

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

**Toxic Industrial Waste (TIW) Transport Approval User Guide**

Toxic Industrial Waste Transport Approval is required for Toxic Industrial Collector or Generator to transport toxic industrial waste.

This section describes how to use the various functional modules in the system for Toxic Industrial Waste 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

To apply as a collector, the applicant is required to have a Toxic Industrial Waste Licence or has just applied for a licence.

To apply as a generator, the applicant is not required to have a Toxic Industrial Waste Licence.

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# 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>

To apply as a TIW Collector, click on 'Application for Toxic Industrial Waste Transport Approval' under 'Collectors' section at the PCLS main menu shown below. For TIW Generators, access the link under 'Generators'.



The screenshot shows the National Environment Agency website interface. At the top left is the N.E.A. logo. The page title is "Hazardous Substance & Toxic Industrial Waste Licences". In the top right corner, there is a small image of a red container on a truck and a "Back to Main Menu" link. The main content area is titled "Main Menu" and is divided into two sections: "Hazardous Substances" and "Toxic Industrial Waste".

**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. 

Collectors will see the following page upon clicking on the link. Select 'Existing Licence Holder' and click 'Next' to proceed. If you are not a TIW Collectors licence holder but have submitted an application for TIW Collector's Licence, you may select the 'Reference ID of TIW Licence Application' option.

**Toxic Industrial Waste Module Verification Selection**

Log-in Type : Existing Licence Holder

Log-in Types:

- Existing Licence Holder: If you are an existing TIW Collectors' Licence 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 Applicant: If you would like to start a fresh new application, select this option.

Back Next

Generators will see the following page upon clicking on the link. As generators do not have TIW licences, you may select 'Reference ID of TIW TA Application' to access the previously created application or select 'New TIW TA Applicant' to apply for a fresh new TIW TA application and click 'Next' button to proceed.

**Toxic Industrial Waste Module Verification Selection**

Log-in Type : Reference ID of TIW TA Application

Log-in Types:

**(TIW Generators only)**

- Reference ID of TIW TA Application: If you have an existing application in our system, you may log in with the 'Reference ID' that has been issued to you.
- New TIW TA Applicant: If you would like to start a fresh new application, select this option.

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For Collectors selecting 'Existing Licence Holder' in the verification selection page above shows the login verification page.

[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](#).

Back Next

The user has to key in the Licence/Permit number, Login Authorised NRIC / Employment Pass No and the Business Ref ID for the licence/permit. Click the 'Next' button. By default, the login authorised NRIC / Employment Pass No is the applicant NRIC / Employment Pass No for each newly generated licence/permit.

Upon successful login, the following Menu page will be displayed.  
Click on 'TIW Transport Approval Application' to proceed.

[Back to Home](#)

## Toxic Industrial Waste Main Menu

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**You are logged on as 'C-93-250E-000'. Your last logon was at 16 Nov 2005 16:35:47.**

**Options**

1. [Toxic Industrial Waste Collector's Licence Application \(help\)](#)
2. [TIW Transport Approval Application \(help\)](#)
3. [Toxic Industrial Waste Collector's Monthly Returns \(help\)](#)
4. [Change of Applicant Email 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. Shown below is the screen for TIW collectors.

**APPLICATION FOR TRANSPORT APPROVAL TO TRANSPORT TOXIC INDUSTRIAL WASTE**

Organisation Name :	Bedok Primary
Applicant Type :	Collector
TIW Licence No. :	A-99-123V-00

\* Purpose of Application

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

TIW Transport Approval No. :	No Existing TIW TA Records
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For Generators, the screen is as shown below.

**APPLICATION FOR TRANSPORT APPROVAL TO TRANSPORT TOXIC INDUSTRIAL WASTE**

Organisation Name :

Applicant Type : Generator

Current TA No. :

\* Purpose of Application

For **New** Application, Please state the following :

Organisation Type

Company / Business  
Registration No.

This screen allows users to apply for a new Toxic Industrial Waste Transport Approval.

<b>Application for New Transport Approval</b>	
<b>PART I: Particulars of Applicant (Consignor) :</b>	
TIW TA Application No. :	TT513865893T (Collector, New)
Current TIW Licence No. :	A-99-123V-00
Current TIW TA No. :	-
Company Name :	Bedok Primary
Company / Business Registration No. :	NM0980
Registered Address :	31 Holland Close # 04 - 225 SINGAPORE 270031
Tel No :	test
<b>Changes</b>	
<ul style="list-style-type: none"><li>To cancel your application, click <a href="#">here</a>.</li></ul>	
<b>PART II: You must complete the following sections before you submit your application.</b>	
Please note that we will not be able to process incomplete applications.	
<ol style="list-style-type: none"><li>TIW to be transported - <a href="#">view/edit TIW</a></li><li>Tank to be used - <a href="#">add tank</a> - <a href="#">view/edit tank</a></li><li>Upload Supporting Documents - Scanned or actual hard copies of these documents are to be submitted to NEA for approval: - <a href="#">view/edit</a> documents</li><li>Remarks - <a href="#">add/edit</a></li></ol>	
<b>PART III: View</b>	
To view application, please click <a href="#">here</a> .	
<b>PART IV: Submission</b>	
If you have completed both the sections above, you may proceed to submit your application <a href="#">here</a> .	
<a href="#">Back to main menu</a>	

A similar screen is shown for Generators.

For first-time applicants (Generators) who apply for a new TIW Transport Approval, the company profile of the Generator will have to be entered. The screen is as shown below.

## Application Form

*\* Mandatory fields*

### Part I: Company Details

\* Applicant Name :

\* Applicant NRIC/Employment Pass/Work Permit No. :

\* Applicant Designation :

\* Company Name :

\* Company/ Business Registration No : RCBZZZ

Upload Company/ Business Registration Cert :

*submit by hardcopy to NEA*

\* Company Address

\* Level/Unit No : #  -

**Please enter postal code and click on "Get Address" to retrieve street address.**

\* Postal Code :

House/Block No. :

Street Name :

Building Name :

\* Tel No :

Fax No :

\* Email Address :

General Waste Collector ?  Licence No.

## 1.1 Toxic Industrial Waste for Transportation

This function allows user to setup toxic industrial waste to be transported by the Collector or Generator.

A collector can only transport waste as declared in his Toxic Industrial Waste Licence. A generator can transport waste by selecting from the list of waste provided in the system. As such, for a Collector, the 'Add Item' button in the screen below is disabled. For Generators, this button will be enabled.

### Toxic Industrial Waste for Transportation

**Transport Approval to transport TIW > TIW**

Transport Approval Application No. : TT198573825T (Collector)  
TIW Licence No. : A-99-123V-00  
TIW Application No. : -  
Current Transport Approval No. : -  
Application Purpose : New

For TIW Collectors, you will see the list of TIW in your TIW Licence/ Licence Application/ existing Transport Approval here by default.

Click on each toxic industrial waste to view and edit the information

No.	Toxic Industrial Waste	Physical state at ambient temperature	Nature	Means of packing	Delete
1	<a href="#">ACI001</a>	Liquid / Solid	Inert	Drum, Intermediate Bulk Container	<input type="checkbox"/>

Generators who are able to access the 'Add Item' button will see the following screen when they click on it:

### Application Form

\* Mandatory fields

**Transport Approval to transport TIW > TIW**

Transport Approval Application No. : TT025056299V (Generator)  
TIW Licence No. : -  
TIW Application No. : -  
Current Transport Approval No. : -  
Application Purpose : New

\* Toxic Industrial Waste :  (others)

\* Physical State at ambient temperature :

\* Nature :  Biohazardous  Corrosive  Flammable  
 Inert  Odorous  Others  
 Reactive  Toxic

After a waste item has been added to the list, you will see the following screen when you click on the item to edit it:

## Application Form

**\* Mandatory fields**

**Transport Approval to transport TIW > TIW**

\* Toxic Industrial Waste : Waste A  
Physical State at ambient temperature : liquid  
Nature : inert  
reactive  
biohazard

Means of Packing	Capacity	Unit of Measure
<input type="checkbox"/> Isotank	<input type="text"/>	MT
<input type="checkbox"/> Intermmediate Bulk Container	<input type="text"/>	LIT
<input type="checkbox"/> drum	<input type="text"/>	LIT
<input type="checkbox"/> carboy	<input type="text"/>	LIT
<input type="checkbox"/> pallet	<input type="text"/>	No.
<input type="checkbox"/> others	<input type="text"/>	LIT

Upon clicking 'Next', the entry will be saved and TIW list will be displayed.

## 1.2 List Tank in Transport Approval

### Tank List

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Transport Approval to transport TIW > Tank

Tank Serial No.	Toxic Industrial Waste	Capacity (m3)	Expiry Date of Certificate	Delete
<a href="#">X001</a>	Waste a	1000	01/02/2004	<input type="checkbox"/>
<a href="#">YA990</a>	Waste b	1500	20/03/2005	<input type="checkbox"/>
<a href="#">TX001</a>	Waste c	2000	03/04/2004	<input type="checkbox"/>

[Back](#) [Add Item](#) [Delete Selected Tanks](#) [Next](#)

This screen list the tank declared in the transport approval

It is displayed when applicant clicks on 'view / edit tank' from the menu page.

To add new tanks, click on 'Add Item'.

To edit the tank details, click on the tank serial number hyperlink.

To delete the tank, select the respective checkboxes and click 'Delete Selected Tanks' and click 'Next' to return to the menu page.

## 1.2.1 Add / Edit Tank in Transport Approval

This screen allows applicant to add / edit tank to the transport approval application. It is displayed when applicant clicks on 'Add Item' or tank serial number hyperlink from the tank list.

### Add / Edit Tank

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**Transport Approval to transport TIW > Tank**

Transport Approval Application No. : TT025056299V (Generator)

TIW Licence No. : -

TIW Application No. : -

Current Transport Approval No. : -

Application Purpose : New

**\* Mandatory fields**

\* Tank serial no. :

\* Type of wastes :

\* Capacity :  m3

\* Date of Inspection :

\* Expiry Date of Certificate :

Upon clicking 'Next', the entry will be saved and the Tank list will be displayed.

### 1.3 Documents

This screen is to allow applicant to upload required documents for Transport Approval. The documents are SCDF Approval letter and Transport Document.

## Documents Submission

\* Mandatory fields

### Add/Edit Supporting Documents for Toxic Industrial Waste Transport Approval

Transport Approval Application No. :	TT198573825T (Collector)
TIW Licence No. :	A-99-123V-00
TIW Application No. :	-
Current Transport Approval No. :	-
Application Purpose :	New

1. Upload SCDF Approval Letter :    
 submit manually/offline to NEA

2. Documents required under **Regulation 24(1) of the Environmental Public Health (Toxic Industrial waste) Regulations 1988 to Transport Toxic Industrial Wastes**  
Please [download](#) the form and upload the completed form :

Upload Transport Document :    
 submit manually/offline to NEA

**Copies of the above documents should be submitted via mail if soft copies are not available.**

To upload the document, click on 'Browse' of the respective document. If a hardcopy document is to be submitted, check on the checkboxes to indicate.

For Transport Document, the applicant is required to download the document in word format, answer the questionnaires before uploading to the system.

Click 'Save' to save the upload. The menu screen will be displayed.

## 1.4 View Application

The applicant can view the application details by clicking on 'here' hyperlink under 'View Application' section of the application menu.

**PART III: View**  
To view application, please click [here](#).

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

[Back to main menu](#)

The following page is displayed. This screen allows users to view the application details.

### Application View

**Part I: Company Details**

TIW TA Application No. : TT025056299V (Generator, NEW)  
Current TIW Licence No. :  
Current TIW TA No. :  
Company Name : AZZIZ CO. LTD  
Company / Business Registration No. : P9908755  
Registered Address : 111 LORONG 1 TOA PAYOH  
SINGAPORE 310111  
Tel No : 6124562  
Consignor Name : Ng Ah Seng  
Consignor Identification No. : S1234567D  
Consignor Email Address : A@BB.COM.SG

**Part II : Toxic Industrial Waste Details**

No.	Toxic Industrial Waste	Physical state at ambient temperature	Nature	Means of packing
1	ACI001	Liquid / Solid	Biohazardous	Carboy,Drum

**Part III : Tank Details**

Row	Tank Serial No.	Toxic Industrial Waste	Capacity (m <sup>3</sup> )	Expiry Date of Certificate
1	TZ0987	ACI001	100	29/12/2003

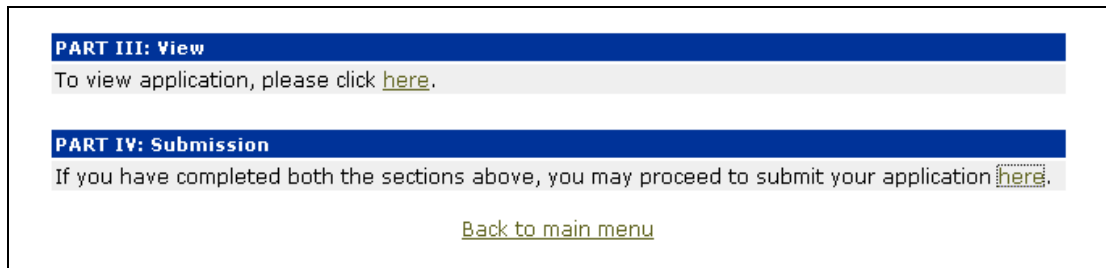
**Uploaded Files**  
No uploaded files.

**Remarks**  
Applicant's Remarks : NONE.  
Officer's Remarks :

[Back](#) [Print Application](#)

## 1.5 Submit Application

When the applicant has completed the form, he can click on 'here' hyperlink under 'Submission' section of the application menu.



**PART III: View**  
To view application, please click [here](#).

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

[Back to main menu](#)

He is able to view a listing of details submitted in his application. At this point, he can still return to his application to make changes.

To proceed with the submission, click on 'Submit Application'. An acknowledgement of the submission will be displayed as follows:



**Application Submitted**

Your '**Toxic Industrial Waste Transport Approval Form**' has been submitted. Your reference ID is **E13243546HSLIC01**.

**Please save and/or print this page for future reference.**

You may use this reference ID to check your application status.

Our officers will contact you on your application where necessary.

Processing takes approximately **5 working days**. You will be informed of the outcome of your application via e-mail.

The applicant may save the page for future references.

The application is now ready for the officers' processing.

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## **2 Amendment / Inclusion Application for Toxic Industrial Waste Transport Approval**

This function allows users to apply for amendment / inclusion Toxic Industrial Waste Transport Approval.

To access this function, a collector needs to login with a valid Licence Number and possess a valid Toxic Industrial Waste Transport Approval.

For a generator, he needs to login with a valid Transport Approval Number.

Upon successful login, the applicant is able to view his existing transport approval details. He may proceed to amend the approval or include new waste (for generator only) or new tanks for the transport approval.

## **3 Renewal for Toxic Industrial Waste Transport Approval**

This function allows users to renew Toxic Industrial Waste Transport Approval.

To access this function, a collector needs to login with a valid Licence Number and possess a valid Toxic Industrial Waste Transport Approval.

For a generator, he needs to login with a valid Transport Approval Number.

Upon successful login, the applicant may proceed to renew the transport approval.

The steps for the application will be the same as that for new application.

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## 4 Submission Status

The following application list is displayed for an application that has not been submitted by the applicant and one that has been submitted and processed. When you click on 'Request for cancellation' or 'Request for edit', this will activate a request to the officer. The processing officer will either cancel or change the application to allow editing according to the request.

<b>Applications List</b>					
<b>TIW Transport Approval Application(s)</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>	02 Dec 2003 18:34:35	New	Open	29 Dec 2003 17:50:02	<ul style="list-style-type: none"><li>• NA</li></ul>
<a href="#">View Application</a>	NA	New	Approved	29 Dec 2003 17:51:18	<ul style="list-style-type: none"><li>• <a href="#">Request for Cancellation</a></li><li>• <a href="#">Request for Edit</a></li></ul>

When the transport approval is shown as approved, you will receive notification and instructions from the PCD shortly after.