



# **User Guide for Toxic Industrial Waste e-Tracking (Generator)**

Version 1.0

Last updated in August 2019

## WHAT YOU NEED

- ✓ A computer with internet access.
- ✓ CorpPass or SingPass

## ADDITIONAL NOTES

- ✓ Ensure that you have valid SingPass or CorpPass (if applicable)

## ROLE AND RIGHTS

| Function                                           | Roles         |
|----------------------------------------------------|---------------|
|                                                    | TIW Generator |
| Dashboard                                          | ✓             |
| Create Consignment Note                            | ✓             |
| Enquiry Consignment Note                           | ✓             |
| Movement of Toxic Waste Generated (Collector-wise) | ✓             |
| Quantity of Toxic Waste Generated (Collector-wise) | ✓             |
| Quantity of Toxic Waste Generated (Month-wise)     | ✓             |

## TERMS OF REFERENCE

| Term | Description                          |
|------|--------------------------------------|
| NEA  | National Environment Agency          |
| TIW  | Toxic Industrial Waste               |
| UEN  | Unique Entity Number                 |
| WRMS | Waste and Resource Management System |

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# 1 GETTING STARTED

## 1.1 HOW TO ACCESS NEA'S TIW E-TRACKING SERVICE

This section explains how to login using CorpPass or SingPass which is required to login to access TIW E-Tracking service.

- Please ensure that you have internet access.
- Launch your web browser (e.g. Internet Explorer, Firefox, etc.) and go to Waste Resource Management System home page at: <https://wrms.nea.gov.sg>

### 1.1.1 HOW TO LOGIN USING CORPPASS

This section explains how to login using CorpPass.

- Click on “Toxic Industrial Waste e-Tracking” as shown in *Figure 1.1.1-1*

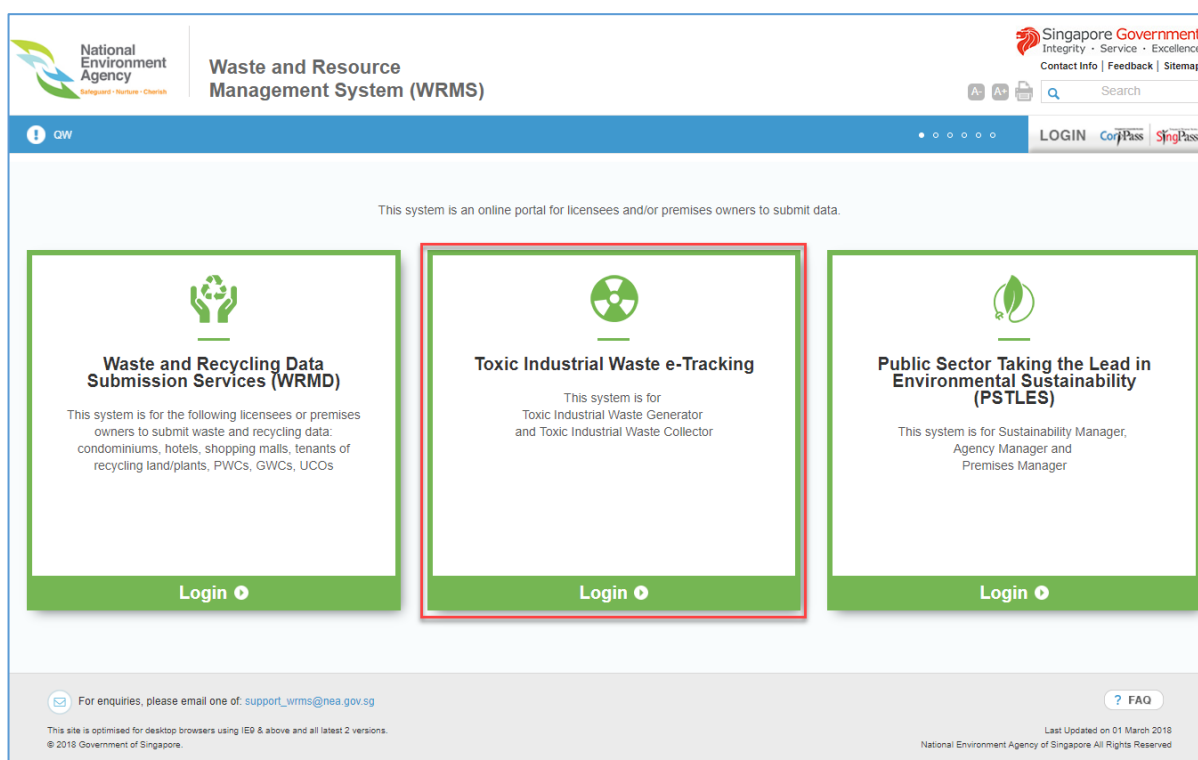


Figure 1.1.1-1: Waste Resource Management System

- b) Enter your “UEN”, “CORPPASS ID” and “Password” as shown in *Figure1.1.1-2*:
- c) Click on “Login” to proceed.

*Figure1.1.1-2 : Log in with CorpPass*

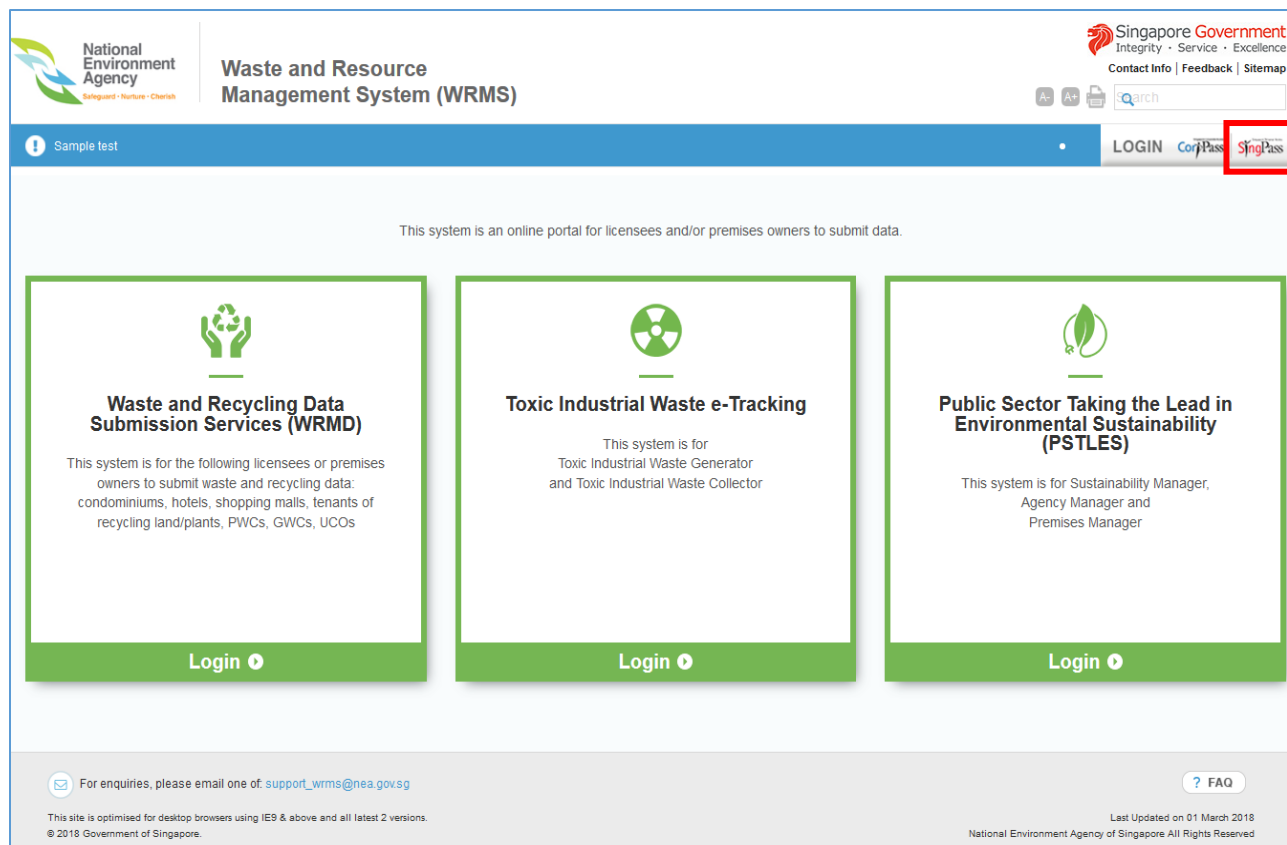
- d) Upon successful login you will redirect to "e-Tracking" page will be .Refer to *Figure 1.1.1-3*.

*Figure 1.1.1-3: e-Tracking*

## 1.1.2 HOW TO LOGIN USING SINGPASS (ONLY FOR TIW GENERATORS WHO ARE INDIVIDUALS)

This section explains how to login using SingPass.

- a) Click on “SingPass” as shown in *Figure 1.1.2-1: Waste Resource Management System*.



*Figure 1.1.2-1: Waste Resource Management System*

- b) Enter your “SingPass ID” and “Password” as shown in *Figure 1.1.2-2*:
- c) Click on “Login” to proceed.

*Figure 1.1.2-2 : Login with SingPass*

- d) Upon successful login you will redirect to “e-Tracking” page will be as follows - refer to *Figure 1.1.2-3*

*Figure 1.1.2-3: eTracking Page*

## 1.2 HOW TO GET STARTED

In e-Tracking page, you can

- Select “Existing Pick-up Address” and click Next to view list of consignments of the selected pick-up address. Refer 1.5 How To Select Existing Pick-Up Address.
- Or
- Select “New Pick-up Address” pick up address, click next to specify the new pick up address for creation of new consignment note. Refer 1.6 How To Add New Pick-up Address.

The screenshot shows the e-Tracking interface. The top header includes the National Environment Agency logo and the Singapore Government logo. The main title is "Waste and Resource Management System (WRMS)". The sidebar on the left lists navigation options: ETRACKING, Dashboard, Create Consignment Note, Enquiry Consignment Note, Generate Report - Movement of Toxic Waste (Collector-wise), Generate Report - Quantity of Toxic Waste Generated (Collector-wise), and Generate Report - Quantity of Toxic Waste Generated (Month-wise). The main content area is titled "e-Tracking" and contains a note about submission time, a description of the e-Tracking system, and a form to select an existing or new pick-up address. The form has a "Please select" dropdown menu and a "Next" button.

Figure 1.2-1 e-Tracking



### NOTE

If you had created consignment notes in the e-Tracking system at <https://esvcweb.nea.gov.sg/etracking>

- You should be able to view your historical consignment notes (for the past 3 years) if they were created with a valid UEN as User ID.
- Or
- If you had submitted the mapping of your User ID to your UEN

If you wish to link your previously submitted consignment notes to the new system, please contact NEA via [NEA\\_PCD\\_TW@nea.gov.sg](mailto:NEA_PCD_TW@nea.gov.sg) with the subject header <WRMS e-Tracking>, and provide us with your User ID and UEN.

## 1.3 NAVIGATING THE DASHBOARD

The below are the functions that are available, as shown in the left menu Panel in *Figure 1.3-1*:

- a) **Dashboard** which will show the list of consignment notes by pick-up address
- b) **Create Consignment Note** to create new consignment notes
- c) **Enquiry Consignment Note** to enquire on consignment notes created, submitted etc.
- d) **Generate Report - Movement of Toxic Waste (Collector-wise)**
- e) **Generate Report - Quantity of Toxic Waste Generated (Collector-wise)**
- f) **Generate Report - Quantity of Toxic Waste Generated (Month-wise)**

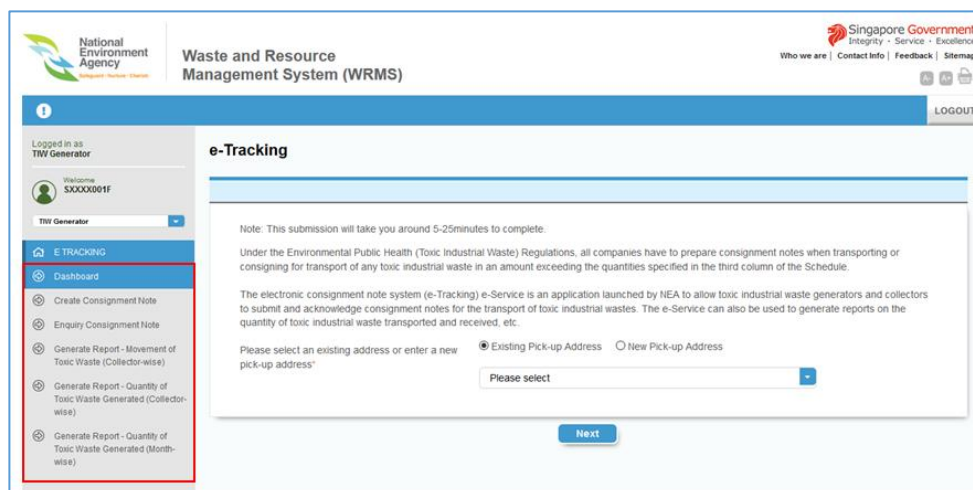


Figure 1.3-1: e-Tracking

## 1.4 HOW TO LOG OUT OF THE SERVICE

This section explains how to logout.

- a) Click on “LOGOUT” button to exit the service as shown in *Figure 1.4-1*. You will be returned to Waste Resource Management System home page.

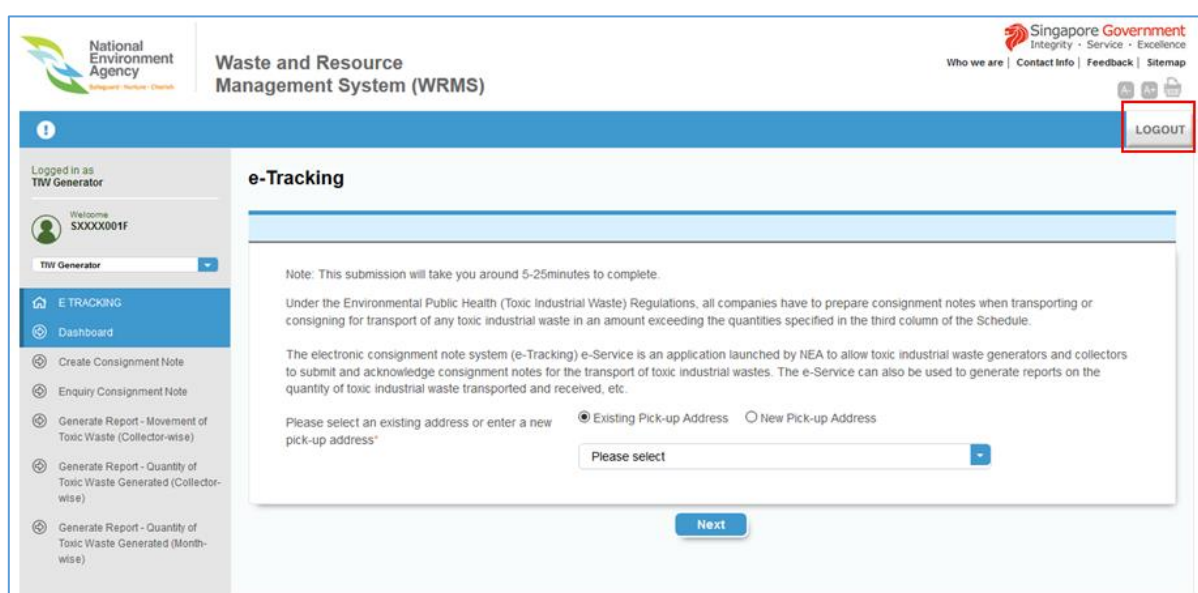


Figure 1.4-1: Logout Button

## 1.5 HOW TO SELECT EXISTING PICK-UP ADDRESS

This section explains how to select existing pick-up address to view the list of consignment notes created for the pick-up address.

- a) Click on the radio button "Existing Pick-up Address" and select an existing pick up address from the drop-down list.

**Waste and Resource Management System (WRMS)**

Logged in as **TIW Generator**  
Welcome **SXXXX001F**

**E TRACKING**  
Dashboard

Create Consignment Note  
Enquiry Consignment Note  
Generate Report - Movement of Toxic Waste (Collector-wise)  
Generate Report - Quantity of Toxic Waste Generated (Collector-wise)  
Generate Report - Quantity of Toxic Waste Generated (Month-wise)

**e-Tracking**

Note: This submission will take you around 5-25minutes to complete.

Under the Environmental Public Health (Toxic Industrial Waste) Regulations, all companies have to prepare consignment notes when transporting or consigning for transport of any toxic industrial waste in an amount exceeding the quantities specified in the third column of the Schedule.

The electronic consignment note system (e-Tracking) e-Service is an application launched by NEA to allow toxic industrial waste generators and collectors to submit and acknowledge consignment notes for the transport of toxic industrial wastes. The e-Service can also be used to generate reports on the quantity of toxic industrial waste transported and received, etc.

Please select an existing address or enter a new pick-up address\* ☒ Existing Pick-up Address ☐ New Pick-up Address

Please select

Next

Figure 1.5.1 Dashboard

- b) After select "Existing Pick-up Address" you will see a "Dashboard" page as shown in Figure 1.5.2. It will list recent consignment notes created for the selected Pick-up Address.

**Dashboard**

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

Pick-Up Address: 121 Steven Road, 440121

First Previous 1 Next Last

| Consignment ID     | Submission Date | Collector                      | Type of Toxic              | Status    | Action |
|--------------------|-----------------|--------------------------------|----------------------------|-----------|--------|
| TIW-S-2019-0000243 | 20 Feb 2019     | HELCO SERVICES PTE LTD         | Laboratory/Analysis Wastes | Submitted |        |
| TIW-S-2019-0000246 | 20 Feb 2019     | MINE WASTE MANAGEMENT PTE. LTD | Acid                       | Submitted |        |

First Previous 1 Next Last

Edit View Delete Clone Void

Figure 1.5.2: Dashboard

## 1.6 HOW TO ADD NEW PICK-UP ADDRESS

You can specify new address for pick up by first entering the details of the pick-up address.

- a) Click on the radio button “New Pick-up Address” and click Next

National Environment Agency  
Waste and Resource Management System (WRMS)

Singapore Government  
Integrity · Service · Excellence  
Who we are | Contact Info | Feedback | Sitemap

LOGOUT

Logged in as  
TIW Generator

Welcome  
SXXXX001F

TIW Generator

E TRACKING  
Dashboard

Create Consignment Note  
Enquiry Consignment Note  
Generate Report - Movement of Toxic Waste (Collector-wise)  
Generate Report - Quantity of Toxic Waste Generated (Collector-wise)  
Generate Report - Quantity of Toxic Waste Generated (Month-wise)

**e-Tracking**

Note: This submission will take you around 5-25minutes to complete.

Under the Environmental Public Health (Toxic Industrial Waste) Regulations, all companies have to prepare consignment notes when transporting or consigning for transport of any toxic industrial waste in an amount exceeding the quantities specified in the third column of the Schedule.

The electronic consignment note system (e-Tracking) e-Service is an application launched by NEA to allow toxic industrial waste generators and collectors to submit and acknowledge consignment notes for the transport of toxic industrial wastes. The e-Service can also be used to generate reports on the quantity of toxic industrial waste transported and received, etc.

Please select an existing address or enter a new pick-up address\*

☒ Existing Pick-up Address ☐ New Pick-up Address

Please select

Next

- b) You will see a "Dashboard" page as shown in *Figure 1.6.1* to specify the details of the address which include:

- “Block/House Number”.
- “Street Name”.
- “Floor” is optional.
- “Unit Number” is optional.
- “Building Name” is optional.
- “Postal Code”.

- c) Click on “Next” button.

**e-Tracking**

Under the Environmental Public Health (Toxic Industrial Waste) Regulations, all companies have to prepare consignment notes when transporting or consigning for transport of any toxic industrial waste in an amount exceeding the quantities specified in the third column of the Schedule.

The electronic consignment note system (e-Tracking) e-Service is an application launched by NEA to allow toxic industrial waste generators and collectors to submit and acknowledge consignment notes for the transport of toxic industrial wastes. The e-Service can also be used to generate reports on the quantity of toxic industrial waste transported and received, etc.

Please select an existing address or enter a new pick-up address\*

☐ Existing Pick-up Address ☒ New Pick-up Address

Block/House Number\*

Street Name\*

Floor - Unit Number

Building Name

Postal Code\*

Next

Figure 1.6.1: e-Tracking

✓ Note \* means field is mandatory, must be specified.

- d) After clicking “Next”, you will see the “Dashboard” for your new address (on top of the “Recent Submission” table) as shown in *Figure 1.6.2*.

**Dashboard**

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

Pick-Up Address: 51 Ubi Ave 1, #02-01 Paya Ubi Industrial Park 408934

| Consignment ID | Submission Date | Collector | Type of Toxic | Status | Action |
|----------------|-----------------|-----------|---------------|--------|--------|
| No data found. |                 |           |               |        |        |

Edit View Delete Clone Void

*Figure 1.6.2: Dashboard for New Pick-up Address*

- e) To create a Consignment Note with your new pick up address, click on “Create Consignment Note” on the left menu panel. Refer to section 3. Or the Next button.

## 2 DASHBOARD

The “Dashboard” allows you to view past and recent submissions of consignment notes.

- On the left panel, under "E TRACKING", click on " Dashboard"
- You will see a "Dashboard" page as shown in *Figure 2-1 Dashboard*
- You will see icons under the “Action” column to view, edit, delete, clone or void an existing consignment note.

Logged in as  
**TW Generator**

Welcome  
7XXXX8534/  
789928534E

TW Generator

E TRACKING

Dashboard

Create Consignment Note

Enquiry Consignment Note

Generate Report - Movement of Toxic Waste (Collector-wise)

Generate Report - Quantity of Toxic Waste Generated (Collector-wise)

Generate Report - Quantity of Toxic Waste Generated (Month-wise)

Dashboard

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

Pick-Up Address 12 Bedok, #11-1234 AnnexA 334412

First Previous 1 2 3 Next Last

Search Consignment ID

| Consignment ID     | Submission Date | Collector                    | Type of Toxic                           | Status    | Action |
|--------------------|-----------------|------------------------------|-----------------------------------------|-----------|--------|
| TIW-S-2019-0000057 |                 | Kin Lee Chemicals Pte Ltd    | Acid, Residues                          | Draft     |        |
| TIW-S-2019-0000056 |                 | Kin Lee Chemicals Pte Ltd    | Acid, Residues                          | Draft     |        |
| TIW-S-2019-0000009 | 19 Jul 2019     | Tuas Marine Transfer Station | Residues                                | Submitted |        |
| TIW-S-2019-0000052 | 31 Jul 2019     | BJ Industries Pte Ltd        | Catalyst, Oil sludge                    | Submitted |        |
| TIW-S-2019-0000053 | 31 Jul 2019     | BJ Industries Pte Ltd        | Used/waste contaminated oil, Residues   | Submitted |        |
| TIW-S-2019-0000012 | 22 Jul 2019     | BJ Industries Pte Ltd        | Oil sludge                              | Submitted |        |
| TIW-S-2019-0000024 | 23 Jul 2019     | BJ Industries Pte Ltd        | Used/waste contaminated oil, Oil sludge | Submitted |        |
| TIW-S-2019-0000047 | 31 Jul 2019     | Kin Lee Chemicals Pte Ltd    | Acid, Residues                          | Submitted |        |
| TIW-S-2019-0000013 | 22 Jul 2019     | Tuas Marine Transfer Station | Residues                                | Accepted  |        |
| TIW-S-2019-0000033 | 25 Jul 2019     | TYN-20(TEST) PTE LTD         | Oil sludge                              | Accepted  |        |

First Previous 1 2 3 Next Last

Edit View Delete Clone Void

Figure 2-1: Dashboard

## 2.1 PROCESSING OF CONSIGNMENT NOTE

A consignment note can have the status “Submitted”, “Accepted”, “Draft” or “Rejected”. You can do the following actions stated below by clicking the appropriate icon under Action as shown in *Figure 2-1: Dashboard*. The Figure 2.1.-1 Action Table illustrates the possible actions that can be applied based on the status of a consignment note:

- a) View
- b) Edit
- c) Delete
- d) Clone
- e) Void

| Consignment Note Status | View | Clone | Void | Edit | Delete |
|-------------------------|------|-------|------|------|--------|
| Submitted               | Y    | Y     | Y    | -    | -      |
| Accepted                | Y    | Y     | -    | -    | -      |
| Draft                   | -    | -     | -    | Y    | Y      |
| Rejected                | Y    | -     | -    | -    | -      |

*Figure 2.1-1 : Actions Table*

- You can create a consignment note and save as draft. The status of the consignment note will be reflected as “Draft”.
- Upon providing and confirmation of the consignment details, you can proceed to submit the consignment to the Collector. The status will be reflected as “Submitted”
- For a Submitted consignment, you can duplicate the details of the consignment as a new consignment note using the Clone function. Using the Void function, you can also void the Submitted consignment note if you had accidentally submitted an erroneous consignment note and it has not been accepted/rejected by the Collector.
- For a Draft consignment note, it can be deleted if it is no longer required.

## 2.1.1 HOW TO VIEW CONSIGNMENT NOTE

You can view the consignment note based on the Pick-Up Address.

- On the left panel, under "E TRACKING", click on "Dashboard".
- Choose a pick-up address from the Pick-Up Address dropdown as shown in *Figure 2.1.1-1*. List of consignment notes of the specified pick-up address will be listed in the "Recent Submission" table.
- Click "View" icon at the Action column of the desired consignment note.

 **Dashboard**

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

Pick-Up Address 12 Bedok, #11-1234 AnnexA 334412

First Previous 1 2 3 Next Last

Recent Submission

Search Consignment ID

| Consignment ID     | Submission Date | Collector                    | Type of Toxic                           | Status    | Action                                                                                                                                                                                                                                                            |
|--------------------|-----------------|------------------------------|-----------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIW-S-2019-0000024 | 23 Jul 2019     | BJ Industries Pte Ltd        | Used/waste contaminated oil, Oil sludge | Submitted |          |
| TIW-S-2019-0000029 | 24 Jul 2019     | Kin Lee Chemicals Pte Ltd    | Acid                                    | Rejected  |                                                                                                                                                                                |
| TIW-S-2019-0000030 | 24 Jul 2019     | BJ Industries Pte Ltd        | Used/waste contaminated oil             | Accepted  |                                                                                             |
| TIW-S-2019-0000033 | 25 Jul 2019     | TYN-20(TEST) PTE LTD         | Oil sludge                              | Accepted  |                                                                                             |
| TIW-S-2019-0000034 | 25 Jul 2019     | Tuas Marine Transfer Station | Catalyst                                | Accepted  |                                                                                             |
| TIW-S-2019-0000035 | 25 Jul 2019     | Kin Lee Chemicals Pte Ltd    | Acid                                    | Rejected  |                                                                                                                                                                                |
| TIW-S-2019-0000040 | 30 Jul 2019     | Kin Lee Chemicals Pte Ltd    | Acid                                    | Accepted  |                                                                                           |
| TIW-S-2019-0000042 | 31 Jul 2019     | BJ Industries Pte Ltd        | Oil sludge                              | Accepted  |                                                                                         |
| TIW-S-2019-0000046 | 31 Jul 2019     | Tuas Marine Transfer Station | Sludge, Residues                        | Accepted  |                                                                                         |
| TIW-S-2019-0000047 | 31 Jul 2019     | Kin Lee Chemicals Pte Ltd    | Acid, Residues                          | Submitted |    |

First Previous 1 2 3 Next Last

 Edit  View  Delete  Clone  Void

Figure 2.1.1-1: Dashboard

You can locate a specific consignment by typing the consignment ID on the search field on the top right hand of the "Recent Submission" table and click Search Button.

- d) After clicking “View”, you will see a “View Consignment Note” page as shown in *Figure 2.1.1-2: View Consignment Note*.
- Click “View Consignment Note” to see a printer friendly version of the Consignment note. Refer 2.3 *Printer Friendly –Version of Consignment Note* to print out the consignment note.
  - Click “Cancel” to return to the Dashboard.

**View Consignment Note (TIW-S-2019-0000047)**

**Consignment Details**

|                                  |                                  |
|----------------------------------|----------------------------------|
| Submission Date                  | 31 Jul 2019                      |
| User Type*                       | Business entity                  |
| UEN*                             | 789928534E                       |
| Name of the Generator's Company* | BJ Industries Pte Ltd            |
| Pick Up Address*                 | 12 Bedok, #11-1234 AnnexA 334412 |
| Name of the Declarant*           | Dio                              |
| Name of the TIW Collector*       | Kin Lee Chemicals Pte Ltd        |
| Transport Approval No            | TW/TA-97985                      |

**Toxic Details**

| No. | Type | Sub-Toxic   | Physical State | Hazardous Property | Package   | Total Quantity |
|-----|------|-------------|----------------|--------------------|-----------|----------------|
| 1   | Acid | Acetic acid | Liquid         | Corrosive          | 1 Drum(s) | 213 Litre(s)   |

**Carrier Details**

|                       |             |
|-----------------------|-------------|
| Carrier Company Name* | QC Carriers |
| Name of the Driver*   | Qin         |
| Vehicle No*           | ASD1234F    |
| Pick Up Date*         | 31 Jul 2019 |
| Pick Up Time*         | 09:30 AM    |

Cancel

View Consignment Note

*Figure 2.1.1-2: View Consignment Note*

## 2.1.2 HOW TO EDIT DRAFT CONSIGNMENT NOTE

This section explains how to amend details of a draft consignment note. You can edit consignment notes with status “Draft” only.

- On the left panel, under "E TRACKING", click on "Dashboard".
- Choose a pick-up address from the Pick-Up Address dropdown as shown in *Figure 2.1.2-1*. List of consignment notes of the specified pick-up address will be listed in the “Recent Submission” table.
- Choose *draft consignment note* that needs to be edited.
- Click “Edit” icon the below the Action column as shown in *Figure 2.1.2-1: Dashboard*.

 **Dashboard**

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

Pick-Up Address

12 Bedok, #11-1234 AnnexA 334412

First Previous 1 2 3 Next Last

Recent Submission

Search Consignment ID

| Consignment ID      | Submission Date | Collector                    | Type of Toxic                                          | Status    | Action                                                                                                                                                                                                                                                            |
|---------------------|-----------------|------------------------------|--------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIW-S-2019-0000056  |                 | Kin Lee Chemicals Pte Ltd    | Acid, Residues                                         | Draft     |                                                                                             |
| TIW-S-2019-0000735  | 03 Jul 2019     | Tuas Marine Transfer Station | Sludge, Other Wastes                                   | Accepted  |                                                                                             |
| TIWC-S-2019-0000135 | 03 Jul 2019     | BJ Industries Pte Ltd        | Used/waste contaminated oil, Oil sludge, Redox Reagent | Accepted  |                                                                                             |
| TIW-S-2019-0000733  | 03 Jul 2019     | BJ Industries Pte Ltd        | Acid, Used/waste contaminated oil, Oil sludge          | Accepted  |                                                                                             |
| TIW-S-2019-0000006  | 17 Jul 2019     | Tuas Marine Transfer Station | Residues                                               | Accepted  |                                                                                             |
| TIW-S-2019-0000003  | 17 Jul 2019     | Tuas Marine Transfer Station | Residues                                               | Accepted  |                                                                                           |
| TIW-S-2019-0000011  | 19 Jul 2019     | Tuas Marine Transfer Station | Sludge                                                 | Accepted  |                                                                                         |
| TIW-S-2019-0000009  | 19 Jul 2019     | Tuas Marine Transfer Station | Residues                                               | Submitted |    |
| TIW-S-2019-0000012  | 22 Jul 2019     | BJ Industries Pte Ltd        | Oil sludge                                             | Submitted |    |
| TIW-S-2019-0000013  | 22 Jul 2019     | Tuas Marine Transfer Station | Residues                                               | Accepted  |                                                                                         |

First Previous 1 2 3 Next Last

 Edit  View  Delete  Clone  Void

Figure 2.1.2-1: Dashboard

You can locate a specific consignment by typing the consignment ID on the search field on the top right hand of the “Recent Submission” table and click Search Button.

- e) After click “Edit” you will see a “Consignment Note” page with prefilled values as shown in *Figure 2.1.1-2 Edit Consignment Note*. You can proceed to make changes to the consignment note.

### Create Consignment Note (TIW-S-2019-0000056)

Note: This submission will take you around 5-25minutes to complete.

01 Consignment
02 Confirmation
03 Acknowledgement

#### Consignment Details

Name of the Generator's Company\*
BJ Industries Pte Ltd

Pick Up Address\*

☒ Existing Pick-up Address
☐ New Pick-up Address

12 Bedok, #11-1234 AnnexA 334412

Name of the Declarant\*
Dio

Collector Type\*

☒ Collector
☐ Disposal Facility

Name of the TIW Collector\*
Kin Lee Chemicals Pte Ltd

Transport Approval No
TW/TA-97985

#### Toxic Details

| No. | Type | Sub-Toxic   | Physical State | Hazardous Property   | Package   | Total Quantity | Tick to Delete           |
|-----|------|-------------|----------------|----------------------|-----------|----------------|--------------------------|
| 1   | Acid | Acetic acid | Liquid         | Corrosive, Flammable | 3 Drum(s) | 5,432 Litre(s) | <input type="checkbox"/> |

Add Toxic
Delete Toxic

#### Carrier Details

Carrier Company Name\*
QC Carriers

Name of the Driver\*
Qin

Vehicle No\*
ASD1234F

Pick Up Date\*
31/07/2019

Pick Up Time\*

7
40
AM

Cancel
View Consignment Note
Save Draft
Next

*Figure 2.1.1-2 Edit Consignment Note*

After the changes made, you can:

- f) Click “Save Draft” to save changes made. Upon successful saving, a message “Your record has been saved” will be displayed at the top of the page. You will stay on the same page with prefilled/edited values and can continue to make further changes if desired.
- g) Click “View Consignment Note” to view consignment in a Printer Friendly mode. Refer 2.3 Printer Friendly – Version of Consignment Note.

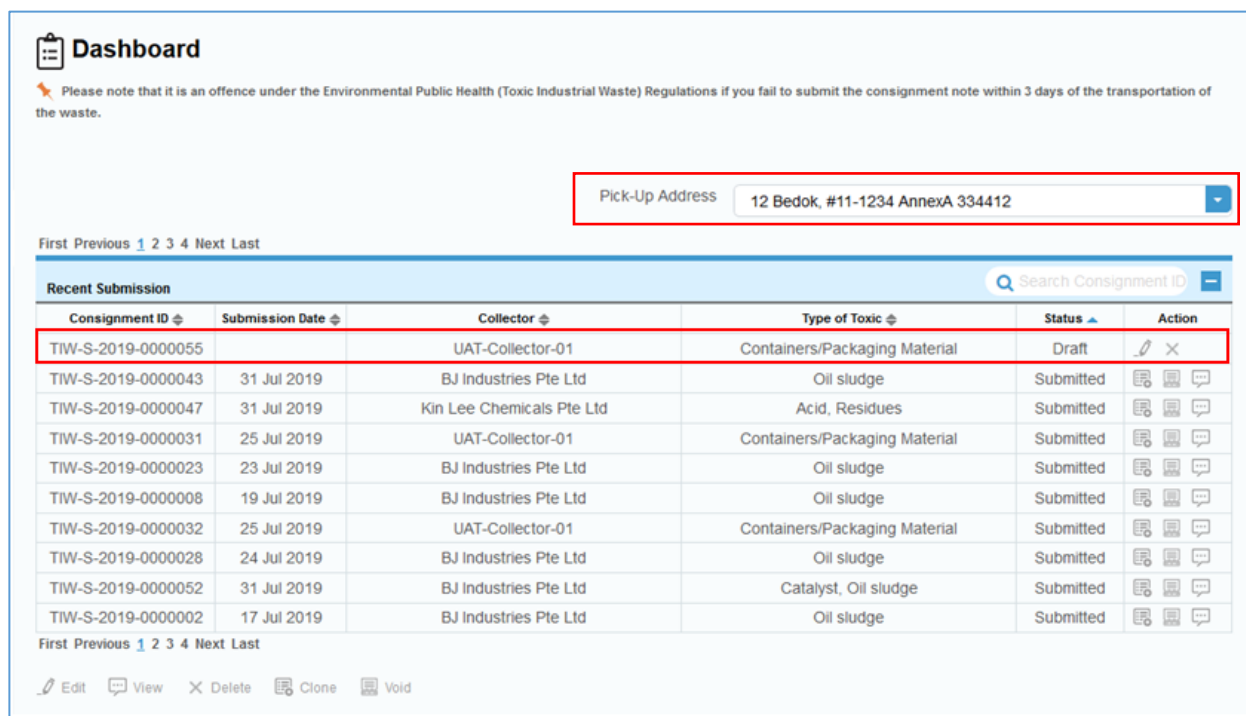
*\*\*\*Important Note: If you have made any changes, please click “Save Draft” before clicking “View Consignment Note” for the changes to be effected in the printer Friendly mode.*

- h) To submit the consignment note, click “Next” – You will redirect to “Confirmation Tab”– Refer 3.1.2 Confirmation Tab.
- i) Click “Cancel” to discard any changes made. You will be routed to Dashboard

### 2.1.3 HOW TO DELETE DRAFT CONSIGNMENT NOTE

This section explains how to delete draft consignment note.

- On the left panel, under "E TRACKING", click on "Dashboard".
- Choose a pick-up address from the Pick-Up Address dropdown as shown in *Figure 2.1.3-1*. List of consignment notes of the specified pick-up address will be listed in the "Recent Submission" table.
- Choose *draft consignment note* that needs to be deleted and Click "Delete" icon the below the Action column as shown in *Figure 2.1.3-1*.



**Dashboard**

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

Pick-Up Address: 12 Bedok, #11-1234 AnnexA 334412

First Previous 1 2 3 4 Next Last

**Recent Submission** Search Consignment ID

| Consignment ID     | Submission Date | Collector                 | Type of Toxic                 | Status    | Action                                                                                                                                                                                                                                                            |
|--------------------|-----------------|---------------------------|-------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIW-S-2019-0000055 |                 | UAT-Collector-01          | Containers/Packaging Material | Draft     |                                                                                             |
| TIW-S-2019-0000043 | 31 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                    | Submitted |          |
| TIW-S-2019-0000047 | 31 Jul 2019     | Kin Lee Chemicals Pte Ltd | Acid, Residues                | Submitted |          |
| TIW-S-2019-0000031 | 25 Jul 2019     | UAT-Collector-01          | Containers/Packaging Material | Submitted |          |
| TIW-S-2019-0000023 | 23 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                    | Submitted |          |
| TIW-S-2019-0000008 | 19 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                    | Submitted |       |
| TIW-S-2019-0000032 | 25 Jul 2019     | UAT-Collector-01          | Containers/Packaging Material | Submitted |    |
| TIW-S-2019-0000028 | 24 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                    | Submitted |    |
| TIW-S-2019-0000052 | 31 Jul 2019     | BJ Industries Pte Ltd     | Catalyst, Oil sludge          | Submitted |    |
| TIW-S-2019-0000002 | 17 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                    | Submitted |    |

First Previous 1 2 3 4 Next Last

Edit View Delete Clone Void

Figure 2.1.3-1: Dashboard

- You will see a Confirmation popup window as shown in *Figure 2.1.3-2 Confirmation popup window*.

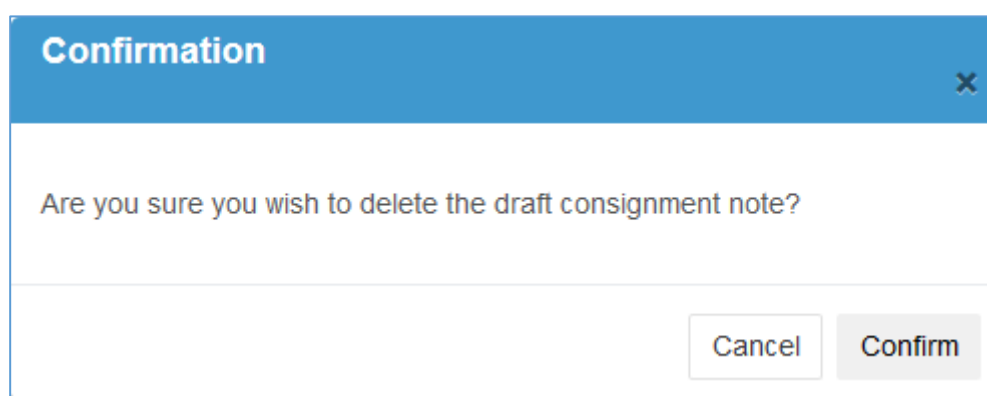


Figure 2.1.3-2: Confirmation popup window

To delete, click “Confirm” . Upon successful deletion of the consignment note, you will be routed back to dashboard. You will see the message “The record has been deleted successfully” at the top of the page. The record is removed.

**Dashboard**

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

The record has been deleted successfully.

Pick-Up Address

12 Bedok, #11-1234 AnnexA 334412

First Previous 1 2 3 4 Next Last

Recent Submission

Search Consignment ID

| Consignment ID     | Submission Date | Collector                 | Type of Toxic                         | Status    | Action |
|--------------------|-----------------|---------------------------|---------------------------------------|-----------|--------|
| TIW-S-2019-0000043 | 31 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted |        |
| TIW-S-2019-0000047 | 31 Jul 2019     | Kin Lee Chemicals Pte Ltd | Acid, Residues                        | Submitted |        |
| TIW-S-2019-0000031 | 25 Jul 2019     | UAT-Collector-01          | Containers/Packaging Material         | Submitted |        |
| TIW-S-2019-0000023 | 23 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted |        |
| TIW-S-2019-0000008 | 19 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted |        |
| TIW-S-2019-0000032 | 25 Jul 2019     | UAT-Collector-01          | Containers/Packaging Material         | Submitted |        |
| TIW-S-2019-0000028 | 24 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted |        |
| TIW-S-2019-0000052 | 31 Jul 2019     | BJ Industries Pte Ltd     | Catalyst, Oil sludge                  | Submitted |        |
| TIW-S-2019-0000002 | 17 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted |        |
| TIW-S-2019-0000053 | 31 Jul 2019     | BJ Industries Pte Ltd     | Used/waste contaminated oil, Residues | Submitted |        |

First Previous 1 2 3 4 Next Last

Edit
 View
 Delete
 Clone
 Void

Figure 2.1.3-3: Dashboard- After delete consignment note

- e) Click “Cancel” to discard deletion and you will be redirected to the Dashboard.

## 2.1.4 HOW TO CLONE CONSIGNMENT NOTE

You can create a new consignment note by duplicating the details from an existing consignment note.

**IMPORTANT NOTE:** Cloning reduce re-entry but do ensure entries are edited to correctly reflect the new consignment.

- On the left panel, under "E TRACKING", click on " Dashboard"
- Choose a pick-up address from the Pick-Up Address dropdown as shown in *Figure 2.1.4-1*. List of consignment notes of the specified pick-up address will be listed in the "Recent Submission" table.
- Choose the desired consignment note to be cloned
- Click "Clone" icon in the Action column of the consignment note as shown in *Figure 2.1.4-1: Dashboard*.

**Dashboard**

 Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

Pick-Up Address

12 Bedok, #11-1234 AnnexA 334412

First Previous 1 2 3 Next Last

Recent Submission

| Consignment ID      | Submission Date | Collector                    | Type of Toxic                                          | Status    | Action                                                                                                                                                                                                                                                            |
|---------------------|-----------------|------------------------------|--------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIW-S-2019-0000056  |                 | Kin Lee Chemicals Pte Ltd    | Acid, Residues                                         | Draft     |                                                                                             |
| TIW-S-2019-0000009  | 19 Jul 2019     | Tuas Marine Transfer Station | Residues                                               | Submitted |          |
| TIW-S-2019-0000052  | 31 Jul 2019     | BJ Industries Pte Ltd        | Catalyst, Oil sludge                                   | Submitted |          |
| TIW-S-2019-0000053  | 31 Jul 2019     | BJ Industries Pte Ltd        | Used/waste contaminated oil, Residues                  | Submitted |          |
| TIW-S-2019-0000012  | 22 Jul 2019     | BJ Industries Pte Ltd        | Oil sludge                                             | Submitted |          |
| TIW-S-2019-0000024  | 23 Jul 2019     | BJ Industries Pte Ltd        | Used/waste contaminated oil, Oil sludge                | Submitted |    |
| TIW-S-2019-0000047  | 31 Jul 2019     | Kin Lee Chemicals Pte Ltd    | Acid, Residues                                         | Submitted |    |
| TIW-S-2019-0000013  | 22 Jul 2019     | Tuas Marine Transfer Station | Residues                                               | Accepted  |                                                                                         |
| TIW-S-2019-0000033  | 25 Jul 2019     | TYN-20(TEST) PTE LTD         | Oil sludge                                             | Accepted  |                                                                                         |
| TIWC-S-2019-0000135 | 03 Jul 2019     | BJ Industries Pte Ltd        | Used/waste contaminated oil, Oil sludge, Redox Reagent | Accepted  |                                                                                         |

First Previous 1 2 3 Next Last

 Edit  View  Delete  Clone  Void

Figure 2.1.4-1: Dashboard

- e) After clicking “Clone”, you can see “Create Consignment Note” page with prefilled values from the cloned consignment note as shown in *Figure 2.1.4-2 Create Consignment tab*.

### Create Consignment Note

Note: This submission will take you around 5-25minutes to complete.

01 Consignment
02 Confirmation
03 Acknowledgement

#### Consignment Details

Name of the Generator's Company\*
BJ Industries Pte Ltd

Pick Up Address\*

☒ Existing Pick-up Address
☐ New Pick-up Address

12 Bedok, #11-1234 AnnexA 334412

Name of the Declarant\*
Dio

Collector Type\*

☒ Collector
☐ Disposal Facility

Name of the TIW Collector\*
Kin Lee Chemicals Pte Ltd

Transport Approval No
TW/TA-97985

#### Toxic Details

| No. | Type | Sub-Toxic   | Physical State | Hazardous Property | Package   | Total Quantity | Tick to Delete           |
|-----|------|-------------|----------------|--------------------|-----------|----------------|--------------------------|
| 1   | Acid | Acetic acid | Liquid         | Corrosive          | 1 Drum(s) | 213 Litre(s)   | <input type="checkbox"/> |

Add Toxic
Delete Toxic

#### Carrier Details

Carrier Company Name\*
QC Carriers

Name of the Driver\*
Qin

Vehicle No\*
ASD1234F

Pick Up Date\*
31/07/2019

Pick Up Time\*

9
30
AM

Cancel
Save Draft
Next

*Figure 2.1.4-2 Create Consignment tab.*

You can edit the consignment notes and:

- f) Click “Save Draft” to save changes made. Upon successful saving, a message “Your record has been saved” will be displayed at the top of the page. You will stay on the same page with prefilled/edited values and can continue to make further changes if desired.
- g) Click “View Consignment Note” to view consignment in a Printer Friendly mode. Refer 2.3 Printer Friendly – Version of Consignment Note.
- \*\*\*Important Note: If you have made any changes, please click “Save Draft” before clicking “View Consignment Note” for the changes to be effected in the printer Friendly mode.*
- h) To submit the consignment note, click “Next” – You will redirect to “Confirmation Tab”– Refer 3.1.2 Confirmation Tab.
- i) Click “Cancel” to discard any changes made. You will be redirected to the Dashboard

## 2.1.5 HOW TO VOID SUBMITTED CONSIGNMENT NOTE

You can void a submitted consignment note, before it is accepted/rejected by the collector, if you had submitted an erroneous consignment note.

- On the left panel, under "E TRACKING", click on "Dashboard"
- Choose a pick-up address from the Pick-Up Address dropdown as shown in *Figure 2.1.5-1*. List of consignment notes of the specified pick-up address will be listed in the "Recent Submission" table.
- Choose a submitted consignment note that needs to be voided
- Click "Void" icon below the Action column as shown in *Figure 2.1.5-1: Dashboard*.

**Dashboard**

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

Pick-Up Address: 12 Bedok, #11-1234 AnnexA 334412

First Previous 1 2 3 4 Next Last

| Consignment ID     | Submission Date | Collector                 | Type of Toxic                         | Status    | Action  |
|--------------------|-----------------|---------------------------|---------------------------------------|-----------|---------|
| TIW-S-2019-0000043 | 31 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted | [Icons] |
| TIW-S-2019-0000047 | 31 Jul 2019     | Kin Lee Chemicals Pte Ltd | Acid, Residues                        | Submitted | [Icons] |
| TIW-S-2019-0000023 | 23 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted | [Icons] |
| TIW-S-2019-0000008 | 19 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted | [Icons] |
| TIW-S-2019-0000032 | 25 Jul 2019     | UAT-Collector-01          | Containers/Packaging Material         | Submitted | [Icons] |
| TIW-S-2019-0000028 | 24 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted | [Icons] |
| TIW-S-2019-0000052 | 31 Jul 2019     | BJ Industries Pte Ltd     | Catalyst, Oil sludge                  | Submitted | [Icons] |
| TIW-S-2019-0000002 | 17 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted | [Icons] |
| TIW-S-2019-0000053 | 31 Jul 2019     | BJ Industries Pte Ltd     | Used/waste contaminated oil, Residues | Submitted | [Icons] |
| TIW-S-2019-0000012 | 22 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                            | Submitted | [Icons] |

First Previous 1 2 3 4 Next Last

Edit View Delete Clone Void

Figure 2.1.5-1: Dashboard.

- You will see a Confirmation popup window as shown in *Figure 2.1.5-2: Confirmation popup window*

**Confirmation**

Are you sure you wish to void the submitted consignment note?

Cancel Confirm

Figure 2.1.5-2 Confirmation popup window

To Void, click “Confirm” . The system will void the consignment note and return to the Dashboard. The message “The record has been voided successfully” will be displayed at the top of the Dashboard as shown in *Figure 2.1.5-3 Dashboard- After void consignment note*.

**Waste and Resource Management System (WRMS)**

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LOGOUT

**Dashboard**

Please note that it is an offence under the Environmental Public Health (Toxic Industrial Waste) Regulations if you fail to submit the consignment note within 3 days of the transportation of the waste.

The record has been voided successfully.

Pick-Up Address: 12 Bedok, #11-1234 AnnexA 334412

First Previous 1 2 3 Next Last

| Consignment ID     | Submission Date | Collector                 | Type of Toxic                           | Status    | Action |
|--------------------|-----------------|---------------------------|-----------------------------------------|-----------|--------|
| TIW-S-2019-0000043 | 31 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                              | Submitted |        |
| TIW-S-2019-0000047 | 31 Jul 2019     | Kin Lee Chemicals Pte Ltd | Acid, Residues                          | Submitted |        |
| TIW-S-2019-0000023 | 23 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                              | Submitted |        |
| TIW-S-2019-0000008 | 19 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                              | Submitted |        |
| TIW-S-2019-0000028 | 24 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                              | Submitted |        |
| TIW-S-2019-0000052 | 31 Jul 2019     | BJ Industries Pte Ltd     | Catalyst, Oil sludge                    | Submitted |        |
| TIW-S-2019-0000002 | 17 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                              | Submitted |        |
| TIW-S-2019-0000053 | 31 Jul 2019     | BJ Industries Pte Ltd     | Used/waste contaminated oil, Residues   | Submitted |        |
| TIW-S-2019-0000012 | 22 Jul 2019     | BJ Industries Pte Ltd     | Oil sludge                              | Submitted |        |
| TIW-S-2019-0000024 | 23 Jul 2019     | BJ Industries Pte Ltd     | Used/waste contaminated oil, Oil sludge | Submitted |        |

First Previous 1 2 3 Next Last

Edit View Delete Clone Void

*Figure 2.1.5-3: Dashboard- After void consignment note*

To discard the void action, click “Cancel” – The system will redirect to Dashboard. The consignment note will not be voided.

## 2.2 PRINTER FRIENDLY -VERSION OF CONSIGNMENT NOTE

This section explains display of the “printer friendly – version” of the details of a draft; submitted or accepted consignment note which can be printed out.

To print out the consignment note, select the “View Consignment Note” button  that can be found in the View, Edit or Create of a consignment function.

- a) After Click “View Consignment Note” – Sample of consignment note in printer-friendly format as shown in *Figure 2.2-1: Consignment Note (Draft) – Printer-Friendly Format*.

Click “Print” – Select your printer to print

**Consignment Note**  
Printer Friendly Version

| Submission Date | TIW Collector           | Transport Approval No | Consignment ID            |
|-----------------|-------------------------|-----------------------|---------------------------|
|                 | ELS HARDWARE TRADING CO | FD/FA-0004            | TIW-S-2019-0000496(Draft) |

| Received from:<br>Yugni<br>99 Stevens Road, 325599 | Company Name | Name of Driver |            |
|----------------------------------------------------|--------------|----------------|------------|
|                                                    | QC Carrier   | Qin            |            |
|                                                    | Pick Up Date | Pick Up Time   | Vehicle No |
|                                                    | 28 Feb 2019  | 08:10PM        | ASDF6789   |

| Type of Wastes | Sub Type     | Physical State | Hazardous Property          | Package  | Total Quantity |
|----------------|--------------|----------------|-----------------------------|----------|----------------|
| Acid           | Benzoic acid | Liquid         | Corrosive, Flammable, Inert | 2 Bin(s) | 33 Litre(s)    |

Generator Signature / Date

Collector Signature / Date

Signature of the Driver

Cancel

Print

*Figure 2.2-1 : Consignment Note (Draft) – Printer-Friendly Format*

Click “Cancel” to discard printing and you will be return to the dashboard.

## 3 CREATE CONSIGNMENT NOTE

This section explains how to create a consignment note. The Create Consignment Note has 3 Tabs as follows.

- a) Consignment Tab – To specify the necessary consignment details.
- b) Confirmation Tab – To confirm the entered details before submitting to the collector.
- c) Acknowledgement Tab – Acknowledgement by system of successful submission of a consignment .

### 3.1 HOW TO CREATE CONSIGNMENT NOTE

- a) On the left menu panel, under "E TRACKING", click on "Create Consignment Note"

#### 3.1.1 CONSIGNMENT TAB

The Consignment Tab has 3 sections:

- A. Consignment Details
- B. Toxic Details
- C. Carrier Details.

- b) You will see a "Consignment Tab" in "Create Consignment" as shown *Figure 3.1.1-1*
  - i. Enter "Name of the Generator" ,i.e. your company name, if not pre-populated.
  - ii. Select a "Pick Up Address".
    - Click on radio button "Existing Pick-up Address" and select an address from dropdown list or
    - Click on the radio button "New Pick-up Address" to enter a new pick up address. *Refer 1.6 How to Add New Pick-Up Address*
  - iii. Enter "Name of the Declarant".
  - iv. Select "Collector Type".
    - i. If you are sending to a "Collector".
      - Select "Name of the TIW Collector" and "Transport Approval No" will be automatically appended below.
      - If you sending to a "Disposal Facility", select a disposal facility from the dropdown list

**Create Consignment Note**

01 Consignment 02 Confirmation 03 Acknowledgement

**Consignment Details**

Name of the Generator\*

Pick Up Address\* ☒ Existing Pick-up Address ☐ New Pick-up Address

Please select

Name of the Declarant\*

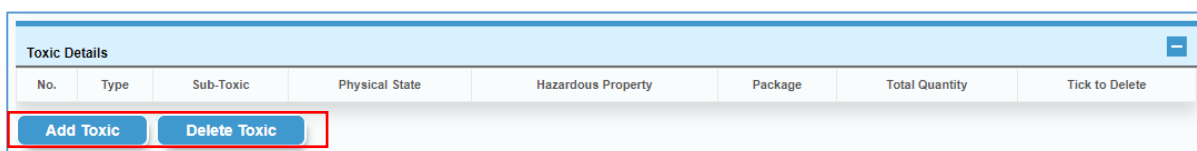
Collector Type\* ☒ Collector ☐ Disposal Facility

Name of the TIW Collector\*

Transport Approval No

Figure 3.1.1-1: Create Consignment Note

c) Add Toxic items for collection in “Toxic Detail” table as shown *Figure 3.1.1 2*:



| No. | Type | Sub-Toxic | Physical State | Hazardous Property | Package | Total Quantity | Tick to Delete |
|-----|------|-----------|----------------|--------------------|---------|----------------|----------------|
|-----|------|-----------|----------------|--------------------|---------|----------------|----------------|

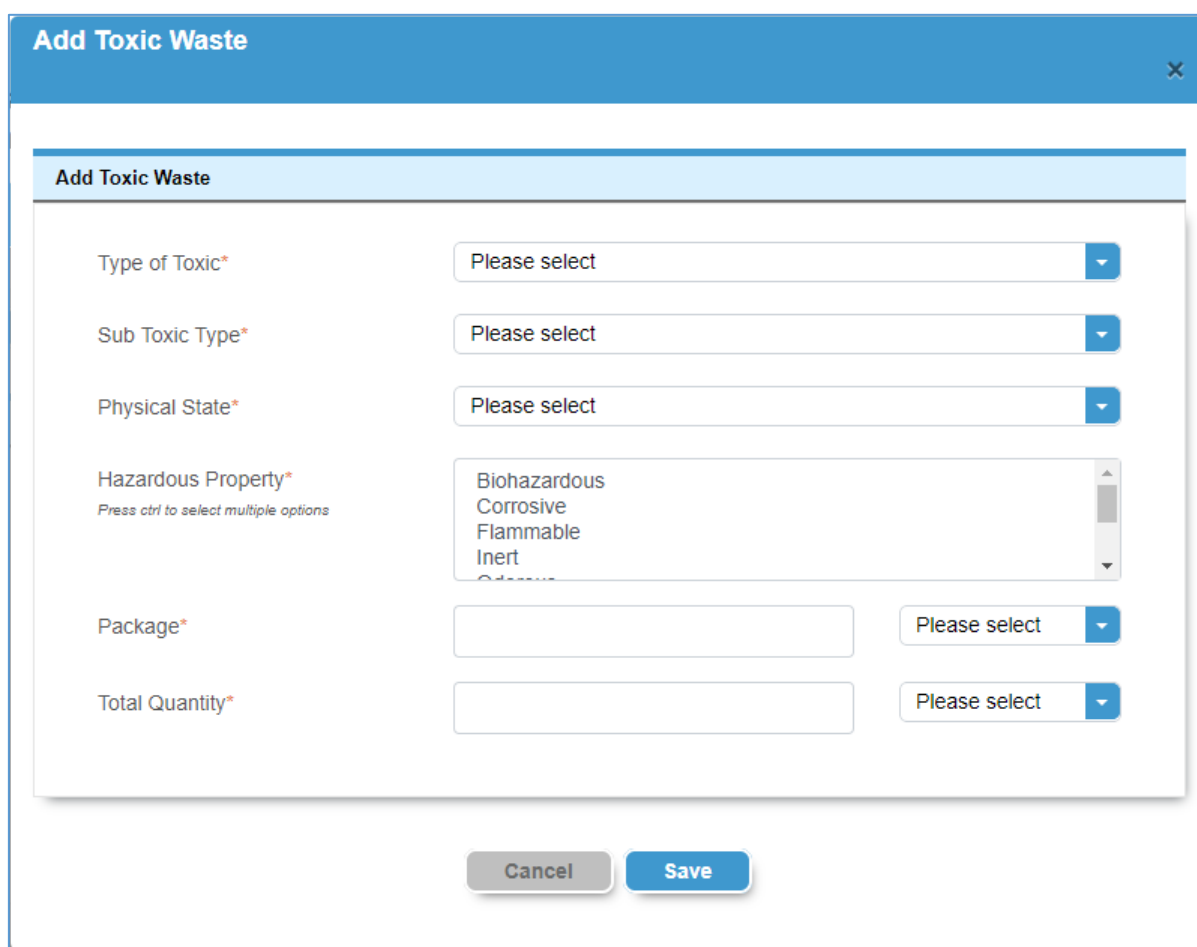
**Add Toxic** **Delete Toxic**

*Figure 3.1.1-2 Create Consignment Note*

- i. To add an items into the “Toxic Details” table, Click “Add Toxic” button, you will see a popup window as shown in *Figure 3.1.1-3*
- ii. To remove items from the “Toxic Details” table, check on the items to remove and Click “Delete Toxic”.

To add Toxic Items

- i. Select "Type of Toxic".
- ii. Select "Sub Toxic Type".
- iii. Select "Physical State".
- iv. Select "Hazardous Property".
- v. Enter number of package and select the packaging type under "Package".
- vi. Enter quantity and select the unit of measure under "Total Quantity".
- vii. Click on "Save" button to add items into the “Toxic Details” table.
- viii. "Cancel" button – Items will not be added to the “Toxic Details” Table.



**Add Toxic Waste**

**Add Toxic Waste**

Type of Toxic\*  
Please select

Sub Toxic Type\*  
Please select

Physical State\*  
Please select

Hazardous Property\*  
Press ctrl to select multiple options  
Biohazardous  
Corrosive  
Flammable  
Inert  
Odorous

Package\*  
Please select

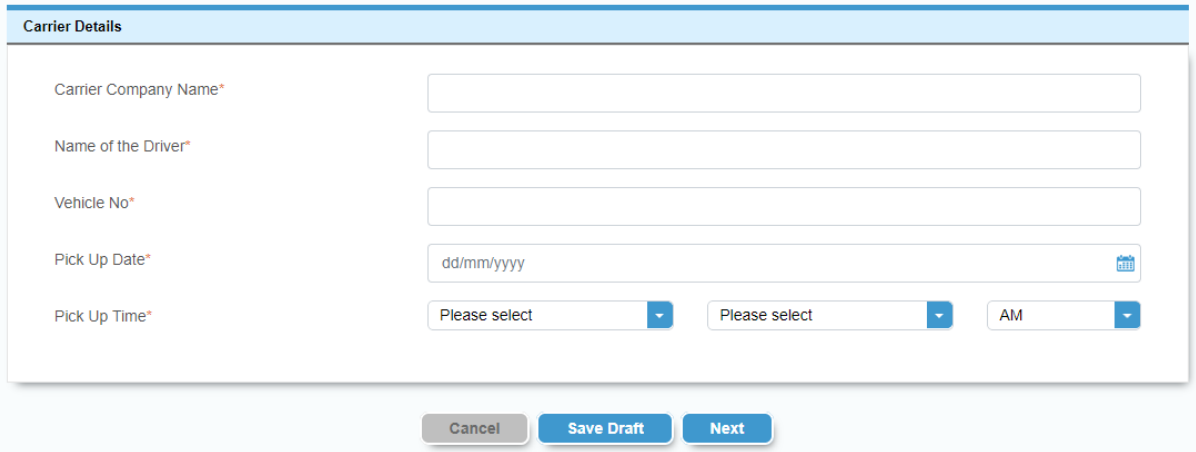
Total Quantity\*  
Please select

Cancel Save

*Figure 3.1.1-3: Add Toxic Waste*

d) Specify Carrier Details as shown *Figure 3.1.1-4*

- i. Enter "Carrier Company Name".
- ii. Enter "Name of the Driver".
- iii. Enter "Vehicle No".
- iv. Select "Pick Up Date".
- v. Select "Pick Up Time".
- vi. Click "Cancel" button – You will return to the dashboard
- vii. Click "Save Draft" button – The system will save your consignment with current input/selection.



Carrier Details

Carrier Company Name\*

Name of the Driver\*

Vehicle No\*

Pick Up Date\*

Pick Up Time\*

dd/mm/yyyy

Please select Please select AM

Cancel Save Draft Next

*Figure 3.1.1-4; Create Consignment Note*

- e) Click "Save Draft" to save changes made. Upon successful saving, a message "Your record has been saved" will be displayed at the top of the page. You will stay on the same page with prefilled/edited values and can continue to make further changes if desired.
- f) Click "Next" button –You will redirect to "Confirmation Tab" to submit Consignment note to Collector. Refer 3.1.2 Confirmation Tab

### 3.1.2 CONFIRMATION TAB

After successful completion of "Consignment Tab" directs to "Confirmation Tab"

- g) You will see a "Confirmation" page in Create Consignment as shown in *Figure 3.1.2-1: Confirmation Tab*
- h) Check the box to have read and agree to the terms and conditions. The "Submit" button will only appear after this box is checked
  - i. Click on "Submit" button –You will redirect to "Acknowledgement Tab" – Refer 3.1.3 *Acknowledgement Tab*.
  - ii. "Previous" button – Return to the previous screen.

### Create Consignment Note (TIW-S-2019-0000630)

01 Consignment

02 Confirmation

03 Acknowledgement

#### Consignment Details

|                                  |                                                      |
|----------------------------------|------------------------------------------------------|
| Submission Date                  | 05 Apr 2019                                          |
| User Type*                       | Business entity                                      |
| UEN*                             | 1000000000                                           |
| Name of the Generator's Company* | Hock Tong Technology                                 |
| Pick Up Address*                 | 51 Ubi Ave 1, #02-01 Paya Ubi Industrial Park 408934 |
| Name of the Declarant*           | Lim Ah Hock                                          |
| Name of the TIW Collector*       | Schmidt                                              |
| Transport Approval No            | TIWTA-97985                                          |

#### Toxic Details

| No. | Type    | Sub-Toxic                                   | Physical State | Hazardous Property | Package       | Total Quantity |
|-----|---------|---------------------------------------------|----------------|--------------------|---------------|----------------|
| 1   | Battery | Waste Lead-acid batteries, whole or crushed | Solid          | Flammable          | 1 Bulk Bag(s) | 12 Kilogram(s) |

#### Carrier Details

|                       |                       |
|-----------------------|-----------------------|
| Carrier Company Name* | Quick Courier Pte Ltd |
| Name of the Driver*   | Tan Ah Seng           |
| Vehicle No*           | S1124XZ               |
| Pick Up Date*         | 06 Apr 2019           |
| Pick Up Time*         | 12:00 PM              |

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.

☒ I have read and agree with the above terms and conditions.

Previous

Submit

Figure 3.1.2-1: Confirmation Tab

### 3.1.3 ACKNOWLEDGMENT TAB

After successful completion of "Confirmation Tab" and submission of a consignment note, you will be directed to "Acknowledgement Tab".

- a) You will see a "SUCCESS" message as shown in *Figure 3.1.3-1*
  - a. Click "View Consignment Note" button – Printer-friendly version. – Refer 2.2 Printer Friendly –Version of Consignment Note
  - b. Click "Back to Home" button –You will return to the dashboard.

**Create Consignment Note (TIW-S-2019-0000630)**

01 Consignment

02 Confirmation

03 Acknowledgement

Create Consignment Note Acknowledgement



**SUCCESS**  
The Consignment Note (Consignment ID: TIW-S-2019-0000630) has been submitted successfully on 05/04/2019 04:51 PM.

View Consignment Note

Back to Home

*Figure 3.1.3-1: Acknowledgment Tab*

## 4 ENQUIRY CONSIGNMENT NOTE

### 4.1 HOW TO SEARCH CONSIGNMENT NOTE

- a) On the left panel, under "E TRACKING", click on " Dashboard"
- b) You can see "View Consignment Notes" as shown in *Figure 4.1-1*
  - a. Enter/select one or more of the search criteria
    - i. "Consignment ID".
    - ii. "Name of Collector".
    - iii. "Submission Date From".
    - iv. "Submission Date To".
    - v. "Status".
    - vi. "Toxic Waste".
    - vii. "Sub Toxic Waste".
    - viii. "Pick Up Address"
  - b. Click on "Search" button. – The search result(s) will appear as shown in *Figure 4.1-21: Search Result(s) for Consignment Note*
  - c. "Clear" button – Clear your specified search criteria.

### View Consignment Notes

View Consignment Notes

Consignment ID

Name of Collector

Please select

Submission Date From

dd/mm/yyyy

Submission Date To

dd/mm/yyyy

Status

Please select

Toxic Waste

Please select

Sub Toxic Waste

Please select

Pick Up Address\*

Please select

Clear

Search

Figure 4.1-1: Search Criteria for View Consignment Notes.

10 1 - 2 of 2 items

First Previous 1 Next Last

| Consignment Note List |                    |                 |           |         |           |
|-----------------------|--------------------|-----------------|-----------|---------|-----------|
| No.                   | Consignment ID     | Submission Date | Collector | Toxic   | Status    |
| 1                     | TIW-S-2019-0000630 | 05 Apr 2019     | Schmidt   | Battery | Submitted |
| 2                     | TIW-S-2019-0000631 | 05 Apr 2019     | Schmidt   | Battery | Submitted |

10 1 - 2 of 2 items

First Previous 1 Next Last

Figure 4.1-2: Search Result(s) for Consignment Note

## 4.2 HOW TO VIEW CONSIGNMENT DETAILS

a) Select the desired consignment note of “Consignment Note List” table

i. You click on the “Consignment ID” link as shown in *Figure 4.2-1*.

10 1 - 2 of 2 items First Previous 1 Next Last

Consignment Note List

| No. | Consignment ID     | Submission Date | Collector | Toxic   | Status    |
|-----|--------------------|-----------------|-----------|---------|-----------|
| 1   | TIW-S-2019-0000630 | 05 Apr 2019     | Schmidt   | Battery | Submitted |
| 2   | TIW-S-2019-0000631 | 05 Apr 2019     | Schmidt   | Battery | Submitted |

10 1 - 2 of 2 items First Previous 1 Next Last

Figure 4.2-1: View – ConsignmentDetails

ii. The details of the selected consignment will be displayed as shown in *Figure 4.2-2*.

**View Consignment Note (TIWC-S-2019-0000005)**

**Consignment Details**

|                                  |                                    |
|----------------------------------|------------------------------------|
| Submission Date                  | 23 Jul 2019                        |
| User Type*                       | Business entity                    |
| UEN*                             | 787905278Z                         |
| Name of the Generator's Company* | Kin Lee Chemicals Pte Ltd          |
| Pick Up Address*                 | 11 Sims Ave, #7-1234 AnnexA 334411 |
| Name of the Declarant*           | Arti                               |
| Name of the TIW Collector*       | BJ Industries Pte Ltd              |
| Transport Approval No            | TW/TA-99999                        |

**Toxic Details**

| No. | Type       | Sub-Toxic                        | Submitted Total Quantity | Actual Total Quantity | Status   | Discrepancy | Reason |
|-----|------------|----------------------------------|--------------------------|-----------------------|----------|-------------|--------|
| 1   | Oil sludge | Oil sludge from oil interceptors | 123 Litre(s)             | 213 Litre(s)          | Accepted | Yes         | Qty    |

**Carrier Details**

|                       |             |
|-----------------------|-------------|
| Carrier Company Name* | QC Carrier  |
| Name of the Driver*   | Qin         |
| Vehicle No*           | ASD123F     |
| Pick Up Date*         | 16 Jul 2019 |
| Pick Up Time*         | 06:30 PM    |

**Status**

|                  |             |
|------------------|-------------|
| Status*          | Accepted    |
| Date of Arrival* | 17 Jul 2019 |
| Time of Arrival* | 07:20 PM    |
| Remarks          |             |

Cancel View Consignment Note Clone

Figure 4.2-2: View Consignment Note

- b) Click "View Consignment Note" button to print out the consignment note. Refer 2.2 Printer Friendly Version of Consignment Note.
- c) Click "Clone" button – to create a new consignment note with the same details of the selected the consignment note. Refer 2.1.4 How to Clone Consignment Note.
- d) Click "Cancel" button – Return to the previous screen.

## 5 REPORTS

There are three reports that can be generated:

1. Generate Report –Movement of Toxic Waste (Collector-Wise).
2. Generate Report –Quantity of Toxic Generated (Collector-Wise).
3. Generate Report –Quantity of Toxic Waste Generated (Month-Wise).

### 5.1 GENERATE REPORT – MOVEMENT OF TOXIC WASTE (COLLECTOR-WISE)

- a) On the left panel, click on "Generate Report - Movement of Toxic Waste (Collector-wise)".
- b) You can see "Generate Report – Movement of Toxic Waste (Collector-Wise)" page as shown in *Figure 5.1.1 Movement of Toxic Waste (Collector-Wise)*

Specify filter criteria:

- a. Select "Date Type": Pick Up Date or Submission Date as the date filter
- b. Select "From".
- c. Select "To".
- d. Enter "UEN" if needed which is optional.
- e. Select "Toxic Waste" if needed which is optional.
- f. Select "Sub Toxic Waste" if needed which is optional.
- g. Select "Pickup Address" if needed which is optional.
- a. Click on "Generate" button –Generate Report as shown in *Figure 5.1.1: Report*.
- b. Clear" button – Clear your input/selection.

**Generate Report - Movement of Toxic Waste (Collector-wise)**

**Movement of Toxic Waste (Collector-wise)**

Date Type\*

Please select

From\*

dd/mm/yyyy

To\*

dd/mm/yyyy

UEN

Toxic Waste

Please select

Sub Toxic Waste

Please select

Pickup Address

Please select

Clear

Generate

*Figure 5.1-1: Movement of Toxic Waste (Collector-Wise)*

✓ Note \* means field is mandatory, must be specified.

- c) After generated report successfully you will see report file name as hyper link in "Report" section as shown in *Figure 5.1-2: Report*.
- d) Click on the generated report file as shown below will download the file.

Figure 5.1-2: Report

[illegible]

## 5.2 GENERATE REPORT - QUANTITY OF TOXIC WASTE GENERATED (COLLECTOR-WISE)

- a) On the left panel, click on "Quantity of Toxic Waste Generator (Collector-Wise)"
- b) You can see "Generate Report –Quantity of Toxic Waste Generated (Collector-wise)" as shown in *Figure 5.2.-1*



*Figure 5.2-1: Quantity of Toxic Waste Generated*

Specify filter criteria:

- i. Select "Date Type". Pick Up Date or Submission Date as the date filter
  - ii. Select "From".
  - iii. Select "To".
  - iv. Select "Collector" if needed which is optional.
  - v. Click on "Generate" button.-Generate Report as shown in *Figure 5.2-1: Quantity of Toxic Waste Generated*.
  - vi. Click "Clear" button – Clear your selection.
- c) After generated report successfully you will see report file name as hyper link in "Report" section as shown in *5.2-2: Report*.
  - d) Click on the generated report file as shown below to download the file.

| Report |                                                                          |                      |  |
|--------|--------------------------------------------------------------------------|----------------------|--|
| No.    | Report                                                                   | Date Generated       |  |
| 1      | <a href="#">ToxicWasteGenerated-CollectorWiseReport-Apr/05/2019.xlsx</a> | 05 Apr 2019 11:22:21 |  |

*Figure 5.2-2: Report*

- e) You can see “Generate Report –Quantity of Toxic Waste Generated (Collector-wise)” as shown in *Figure 5.2-3: Sample of Quantity of Toxic Waste Generated (Collector-wise) Report*.

| Quantity of Toxic Waste Generated - Collector-wise Report |           |                    |
|-----------------------------------------------------------|-----------|--------------------|
| Submission Date from Jul 01 2019 to Jul 24 2019           |           |                    |
| Report Generation Date: 24 Jul 2019 16:55                 |           |                    |
| Generator: BJ Industries Pte Ltd                          |           |                    |
| Report For 2019                                           |           |                    |
| Type of Waste                                             | July      | Yearly Grand Total |
| <b>Tuas Marine Transfer Station</b>                       |           |                    |
| <b>Residues</b>                                           |           |                    |
| Residue from oil recovery                                 | 10        | 10                 |
| <b>Total(Metric cube(s))</b>                              | <b>10</b> | <b>10</b>          |
| <b>Residues</b>                                           |           |                    |
| Residue from oil recovery                                 | 12        | 12                 |
| <b>Total(Metric Ton(s))</b>                               | <b>12</b> | <b>12</b>          |
| <b>Sludge</b>                                             |           |                    |
| Alkaline sludge                                           | 9         | 9                  |
| <b>Total(Metric cube(s))</b>                              | <b>9</b>  | <b>9</b>           |
| <b>BJ Industries Pte Ltd</b>                              |           |                    |
| <b>Used/waste contaminated oil</b>                        |           |                    |
| Used lubricating oil                                      | 6         | 6                  |
| <b>Total(Metric Ton(s))</b>                               | <b>6</b>  | <b>6</b>           |
| <b>Used/waste contaminated oil</b>                        |           |                    |
| Used hydraulic oil                                        | 79        | 79                 |
| <b>Total(Litre(s))</b>                                    | <b>79</b> | <b>79</b>          |
| <b>Oil sludge</b>                                         |           |                    |
| Oil sludge from oil interceptors                          | 19        | 19                 |
| <b>Total(Metric Ton(s))</b>                               | <b>19</b> | <b>19</b>          |
| <b>Grand Total(Metric cube(s))</b>                        | <b>19</b> | <b>19</b>          |
| <b>Grand Total(Litre(s))</b>                              | <b>79</b> | <b>79</b>          |
| <b>Grand Total(Metric Ton(s))</b>                         | <b>37</b> | <b>37</b>          |

Figure 5.2-3: Sample of Quantity of Toxic Waste Generated (Collector-wise) Report

## 5.3 GENERATE REPORT - QUANTITY OF TOXIC WASTE GENERATED (MONTH-WISE)

- a) On the left panel, click on "Quantity of Toxic Waste Generated (Month-Wise)"
- b) You can see "Generate Report –Quantity of Toxic Waste Generated (Month-wise)" as shown in *Figure 5.3.1*

Specify the filter criteria:

- a. Select "Date Type": Pick Up Date or Submission Date as the date filter
- b. Select "From".
- c. Select "To".
- d. Click on "Generate" button.-Generate Report as shown in *Figure 5.3.1: Quantity of Toxic Waste Generated*.
- e. Click "Clear" button – Clear your selection.

**Generate Report - Quantity of Toxic Waste Generated (Month-wise)**

**Quantity of Toxic Waste Generated (Month-wise)**

Date Type\*

Please select

From\*

dd/mm/yyyy

To\*

dd/mm/yyyy

Clear

Generate

**Report**

| No.            | Report | Date Generated |
|----------------|--------|----------------|
| No data found. |        |                |

*Figure 5.3.1: Quantity of Toxic Waste Generated*

- c) After generated report successfully you will see report file name as hyper link in "Report" section as shown in Figure 5.3-2: *Report*.
- d) Click on the generated report file as shown below will download the file.

| Report |                                                                      |                      |  |
|--------|----------------------------------------------------------------------|----------------------|--|
| No.    | Report                                                               | Date Generated       |  |
| 1      | <a href="#">ToxicWasteGenerated-MonthWiseReport-Apr/05/2019.xlsx</a> | 05 Apr 2019 11:57:23 |  |

Figure 5.3-2: *Report*

- e) You can see "Generate Report –Quantity of Toxic Waste Generated (Month-wise)" as shown in Figure 5.3-3: *Sample of Quantity of Toxic Waste Generated (Month-wise) Report*

| Quantity of Toxic Waste Generated-Month-wise Report |       |       |                    |
|-----------------------------------------------------|-------|-------|--------------------|
| Submission Date from Mar 01 2019 to Apr 30 2019     |       |       |                    |
| Report Generation Date: 14 May 2019 10:07           |       |       |                    |
| Generator: MINE WASTE MANAGEMENT PTE. LTD           |       |       |                    |
| Report For 2019                                     |       |       |                    |
| Type of Waste                                       | March | April | Yearly Grand Total |
| Tuas Marine Transfer Station                        |       |       |                    |
| Asbestos                                            |       |       |                    |
| Asbestos                                            | 40    |       | 40                 |
| Total(Kilogram(s))                                  | 40    | 0     | 40                 |
| FLU CHEM INDUSTRIES PTE LTD                         |       |       |                    |
| Acid                                                |       |       |                    |
| Acetic acid                                         | 2     |       | 2                  |
| Total(Kilogram(s))                                  | 2     | 0     | 2                  |
| Grand Total(Kilogram(s))                            | 42    | 0     | 42                 |

Figure 5.3-3: *Sample of Quantity of Toxic Waste Generated (Month-wise) Report*