

National Environment Agency Pollution Control Licensing System (PCLS)

Hazardous Substances (HS) Monthly Returns User Guide

The submission of Hazardous Substance monthly returns is required for HS Licence Holder to report monthly HS transactions. The licence holder is required to file the returns where appropriate as there are four types of monthly returns:

- HCFCs and Bromochloromethane
- CFCs, Halons and HBFCs
- Methyl Bromide
- Hazardous Substances

1 How to Get Started

The User Guide is designed to provide an introduction to the Pollution Control Licensing System (PCLS). **To access the PCLS Main Menu, please go to the website below.**

<http://app1.env.gov.sg/pcls/controller?event=WELCOME>

User to click on 'Hazardous Substances Monthly Returns' at PCLS main menu

Hazardous Substance & Toxic Industrial Waste Licences

Back to Main Menu

Main Menu

Hazardous Substances

1. [Application for Hazardous Substances Licence/Permit \(help\)](#)
2. [Application for Hazardous Substances Transport Approval \(help\)](#)
All transport approval applicants are to ensure that they have been issued with their new HS License before applying for transport approval online using the new License. No issued, otherwise the application will be rejected
3. [Hazardous Substances Monthly Returns \(help\)](#)
4. [Status of Applications](#)

Toxic Industrial Waste

- **Collectors**
 1. [Application for Toxic Industrial Waste Collector's Licence \(help\)](#)
 2. [Application for Toxic Industrial Waste Transport Approval \(help\)](#)
 3. [Toxic Industrial Waste Collector's Monthly Returns \(help\)](#)
 4. [Status of Application](#)
- **Generators**
 1. [Application for Toxic Industrial Waste Transport Approval \(help\)](#)
 2. [Status of Application](#)

To view the online user help guides above, you will require Adobe Acrobat Reader installed on your system.

Click on the icon to download the software.

Select 'Existing Licence/Permit Holder' and click 'Next' to proceed.

Online Application: Hazardous Substances Module Back to Main Menu

Hazardous Substances Module Verification Selection

Log-in Type : Existing Licence/Permit Holder

Log-in Types:

- Existing Licence/Permit Holder: If you are an existing HS licence/permit holder, select this option
- New - With Reference ID: If you have an existing application in our system, you may log in with the 'Reference ID' that has been issued to you.
- New Licence/Permit Applicant: If you would like to start a fresh new application, select this option.

You will be prompted for login (shown below) if you have not already done so. Enter a valid Licence/Permit No, Login Authorised NRIC/Employment Pass No and Business Ref ID. Click 'Next' to proceed.

Online Application Back to Main Menu

Verification

Licence / Permit No. : (e.g. D0111L050000)

Login Authorised NRIC / Employment Pass No. : (e.g. S1122334J, A2348338)

Business Ref ID. :

*Retrieve your business ref ID?
Click [here](#).*

Upon successful login, the following Menu page will be displayed. Click on 'Hazardous Substances Monthly Returns' to proceed.

Back to Main Menu


Hazardous Substances Menu

You are logged on as 'M0399L050173'. Your last logon was at 16 Nov 2005 17:20:18.

Options

1. [Application for Hazardous Substances Licence/Permit \(help\)](#)
2. [Application for Hazardous Substances Transport Approval \(help\)](#)
3. [Hazardous Substances Monthly Returns \(help\)](#)
4. [Change of Mailing Address / Authorised Personnel](#)
5. [Status of Applications](#)

To view the online user help guides above, you will require Adobe Acrobat Reader installed on your system.

Click on the icon to download the software. 

By default, the system will display the current month and year and the list of Hazardous Substances. User may select the month and year that they are filing for.

Enter/Edit Returns for Hazardous Substances » SELECT MONTH		
HS Licence No. :	HL975715554L	
Month/Year :	Dec	2003
<input type="button" value="Select"/>		
Select	Hazardous Substance	Status
<input type="radio"/>	ODA001 TRICHLOROFLUOROMETHANE (CFC-11)	-
<input type="radio"/>	ODC032 1,1-DICHLORO-1-FLUORO-ETHANE (HCFC-141b)	Requires Clarification
<input type="radio"/>	ODC021 DICHLOROFLUOROMETHANE (HCFC-21)	-
<input type="radio"/>	HS Hazardous Substance	Verified
<input type="button" value="Next"/> <input type="button" value="Cancel"/>		

2 HCFCs and Bromochloromethane Monthly Returns

This screen allows users to file the monthly returns for the selected chemical of the following chemical family:

- Annex C Gpl Ozone Depleting Substances
- Annex C Gplll Ozone Depleting Substances

HCFCs and Bromochloromethane

Click on each record to view and edit the information

Monthly Return for Month Dec 2003

HS Licence No. : HL975715554L
Hazardous Substance : ODC032, 1,1-DICHLORO-1-FLUORO-ETHANE (HCFC-141b)

Import/ Local Purchase						
No.	Date (Dec 2003)	Transaction Type	Qty (MT)	Country	Company Name	Delete
1	2	Import	100.0000	United Arab Emirates		<input type="checkbox"/>
2	5	Local Purchase	200.0000	Andorra		<input type="checkbox"/>
3	Day	Import				<input type="checkbox"/>
4	Day	Import				<input type="checkbox"/>
5	Day	Import				<input type="checkbox"/>
Computed Total Imports			100.0000			
Computed Total Local Purchase			200.0000			

Export/ Local Sale/ Own Consumption						
No.	Date (Dec 2003)	Transaction Type	Qty (MT)	Country	Company Name	Delete
1	4	Local Sale	100.0000	Afghanistan		<input type="checkbox"/>
2	6	Own Consumption	450.0000	Argentina		<input type="checkbox"/>
3	Day	Export				<input type="checkbox"/>
4	Day	Export				<input type="checkbox"/>
5	Day	Export				<input type="checkbox"/>
Computed Total Exports			0			
Computed Total Local Sale			100.0000			
Computed Total Consumption			450.0000			
Actual Balance Brought Forward			0.0000			
Actual Balance Carried Forward *			0.0000			
Computed Balance Carried Forward			(250.0000)			

* Please explain in the remarks box if the actual balance for the month is different from the computed balance.

Remarks:

Officer's Remarks: YHH

3 CFCs, Halons and HBFCs Monthly Returns

This screen allows users to file the monthly returns for the selected chemical of the following chemical family:

- Annex A Gpl Ozone Depleting Substances
- Annex A Gpll Ozone Depleting Substances
- Annex B Gpl Ozone Depleting Substances
- Annex B Gpll Ozone Depleting Substances
- Annex B Gplll Ozone Depleting Substances
- Annex C Gpll Ozone Depleting Substances

CFCs, Halons and HBFCs

Monthly Return for Month Dec 2003

HS Licence No. : A0001L032612
Hazardous Substance : ODA002, DICHLORODIFLUOROMETHANE (CFC-12)

No.	Import/ Local Purchase				Delete
	Date (Dec 2003)	Qty (MT)	Country	Company Name	
1	Day ▾		▾		<input type="checkbox"/>
2	Day ▾		▾		<input type="checkbox"/>
3	Day ▾		▾		<input type="checkbox"/>
4	Day ▾		▾		<input type="checkbox"/>
5	Day ▾		▾		<input type="checkbox"/>

Computed Total Imports

No.	Export				Delete
	Date (Dec 2003)	Qty (MT)	Country	Company Name	
1	Day ▾		▾		<input type="checkbox"/>
2	Day ▾		▾		<input type="checkbox"/>
3	Day ▾		▾		<input type="checkbox"/>
4	Day ▾		▾		<input type="checkbox"/>
5	Day ▾		▾		<input type="checkbox"/>

Computed Total Exports

Actual Balance Brought Forward

Actual Balance Carried Forward *

Computed Balance Carried Forward

* Please explain in the remarks box if the actual balance for the month is different from the computed balance.

Remarks:

Officer's Remarks:

4 Methyl Bromide (MBr)

This screen allows users to file the monthly returns for the selected chemical of the following chemical family:

- Annex E Gpl Ozone Depleting Substances

Methyl Bromide

Click on each record to view and edit the information

Monthly Return for Month Dec 2003						
HS Licence No. :		HS_TRAIN1				
Hazardous Substance :		TSTMBr, TEST FOR MBR				

Import/Local Purchase						
No.	Date (Dec 2003)	Transaction Type	Qty (MT)	Country	Company Name	Delete
1	Day	Import				<input type="checkbox"/>
2	Day	Import				<input type="checkbox"/>
3	Day	Import				<input type="checkbox"/>
4	Day	Import				<input type="checkbox"/>
5	Day	Import				<input type="checkbox"/>
Computed Total Imports						
Computed Total Local Purchase						

Export/ Local Sale/ Own Consumption								
No.	Date (Dec 2003)	Transaction Type	Qty (MT)	Country	Company Name	QPS/Non-QPS	Non-QPS Usage Details	Delete
1	Day	Export				QPS		<input type="checkbox"/>
2	Day	Export				QPS		<input type="checkbox"/>
3	Day	Export				QPS		<input type="checkbox"/>
4	Day	Export				QPS		<input type="checkbox"/>
5	Day	Export				QPS		<input type="checkbox"/>
Computed Total QPS Exports								
Computed Total QPS Consumed								
Computed Total Non-QPS Exports								
Computed Total Non-QPS Consumed								
Computed Total Local Sale								
Actual Balance Brought Forward								
Actual Balance Carried Forward *								
Computed Balance Carried Forward								

Remarks:

Officer's Remarks:

More rows can be added by clicking on the 'Add Rows' button.

To save the entries, click on 'Save'.

To delete any entered values, click the checkbox and select 'Delete Selected Items'.

To view the saved items, click on 'View'.

To submit the returns, click on 'Submit'.

5 Hazardous Substance Monthly Returns

This screen allows users to file a combined monthly returns for substances belonging to the following chemical family :

- Anionic Surface Active Agents
- Asbestos
- Carbamates
- Chlorinated Hydrocarbons
- Laboratory Reagents Except in Annex 1
- No Family
- Orango Cyanides
- Phosphorus Compounds
- Totally Non-Controlled Products/ Chem.

Click on 'Add Substance' to add returns for substances in your licence.
Please note that all quantities are in metric tones (MT).

Monthly Return for Month Nov 2003
 HS Licence No. : HL975715554L
 Organisation : Bedok Primary

No.	Chemical (Max. Purity %)	Bal. Bf.	Local Purchase	Import	Sale		Consumed	End-Prod. Sale		Act. Bal. Cf	Calc. Bal. Cf.
					Local	Export		Local	Export		
1	1, 1-DICHLORO-1-FLUORO-ETHANE Add Chemical Clear Field	0	0	0	0	0	0	0	0	0	0
2	Add Chemical Clear Field										
3	Add Chemical Clear Field										
4	Add Chemical Clear Field										
5	Add Chemical Clear Field										
6	Add Chemical Clear Field										
7	Add Chemical Clear Field										
8	Add Chemical Clear Field										
9	Add Chemical Clear Field										
10	Add Chemical Clear Field										

* Please explain in the remarks box if the actual balance for the month is different from the computed balance.

Remarks

Officer's Remarks: 789

[Calculate Balance](#)

[Back](#) [Add Row](#) [Save](#) [View](#) [Submit](#)

The return allows entry of 10 substances at a time.

Select a hazardous substance by clicking on 'Add Chemical' hyperlink. A search screen will be displayed to enable user to search for a substance in the licence.

To clear the substance selected, click on 'Clear Field'.

NOTE:

- The asterisk symbol "*" is used to indicate that the input are mandatory.
- The Stop Sign, Question Mark and the Information icons are used to denote error, warning and information messages respectively.