

FOREWORD

To protect the health of Singaporeans, our waste must be collected safely and without harm to the environment. Licensed general waste collectors have an important role to play. They provide an essential service in Singapore by collecting and transporting waste to proper disposal facilities. In order to safeguard public health, waste collectors should maintain high service standards and conduct their operations professionally. Only through professionalism and quality service can we improve standards of waste collection and enhance the quality of life for Singaporeans.

This Code of Practice provides guidelines on what is good practice in the waste collection business. Adhering to these guidelines is the first step licensed general waste collectors must take towards improving the standards of their operations. To respond to changing circumstances and needs, amendments and revisions will be made to these guidelines from time to time. National Environment Agency (NEA) will keep waste collectors updated so that we can work together in our continuing efforts to improve public health standards in Singapore.

Director General of Public Health
National Environment Agency
Singapore

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For clarifications on any aspect of the Code of Practice, please contact the Waste and Resource Management Department (WRMD), National Environment Agency at:

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CODE OF PRACTICE FOR LICENSED GENERAL WASTE COLLECTORS

PART I: PRELIMINARY

1 Introduction

- 1.1 This Code of Practice is divided into three parts. [Part I](#) contains background information relevant to this Code of Practice that applies to all classes of general waste collectors. [Part II](#) stipulates the guidelines for Class A, B, and C general waste collectors while [Part III](#) stipulates the guidelines that relate specifically to Class B.1 general waste collectors.
- 1.2 The purpose of this Code of Practice is to provide guidelines and advice to licensed general waste collectors on the requirements in the collection, handling, and transportation of general waste.

2 Definitions

2.1 In this Code, unless otherwise specified :-

2.1.1 “*general waste*” is waste that falls into any of the following categories:

(a) **TYPE A WASTE**

- (1) Waste such as unwanted furniture, electrical appliances, construction and renovation debris, and cut tree trunks and branches.
- (2) Bulky waste.
- (3) Non-putrefiable waste.
- (4) Recyclable waste (excluding food waste).
- (5) Digested sludge that has been dewatered from water reclamation plants.

(b) **TYPE B WASTE**

- (1) Domestic refuse, food waste (excluding used cooking oil) and market waste.
- (2) Waste with a high organic content and which is putrefiable.

TYPE B.1 WASTE

- (1) Used Cooking Oil.

(c) **TYPE C WASTE**

- (1) Sludge and other waste from grease interceptors.
- (2) Sewage, sludge and other waste from water-seal latrines, sewage treatment plants (other than water reclamation plants), septic tanks or other types of sewerage systems.
- (3) Waste from sanitary conveniences not part of a sewerage system, including waste from sanitary conveniences which are mobile or on ships or aircraft.

2.1.2 General waste can be incinerable, non-incinerable waste and recyclables:

“*incinerable waste*” means any general waste that is suitable to be destroyed, rendered inert or reduced to ash through a process of controlled, high temperature combustion without causing damage to, or disrupting the operation of, the refuse incineration plant in which the process is carried out, but does not include non-incinerable waste and recyclable waste as specified in [Appendix 1](#) and [Appendix 2](#), respectively.

“*non-incinerable waste*” means —

- (a) any recyclable waste;
- (b) any waste specified in [Appendix 1](#); or
- (c) any general waste that is not incinerable waste.

“*recyclable waste*” means any general waste that is capable of being recycled, and includes any refuse or waste specified in [Appendix 2](#).

2.1.3 “*general waste collector*” or “*licensee*” means any person or company licensed under the Environmental Public Health (General Waste Collection) Regulations to collect and transport general waste to a disposal facility.

2.1.4 “*disposal facility*” includes a recycling facility, a refuse disposal ground, any place used for the deposit of refuse or waste, an incinerator or any plant, machinery or apparatus used for the processing or treatment of refuse or waste.

3 Licence

3.1 No person or company shall collect or transport general waste as a business without a General Waste Collector Licence issued by the NEA.

3.2 It is an offence under the Environmental Public Health Act (EPHA) and the Environmental Public Health (General Waste Collection) Regulations to operate a waste collection business without a valid licence. Licences that have expired and have not been renewed, and licences that have been suspended or cancelled will not be considered as valid licences.

3.3 There are four classes of General Waste Collector Licences. Each class allows the licensed collector to collect a specific type of general waste as follows:

- (a) Class A Licence: Type A waste only.
- (b) Class B Licence: Type B waste only.
- (c) Class B.1 Licence: Type B.1 waste only.
- (d) Class C Licence: Type C waste only.

3.4 Any person or company intending to collect general waste as a business must apply for the correct class of licence. A general waste collector may apply for or hold more than one class of licence at any one time. Please see [Appendix 3](#) for details on how to apply for a General Waste Collector Licence. Application for a licence shall be made through the [LicenceOne portal](#) online.

3.5 Class A and B general waste collectors are encouraged to open a disposal account with the NEA for the disposal of waste at the disposal facilities. With a disposal account, the general waste collector will be billed fortnightly or monthly for the general waste disposed of at the disposal facilities. Please see [Appendix 4](#) for details and application form for disposal account. Application form can also be downloaded from the NEA website at [http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/application_for_disposal_account_\(revised_jan_14\).pdf](http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/application_for_disposal_account_(revised_jan_14).pdf).

4 Responsibilities of General Waste Generators

4.1 To facilitate the work of the general waste collector, general waste generators (e.g. commercial and trade premises, food establishments, industrial premises, households) are to follow the guidelines listed in [Appendix 5](#).

4.2 The general waste generators should cooperate fully with the general waste collectors, especially in the area of segregation at source of incinerable waste, non-incinerable waste and recyclables. The general waste collector may require the general waste generator to use separate containers for separate storage of the segregated waste.

5 Illegal Dumping and Other Offences

5.1 Illegal dumping is a serious offence under the EPHA. An offender is liable to fines and/or jail sentences. The Company that employs the offender may also have its General Waste Collector Licence suspended or revoked.

5.2 The penalties for illegal dumping and other offences are given in [Appendix 6](#).

PART II: GUIDELINES FOR CLASS A, B, AND C GENERAL WASTE COLLECTORS

6 Vehicles and Equipment

- 6.1 The general waste collector shall only use those vehicles and equipment approved under the licence.
- 6.2 Prior approval must be obtained from the Director General of Public Health or an authorised officer if the collector wishes to add other vehicles to the approved list. Please see [Appendix 7](#) for details to register additional vehicles to the approved list or to deregister vehicles no longer in use. Application form can also be downloaded from the NEA website at [http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/application-for-regn_deregn-of-vehicles-\(revised-jan-14\).pdf](http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/application-for-regn_deregn-of-vehicles-(revised-jan-14).pdf).
- 6.3 The general waste collector shall ensure that the vehicles and equipment that he uses to store, collect and transport waste are suitably designed, kept clean, and maintained in good working condition at all times.
- 6.4 Class A and B general waste collectors shall ensure that all hooklifts and containers used are inspected annually and certified fit for operation by accredited workshops. Accredited workshops shall adhere to the NEA's inspection checklist template available online at: <http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/hooklift-container-inspection-checklist-report.pdf?sfvrsn=2>. The certification shall be made available on demand for inspection by any authorised NEA officer. Authorised NEA officers may require that vehicles and equipment be re-certified.
- 6.5 Class C general waste collectors shall ensure that all tankers used are inspected annually and certified fit for operation. Each tanker must pass a hydrostatic test and obtain certification for the hose and air filtering system. The certification shall be made available on demand for inspection by any authorised NEA officer. Authorised NEA officers may require that vehicles and equipment be re-certified.

7 Separate Disposal of Incinerable Waste, Non-incinerable Waste and Recyclables

- 7.1 The general waste collector shall work with the waste generators to provide necessary receptacles for the waste generators to separate their waste into incinerable waste, non-incinerable waste and recyclables.
- 7.2 Class A and B general waste collectors shall dispose –
- (a) incinerable waste at the incineration plants;
 - (b) non-incinerable waste at Tuas Marine Transfer Station (except for waste listed in [Appendix 8](#)) or other places specified by the Director General; and

- (c) recyclable waste at recycling facilities. A non-exhaustive list of collectors, traders and recycling facilities can be found at the following website: http://www.nea.gov.sg/docs/default-source/energy-waste/recycling/collectors-traders-and-recyclers-directory_041016.

7.3 Class C general waste collectors shall dispose Type C waste at Public Utilities Board's (PUB) Water Reclamation Plants.

7.4 The general waste collector shall not mix the incinerable waste, non-incinerable waste and recyclables, which have been separated by the waste generator, with one another.

7.6 The general waste collector shall ensure that the general waste transported to the disposal facilities shall not contain hazardous and explosive substances.

8 Labelling of Vehicles and Equipment

8.1 All vehicles and equipment used to collect and transport waste shall be properly labelled for easy identification. Containers and mobile compactors shall be labelled on both sides with information such as name, address and contact number of the licensee as shown in [Appendix 9](#).

8.2 All labels shall conform to the minimum dimensions specified in Appendix 9. Labels shall be painted on or attached securely to the vehicle/equipment. The letterings shall be indelible and weather resistant. The labelled area shall be clean and not obstructed from view.

9 Collection and Transportation of General Waste

9.1 For bin centres with sufficient height to allow refuse collection vehicles to back in, the loading of waste into the vehicles must be carried out inside the bin centres.

9.2 Waste conveyed in open lorries or open-top containers must be properly covered to ensure that no refuse spills onto the road.

9.3 The general waste collector shall note that it is an offence to spill waste or discharge sullage water onto public places.

10 Disposal of General Waste at Disposal Facilities

10.1 The general waste collector shall comply fully with the conditions and procedures set out in [Appendix 10](#) for disposal of general wastes at incineration plants and Tuas Marine Transfer Station (TMTS).

10.2 The general waste collector shall ensure that any person who is under his employment, direction, or charge and who carries out any work at a disposal facility –

- (a) has received adequate safety and health training relating to the hazards associated with working in a disposal facility;

- (b) does not work at height where it is reasonably practicable to carry out the work safely otherwise than at height;
- (c) is provided with equipment, to aid him in his work which shall be of –
 - i) good construction, sound material and adequate strength;
 - ii) free from patent defects; and
 - iii) properly maintained.

11 Maintenance of Records

11.1 Class A, B, and C general waste collectors shall keep and maintain proper daily records on the general waste collection service rendered by him or his company. These records shall be made available on demand for inspection by any authorised NEA officer.

11.2 The records to be kept include:

- (a) a complete list of clients (i.e. the name and address of companies/premises where the waste is collected)
- (b) the following information on each of the clients :
 - i) frequency of collection (e.g. daily, alternate days, weekly etc.);
 - ii) type and quantity of receptacles for the deposit of recyclables;
 - iii) the type of waste collected;
 - iv) the weight of waste per collection;
 - v) where the waste is disposed of (e.g. Tuas South Incineration Plant, Tuas Marine Transfer Station (TMTS), recycling facilities etc.);
 - vi) the vehicle or container used for collection of the waste (i.e. registration number of vehicle/identification number of the container for each trip whenever requested);
 - vii) the type and origin of waste being disposed, which must be declared at the disposal facilities.

11.3 The general waste collector shall submit annual returns to Director, Waste and Resource Management Department (WRMD) upon renewal of the licence. This shall be submitted through the LicenceOne online portal.

11.4 The general waste collector shall notify Director, Waste and Resource Management Department, in writing of any change of his business address within 7 days of such change.

12 Training of Employees

- 12.1 The general waste collector shall ensure that all his drivers and other employees are fully briefed and trained according to Singapore Workforce Skills Qualifications (WSQ) certification programme so that they are conversant with the following:
- (a) the requirements of the Environmental Public Health Act (EPHA), the Environmental Public Health (General Waste Collection) Regulations, and the General Waste Collector Conditions of Licence;
 - (b) the types of waste that are incinerable waste, non-incinerable waste and recyclables;
 - (c) the requirement that incinerable waste, non-incinerable waste and recyclables shall not be mixed;
 - (d) the types of waste carried on each trip; and
 - (e) the procedures to follow in case of spillage.
- 12.2 In addition, the general waste collector shall constantly remind his employees of their responsibilities, and the penalties which will be imposed if they are caught violating the EPHA, the Regulations, or the General Waste Collector Conditions of Licence.
- 12.3 The general waste collector shall ensure that his workers comply with the Safety Guide for General Waste Collectors, including the use of personal protection equipment and safe tipping of waste at the disposal facilities.

PART III: GUIDELINES FOR CLASS B.1 GENERAL WASTE COLLECTORS

13 Vehicles and Equipment

- 13.1 Class B.1 general waste collectors shall store and transport type B.1 waste, defined as used cooking oil (UCO), in Intermediate Bulk Container (IBC) Tanks (1000 L capacity) and use open lorries. Maximum laden weight of each lorry shall not be exceeded.
- 13.2 IBC Tanks shall be reinforced with an outer steel casting and be properly and safely secured to the transporting lorry to prevent them from falling down.
- 13.3 Each tank container and suction hose used shall have valid inspection certificates issued by an SAC accredited third party inspection body.
- 13.4 Class B.1 general waste collectors shall carry in the lorry clean-up equipment and absorbent material, such as oil-absorbing cloths, mops, cleaning agents, and back-up containers to assist him with clean up in an event of a spill or a leak.
- 13.5 Class B.1 general waste collectors shall ensure that the vehicles and equipment used to handle, collect, store and transport UCO are suitably designed, kept clean, and maintained in good working conditions at all times.
- 13.5 Prior approval must be obtained from the Director General of Public Health or an authorised officer if the collector wishes to use other vehicles or equipment. Please see [Appendix 7](#) for the sample of the application form to register vehicles to the approved list or to deregister vehicles no longer in use. Application form can also be downloaded from the NEA website at [http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/application-for-regn_deregn-of-vehicles-\(revised-jan-14\).pdf](http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/application-for-regn_deregn-of-vehicles-(revised-jan-14).pdf).

14 Collection, Transportation and Disposal of Used Cooking Oil

- 14.1 The Class B.1 general waste collector shall note that it is an offence to spill or discharge UCO in public places. Collectors shall take effective measures to clean spills and leaks caused by any activity related to the collection, transportation, and disposal of UCO.
- 14.2 Vehicles which transport UCO cannot concurrently transport edible oil intended for sale or for the preparation of food that is to be sold.
- 14.3 UCO that has been collected shall be transported to the appropriate general waste disposal facility, which receives, stores, sorts, treats or processes UCO. If the UCO is exported to another country, the UCO collector must receive the necessary approval from the relevant authorities of the receiving country.

15 Labelling of Vehicles and Equipment

- 15.1 Class B.1 general waste collectors must label all vehicles and equipment owned or used by the licensee for the collection and transportation of UCO.
- 15.2 All labels shall state the name, address, and contact number of the licensee, as seen in [Appendix 11](#). Labels shall be painted on or attached securely to the equipment and to both sides of the rear cabin deck of the transporting open lorry. The labelled area shall be clean and not obstructed from view.

16 Submission and Maintenance of Records

- 16.1 The Class B.1 general waste collector shall maintain proper records of the UCO collection and disposal services rendered by his company. These records shall be submitted to NEA as collection and disposal declarations within two weeks after each calendar quarter. The records shall be kept for a period of twelve months and be available on demand for inspection by any authorised NEA officer.
- 16.2 The collection declaration shall include:
- (a) a complete list of clients (i.e. the name and address of companies/premises where the UCO is collected);
 - (b) amount (in tonnes) of UCO collected from each premises, per calendar month.
- 16.3 The disposal records shall include:
- (a) the date of UCO disposal/export;
 - (b) a complete list of the recipients of the UCO (i.e. the name and address of the companies/premises where the UCO is being disposed/exported);
 - (c) amount (in tonnes) of UCO disposed/exported;
 - (d) the intended use of the UCO.
- 16.4 The collection/disposal records shall be submitted in declaration documents, found in [Appendix 12](#). An electronic version of the declaration can be found [here](#). All declaration documents must be certified true and accurate.
- 16.5 The Class B.1 general waste collector shall notify Director, Waste and Resource Management Department, in writing of any change of his business address within 7 days of such change.

17 Training of Employees

- 17.1 The Class B.1 general waste collector shall ensure that all his drivers and any other employees are fully briefed and trained so that they are conversant with the following:

- (a) the requirements of the Environmental Public Health Act (EPHA), the Environmental Public Health (General Waste Collection) Regulations, and the General Waste Collector Conditions of Licence;
 - (b) the requirements for recording information for input into the quarterly collection and disposal declaration documents;
 - (c) the requirement that vehicles which transport UCO cannot concurrently transport edible oil intended for sale or for the preparation of food that is to be sold;
 - (d) the procedures to follow in an event of UCO spillage.
- 17.2 The general waste collector shall constantly remind his employees or drivers of their responsibilities, and the penalties which will be imposed if they are caught violating the EPHA, the Regulations, or the General Waste Collector Conditions of Licence.

Appendix 1

List of Non-Incinerable Waste

LIST OF NON-INCINERABLE WASTE

The following types of waste are non-incinerable and shall NOT be brought into incineration plants:

1. Big appliances such as washing machines, refrigerators and air-conditioning units.
2. Big metal pieces such as large drums or containers, vehicular parts, metal chairs, wire rope and spring mattress.
3. Bulky waste that consists of any of the following:
 - (a) a solid object exceeding 0.6 m in length or width or 0.1 m in thickness;
 - (b) a hollow object exceeding 0.6 m in length, width or height.
4. Carbon fibres.
5. Chlorinated herbicides, chlorinated insecticides and chlorinated fungicides.
6. Chemical waste with chemical content which is unsuitable for incineration.
7. Explosive or highly flammable waste such as ammunition, dry and wet carbide waste, fireworks, self-igniting waste and excessive quantities of films.
8. Fire retardants.
9. Human and animal waste, sludge from neutralisation pits, foul-smelling waste and large whole animal carcasses.
10. Insulation materials such as rock wool, asbestos, calcium silicate boards, ceramic fibres and big carpets.
11. Large quantities of electrical parts and components such as printed circuit boards, cables and electronic cards.
12. Light materials such as sawdust, feathers, dust and powders.
13. Liquid and volatile waste, oil sludge and paints.
14. Poisonous and radioactive waste.
15. Polychlorinated compounds such as Polychlorinated Bi-phenyl (PCB).
16. Polyvinyl Chloride (PVC) waste such as PVC pipes, plastic film, upholstery, containers and packaging materials.
17. Smouldering refuse.
18. Toxic industrial waste specified in the Schedule to the [Environmental Public Health \(Toxic Industrial Waste\) Regulations](#) (Rg 11).
19. Tyres.
20. Construction and renovation debris, earth, concrete, stone, sand, sludge, ash and slag.
21. Waste from grease interceptors.
22. Waste from sewerage systems, including waste from sewage treatment plants, septic tanks and water-seal latrines.
23. Waste from sanitary conveniences not part of a sewerage system, including waste from sanitary conveniences which are mobile or in ships or aircraft.

Appendix 2

List of Recyclables and Recyclable Waste

APPENDIX 2

CATEGORIES OF RECYCLABLES

<i>Recyclables</i>	<i>Examples</i>
1. Paper products	Newspapers and magazines, writing paper, envelopes, car park coupons, brochures or pamphlets, books, cardboard and paper packaging (such as cereal boxes and drink cartons) and other paper products, but excluding tissue paper and paper food wrappers.
2. Metal products	Cans or containers made of metal such as drink cans, milk powder tins and food cans.
3. Plastic products	Bottles or containers made of plastic such as detergent containers, milk containers, mineral water bottles, soft drink bottles, juice bottles, plastic bags, plastic packaging and other plastic products, but excluding styrofoam.
4. Glass products	Jars and bottles, but excluding light bulbs, window glass and fish tanks.

CATEGORIES OF RECYCLABLE WASTE

<i>Recyclable Waste</i>	<i>Examples</i>
1. Recyclables	As defined above.
2. Textile products	Clothing and fabric.
3. E-waste	Computers, printers, printer cartridges, mobile phones, tablets and electrical or electronic appliances.
4. Horticultural waste	Garden or landscaping waste, but excluding soil.
5. Wood products	Wooden furniture and pallets.
6. Slag	Copper slag and steel slag.
7. Hardcore	Concrete, bricks, masonry and tiles.
8. Food waste	Unconsumed bread, used cooking oil and waste from food processing such as spent grains, spent yeast and soy pulp.

Appendix 3

Application for General Waste Collector Licence

APPLICATION FOR GENERAL WASTE COLLECTOR LICENCE

- 1 Application for a general waste collector licence shall be made through the [LicenceOne portal](#) online.
- 2 The applicant shall declare the details of the vehicles which he intends to use for the waste collection business. The application form shall be accompanied by a certified true copy of the Vehicle Registration Card for each of the vehicles, certified true copy of the company/business registration particulars from the Accounting and Corporate Regulatory Authority of Singapore (ACRA) and photographs of the vehicles and equipment used, showing licence number plate and labelling. All supporting documents are to be uploaded during the online submission.
- 3 Prevailing licence fee shall be paid online upon approval.
- 4 **Issue and Validity of Licence**
 - 4.1 The licences will be issued and sent by post to the successful applicants.
 - 4.2 The General Waste Collector Licence is valid for one year. Licensees will be notified through a reminder letter from Waste and Resource Management Department (WRMD) to renew the licences at least one month before its expiry date. Licensees are required to submit annual returns during the renewal of licence through the LicenceOne portal. The fees can be paid through GIRO for account holders.
 - 4.3 The annual returns during the renewal of licence shall include:
 - a) Details of general waste collection vehicles/other general waste collection equipment owned by company, including details of the type of receptacles provided for collection of recyclables;
 - b) Details of Compactors/OTCs owned/used by company for waste collection;
 - c) Details of disposal activity, including details of the recycling facility/facilities where recyclables are sent to;
 - d) Details of Clientele for the past 12 months;
 - e) Details on the frequency of recyclables collection;
 - f) Workers details including WSQ training.

EXPLANATORY NOTES

CLASS OF LICENCE

Class of licence	Type of Waste	Type of vehicle/equipment
Class A	<u>Type A</u>	Roll-on/off container and prime movers, lorries with crane, pick-ups, lorries with tipper, or other approved vehicles. Waste must be properly covered.
Class B	<u>Type B</u>	Roll-on/off compactors and prime movers; Refuse Compaction Vehicles.
Class B.1	<u>Type B.1</u>	Open lorries with intermediate bulk containers (IBCs) secured to the body of the transporting vehicle, or other approved equipment or vehicles.
Class C	<u>Type C</u>	Trucks with septic tanks or other approved vehicles.

Appendix 4

Application for Disposal Account



APPLICATION FOR DISPOSAL ACCOUNT

1 INTRODUCTION

A general waste collector (hereafter called the “Applicant”) that disposes of waste at the disposal facilities is required to open a disposal account (“Disposal Account”) with the National Environment Agency (NEA). With a Disposal Account, the general waste collector will be billed fortnightly or monthly for the disposal charges incurred at the disposal facilities. Persons not licensed as a general waste collector may also open a Disposal Account for disposal of waste generated from own activities.

2 APPLYING FOR A DISPOSAL ACCOUNT

2.1 Application Form

The application form “Application for Disposal Account” is to be submitted by the Applicant together with certified true copies of company/business registration particulars from the Accounting and Corporate Regulatory Authority of Singapore (ACRA) and Land Transport Authority (LTA) vehicle registration notification for all the vehicles to be registered under the Disposal Account.

2.2 Fees Payable

The Applicant is required to provide NEA with a Credit Account deposit to open a Disposal Account. The Credit Account deposit shall be equivalent to:

- 2 months’ disposal charges for the estimated refuse tonnage disposed in case of monthly billing or;
- 1 month’s disposal charges for the estimated refuse tonnage disposed in the case of fortnightly billing.

NEA shall have the full discretion to decide on the quantum of the Credit Account deposit.

Disposal account credit shall have a credit facility of up to 90% (ninety percent) of amount of Credit Account deposit. The Disposal Account shall be suspended in the event this credit facility is exceeded for any reason whatsoever.

Applicant shall forthwith top-up the Credit Account deposit in the event that it is drawn down for any reason whatsoever. If the Applicant fails to do so within fourteen (14) days of being notified by NEA in writing or a new banker’s/insurer’s guarantee provided within thirty (30) days of the expiry of the existing banker’s/insurer’s guarantee, NEA shall have the right to terminate the Disposal Account without further notice.

The deposit can be made in the form of crossed cheque payable to the “National Environment Agency”. Alternatively, a banker’s/insurer’s guarantee in favour of “National Environment Agency” [in the form approved by NEA] may be furnished.

3 **REGISTRATION OR DEREGISTRATION OF VEHICLES UNDER DISPOSAL ACCOUNT**

3.1 **Registration of New Vehicles**

The Applicant must use the “Application for Registration/Deregistration of Vehicles” for subsequent registration of new vehicles or deregistration of existing vehicles. The application form must be duly completed and submitted to NEA together with the certified true copies of the LTA vehicle registration notification for each new vehicle to be registered.

3.2 **Deregistration of Existing Vehicles**

The Applicant shall inform NEA in writing when any of the existing vehicles are sold, scrapped or for whatever reason, no longer used under the Disposal Account. Applicant shall be responsible for all disposal charges incurred by such vehicle until such time NEA receives the written notification of deregistration of the vehicle. The Applicant has to complete and submit the application form “Application for Registration & Deregistration of Vehicles” for deregistration of the vehicle.

4 **CHANGES OF VEHICLE PARTICULARS & REGISTERED ADDRESS**

The Applicant shall forthwith inform NEA in writing of any changes in the details of its existing vehicles. The Applicant has to submit the LTA vehicle’s registration notification (certified true copies) together with a letter to the Waste & Resource Management Department, 40 Scotts Road, #11-00 Environment Building, Singapore 228231.

The Applicant shall also inform NEA in writing forthwith of any changes to his/its registered address.

5 **ACCOUNT CLOSURE**

When the Applicant wishes to cease disposing of waste at waste disposal facilities, and close his/its Disposal Account, he/it has to send a letter to inform the Waste & Resource Management Department. Applicant shall be responsible for all disposal charges incurred under the disposal account until such time NEA receives the written notification of account closure. All the vehicles under the disposal account will be de-registered upon account closure. NEA shall have the right to close the account if the account has not been active for a continuous period of 12 (twelve) months.

6 **ENQUIRIES**

The Applicant may contact the following personnel for enquiries:

Mr David Tang / Ms Teng Guat Hwa – 67319310 (Tel) / 67319731 (Fax)

7 **INSTRUCTIONS**

7.1 Please submit the following documents together with this application form:

- a) Certified true copy of the company’s/business’/firm’s particulars obtainable from the Accounting and Corporate Regulatory Authority of Singapore (ACRA);
- b) Certified true copy of the LTA’s vehicle registration notification for each of the vehicles to be registered

7.2 **Fees payable with this application:**

- a) Credit Account Deposit – equivalent two months disposal charges for the estimated refuse tonnage disposed if you choose monthly billing or one month disposal charges for the estimated refuse tonnage disposed if you choose fortnightly billing. The deposit shall be in the form of cheque or banker's/insurer's guarantee. Cheque shall be crossed and made payable to "National Environment Agency".
- b) Banker's/insurer's guarantee (in the form approved by NEA) should be issued in favour of:

National Environment Agency
40 Scotts Road
#11-00 Environment Building
Singapore 228231

7.3 Please send the duly completed application form with the required documents/payment mentioned at paragraphs 7.1 and 7.2 above to:

Waste & Resource Management Department
National Environment Agency
40 Scotts Road
#11-00 Environment Building
Singapore 228231

8 **ANY OMISSIONS OR INCORRECT INFORMATION WILL RENDER THE APPLICATION NULL AND VOID.**



APPLICATION FOR DISPOSAL ACCOUNT

*This form may take about **15 minutes** to complete. Please be informed that all sections of the form have to be completed. Enter 'NIL' for sections that are not applicable.*

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 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.

You will need the following information to fill in the form:

- *Vehicle registration number, type of vehicle and type & estimated quantity of waste to be disposed.*

Name of Company/Partnership/Firm:	Company/Business UEN No:	Tel No. / Fax No.
	E-mail Address:	
Name of Applicant: (Company's/Partnership's/Firm's authorised representative)		Applicant's NRIC No.
Address of Company/Partnership/Firm:		General Waste Collector's Licence No. (if applicable):

Details of refuse collection vehicles to be used:

S/No	Vehicle No.	Type of Vehicle [#]	Type of Waste carried (Pls Delete Accordingly)	Load Type (For Official Use)
1			A / B	
2			A / B	
3			A / B	
For Official Use:	Date Approved:	Approved by:	Signature:	

[#] Please state whether the vehicle is an open lorry, compaction vehicle, tanker truck, prime mover etc.

Details of disposal activity:

Disposal Site	Estimated Monthly Tonnage	Disposal Site	Estimated Monthly Tonnage
Senoko Waste-to-Energy Plant		Tuas Marine Transfer Station	
Tuas Incineration Plant		Tuas South Incineration Plant	
Keppel Seghers Tuas Waste-to-Energy Plant		Total Estimated Monthly Tonnage:	

I/We* confirm that:

- (a) the information given herein is true to the best of my/our knowledge and belief;
- (b) I/We* agree with, and will comply with/abide by the Instructions for Application of Disposal Account; and
- (c) I/We* wish to be billed on a Monthly / Fortnightly* basis.

Signature of Applicant

Date

Company Stamp

*Delete as appropriate

FOR OFFICIAL USE ONLY

The above applicant should be classified as a licensed waste collector / non-licensed waste collector

Name

Signature/Date

FOR OFFICIAL USE ONLY

Credit Account No.:		Deposit Amount:	
Approved by:	Date Account Created:	Created by:	

Last update: Nov 16

Appendix 5

Good Waste Management Practices

RESPONSIBILITIES OF GENERAL WASTE GENERATOR

GENERAL REQUIREMENTS

- 1 Only licensed general waste collectors are to collect and convey refuse for disposal. The generator himself is however allowed to convey his own waste for disposal.

COMMERCIAL AND INDUSTRIAL PREMISES AND STRATA-TITLED PROPERTIES WITH RESIDENTIAL UNITS – REQUIREMENTS:

- 1 General waste generators should actively segregate waste at source into recyclables and non-recyclables. The non-recyclables should be segregated into incinerable waste and non-incinerable waste.
- 2 Each category of waste must be contained in proper and identifiable receptacles such as bins, containers or bags after segregation. The waste must be placed and stored in such a manner that they are protected from rain and rummaging by vermin and other animals.
- 3 Every general waste generator must declare the nature of the waste to be disposed of to his waste collector or to the disposal facility, as the case may be.
- 4 All waste containing dangerous substances must be contained and stored separately from other waste.
- 5 Management Committees (MCs) of condominiums must provide recycling receptacles as stated under EPHA 10(1)(c).

TRADE PREMISES (INCLUDING FOOD ESTABLISHMENTS) AND PREMISES HAVING BIN CENTRES – REQUIREMENTS:

- 1 All waste must be stored in approved containers or receptacles with good fitting covers. Such containers or receptacles must be kept within the premises or in a proper bin centre or other designated space.
- 2 Containers used for organic waste must be washed regularly to prevent smell nuisance and fly breeding. The bin centres must also be cleaned regularly.

LANDED DOMESTIC PREMISES – REQUIREMENTS:

- 1 All waste from households must be contained in proper plastic garbage bags.
- 2 Bagged waste must not be placed outside the premises overnight and should only be brought out from the premises just before daily collection.
- 3 Bagged waste must be contained in proper refuse bins fitted with covers. However, such bins when emptied should be kept within the premises and not along roads or pavements.

- 4 Households should actively participate in the National Recycling Programme by separating recyclables from non-recyclables. Recyclables should be deposited into the recycling receptacles provided by the public waste collectors.

Appendix 6

Offences and Fines

OFFENCES AND FINES

Type of offences	Max. fines
<u>Offences under Environmental Public Health Act</u>	
1 Illegal dumping of waste [Section 20(1)] (a) first conviction	\$50,000/- or imprisonment for a term not exceeding 12 months or both. Vehicles can be confiscated
(b) second and subsequent conviction	\$100,000/- and a mandatory imprisonment for a term not exceeding 12 months. Vehicles can be confiscated.
<u>Offences under Environmental Public Health (General Waste Collection) Regulations</u>	
2 Operating as waste collector without a licence [Reg 3]	\$10,000/-
3 Failure to dispose of waste at a disposal facility [Reg 16]	\$10,000/-
4 Failure to segregate waste into incinerable waste, non-incinerable waste and recyclables or failure to transport incinerable waste, non incinerable waste and recyclables to the disposal facility as stated in Regulation 17 and 17A [Reg 17 and 17A]	\$10,000/-
5 Failure by licensee to disclose information on demand [Reg 18]	\$10,000/-
6 Engaging a non-licensed waste collector by waste generator [Reg 20]	\$10,000/-

Appendix 7

Registration/Deregistration Of Vehicles For Refuse Collection

1 Registration and Deregistration of Vehicles

- 1.1 The Applicant must use the application form “Application for Registration /Deregistration of Vehicles” for registration of new vehicles. The application form must be duly completed and submitted to NEA together with the certified true copies of the Vehicle Registration Card for each to be registered.
- 1.2 The Applicant shall inform NEA in writing immediately when any of their existing vehicles is sold, scrapped or for whatever reason, no longer used under the Disposal Account. Applicant shall be responsible for all disposal charges incurred by such vehicle until such time NEA receives the written notification of deregistration of the vehicle. The Applicant has to complete and submit the application form “Application for Registration/Deregistration of Vehicles” for deregistration of the vehicle.
- 1.3 Applicant shall forthwith inform NEA in writing of any changes in the details of the existing vehicles. The Applicant has to submit the vehicle’s registration card (certified true copies) together with a letter to the Waste and Resource Management Department.
- 1.4 The applicant shall also inform NEA in writing forthwith of any changes to the registered address.
- 1.5 When the Applicant wishes to cease disposing of waste at disposal facilities, and close the Disposal Account, the Applicant has to send a letter to inform the Waste and Resource Management Department together with a duly completed application form “Application for Registration/Deregistration of Vehicles” to deregister the vehicle(s).



APPLICATION FOR REGISTRATION / DEREGISTRATION OF VEHICLES

This form may take about 10 minutes to complete. Please be informed that all sections of the form have to be completed. Enter 'NIL' for sections that are not applicable.

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 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.

You will need the following information to fill in the form:

- Vehicle registration no., type of vehicle and type of waste to be carried

Please submit the following documents together with this form:

- Certified true copies of LTA Vehicle Registration Notification for each of the vehicle.
- Photos of all vehicles, showing the front, side and back.

Name (Company's/Partnership's/Firm's authorised representative) Mr/Ms	NRIC No.:	Position in company:
Name of Company/Partnership/Firm:		
General Waste Collector Licence No. & Class of Licence:	Disposal Account No:	
Company/Partnership/Firm Address:		
Company/Partnership/Firm Tel No. / Fax No.:	E-mail Address:	

Registration of Vehicles				
S/No	Vehicle No.	Type of Vehicle [§]	Type of Waste carried (Pls Delete Accordingly)	Load Type (For Official Use)
1			A / B / B.1 / C	IO/ DO
2			A / B / B.1 / C	IO/ DO
3			A / B / B.1 / C	IO/ DO
4			A / B / B.1 / C	IO/ DO

De-registration of Vehicles			
S/No	Vehicle No.	Type of Vehicle [§]	Reason (e.g. sold, scrapped)
1			
2			
3			

I/We* declare that all information provided in this application are true and correct.

Signature of Applicant

Date

Company Stamp

Note: [§]Please state whether it is an open lorry, compaction vehicle, tanker truck, prime mover etc.

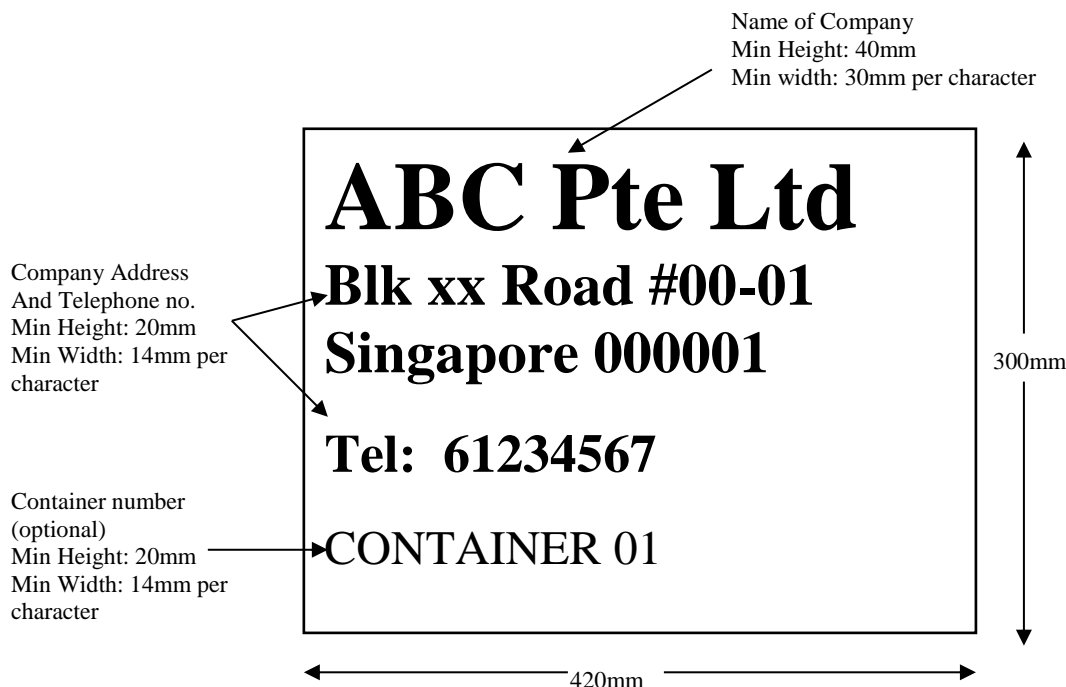
FOR OFFICIAL USE ONLY

Date Approved:	Approved by:	Signature:
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LABELLING INSTRUCTIONS FOR CLASS A, B, AND C GENERAL WASTE COLLECTORS

1. All vehicles and equipment used are to be properly labeled on both sides with the name, address, and contact number of the licensee (see diagram 1 below).

DIAGRAM 1



2. The waste collector shall only use vehicles and equipment listed in the application form. If the waste collector wishes to use vehicles or equipment other than those listed, prior approval must be obtained from the Director-General of Public Health.
3. No waste collected shall be exported without the prior approval of the Director-General of Public Health.
4. Please send the duly completed application form together with your supporting documents to:

Waste & Resource Management Department
National Environment Agency
40 Scotts Road
#11-00 Environment Building
Singapore 228231

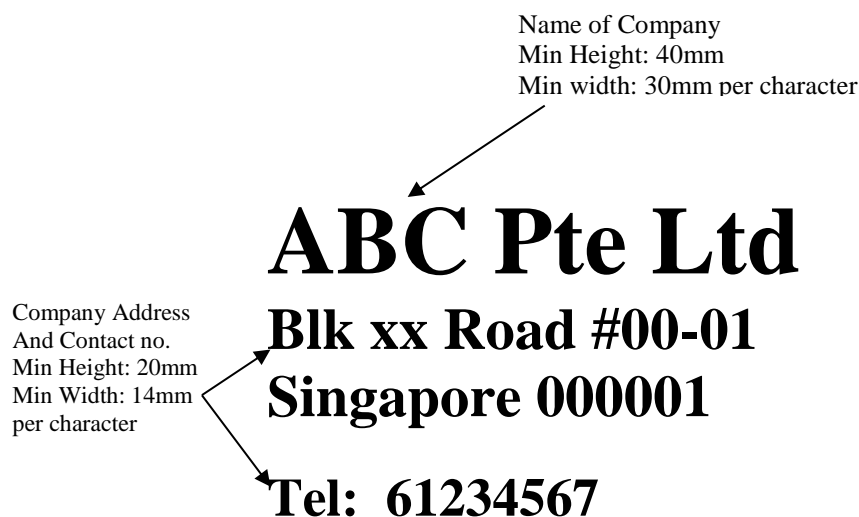
5. The Applicant may contact the following personnel for enquiries:
Mr David Tang / Ms Teng Guat Hwa (Tel 67319310 / Fax 67319731)
6. **ANY OMISSION OR INCORRECT INFORMATION WILL RENDER THIS APPLICATION NULL AND VOID.**

Last update: Nov 16

LABELLING INSTRUCTIONS FOR CLASS B.1 GENERAL WASTE COLLECTORS

1. All vehicles (open lorries) transporting Type B.1 waste, define as used cooking oil, are to have **both sides of the rear cabin deck** be labelled with the company name, company address, and contact number of the UCO collector (see Diagram 2 below).

DIAGRAM 2



2. The waste collector shall only use vehicles and equipment listed in the application form. If the waste collector wishes to use vehicles or equipment other than those listed, prior approval must be obtained from the Director-General of Public Health.
3. No waste collected shall be exported without the prior approval of the Director-General of Public Health.
4. Please send the duly completed application form together with your supporting documents to:

Waste & Resource Management Department
National Environment Agency
40 Scotts Road
#11-00 Environment Building
Singapore 228231

5. The Applicant may contact the following personnel for enquiries:
Mr David Tang / Ms Teng Guat Hwa (Tel 67319310 / Fax 67319731)
6. **ANY OMISSION OR INCORRECT INFORMATION WILL RENDER THIS APPLICATION NULL AND VOID.**

Last update: Nov 16

Appendix 8

List of Waste Not Allowed to be Disposed of at Tuas Marine Transfer Station

**LIST OF WASTE NOT ALLOWED TO BE DISPOSED OF
AT TUAS MARINE TRANSFER STATION (TMTS)**

The following waste shall **NOT** be brought into TMTS:

1. Incinerable waste such as organic waste, polyform containers, plastic bags, paper, etc.
2. Recyclable waste such as glass, rubber, tyres, scrap metal, used paint containers, horticultural waste, electronic scrap, e-waste and its residue, plastic scrap, wood etc.
3. Human and animal waste, foul smelling waste and animal carcasses.
4. Liquid toxic industrial waste such as spent acids, alkalis, etchants, solvents, coolants and waste oils.
5. Toxic industrial waste which has not been certified by the Pollution Control Department (PCD), National Environment Agency (NEA) and monitored under the electronic Consignment Note System (e-Tracking) for landfilling.
6. Chemical waste and poisonous waste with content that is unsuitable for landfilling such as chlorinated herbicides, insecticides, fungicides, etc.
7. Biohazardous / hospital wastes.
8. Non-recyclable bulky waste exceeding 2m in length or 2m in width.
9. Loose and powdery waste such as sawdust and cement which is too dry and not packed securely in robust bags.
10. Liquid/volatile waste such as oil sludge, sewerage waste, waste oil, paints, etc.
11. Radioactive waste which had not been approved by the Radiation Protection & Nuclear Science Department (RPNSD), NEA for landfilling.
12. Dangerous substances that are explosive or highly flammable such as ammunition, dry and wet carbide waste, fireworks and self-igniting waste.
13. Hazardous substances such as chlorinated herbicides, insecticides and fungicides.
14. Chemical residue, sludge and slop oil from ship tankers.
15. Contaminated earth.
16. Excavated earth materials and dredged materials that can be used for reclamation and other purposes.
17. Watery waste such as watery ash, waste that contains too much water, etc.
18. Waste from oil/grease interceptors.

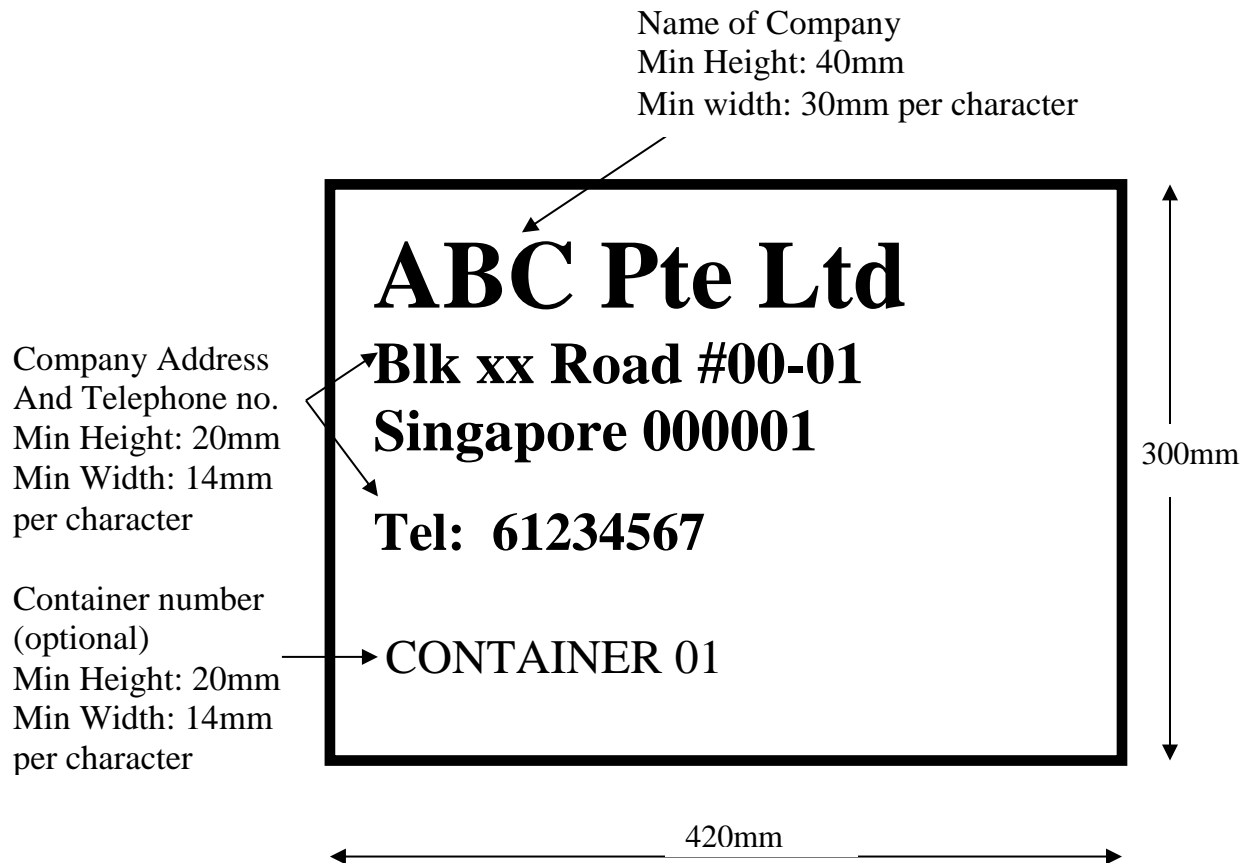
19. Biosludge from water/wastewater treatment facility.
20. Untreated/treated waste which is not inert, is capable of further reaction with other types of waste or react with water and generate heat or other harmful substances.
21. Bleaching earth with oil or other combustible/incinerable substances.
22. Bulky waste consists of incinerable, non-incinerable and recyclable components such as spring mattress, divan, bed frame, etc.

Appendix 9

Labelling for Class A, B, and C General Waste Collectors

All vehicles and equipment are to be labelled on both sides with the name, address and contact number of the licensee (see Diagram 1 below).

DIAGRAM 1



Appendix 10

Responsibilities of General Waste Collectors When Disposing Waste at Disposal Facilities

**RESPONSIBILITIES OF GENERAL WASTE COLLECTORS
WHEN DISPOSING WASTES AT DISPOSAL FACILITIES**

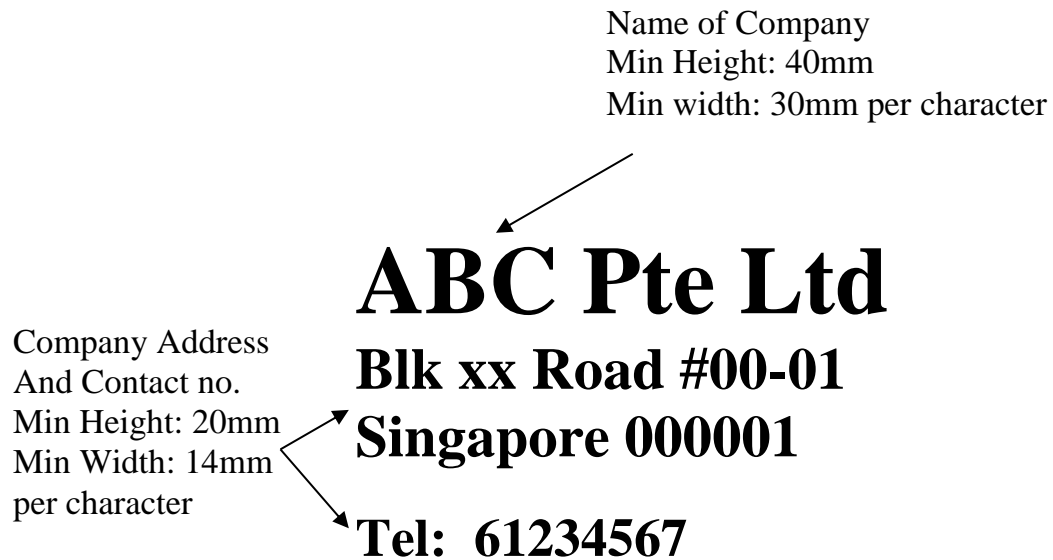
1. Refuse conveyors in open lorries must be properly covered to ensure no littering of refuse on the road. Failing to do so, the driver of the vehicle is liable to be prosecuted under the Environmental Public Health Act.
2. General waste collectors shall ensure only incinerable waste is brought to the incineration plants. No explosives or non-incinerable waste shall be disposed of at the incineration plants.
3. General waste collectors shall ensure that only non-incinerable waste is brought to the Tuas Marine Transfer Station. No untreated dangerous substances shall be disposed of at the transfer station.

Appendix 11

Labelling for Class B.1 General Waste Collectors

All vehicles (open lorries) transporting Type B.1 waste, define as used cooking oil, are to have **both sides of the rear cabin deck** be labelled with the name, address, and contact number of the licensed UCO collector (see Diagram 2 below).

DIAGRAM 2



Appendix 12

Quarterly Declaration for Used Cooking Oil Collection and Disposal

QUARTERLY DECLARATION DOCUMENT: USED COOKING OIL COLLECTION DETAILS (TEMPLATE)

This Used Cooking Oil (UCO) Collection Declaration document is to be submitted by Class B.1 General Waste Collectors to NEA within two weeks after each calendar quarter.

UCO Collector: _____ GWC Licence Number: _____
(Company name)

Date Beginning: _____ Date Ending: _____
(DD/MM/YYYY) (DD/MM/YYYY)

S/N	For the Month of	Food Establishment/ Food Manufacturer providing the UCO	Address of UCO Collection	Number of Collections per month	Tonnes of UCO Collected for the month (Tonnes)
e.g.	Jan 2016	Fried Foods Restaurant	321 Restaurant Street, #01-34, Singapore, 543216	15	2
1					
2					
3					
4					
5					
6					
7					

I, _____, _____, of _____ hereby declare
(Name) (NRIC/Passport/FIN) (Company name)
that all the information provided on this document is true and accurate.

(Signature)

(Date DD/MM/YYYY)

QUARTERLY DECLARATION DOCUMENT: USED COOKING OIL DISPOSAL/EXPORT DETAILS (TEMPLATE)

This Used Cooking Oil (UCO) Disposal/Export Declaration document is to be submitted by Class B.1 General Waste Collectors to NEA within two weeks after each calendar quarter.

UCO Collector: _____ GWC Licence Number: _____

 (Company name)

Date Beginning: _____ Date Ending: _____

 (DD/MM/YYYY) (DD/MM/YYYY)

S/N	Date of UCO Disposal/Export (DD/MM/YYYY)	Company Receiving the UCO (company name)	Address where UCO is Disposed / Exported	Amount of UCO Disposed / Exported (Tonnes)	Intended use of the UCO	HS Code used for export
e.g.	18/11/2016	UCO Receiver PTE LTD	123 UCO Road, Malaysia, 11405	5	Biodiesel and soaps	15180060
1						
2						
3						
4						
5						
6						

I, _____, _____, of _____ hereby declare
 (Name) (NRIC/Passport/FIN) (Company name)
 that all the information provided on this document is true and accurate.

 (Signature)

 (Date DD/MM/YYYY)