

**Step-by-Step
User Guide
for
Lab Result Submission
(Bulk Submission)**



For applications related to aquatic facility and aerosol-generating system services

Services

Aquatic Facilities Services >

Aerosol-Generating Systems ▾

AGS Lab Result Submission

Available

This application is meant for Owners/Occupiers and SAC accredited labs who wish to: submit lab results, resubmit for failed results, amend lab results for their aerosol-generating systems (AGS)

Estimated time required: 30 minutes

AGS Registration

Available

This application is meant for Owners/Occupiers who wish to: (i) Register their registrable aerosol generating systems (AGS) (ii) Amend registered AGS details (iii) De-register AGS (iv) Notify on period of temporary shutdown of AGS

Estimated time required: 30 minutes

1. This guide is for desktop design of **AGS Lab result Submission (Bulk Submission)**, i.e. **submission of cooling tower water quality lab results to NEA**
2. You are advised to use “Google Chrome” to submit your AGS lab results.
3. Go to <https://www.eportal.nea.gov.sg/category/Public%20Health>
4. Click on “AGS Lab Result Submission”.

AGS Lab Result Submission

This application is meant for Owners/Occupiers and SAC accredited labs who wish to: submit lab results, resubmit for failed results, amend lab results for their aerosol-generating systems (AGS)

This form takes about 30 minutes to complete.

You Will Need:

- NEA ID (NEA's issued unique registration number) of AGS which water quality lab test results are submitted for
- Failed Sample Reference Number for re-submission of lab test results for failed results
- Lab Test Results excel sheet using the prescribed template found [here](#) (if you wish to perform bulk submission)

You Should Know:

- This form should not be used to submit water quality lab test results for aquatic facilities (swimming pools, water playgrounds, interactive water fountains, multi-use spa pools).
- The submission frequency of the respective water quality parameters are as follows:
 - (i) Heterotrophic Plate Count (HPC) monthly
 - (ii) **Legionella** Bacteria Count once every 3 months
- The CorpPass accounts of either owners/occupiers or SAC accredited laboratories engaged by the owners/occupiers, are to be used for all lab result e-services.
- "Amendment" e-service is only for lab results which are submitted individually (not in bulk).

Service Fees:

No Service fee required.

Continue With:

Organizations

Log in with singpass

1. Log in with your SingPass, before gaining access to the digital service or selecting the relevant UEN identity (owner or lab UEN) to transact for. (Only CorpPass account of AGS owner/occupier or engaged SAC-accredited lab is accepted)

All Corppass accounts will be automatically linked to the user's Singpass ID.

Organisation Information



General

Organisation Name

UEN

CorpPass Login (Use NRIC tagged to CorpPass)

I am the ...

Owner/Occupier

Accredited Lab



1. Select either owner/occupier or Accredited lab
2. If “Accredited lab” is selected, a button “Validate Lab UEN” will appear. Click on it. An error message will appear if your lab is not listed in the system as an accredited lab and you will not be able to continue.

Contact Person

Name

Title

Mobile No.

+65

Other Contact No. (Optional)

Code

Email Address



3. Scroll down the page of Organisation Information to “Contact Person”
4. Fill in the details of your company’s contact person
(Note: Updates on your lab result bulk submission application status will be sent to this email address)
5. Then click “next”.

This submission is for ...

- Routine Submission
- Resubmission for a Failed Result
- Amendment

→ 1. Select "Routine Submission"

Lab Test Result of AGS

The submission is for ...

- Individual Submission
- Bulk Submission

2. Select "Bulk Submission".

→ 3. Use NEA's bulk submission template to fill up the lab results and upload the file by clicking "choose file".

Upload Lab Test Results of AGS (.xls, .xlsx - Maximum file size is 5MB)

Choose File

4. Click "Next". The system will validate on whether any inputs has error.

Back

Save as Draft

Next

Lab Results for Aerosol-Generating Systems

Confirmation



Step 1 of 2: Organisation Information

General

Organisation Name

Declaration

By submitting this form, I consent that

- The information I have provided in this application are true, accurate and complete.
- I am aware that any false or inaccurate information supplied by me will result in the cancellation of the application or the registration.
- The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me and my company in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.

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Submit

→ 1. Check all your keyed-in organisation information details and bulk submission file uploaded in this “Confirmation” page whether they are correct and accurate

→ 2. If correct, scroll down to the “Declaration” part and click on all 3 boxes to declare.

3. Click “submit”.