

Briefing Session for Daily Register & WRMS Workflow (GWDF licensees)

Date: 21 June 2022

1

Update of Daily Register

Daily Register Template

- Under Section 10 of the Environmental Public Health (General Waste Disposal Facility) Regulations 2017, GWDF licensees must establish and maintain a **Daily Register**, and submit the Daily Register to the Director-General within 14 days after the Director-General requests for the Daily Register records via written notice.
 - To standardise the reporting format, NEA has introduced an excel template. The information requested in the Daily Register template is in line with the requirement stipulated under Section 10(1) of the EPH (GWDF) Regulations 2017.
 - You may wish to download a copy of the template on NEA's GWDF website or through the GWDF module on WRMS.

Important documents

The following table contains important documents that apply to general waste disposal facilities:

S/N	Description	Document
1	Daily and Monthly Register Template*	Daily and Monthly Register Template[XLSX, 55.99 KB]

* All licensed general waste disposal facilities must maintain a daily register that records the following information:

- The source, type and quantity of all general waste received;
- The type and quantity of all products recovered or produced;
- The type and quantity of all general waste stored;
- The type and quantity of all residual waste recovered or produced and disposed of; and
- The method by which such residue was disposed of.

01 General 02 Upload Submissions

GWDF Bi-Annual Submission

Note: This submission will take you around 15 minutes to complete.

This e-service allows General Waste Disposal Facilities (GWDF) licensees to submit

Submission For*

Year*

Month*

[Download Daily and Monthly Register Template](#)

Daily Register Template – Introduction Page

DAILY REGISTER TEMPLATE TO BE COMPLETED BY LICENSED GENERAL WASTE DISPOSAL FACILITIES (GWDF)

Under the Environmental Public Health (General Waste Disposal Facility) Regulations 2017, all General Waste Disposal Facilities must maintain a daily register and submit the daily register to the Director General within 14 days after the Director-General requests for the daily register.

General Waste Disposal Facility:	<i>(Company name)</i>	GWDF Licence Number:	WDL-XX-XX-XXXX	I,	<i>(Full Name)</i>	, NRIC/ID #:	123X	, of company:	<i>(Company name)</i>
Date Beginning:	DD/MM/YYYY <i>(DD/MM/YYYY)</i>	Date Ending:	DD/MM/YYYY <i>(DD/MM/YYYY)</i>	hereby declare that the information provided on this document is true and accurate.					
Facility Address:									

With the launch of the new Waste Resource Management System (WRMS) in end 2021, GWDF licensees are required to submit their Daily Register records on their transactions every 6 months, using this template to upload to WRMS at <https://wrms.nea.gov.sg> (with the exception of GWDFs with contractual obligations to submit Daily Register records every month)

As the WRMS login access is done via Singpass/CorpPass, please ensure that your company reps have been assigned by your CorpPass Admin to access to NEA's Digital Services called "NEA Waste and Resource Management System".

Unless otherwise indicated, the submission period for the records of the 1st half of each calendar year (Jan – Jun) will be opening for submission on 1 Jul of the same year, and the submission period for the records of the 2nd half of each calendar year (Jul – Dec) will be opening for submission on 1 Jan of the next year.

This Excel template is intended to capture the records for a single month and as such, GWDF licensees will be required to upload 1 Excel file for every month that they operated for the half year being reported in WRMS as supporting documents. In other words, GWDF licensees who operated the full year will upload a total of 12 Excel monthly files for that year.

Daily Register Template – Incoming Waste

Incoming Waste				
S/N	Date	Waste Type Received	Source (name and address)	Quantity of General Waste (Tonnes)
e.g.	23 Jan 2017	E-waste	ABC Computer Shop (1 Jurong Street 35, Singapore XXXXXX)	12

Waste Type Received

E-waste

Waste generated from manufa

Spent copper slag

Used cooking oil

Paper

Plastic

Scrap metal

Textile waste

- **Date:** To provide details of all daily transaction records for any given month (e.g. 1 Jan to 31 Jan). There is no need to provide any records for days without any transactions.
- **Waste Type Received:** To specify the waste type received at the facility in accordance with the waste type that has been approved in your GWDF licence.
- **Source (name & address):** Refers to the location where the waste was generated. For waste received from multiple sources, licensees can aggregate all transactions of the same waste type received for a given day if they come from the same company (e.g. GWC or landscaping contractor) into a single record. For waste received from public or individuals, source can be indicated as “Walk-in”.
- **Quantity of General Waste:** Total amount of waste tonnage received for any given day for a specific waste type.

Daily Register Template – Products Recovered or Produced

		Products Recovered or Produced (Outgoing)		
S/N	Date	Products Recovered or Produced	Destination (name and address)	Quantity of Products Recovered (Tonnes)
<i>e.g.</i>	<i>23 Jan 2017</i>		<i>ACE Computer Shop (1 Jurong Street 35, Singapore XXXXXX)</i>	<i>6</i>

- **Products Recovered or Produced:** To input products recovered or produced after processing inbound recyclables. This can refer to the cleaned recyclables or products which are to be sent to downstream recyclers or off-takers (outbound).
- **Destination (name & address):** Refers to the off-taking party of a given sorted/cleaned recyclable or products from the inbound recyclable waste stream. Licensees can aggregate all transactions of the same type of products recovered or produced for a given day to the same destination into a single record.
- **Quantity of Products Recovered:** Refers to the total outbound tonnage of the specific product(s) recovered or produced for any given day.

Daily Register Template – Stored Waste

		Stored Waste (Stockpile)	
S/N	Date	Waste Type Stored	Quantity of Waste Type Stored (Tonnes)
e.g.	23 Jan 2017	Waste generated from manufacture of electrical / electronic products	4

Waste Type Stored
E-waste
Mixed waste
Food waste
E-waste
Waste generated from manufa
Spent copper slag
Used cooking oil
Paper
Plastic

- Waste Type Stored: Refers to both not-yet-processed and processed recyclable/products that have not been sent out of the facility yet for any given day.
- Quantity of Waste Stored: Two methods can be adopted for licensees to estimate their stored waste on site. Companies may choose to utilise other methods, subjected to providing necessary justifications.
 - For licensees with weighbridges, take the difference of the Inbound and Outbound loads for any given day, and add/subtract it from the previous day's value to obtain the current day's waste stored on site.
 - For licensees without weighbridges, the estimation method can be used by taking the length x width x height x density x shape factor x packing discount of each of the stockpile, to estimate how much waste is stored onsite for the given day.

Daily Register Template – Residual Waste Disposed

		Residual Waste Disposed of on that Day			
S/N	Date	Residual Waste Type Disposed	Quantity of Residual Waste Disposed (Tonnes)	Destination of Residual Waste	Name of GWC engaged for disposal
<i>e.g.</i>	<i>23 Jan 2017</i>	<i>Rubbish</i>	<i>2</i>	<i>IP / TMTS</i>	<i>ABC General Waste Collector / Premises Management</i>

- Residual Waste Type Disposed: Refers to non-recyclables (e.g. rubbish) that are required to be disposed of at incineration plants (IP) or landfill (e.g. TMTS – Tuas Marine Transfer Station)
- Destination: IP/TMTS
- Name of GWC engaged for disposal: Only licensed GWC are allowed to dispose the incinerable and non-incinerable waste. GWDF licensees are required to provide details of the GWC that they engaged to perform such services for any given day. Licensees can note down the record as “Premises management”, if premises management provides in-house disposal.

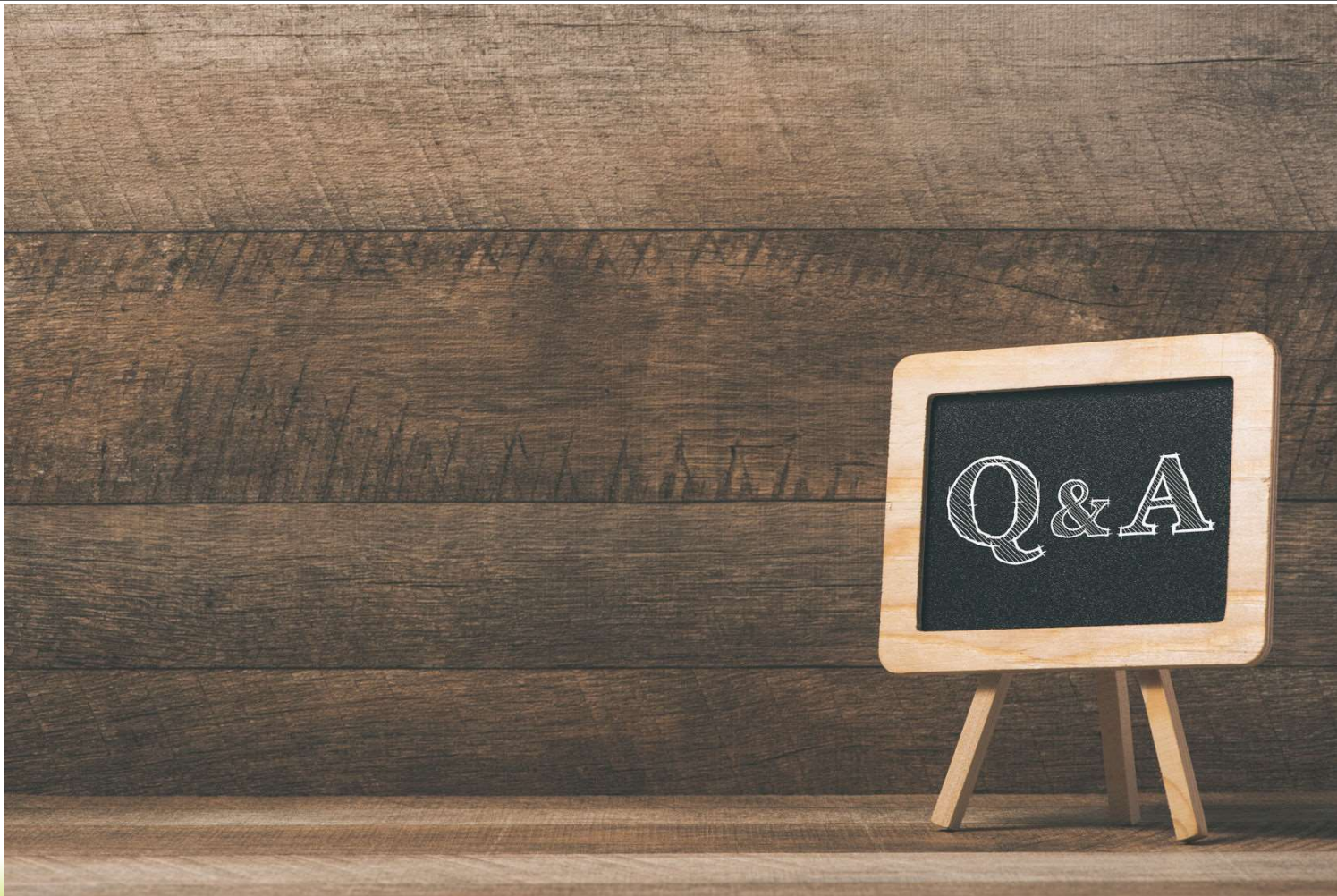
Daily Register Template – Monthly Summary

**MONTHLY SUMMARY PAGE TO BE COMPLETED BY
LICENSED GENERAL WASTE DISPOSAL FACILITIES (GWDF)**

PART A: Summary of Waste Flows to and from the Facility

			Incoming Waste		Products Recovered or Produced		Stored Waste		Residual Waste Disposed		
Month	Year	S/N	Waste Type Received	Total General Waste Received in the month (Tonnes)	Products Recovered or Produced	Total Quantity of Products Recovered in the month (Tonnes)	Waste Type Stored	Quantity of Waste Type Stored (Tonnes)	Residual Waste Type Disposed	Quantity of Residual Waste Disposed (Tonnes)	Destination of Residual Waste
		1									
		2									
		3									

- Licensees are no longer required to fill in the monthly summary tab as the data from incoming waste, products recovered or produced, stored waste, and residual waste disposed tab will be auto populated and computed on the monthly summary tab.



2


Twice-a-year submission to Waste
Resource Management System
(WRMS)

Twice-a-year submission in WRMS

- NEA has launched the new Waste Resource Management System (WRMS) GWDF module in end 2021, which allows GWDF licensees to submit waste data transaction records via the portal.
- GWDF licensees are required to submit their bi-annual waste data transaction records **twice-a-year** with respective Daily Registers attached as supporting documents through the GWDF user module at <https://wrms.nea.gov.sg>.
- The submission period for the 1st half of each calendar year (Jan – Jun) data is opened on 1st Jul of the same year, and for the 2nd half of the calendar year (Jul – Dec) data is opened on 1st Jan of the following year (with the exception of GWDFs with contractual obligations to submit Daily Register records every month).


User Guide for WRMS GWDF Module

- Launch WRMS home page at <https://wrms.nea.gov.sg>.
- Please ensure that the user has been assigned by your CorpPass Admin to access to NEA's Digital Services called "NEA Waste and Resource Management System".




National Environment Agency
Safeguard • Nurture • Cherish


Waste and Resource Management System (WRMS)



Singapore Govern
Integrity • Service • Ex

Who we are | Contact Info | Feedback |






Waste and Recycling Data Submission Services (WRMD)

This system is for the following licensees or premises owners to submit waste and recycling data: condominiums, hotels, shopping malls, tenants of recycling land/plants, PWCs, GWCs, UCOs

For Businesses

Log in with **singpass**




Toxic Industrial Waste e-Tracking

This system is for
Toxic Industrial Waste Generator
and Toxic Industrial Waste Collector

For Businesses **For Individuals**

Log in with **singpass** Log in with **singpass**



Public Sector Taking the Lead in Environmental Sustainability (PSTLES)


This system is for Sustainability Manager,
Agency Manager and
Premises Manager

For Businesses

Log in with **singpass**


User Guide for WRMS GWDF Module

- There are two sections under the GWDF Dashboard:
 - a. Pending Submission: Click the submit button to proceed with the bi-annual waste data transaction
 - b. Recent Submission: Lists out all the previous submissions made and their status



National Environment Agency
Safeguard • Nurture • Enhance

Waste and Resource Management System (WRMS)



Singapore Government
Integrity • Service • Excellence

[Who we are](#) | [Contact Info](#) | [Feedback](#) | [Site](#)

! Logged in as GWDF Rep

Welcome

GWDF Rep

WMS

GWDF Dashboard

GWDF Submission Enquiry

GWDF Dashboard

Mandatory Submission Form. NEA will impose a penalty if company fails to file the document as required.

Help

Pending Submission

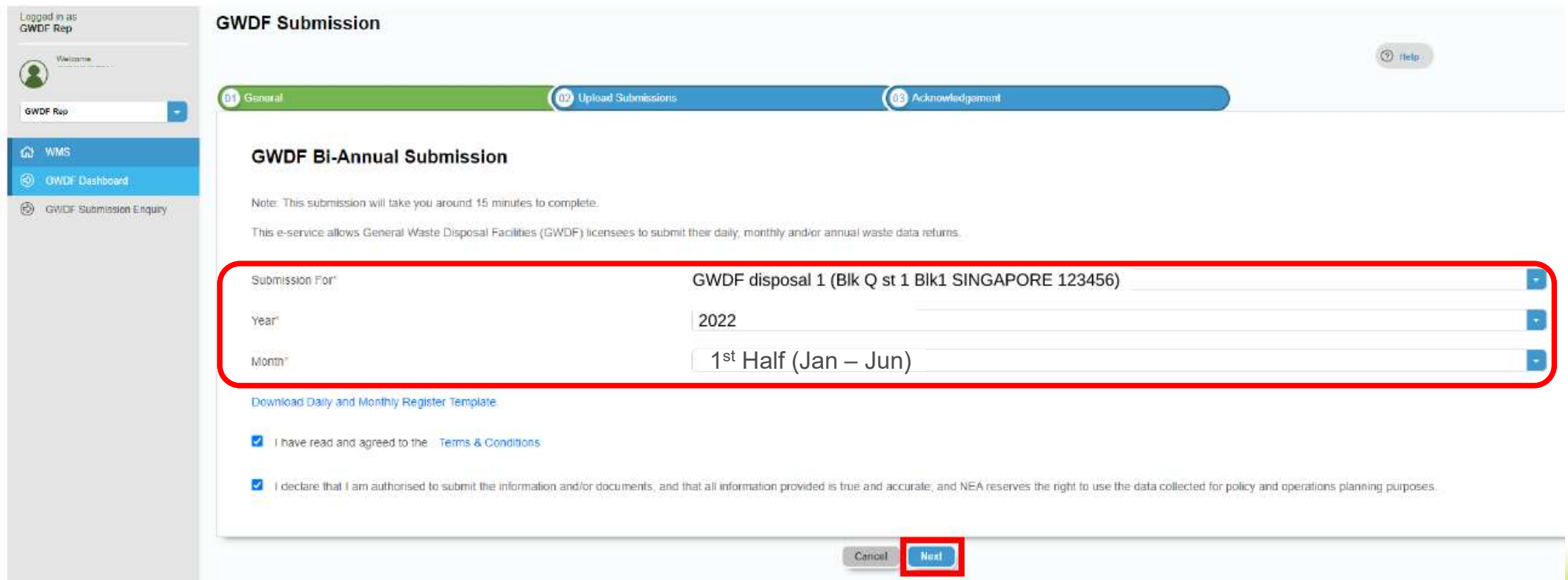
No.	Submission	Action
1	 This e-service allows General Waste Disposal Facilities (GWDF) licensees to submit their daily, monthly and/or annual waste data returns.	<button>Submit</button>

Recent Submission

No.	Submission No	Submission for the Year of	Submission for the Month of	Date of Submission	Status
1	GWDF-S-2022-0000321	2022	March	25/05/2022	Pending Resubmission
2	GWDF-S-2022-0000320	2022	April	23/05/2022	Submitted

User Guide for WRMS GWDF Module – General Page

- After clicking “Submit” in the Pending Submission section, you will be brought to the GWDF Bi-Annual Submission – General Page. Select the appropriate GWDF site (under Submission For – for licensees holding multiple disposal facilities), Year and Month (e.g. 1st Half – Jan to Jun). Ensure that the checkboxes have been checked and click “Next”.



The screenshot displays the 'GWDF Submission' interface. On the left is a sidebar with a user profile 'Logged in as GWDF Rep', a 'Welcome' message, a 'GWDF Rep' dropdown, and navigation links for 'WMS', 'GWDF Dashboard', and 'GWDF Submission Enquiry'. The main content area is titled 'GWDF Submission' and features a progress bar with three steps: '01 General' (active), '02 Upload Submissions', and '03 Acknowledgement'. Below the progress bar is the section 'GWDF Bi-Annual Submission'. It includes a note about the 15-minute completion time and a description of the e-service. A red rectangle highlights the submission details: 'Submission For' (GWDF disposal 1 (Blk Q st 1 Blk1 SINGAPORE 123456)), 'Year' (2022), and 'Month' (1st Half (Jan – Jun)). Below these are two checked checkboxes for terms and conditions. At the bottom, 'Cancel' and 'Next' buttons are visible, with the 'Next' button highlighted by a red rectangle.

Logged in as
GWDF Rep

Welcome

GWDF Rep

WMS

GWDF Dashboard

GWDF Submission Enquiry

GWDF Submission

01 General 02 Upload Submissions 03 Acknowledgement

GWDF Bi-Annual Submission

Note: This submission will take you around 15 minutes to complete.

This e-service allows General Waste Disposal Facilities (GWDF) licensees to submit their daily, monthly and/or annual waste data returns.

Submission For* GWDF disposal 1 (Blk Q st 1 Blk1 SINGAPORE 123456)

Year* 2022

Month* 1st Half (Jan – Jun)

[Download Daily and Monthly Register Template](#)

☒ I have read and agreed to the [Terms & Conditions](#)


☒ I declare that I am authorised to submit the information and/or documents, and that all information provided is true and accurate, and NEA reserves the right to use the data collected for policy and operations planning purposes.

Cancel Next

User Guide for WRMS GWDF Module – Incoming Waste Page

- You will be brought to the Upload Submissions – Incoming Waste Page. Licensees are required to input the waste **received** at the disposal facility. Click “Add” to quantify a specific type of waste received from companies on a bi-annual basis (i.e. compiling the total tonnes of each approved waste types in tonnes/bi-annual). You can list down some of the company names, while more details will be reflected in the Daily Register.

Logged in as
GWDF Rep

Welcome 

GWDF Rep

WMS

GWDF Dashboard

GWDF Submission Enquiry

GWDF Submission

01 General02 Upload Submissions03 Acknowledgement

Incoming Waste

Products Recovered or Produced

Stockpile

Residual Waste Disposed

Additional Comments

Upload Supporting Document(s)

Type of Waste Received*

Please select





Source*

Please select

Company Name of Waste Received From*

Quantity Received (Tonnes/bi-annual)*

ClearAdd

Waste Type Received	Source	Company Name of Waste Received From	Quantity Received (Tonnes/bi-annual)	Action
Ash	Import	company test	100.0	 
Biomass Waste	Local	company zx	100.0	 

NextSave As Draft

User Guide for WRMS GWDF Module – Products Recovered or Produced Page

- Next section, will be the – Products Recovered or Produced. Licensees are required to input the Products Recovered or Produced that is **sold or exported out** of the facility. Click “Add” to quantify a specific type of Products Recovered or Produced sold or exported on a bi-annual basis (i.e. compiling the total tonnes of each types in tonnes/bi-annual).

01 General

02 Upload Submissions

03 Acknowledgement

Incoming Waste

Products Recovered or Produced

Stockpile

Residual Waste Disposed

Additional Comments

Upload Supporting Document(s)

Products Recovered or Produced*

Please select

Destination*







Please select

Company of Waste sold to*

Total Quantity (Tonnes/bi-annual)*

Clear

Add

Products Recovered or Produced	Destination	Company of Waste sold to	Total Quantity (Tonnes/bi-annual)	Action
Carton	Sold Locally	company test	300.0	 
Charcoal	Export	ABC gwdf company	300.0	 
				 

Previous

Next

Save As Draft

User Guide for WRMS GWDF Module – Stockpile Page

- Next section, will be the – Stockpile. Licensees are required to input the relevant Type of Waste and Quantity **Stored** at the end each bi-annual submission (e.g. Stockpile stored at the end of Jun).

GWDF Submission

01 General 02 Upload Submissions 03 Acknowledgement

Help

Incoming Waste Products Recovered or Produced **Stockpile** Residual Waste Disposed Additional Comments Upload Supporting Document(s)

Type of Waste Stored/Stockpile as at the end of Jan - Jun* Biomass Waste

Quantity Stored/Stockpile (Tonnes) as at the end of Jan - Jun* 200.0

Clear Add

Type of Waste Stored/Stockpile as at the end of Jan 2021	Quantity Stored/Stockpile (Tonnes) as at the end of Jan 2021	Action
Ash	100.0	
Biomass Waste	200.0	

Previous Next Save As Draft

User Guide for WRMS GWDF Module – Residual Waste Disposed Page

- Next section, will be the – Residual Waste Disposed. Licensees are required to input the relevant Type of Residual Waste Disposed, Destination, and Quantity sent to the incineration plants or for landfills (e.g. TMTS – Tuas Marine Transfer Station) on a bi-annual basis (i.e. compiling the total tonnes of residual waste in tonnes/bi-annual).

GWDF Submission

[Help](#)

01 General

02 Upload Submissions

03 Acknowledgement

Incoming Waste

Products Recovered or Produced

Stockpile

Residual Waste Disposed

Additional Comments

Upload Supporting Document(s)

Type of Residual Waste Disposed*

Please select

Destination of Residual Waste*

Quantity (Tonnes/bi-annual)*

Clear

Add

Type of Residual Waste Disposed	Destination of Residual Waste	Quantity (Tonnes/bi-annual)	Action
Bulk Material	company test	50.0	0 x
Contaminated recyclables	company zx	100.0	0 x
General Waste (e.g. non-recyclables)	ABC gwdf company	150.0	0 x

Previous

Next

Save As Draft

User Guide for WRMS GWDF Module – Additional Comments Page

- Next section, will be the – Additional Comments.

01 General 02 Upload Submissions 03 Acknowledgement

Incoming Waste Products Recovered or Produced Stockpile Residual Waste Disposed **Additional Comments** Upload Supporting Document(s)

Did the disposal facility receive any public feedback or notices/warning letters from any public agency in the last month? If so, please elaborate.

Does the facility have an updated contingency plan for the disposal of stored waste in the event of any disruption at the facility? If so, please elaborate.

Remarks

- Nil, if it is not applicable.
- If you have any changes in your contingency plans that differs from your submission/renewal, you may provide the update in this textbox.
- Any other matters, that you wish to inform NEA.

Previous Next Save As Draft

User Guide for WRMS GWDF Module – Upload Supporting Document(s) Page

- Next section, will be the – Upload Supporting Documents(s).
- Licensees are required to **upload their Daily Register for each month (e.g. Jan to Jun 2022).**
- Note: Please only attach the excel file for the respective month, please avoid combining your excel files for the entire bi-annual submission.
- There is no requirement to submit annual reports or other supporting documents unless requested by NEA.
- Click “Submit” to complete the submission.

The screenshot displays the 'Upload Supporting Documents' page within the WRMS GWDF Module. The page features a progress bar at the top with three steps: '01 General' (blue), '02 Upload Submissions' (green, currently active), and '03 Acknowledgement' (blue). Below the progress bar, a horizontal menu contains several tabs: 'Incoming Waste', 'Products Recovered or Produced', 'Storage', 'Hazardous Waste Disposed', 'Additional Comments', and 'Upload Supporting Documents' (highlighted with a red box). The main content area is divided into two columns. The left column lists document types: 'Daily and Monthly Register - Jan*', 'Daily and Monthly Register - Feb*', 'Daily and Monthly Register - Mar*', 'Audited Financial Report', 'Annual Report', 'Trips Information', and 'Supporting Documents'. The right column, also highlighted with a red box, contains five upload sections. Each section has a 'Choose File' button, a 'Drop File here' area, and text specifying 'Allowed file types: .xlsx' and 'Maximum upload file size: 10MB'. The first three sections are for the monthly registers, and the last two are for the 'Supporting Documents' category. At the bottom of the page, there are three buttons: 'Previous', 'Cancel', and 'Submit'.

User Guide for WRMS GWDF Module – Submission Acknowledgement Page

- You will be directed to the Acknowledgement Page and an email notification will be sent to you upon submission.


GWDF Monthly submission

01 General

02 Upload Submissions

03 Acknowledgement

GWDF Monthly submission




Success

The (Submission No: GWDF-S-2019-0000229) has been submitted successfully on 09/04/2019 05:57:55 PM


User Guide for WRMS GWDF Module – GWDF Dashboard

- You can check the status of the submission in the GWDF Dashboard. The status of a successful submission should be “Submitted”. If the status shows “Pending Resubmission”, you will receive an email notification from the system to provide the respective amendment stipulated in the email from your submission. If there are any queries on the amendment, you may contact our officers.



National Environment Agency
Safeguard • Nurture • Enhance

Waste and Resource Management System (WRMS)



Singapore Government
Integrity • Service • Excellence

[Who we are](#) | [Contact Info](#) | [Feedback](#) | [Site Map](#)

! INFO

Logged in as
GWDF Rep

Welcome

GWDF Rep

WMS

GWDF Dashboard


GWDF Submission Enquiry

GWDF Dashboard

Mandatory Submission Form. NEA will impose a penalty if company fails to file the document as required.

Help

Pending Submission


No.	Submission	Action
1	 GWDF Submission This e-service allows General Waste Disposal Facilities (GWDF) licensees to submit their daily, monthly and/or annual waste data returns.	<button>Submit</button>

Recent Submission

No.	Submission No	Submission for the Year of	Submission for the Month of	Date of Submission	Status
1	GWDF-S-2022-0000321	2022	March	25/05/2022	Pending Resubmission
2	GWDF-S-2022-0000320	2022	April	23/05/2022	Submitted


User Guide for WRMS GWDF Module – GWDF Submission Enquiry

- Licensees can also view their past submissions on the GWDF Submission Enquiry Page.



National Environment Agency
Safeguard • Nurture • Cleanish

Waste and Resource Management System (WRMS)




Singapore Government
Integrity • Service • Excellence

[Who we are](#) | [Contact Info](#) | [Feedback](#)

!

Logged in as
GWDF Rep

Welcome 

GWDF Rep

WMS

GWDF Dashboard

GWDF Submission Enquiry

GWDF Submission Enquiry

GWDF Submission Enquiry

Facility*

Type of Waste

Year of Submission

Start Month

End Month

Status

Please select

Please select

2022

Please select

Please select

Please select

Clear

Search

GWDF Submission List

No.	Submission for the Year of	Submission for the Month of	Facility	Type of Waste	Quantity of Waste Received (Tonnes)	Quantity of Products Recovered / Produced (Tonnes)	Quantity of Waste Stored / Stockpile (Tonnes)	Residual Waste Disposed (Tonnes)	Status

