



SECTOR:

ENVIRONMENT – ENVIRONMENTAL REGULATION

Permitted Time

8 AM – 5 PM

Operating Hours

8AM – 5PM

Capacity

100 %

Comprising

Compliance to NREO, MS ISO and processing of EIA/EMP

Non permitted activity

Ground Truthing of other projects

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

<u>Action</u>	<u>Brief explanation</u>
1. Processing of EIA/EMP	<ul style="list-style-type: none"> To allow EIA Process more than 65 working days To allow project proponent /consultant to submit the Terms of Reference (TOR) and EIA/EMP report via email in pdf format (the original hard copy to be submitted at later stage) To allow visual meeting by using reliable and safe cyber mode To allow site visit to be conducted as per KKM SOP/guidelines To allow regional officers to conduct ground truthing visit To allow site assessment / ground truthing by limiting number of people on the ground or to leverage on the usage of technology or other reliable source To allow correspondence via email To allow electronic payment To implement electronic filling system
2. Staff rotation	<ul style="list-style-type: none"> Staff to work in office and WFH on rotation basis Guidelines from MOH, MKN and SDMC to be adhered to when working in office



SECTOR:

ENVIRONMENT – ENVIRONMENTAL REGULATION

Permitted Time	8 AM – 5 PM	Operating Hours	8 AM – 5 PM	Capacity	100 %
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Comprising

Processing of

- (1) Registration and Renewal of EIA Consultant
- (2) Open Burning Permit

Non permitted activity

Not to perform other tasks

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

<u>Action</u>	<u>Brief explanation</u>
1. Registration and Renewal of EIA Consultant	<ul style="list-style-type: none"> • To allow application for registration and renewal of EIA Consultant via email (pdf format) and the original hard copy to be submitted at later stage • To allow electronic payment • To allow correspondence via email • To allow WFH • Guidelines from MOH, MKN and SDMC to be adhered to when working in office
2. Open Burning Permit	<ul style="list-style-type: none"> • To allow processing more than 12 working days • To allow application via email (pdf format) and the original hard copy to be submitted at later stage • To allow site inspection to be conducted as per KKM SOP/guidelines • To allow site assessment/inspection by limiting the number of people on the ground or by leveraging the technology and other relevant/ reliable source • To allow correspondence via email • To allow electronic payment • To allow WFH • Guidelines from MOH, MKN and SDMC to be adhered to when working in office



SECTOR:

ENVIRONMENT – COMPLIANCE AND ENFORCEMENT

Permitted Time	8 AM – 5 PM	Operating Hours	8 AM – 5 PM	Capacity	100 %
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Comprising

Compliance to NREO, Terms and Conditions of EIA/EMP Approval, Notice or Directive

Non permitted activity

Post EIA/EMP except for major cases of non-compliances

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

<u>Action</u>	<u>Brief explanation</u>
1. Assessment of “Environmental Monitoring Report (EMR)”	<ul style="list-style-type: none"> Submission of EMR via mail or email (pdf format) Assessment of EMR in the office or work from home (WFH) Correspondence is through official letter or email
2. Compliance to terms and conditions of EIA/EMP, Notice dan directive	<ul style="list-style-type: none"> For project developer where qualified Auditors are available, Environmental Compliance Audit (ECA) to be conducted twice a year and report is to be submitted to NREB via mail For project developer where qualified Auditors are unavailable, report on environmental compliance to be submitted to NREB through email (pdf format) twice a year Meeting between NREB, project proponent and consultant/auditors to be conducted using suitable and safe online application Correspondence through official letter or email Payment for EMP processing fee, audit fees, etc is via electronic/online Field work for major cases of non compliances to be allowed and the guidelines from MOH, MKN and JPBNS to be adhered to
3. Staff rotation	<ul style="list-style-type: none"> Staff to work in office and WFH on rotation basis Guidelines from MOH, MKN and SDMC to be adhered to when working in office.



SECTOR:

ENVIRONMENT – COMPLIANCE AND ENFORCEMENT

**Permitted
Time**

8 AM – 5 PM

**Operating
Hours**

8 AM – 5 PM

Capacity

100 %

Comprising

Investigation work on non-compliances to NREO, Notice or Directive

Non permitted activity

Field work is required for cases involving the opening of investigation paper (IP)

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

Action

Brief explanation

1. Opening of Investigation Paper (IP)

- Limiting the number of investigation team on the ground. Investigation is to be conducted by the NREB Office (if any)
- Guidelines from MOH. MKN and SDMC is to be adhered to i.e. social distancing, facemask, hand sanitizer and temperature.

2. Submission of IP between NREB Headquarters, NREB Office and UKPN

- Submission of IP between NREB Headquarters and NREB Office is via express mail
- Submission of IP to UKPN is by hand after making appointment with UKPN and Guidelines from MOH. MKN and SDMC to be adhered to

3. Serving of compound to project proponent

- Serving of compound to project proponent is by hand and Guidelines from MOH. MKN and SDMC is to be adhered to.
- Payment for EMP processing fee, audit fees etc is via electronic/online



SECTOR:

ENVIRONMENT – COMPLIANCE AND ENFORCEMENT

Permitted Time

8 AM – 5 PM

Operating Hours

8 AM – 5 PM

Capacity

100 %

Comprising

Management of Public Complaint

Non permitted activity

Investigation on public complaint is allowed and guidelines from MOH, MKN and SDMC is to be adhered to

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

<u>Action</u>	<u>Brief explanation</u>
1. Investigation of public complaint	<ul style="list-style-type: none"> Limiting the number of investigation team on the ground. Investigation is to be conducted by the NREB Office Guidelines from MOH, MKN and SDMC is to be adhered to i.e. social distancing, facemask, hand sanitizer and temperature
2. Management of public complaint e.g. recording, correspondence etc	<ul style="list-style-type: none"> Management of public complaint is in the office or WFH Correspondence is through official letter or email Guidelines from MOH, MKN and SDMC is to be adhered to when working in office
3. Staff rotation	<ul style="list-style-type: none"> Staff is to work in office and WFH on rotation basis Guidelines from MOH, MKN and SDMC to be adhered to when working in office



SECTOR:

ENVIRONMENT-WATER QUALITY & LEACHATE MONITORING

Permitted Time

8 AM – 5 PM

Operating Hours

8 AM - 5PM

Capacity

100 %

Comprising

Provision of tools for monitoring activities for *in-situ* readings and observation at the field takes water samples to be analyzed for sample delivery to laboratories

Non permitted activity

Non monitoring activities not allowed

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

<u>Action</u>	<u>Brief explanation</u>
1. To minimise the number of staff to monitor water quality/leachate	The number of staff involved should not exceed 3 persons including driver
2. Use of hand sanitizer/disinfection	Requires use of hand sanitizers, wash hands with soap or self-cleansing before, during and after monitoring activities
3. Cleaning and sanitation of common areas	Disinfection of common areas, hardware and equipment after the monitoring activity regularly and in accordance with the prescribed SOP
4. To collect and record the temperature of staff	Taking and recording of body temperature of staff every day before starting work
5. Social distancing and occupational health safety procedures	The usage of face mask by all staff is encouraged. To ensure social distancing, guidelines are prepared such as 1 metre distance including tables and chairs



SECTOR:

Environment – Planning and Development

Permitted Time

8 AM – 5 PM

Operating Hours

8 AM - 5PM

Capacity

100 %

Comprising

Evaluation of consultancy services for studies/projects

Stakeholder engagement session to acquire input

*The above activities are conducted through meeting/ engagement session

Non permitted activity

Please refer to the activities in prohibited activities

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

Action

Brief explanation

Minimize the number of members attending the meeting

Number of members should not be more than 10 persons. For a session more than 10 persons, it is proposed to have online meeting

Ensure that members complied with appropriate social distancing

Social distancing of 1 meter or more

Members are required to wear mask

The use of mask is required as the meeting is held in a confined space

Use hand sanitizer provided in the meeting room

Washing hands with soap after the meeting

Record details of external members attending the meeting

Records should be kept for at least 3 months



SECTOR:

Environment – Planning and Development

Permitted Time	8 AM – 5 PM	Operating Hours	8 AM - 5PM	Capacity	100 %
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Comprising

Meeting

Non permitted activity

Only relevant meeting is allowed and other activities are prohibited.

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

<u>Action</u>	<u>Brief explanation</u>
Minimize the number of members attending the meeting	Number of members should not be more than 10 persons. For a session more than 10 persons, it is proposed to have online meeting
Ensure that members complied with appropriate social distancing	Social distancing of 1 meter or more
Members are required to wear mask	The use of mask is required as the meeting is held in a confined space
Use hand sanitizer provided in the meeting room	Washing hands with soap after the meeting
Record details of external members attending the meeting	Records should be kept for at least 3 months



SECTOR:

Environment – Planning and Development

Permitted Time

8 AM – 5 PM

Operating Hours

8 AM – 5 PM

Capacity

100 %

Comprising

Monitoring to ZHA Recycling Plant at Matang

Non permitted activity

Prohibited Activities and those activities without the approval from SDMC

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

<u>Action</u>	<u>Brief explanation</u>
Minimise the number of monitoring staff and frequency of monitoring	The number of staff involved should be limited to 3 or less and the monitoring frequency is reduced to once every 3 months (previously once per month)
Staff are encouraged to wear masks during the monitoring	Wearing of mask is encouraged
Use hand sanitizer/hand washing with soap	Use hand sanitizer/hand wash with soap before and after monitoring
Social distancing is to be complied	Social distancing of 1 meter or more
Follow ZHA Recycling Plant's SOP	Follow the health SOP practiced by ZHA



SECTOR:

ENVIRONMENT – ENVIRONMENTAL EDUCATION & PUBLICITY

Permitted Time

8 AM – 5 PM

Operating Hours

8 am – 5 pm

Capacity

100 %

Comprising

- Monitoring of PALS Club (*Kelab Pencinta Alam Sekitar*)
- Assessment of The Chief Minister's Environmental Award (CMEA) reports
- Dissemination of environmental information and modules

Non permitted activity

Organizing events or programmes that gather more than 10 persons

Standing order

Infectious Diseases Control Act (Act 342) and other directives from MOH, NSC and SDMC from time to time

Activity & Protocol

Action

1. Self-monitoring of PALS Club by teacher in-charge
2. First stage CMEA assessment in small groups of 3 or individually conducted at respective office/home
**Method for second stage assessment will be determined by the Committee*
3. Dissemination of environmental information and modules

Brief explanation

Teachers report on the development/progress of PALS Club via online or email or through QRCode provided by NREB
Allowing Work From Home (WFH)

Group assessment must adhere to the followings SOP:

- Make a self-confession about health status
- Social distancing of at least 1 m
- No shake hands
- Use face masks
- Wash hands or use hand sanitizer

Produce online or printed materials to convey environmental information or modules
Online environmental briefings/ talks/ dialogues
Allowing Work From Home (WFH)