



Technical user guide for the Electronic Mediterranean Oil Spill Waste Management Decision Support Tool

National administrator

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1. Introduction

This tutorial is aimed at facilitating the development of the Oil Spill Waste Management Plan (OSWMP) through the Mediterranean Oil Spill Waste Management Decision Support Tool. The tutorial briefly describes the electronic interface of the tool and the functions available.

2. Interface of the menu “Manage the plan”

The following figure highlights and describes the main components of the menu “Manage the plan”. This interface can only be accessed by the National administrator in charge of the update of the plan.

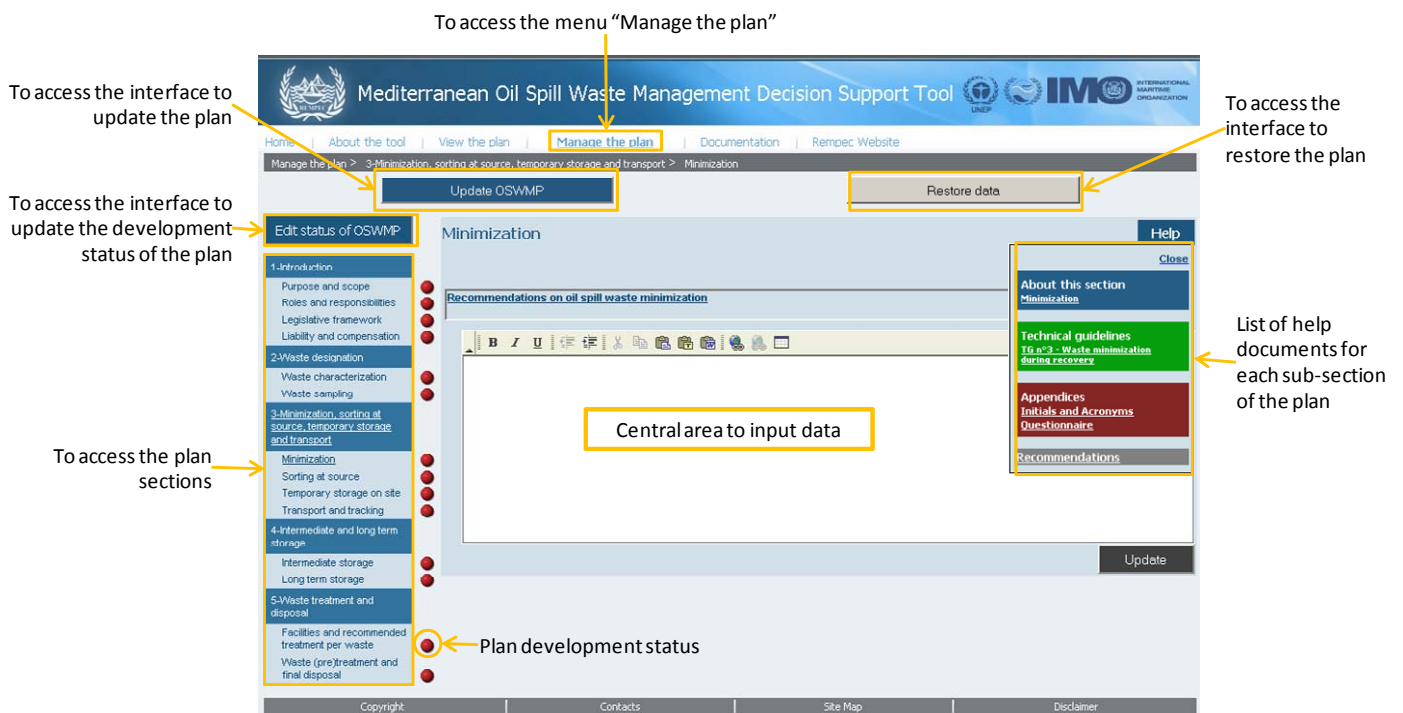


Figure 1 : Interface of the Electronic Mediterranean Oil Spill Waste Management Decision Support Tool

3. Management of the Oil Spill Waste Management Plan

3.1. Updating information of the plan

3.1.1. General information for all sections of the plan

It is recommended to input information according to the order of the plan sections. However the national administrator user does not need to finalize a sub-section prior to accessing another one.

The national administrator can input data using two types of forms:

- a. Text box: the national administrator can write text in the field and use formatting and editing functions (e.g. bold, italics, underline, copy, paste, etc...). Tables and hyperlinks to some downloaded documents or external websites can also be added.

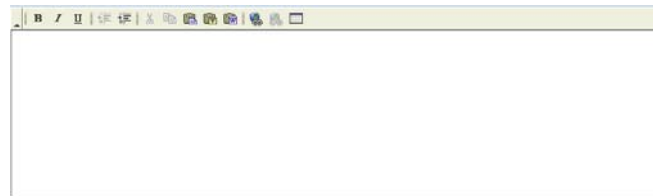
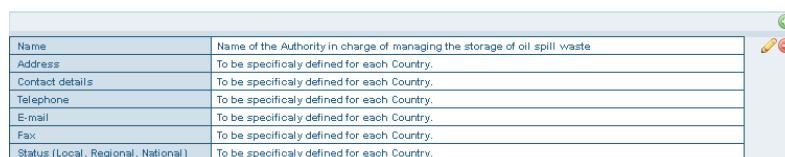


Figure 2 : interface of the text box

- b. Predefined tables, such as tables for contacts and facilities, can be added (+), edited (✎) and deleted (-).



Name	Name of the Authority in charge of managing the storage of oil spill waste
Address	To be specifically defined for each Country.
Contact details	To be specifically defined for each Country.
Telephone	To be specifically defined for each Country.
E-mail	To be specifically defined for each Country.
Fax	To be specifically defined for each Country.
Status (Local, Regional, National)	To be specifically defined for each Country.

Figure 3 : interface of the predefined table






To assist the national administrator to understand the objectives and contents of each sub-section of the plan, the following documents related to the sub-section are available from the “Help” button:

- Description of the sub-section,
- Technical guidelines,
- Appendices,
- Recommendations.




3.1.2. Specific information on the Section 5 of the plan

Section 5 is the core of the OSWMP and is crucial to define waste streams available in the country. The procedure to fill in this section is detailed below:





Objectives	Actions
1. List the facilities which can treat the oil spill waste and specify general information on each facility, including their geographic coordinates for mapping purpose.	<ul style="list-style-type: none"> → Click on  icon to add a facility and fill the data sheet. → Click on  icon to edit information about the facility.
2. Select and rank the Waste (pre)treatment and final disposal available for each facility, and select the waste manageable by these treatments.	<ul style="list-style-type: none"> → Click on  icon to access to a specific interface to :
a. Add one or more treatments.	<ul style="list-style-type: none"> → Click on  icon. → Choose one of the existing treatments in the drop down menu.
b. Identify the oil spill waste managed by the selected treatment.	<ul style="list-style-type: none"> → Tick the checkboxes. (the national administrator user can select one or more oil spill wastes)
c. Specify the ranking criteria of the selected treatment.	<ul style="list-style-type: none"> → Tick the checkboxes.
The actions 2a, 2b and 2c have to be repeated for each treatment available in the facility.	
3. Specify the type of Oil Spill Waste non manageable.	<ul style="list-style-type: none"> → Click on  icon to add an Oil Spill Waste non manageable. (the national administrator user can add one or more oil spill wastes)

3.2. Define the development status of the plan

To monitor the development of the OSWMP, the national administrator can specify the development status of each sub-section ( sub-sections completed,  sub-sections partially completed and  empty sub-sections). To update the status, click on "Edit status of OSWMP" and tick the appropriate box for each sub-section.

3.3. Restore information

Data erased or updated accidentally can be restored through the button "Restore". First select the sub-section concerned and then click on the corresponding restore icon .

Predefined tables can be permanently erased from the Restore part by clicking on the delete icon ()



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To access the menu "Manage the plan"

To access the interface to update the plan

To access the interface to restore the plan

To access the plan sections

The screenshot displays the web application interface. At the top, there is a navigation bar with the following links: Home, About the tool, View the plan, **Manage the plan** (highlighted with a yellow box), Documentation, and Rempec Website. Below the navigation bar, there is a breadcrumb trail: Manage the plan > 3-Minimization, sorting at source, temporary storage and transport > Minimization. Two buttons are visible: "Update OSWMP" (highlighted with a yellow box) and "Restore data" (highlighted with a yellow box). On the left side, there is a vertical menu with sections: 1-Introduction (sub-sections: Purpose and scope, Roles and responsibilities, Legislative framework, Liability and compensation), 2-Waste designation (sub-sections: Waste characterization, Waste sampling), 3-Minimization, sorting at source, temporary storage and transport (sub-sections: Minimization, Sorting at source, Temporary storage on site, Transport and tracking), 4-Intermediate and long term storage (sub-sections: Intermediate storage, Long term storage), and 5-Waste treatment and disposal (sub-sections: Facilities and recommended treatment per waste, Waste (pre)treatment and final disposal). The main content area is titled "Legislative framework" and contains text about the Basel Convention, including its adoption date and a table for the Focal Point of the Basel Convention. The table has columns for "Full name of the institution" and "Focal point of the Basel Convention". Below the table, there is a section for "Past and/or present experience of import/ export of hazardous waste". At the bottom of the page, there are links for Copyright, Contacts, Site Map, and Disclaimer.