

**National Environment Agency  
Pollution Control Licensing System (PCLS)**

**Hazardous Substances (HS) Transport Approval User Guide**

This section describes how to use the various functional modules in the system for Hazardous Substance Transport Approval application. The main functional modules are:

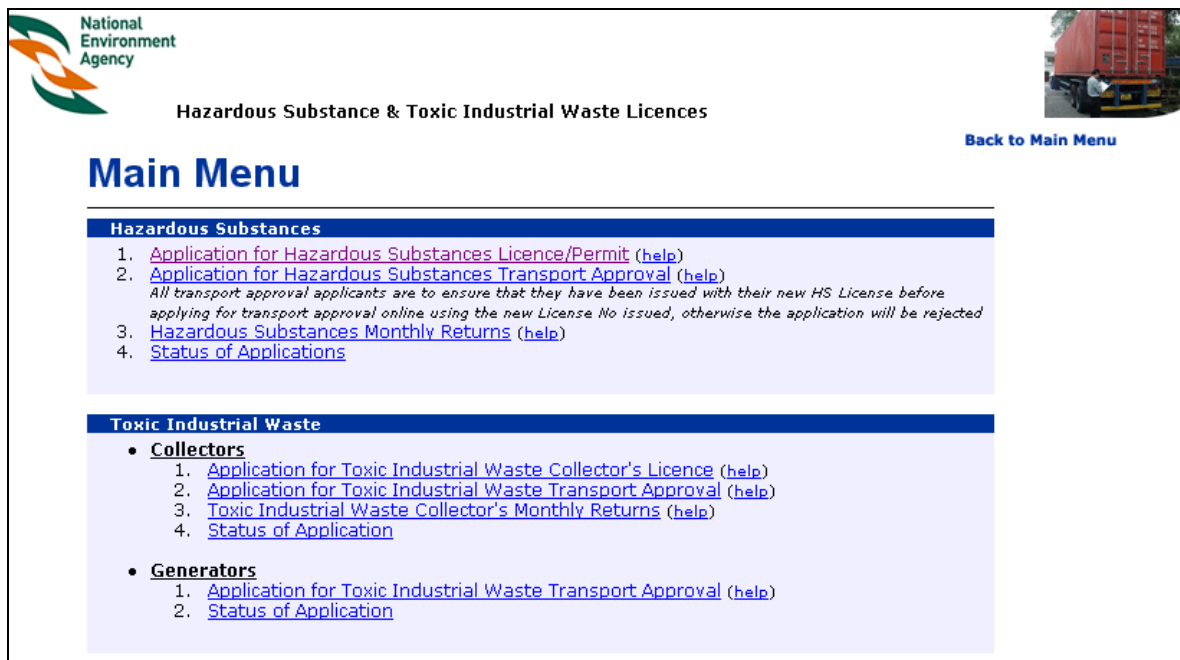
- New Transport Approval Application
- Amendment / Inclusion Transport Approval Application
- Renewal Transport Approval Application
- Transport Approval Application Enquiry

**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 'Application for Hazardous Substances Transport Approval' at PCLS main menu



The screenshot shows the 'Main Menu' of the PCLS system. At the top left is the National Environment Agency logo. The page title is 'Hazardous Substance & Toxic Industrial Waste Licences'. A 'Back to Main Menu' link is visible in the top right corner. The menu is divided into two main sections: 'Hazardous Substances' and 'Toxic Industrial Waste'. Under 'Hazardous Substances', there are four items: 'Application for Hazardous Substances Licence/Permit (help)', 'Application for Hazardous Substances Transport Approval (help)' (with a note that applicants must have a new HS License before applying), 'Hazardous Substances Monthly Returns (help)', and 'Status of Applications'. Under 'Toxic Industrial Waste', there are two sub-sections: 'Collectors' and 'Generators'. 'Collectors' includes 'Application for Toxic Industrial Waste Collector's Licence (help)', 'Application for Toxic Industrial Waste Transport Approval (help)', 'Toxic Industrial Waste Collector's Monthly Returns (help)', and 'Status of Application'. 'Generators' includes 'Application for Toxic Industrial Waste Transport Approval (help)' and 'Status of Application'.

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

[Back to Main Menu](#)

**Hazardous Substances Module Verification Selection**

Log-in Type :

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.

[Back to Main Menu](#)

**Online Application**

**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 'Application for Hazardous Substances Transport Approval' to proceed.

## Hazardous Substances Menu


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**You are logged on as 'M0399L050173'. Your last logon was at 17 Nov 2005 14:31:12.**

**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. 

This screen allows user to choose the type of application to apply.

### APPLICATION FOR TRANSPORT APPROVAL FOR HAZARDOUS SUBSTANCES

HS Licence No. : HL975715554L

\* Purpose of Application :

**Amendment to/Duplicate details from existing TA (Optional for New Applications):**

HS Transport Approval No.:  (Other TA No.)

This screen allows users to apply for a new Hazardous Substance Transport Approval.

## Application Form

\* Mandatory fields

Part I: Particulars of Firm	
Company Name :	ADVANTEST ASIA PTE LTD
Company / Business	199602230E
Registration No. :	199602230E
HS Permit No. :	A0366P020801
Current TA No. :	
HS TA Application No. :	HT611328905A
Application Purpose :	New

### Part II: Details of Hazardous Substances Transport

**You must complete the following sections before you submit your application.**

Please note that we will not be able to process incomplete applications.

1. Hazardous Substances to be Transported
  - [view/edit substances](#)
2. Bulk Packaging Details
  - [add bulk packaging](#)
  - [view/edit bulk packaging](#)
3. Upload Supporting Documents
  - Scanned or actual hard copies of these documents are to be submitted to NEA for approval:
    - o a copy of the **SCDF Approval Letter**
  - [view/edit](#) scanned copies of documents
4. Other Supporting Documents
  - Actual hard copies of these documents are to be submitted to NEA for approval:
    - o a copy of the SCDF's Approved Emergency Response Plan
    - o certified true copies of bulk packaging inspection certificates by approved 3<sup>rd</sup> party inspection body
  - Click [here](#) to print a copy of this application form to be attached to your documents.
5. Remarks for NEA's Officer-in-Charge
  - [add/edit](#)

#### View

To view the application, please click [here](#).

#### Submission

If you have completed both the sections above, you may proceed to submit your application [here](#).

#### Cancellation

To cancel your application, click [here](#).

[Back to main menu](#)

This screen allows users to declare the substances to be transported.

## List of Hazardous Substances to be Transported

HS Permit No. :	A0366P020801
Transport Approval Application No. :	HT611328905A

**Note :**  
**This form is only for hazardous substances with maximum quantities exceeding those listed in [The Schedule of the Environmental Protection And Management \(Hazardous Substances\) Regulations](#).**  
**Please refer to the schedule before you proceed.**  
**For enquiries, please email the officer-in-charge listed below or click [here](#).**

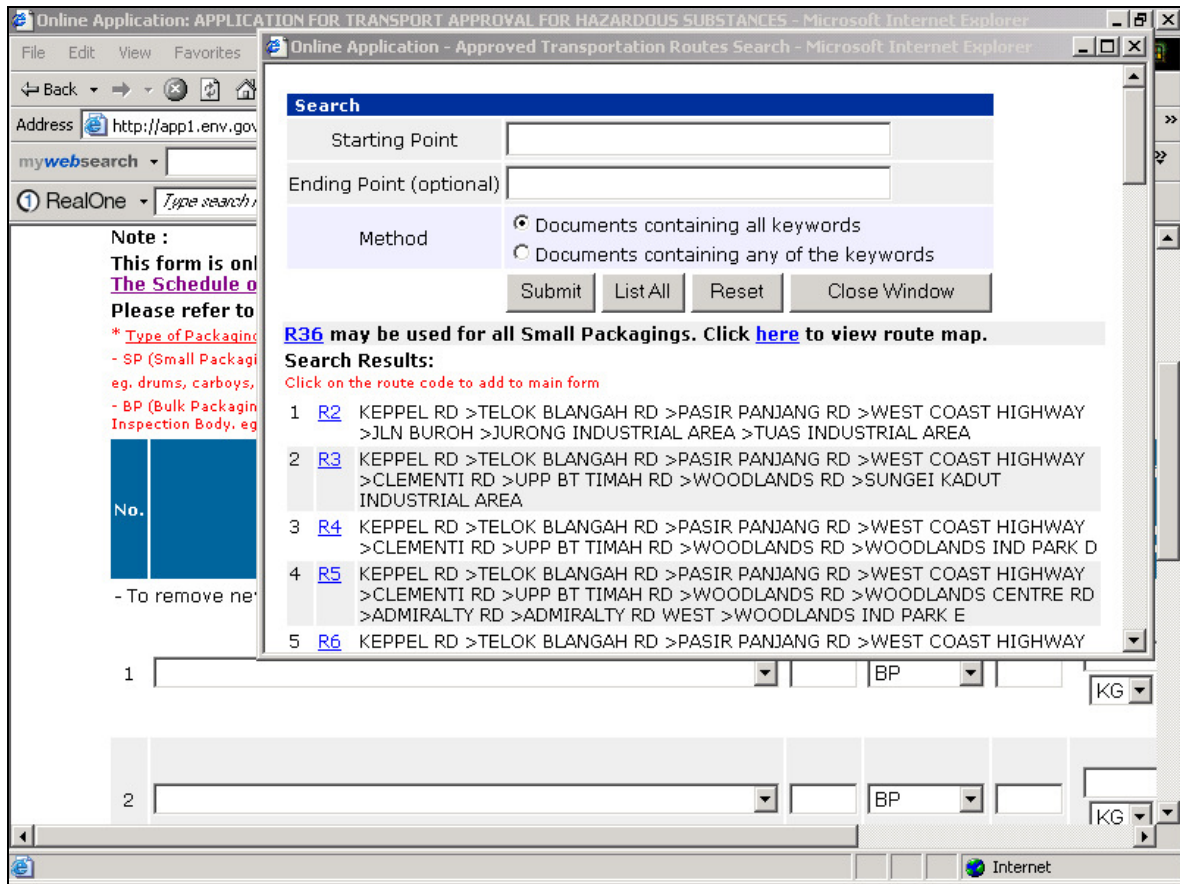
**\* Type of Packaging**  
 - SP (Small Packaging) : Means a container or package with a total liquid capacity less than 450 litres. eg. drums, carboys, bottles, cans, bags/packages, small cylinders etc.  
 - BP (Bulk Packaging) : Means a tank or container with a total liquid capacity of 450 litres or more which is approved by the Third Party Inspection Body. eg. tankers, tank containers, spheres, bulk cylinders etc.

No.	Name of Hazardous Substance	Max. Purity (%)	* Pkg. Type	Max. No. of Gas Cylin. (SP-Cylin. Only)	Max. Unit Cap. of Small Packaging (All SP)	Max. Qty. Per Trip	Route Codes
1	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	BP	<input type="checkbox"/>	<input type="text"/> KG	<input type="text"/> MT	<input type="text"/> <a href="#">Search Route</a> <a href="#">Clear Codes</a>
2	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	BP	<input type="checkbox"/>	<input type="text"/> KG	<input type="text"/> MT	<input type="text"/> <a href="#">Search Route</a> <a href="#">Clear Codes</a>
3	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	BP	<input type="checkbox"/>	<input type="text"/> KG	<input type="text"/> MT	<input type="text"/> <a href="#">Search Route</a> <a href="#">Clear Codes</a>
4	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	BP	<input type="checkbox"/>	<input type="text"/> KG	<input type="text"/> MT	<input type="text"/> <a href="#">Search Route</a> <a href="#">Clear Codes</a>
5	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	BP	<input type="checkbox"/>	<input type="text"/> KG	<input type="text"/> MT	<input type="text"/> <a href="#">Search Route</a> <a href="#">Clear Codes</a>

Back to Application Menu
Add Items
Save and Proceed

This screen allows users to select the route to be used for transportation of the selected substance.

Upon clicking 'Search Route' from the from the site list, a pop-up search window will be displayed to allow selection of route.



This screen allows users to list the bulk packaging for the Transport Approval.

## List of Bulk Packaging Used

Click on each item to view and edit the information

**List Bulk Packaging (Tankers/ Tank Containers/ Spheres/ Bulk Cylinders) to be Used for Transporting the Hazardous Substances**

HS Licence No. : HL975715554L  
Transport Approval Application No. : HT554108556C

No.	Tank Serial No.	Type of Bulk Packaging	Max Capacity of Container	Inspection Date	Name of Hazardous Substance	Max Purity (%)	Delete
1	<a href="#">SN6678Z</a>	Bulk Cylinder	2 MT	17 Aug 2003	1,1-DICHLORO-1-FLUORO-ETHANE (HCFC-141b)	<a href="#">1</a>	<input type="checkbox"/>
2	<a href="#">P0098</a>	Tanker	2 MT	17 Dec 2002	1,1-DICHLORO-1-FLUORO-ETHANE (HCFC-141b)	<a href="#">1</a>	<input type="checkbox"/>

This screen allows users to add/list the bulk packaging for the Transport Approval.

## Application Form

\* Mandatory fields

Note:  
- This form is for transportation of HS in bulk packaging ONLY  
- Certified true copies of bulk packaging inspection certificates by [Approved 3<sup>rd</sup> Party Inspection Body](#) is to be submitted to NEA for approval

**Add/Edit Bulk Packaging**

HS Licence No. : HL975715554L  
Transport Approval Application No. : HT251937680T

\* Type of Bulk Packaging :

\* Tank Serial No. :

\* Max Capacity of Container :

\* Date of Inspection :     
Must not be more than 2.5 years from current date.

This screen allows users to assign hazardous substance to the bulk packaging.

## Application Form

- For transportation of HS in bulk packaging ONLY  
\* Mandatory fields

Add/Edit Hazardous Substances for Bulk Packaging Transport	
HS Licence No. :	HL975715554L
Transport Approval Application No. :	HT554108556C

Tank Serial No. : ADFD

\* Hazardous Substance Name :

\* Maximum Purity % :

This screen allows users to upload SCDF Approval Letter or acknowledge manual submission of the document.

## Documents Submission

*\* Mandatory fields*

Add/Edit Supporting Documents for Hazardous Substance Transport	
HS Permit No. :	A0366P020801
Transport Approval Application No. :	HT611328905A

SCDF Approval Letter :

*submit manually/offline to NEA*

**Important:**

**A hard copy of the SCDF Approval Letter should be submitted to the Pollution Control Department if a soft copy is not available.**

**Please submit the SCDF's Approved Emergency Response Plan and original or certified true copies of the 3<sup>rd</sup> Party Tank Inspection Certificates separately. (Certified true copies must be certified by an approved 3<sup>rd</sup> Party Inspection Body.)**

I understand that only drivers with valid Hazmat Transportation Driver's Permit issued by SCDF are allowed to transport hazardous substances and that they have to adhere strictly to the approved transportation routes and any other conditions given in the Transport Approval.

Please tick here to confirm

This screen allows users to enter remarks for the application.

### Add Remarks

Remarks for Officer :

This screen allows users to view the application details.

## View Application

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**Application Details**

HS Licence No.	: HL975715554L
HS Transport Approval Application No.	: HT554108556C
Applicant Name	: Test Applicant
NRIC No.	: S7777777F
Company Name	: Bedok Primary
Company Reg. No.	: NM0980
E-mail Address	: 1234@mail.com
Date of Application	: 17 Dec 2003 13:21:30

**List of Hazardous Substances to be Transported**

No.	Name of Hazardous Substance	Type of Pkg.	Max. No. of Cyl.	Max Purity (%)	Max. Unit Cap. of Small Packaging	Max. Qty Per Trip	Route Codes
1	1,1-DICHLORO-1-FLUORO-ETHANE (HCFC-141b)	BP	-	2	- KG	3 MT	R36;

**List of Bulk Packaging (Tankers/ Tank Containers/ Spheres/ Bulk Cylinders) to be Used for Transporting the Hazardous Substances**

No.	Tank Serial No.	Type of Bulk Packaging	Max Capacity of Container	Capacity Unit of Measure	Inspection Date	Expiry Date of Inspection Certificate	Name of Hazardous Substance	Max Purity (%)
1	SN6678Z	Bulk Cylinder	2	MT	17 Aug 2003	-	1,1-DICHLORO-1-FLUORO-ETHANE (HCFC-141b)	1
2	P0098	Tanker	2	MT	17 Dec 2002	-	1,1-DICHLORO-1-FLUORO-ETHANE (HCFC-141b)	1

**Uploaded Files**

No uploaded files.

**Remarks**

Applicant's Remarks :  
Officer's Remarks :

Back
Print Application

This screen allows users to view, submit or cancel application.

<b>View</b>
To view the application, please click <a href="#">here</a> .
<b>Submission</b>
If you have completed both the sections above, you may proceed to submit your application <a href="#">here</a> .
<b>Cancellation</b>
To cancel your application, click <a href="#">here</a> .
<a href="#">Back to main menu</a>

This screen allows users to apply for renewal of Hazardous Substances Transport Approval.

<b>APPLICATION FOR TRANSPORT APPROVAL FOR HAZARDOUS SUBSTANCES</b>	
HS Licence No. :	B0249L030292
* Purpose of Application :	<input type="text" value="Renewal"/>
<b>Amendment to/Duplicate details from existing TA (Optional for New Applications):</b>	
HS Transport Approval No.:	<input checked="" type="radio"/> TA03139
	<input type="text"/> (Other TA No.)
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

## 2 Submission Status

The following application list is displayed for an application that has not been submitted by the applicant.

### Applications List

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**HS Licence/Permit Application(s)**

No active applications.

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**HS Transport Approval Application(s)**

&nbsp;	Date Submitted	Type of Application	Status	Status Timestamp	Action
<a href="#">View Application</a>	NA	New	Open	NA	<ul style="list-style-type: none"><li>• NA</li></ul>

The following application list is displayed for an application that has been submitted and being processed by the officer.

### Applications List

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**HS Licence/Permit Application(s)**

No active applications.

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**HS Transport Approval Application(s)**

&nbsp;	Date Submitted	Type of Application	Status	Status Timestamp	Action
<a href="#">View Application</a>	NA	New	Open	NA	<ul style="list-style-type: none"><li>• NA</li></ul>
<a href="#">View Application</a>	24 Dec 2003 11:43:02	New	Processing	NA	<ul style="list-style-type: none"><li>• <a href="#">Request for Cancellation</a></li><li>• <a href="#">Request for Edit</a></li></ul>

The following application list is displayed for an application that has been approved by the officer.

<b>Applications List</b>					
<b>HS Licence/Permit Application(s)</b>					
No active applications.					
<b>HS Transport Approval Application(s)</b>					
<b>&amp;nbsp;</b>	<b>Date Submitted</b>	<b>Type of Application</b>	<b>Status</b>	<b>Status Timestamp</b>	<b>Action</b>
<a href="#">View Application</a>	NA	New	Open	NA	<ul style="list-style-type: none"><li>• NA</li></ul>
<a href="#">View Application</a>	24 Dec 2003 11:43:02	New	Approved	24 Dec 2003 11:45:01	<ul style="list-style-type: none"><li>• <a href="#">Request for Cancellation</a></li><li>• <a href="#">Request for Edit</a></li></ul>
<input type="button" value="Back"/>					