an EDD for review by selecting the EDD icon on the top left of the screen. If you use the EDD-it tool or generate the EDD with another application, the column headers may appear as errors. Right-click on the far left of the cell field and set the row as a Comment Row as shown in Figure 2.

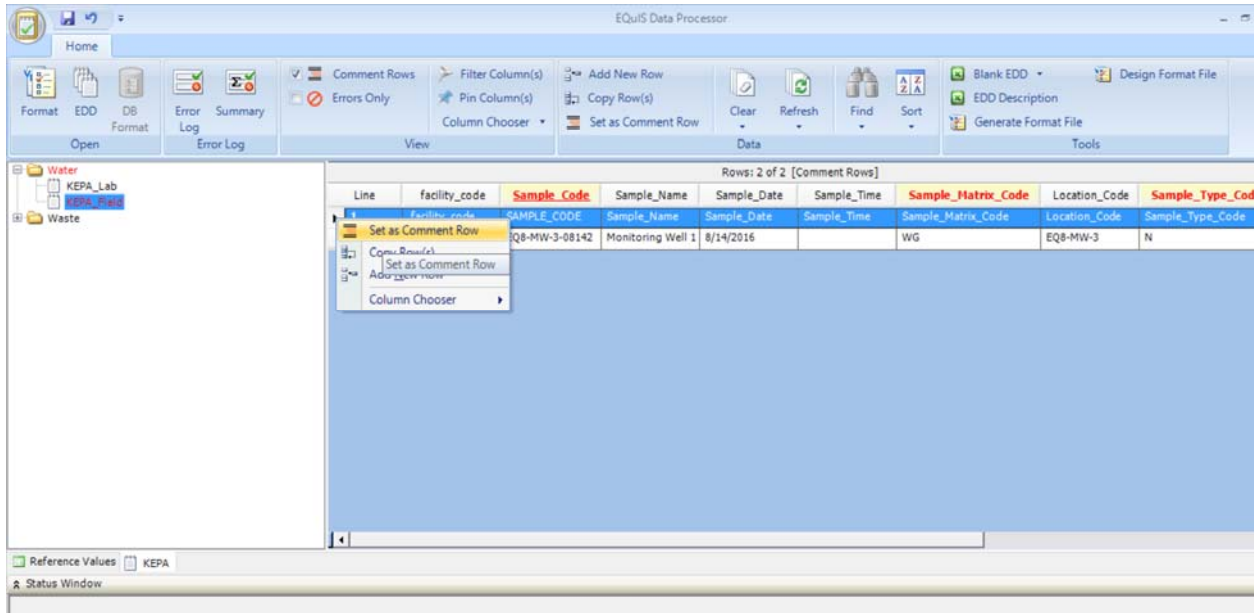


Figure 2. Setting the EDD column headers to Comment Row

After correcting errors or if there are no errors, prepare the EDD for submittal by selecting EDP icon on the top left corner and then selecting the **Sign and Submit** option as shown in Figure 3.

EDP Icon

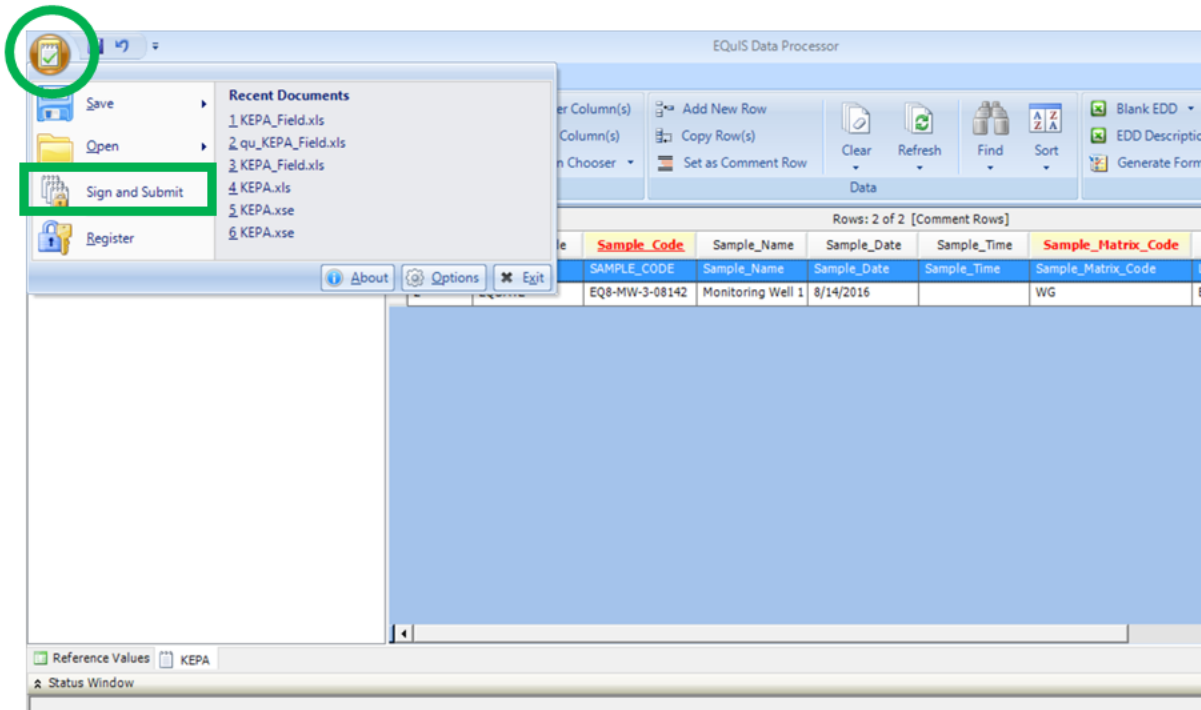


Figure 3. Selecting the Sign and Submit option

You will be prompted to provide your KEPA Username and Password as well as your Facility Code as shown in Figure 4.

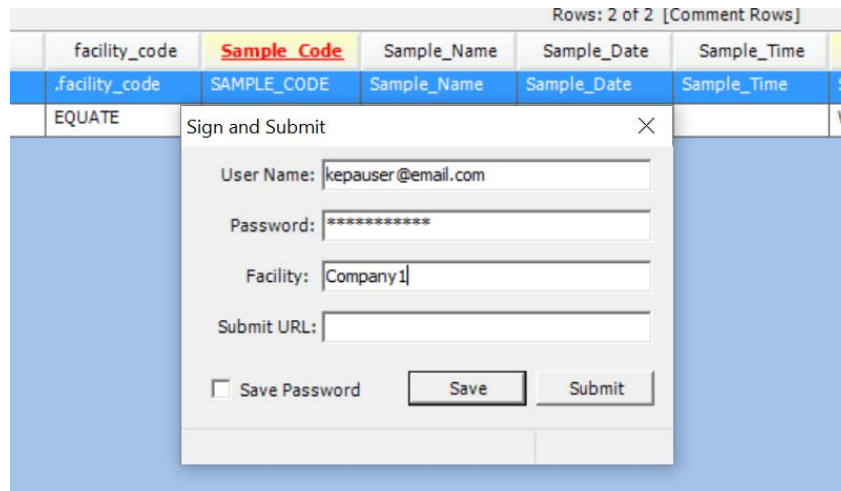


Figure 4. Submittal Information

This will be used to generate a user certificate that will be included in a .zip file generated by the EDP for submittal. The format of the file will be <Unique number>.<facility code>.KEPA.zip

<Unique number> - an EDP generated number for identification based on the date

<facility code> - the pre-registered Facility Code for the individual company

KEPA – designates the EDD format used (in this case the KEPA format)

In the example from Figure 4, the file will be **20160825 085226.Company1.KEPA.zip** in the user’s specified folder.

The final file contents ready for submittal are shown in Figure 5.

Name	Size	Packed	Type
..			Folder
KEPA_Field.txt	236	166	Text Document
kepauser@email.com.usr	141	133	File usr

Figure 5. Contents of packaged EDD

The file contains a user certificate and the EDD converted to a text file that the CIMS Enterprise EDP will process. The user certificate acts as a verification tool for the Enterprise EDP to trust the attachment and insure it comes from a registered user.

For more information, review the Earthsoft help contents for the Sign and Submit function at <http://help.earthsoft.com/default.asp?W681>.

End of CIMS Waste Handbook