

MOM WSH eServices

**User Guide - MAS Hygiene Monitoring (Toxic
Monitoring Report) eServices**

Version 1.1

REVISION HISTORY

Version	Effective Date	SUMMARY OF CHANGES	Remarks
0.1	17 Feb 2018	Initial guide document of MAS Toxic Monitoring Report eServices.	
1.0	22 Mar 2018	Update the Landing page	
1.1	15 Jul 2021	Updated Landing page URL Changed Singpass logo/Text/Labels. Removed Corppass.	

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1. Toxic Substances Monitoring eService Login

1.1 Steps to access Toxic Substance Monitoring eServices.

- 1.1.1 Go to www.mom.gov.sg. In the search box, fill in “toxic” and click on [Submit a toxic substances monitoring report] (Figure 1) from the drop down list

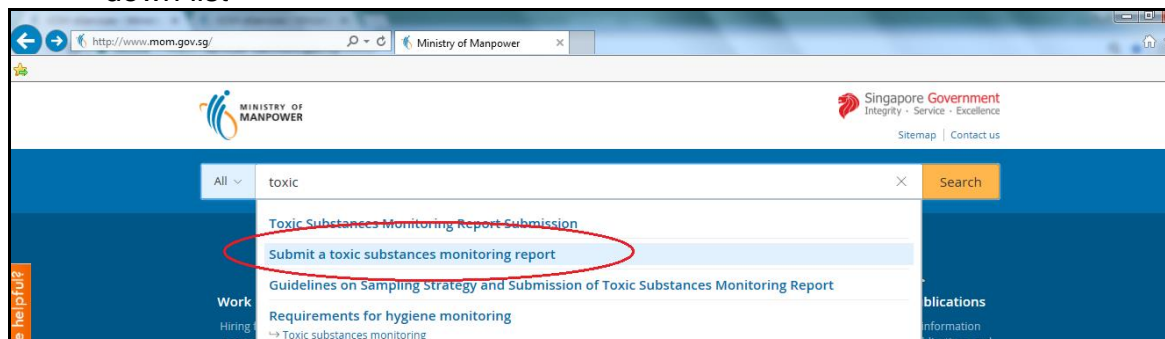


Figure 1

- 1.1.2 This will redirect to [Submit and manage toxic substances monitoring reports] landing page. Click [Log in to WSH eServices] hyperlink (Figure 2)

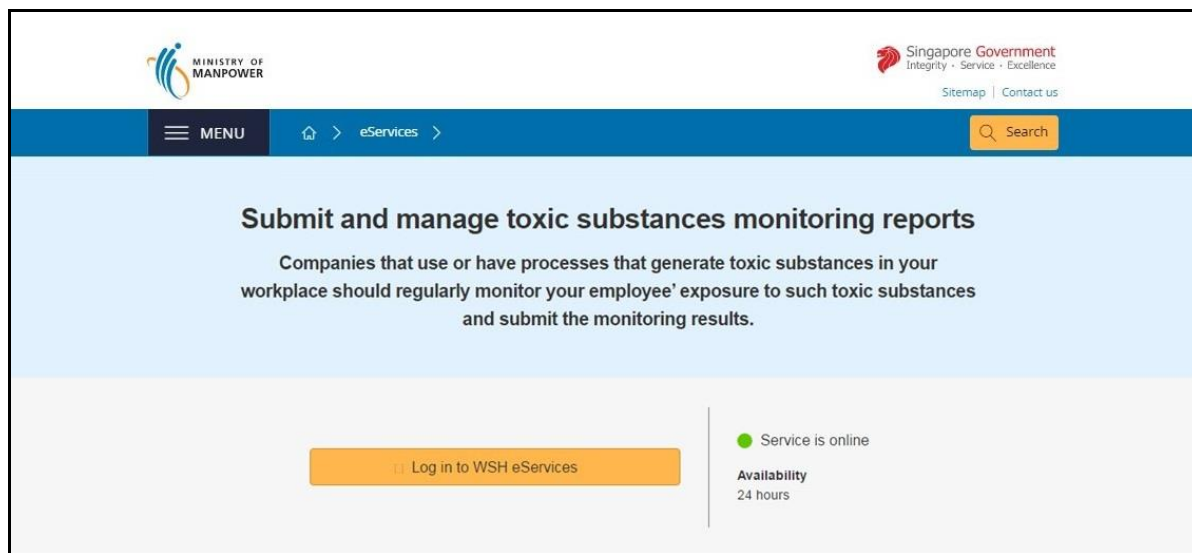


Figure 2

1.1.3 This will be redirect to [\[For Business Users and For Individual Users\]](#) login page (Figure 3)

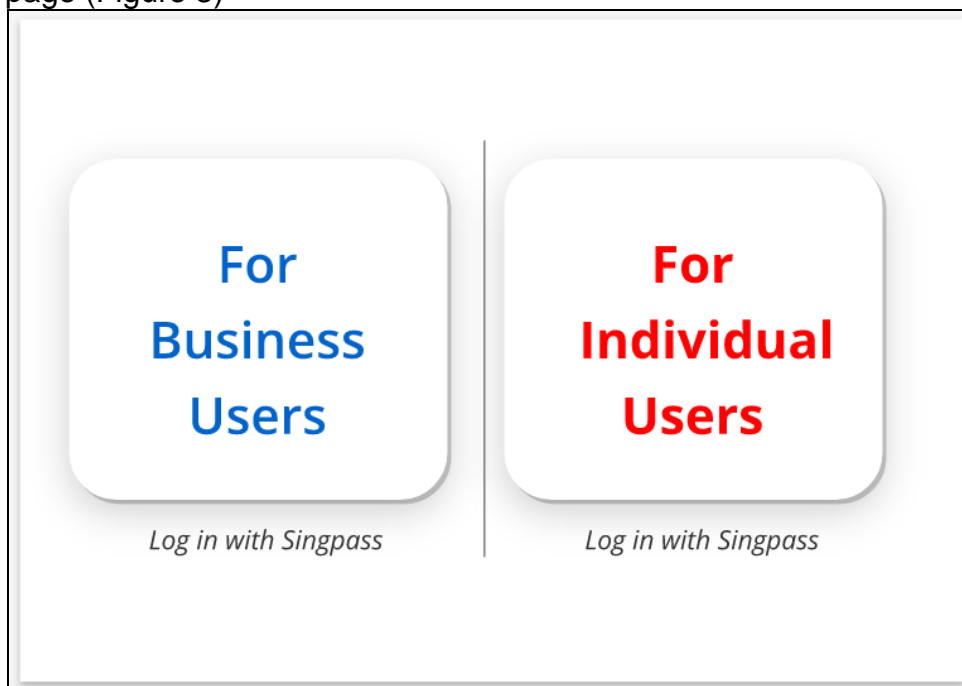


Figure 3

1.2 Login to Toxic Substance Monitoring eService

1.2.1 Monitoring Officer Dashboard.

- Click the hyperlink on [\[For Individual Users\]](#) (Figure 4)

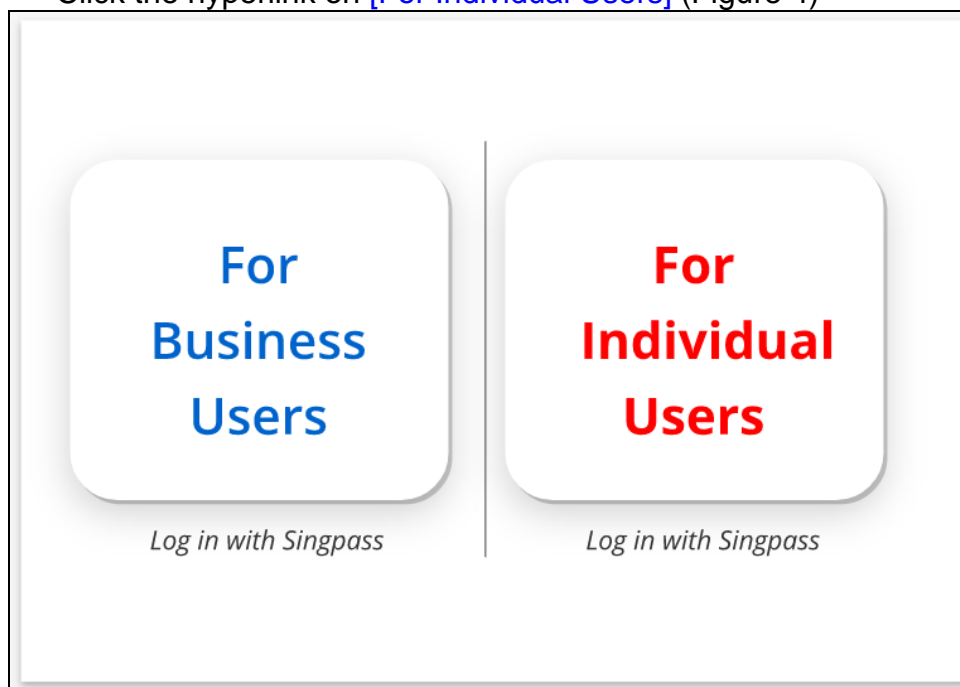


Figure 4

- Fill in [Singpass ID] and [Password], then click [Log in] button (Figure 5).

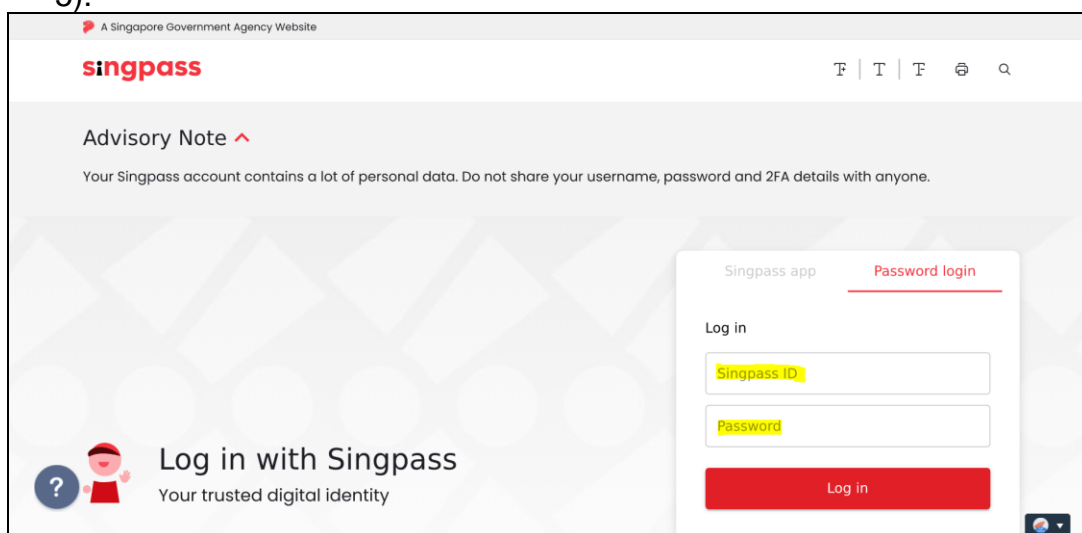


Figure 5

- User will be redirect to [Toxic Substances Monitoring Report Dashboard]. He/she will only be able to view/update Reports that are created or submitted by him/her, regardless of the UEN/workplace number(s) [Figure 6]

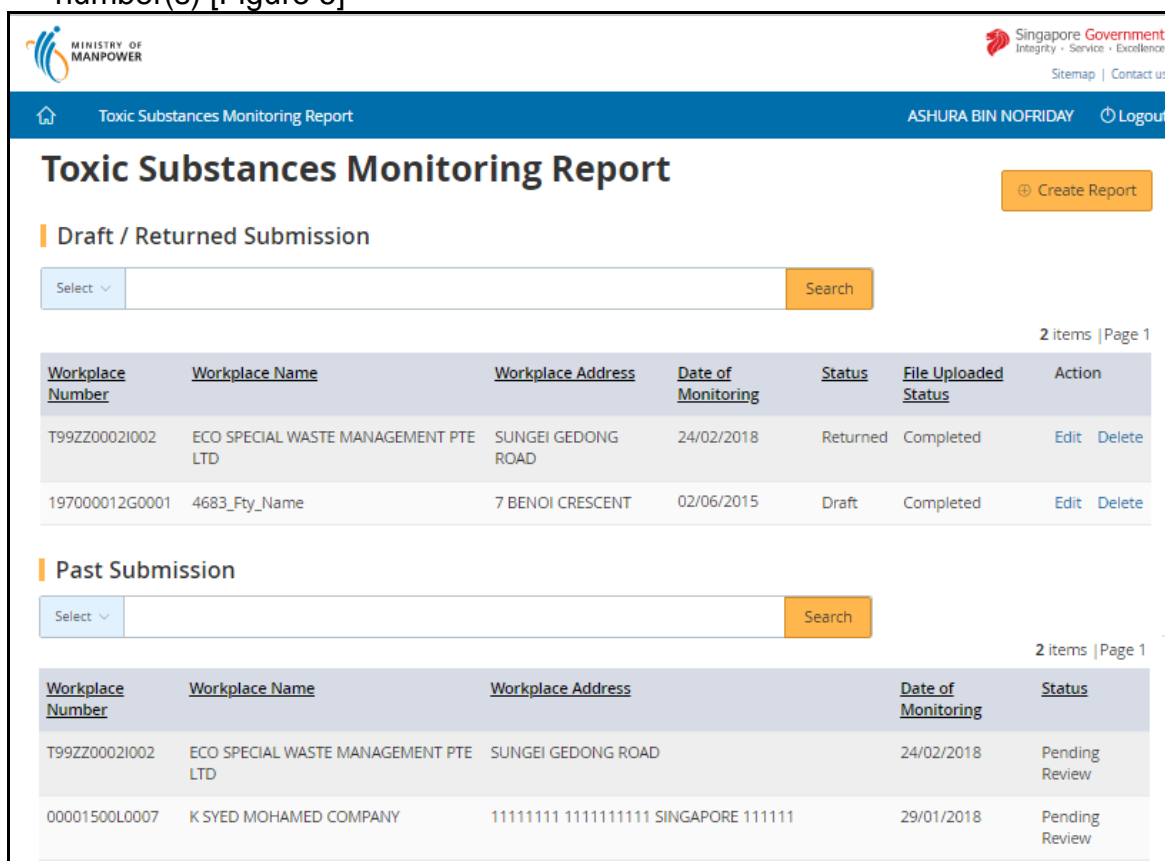
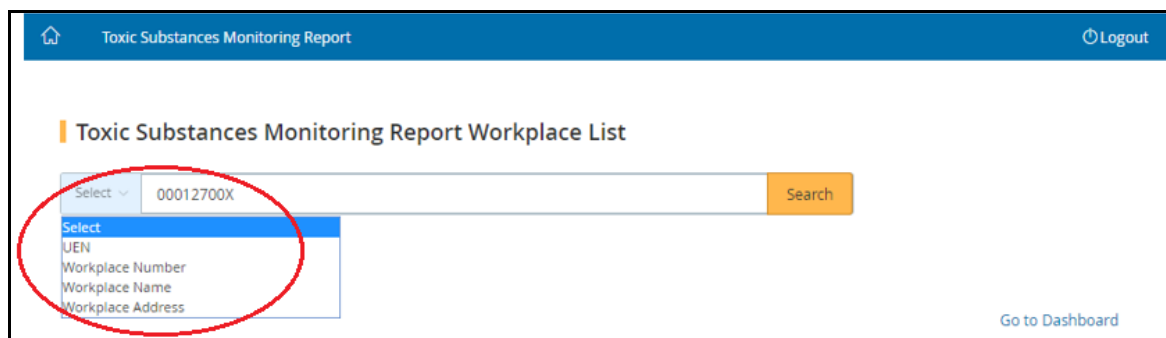


Figure 6

- User can search by UEN or Workplace Number or Workplace Name or Workplace Address (Figure 7)
The search term can be
 - Partial search term for Workplace Name/Workplace Address
 - Complete search term for Workplace Number/UEN



The screenshot shows a web interface for 'Toxic Substances Monitoring Report'. At the top, there is a blue header with a home icon, the text 'Toxic Substances Monitoring Report', and a 'Logout' button. Below the header, the main content area is titled 'Toxic Substances Monitoring Report Workplace List'. There is a search bar with a dropdown menu on the left and a 'Search' button on the right. The dropdown menu is open, showing the following options: 'Select', 'UEN', 'Workplace Number', 'Workplace Name', and 'Workplace Address'. The dropdown menu is circled in red. The search bar contains the text '00012700X'. In the bottom right corner of the main content area, there is a 'Go to Dashboard' link.

Figure 7

- When creating a report, the [\[Authorised Personnel\]](#) and [\[Organisation conducting the assessment\]](#) would be auto populated. It is optional for him/her to update his/her contact detail

1.2.2 **Company Representative Dashboard**

- Click the hyperlink on [\[For Business Users\]](#) (Figure 8)

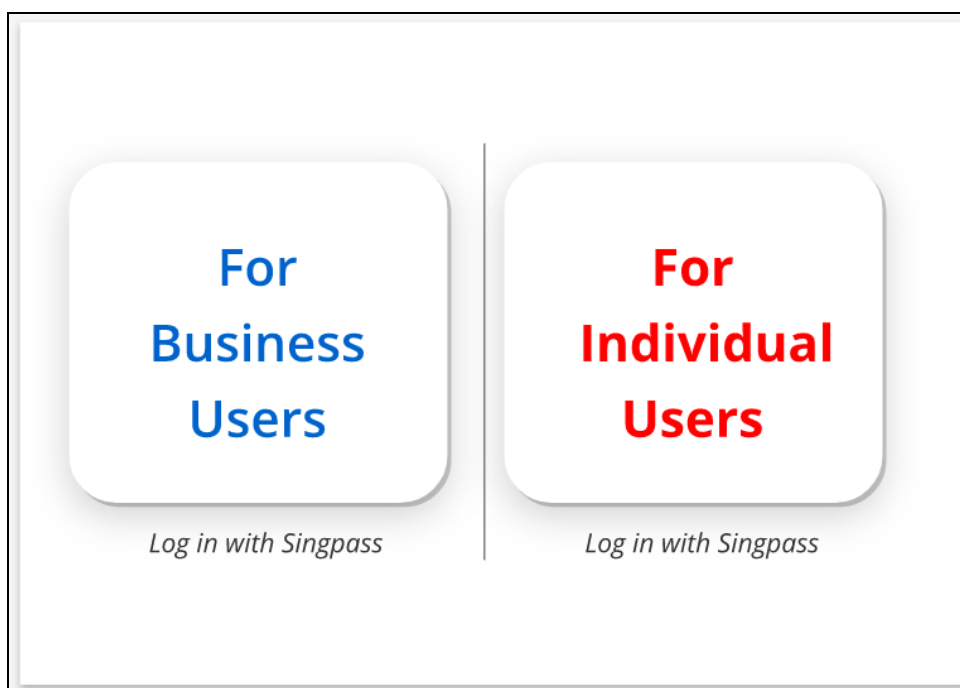


Figure 8

- Fill in [\[Singpass ID\]](#) and [\[Password\]](#), and then click [\[Log in\]](#) button (Figure 9)

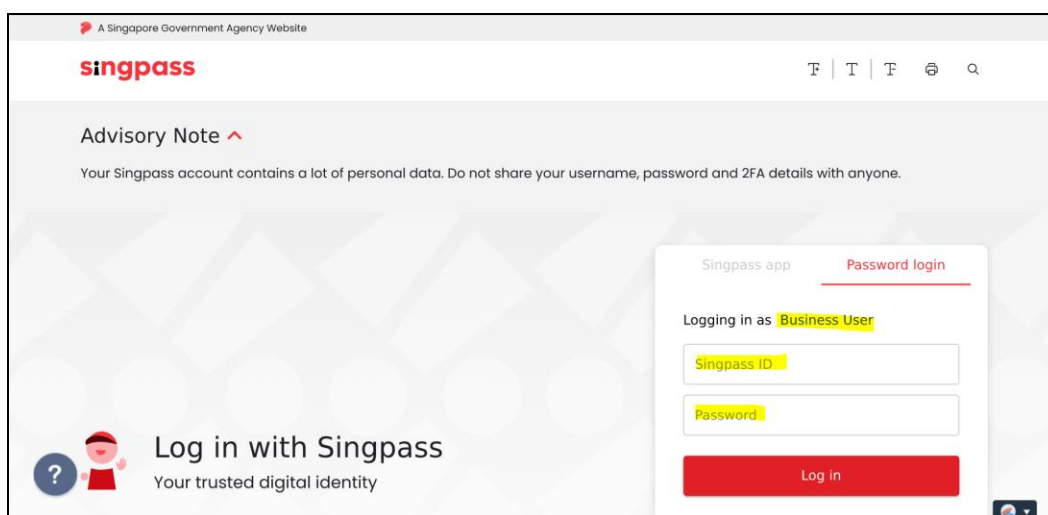


Figure 9

- User will be redirect to [\[Toxic Substances Monitoring Report Dashboard\]](#). He/she will only be able to view/update Reports that belongs to the UEN or Entity ID he/she has used to login (Figure 10)

The screenshot shows the 'Toxic Substances Monitoring Report' interface. At the top, there is a navigation bar with the Ministry of Manpower logo and the Singapore Government logo. The user is identified as LIM CHENG WEE. The main heading is 'Toxic Substances Monitoring Report' with a 'Create Report' button. Below this, there are two sections: 'Draft / Returned Submission' and 'Past Submission'. Each section has a search bar with a dropdown menu and a 'Search' button. The 'Draft / Returned Submission' section displays a table with 4 items. The 'Past Submission' section shows 'No records found!'.

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
T99ZZ0002I002	ECO SPECIAL WASTE MANAGEMENT PTE LTD	SUNGEI GEDONG ROAD	24/02/2018	Returned	Completed	Edit Delete
T99ZZ0002I002	ECO SPECIAL WASTE MANAGEMENT PTE LTD	SUNGEI GEDONG ROAD	02/06/2015	Draft	Completed	Edit Delete
T99ZZ0002I024	WELCAST CORPORATION PTE. LTD.	BLK 10 AYER RAJAH CAMP		Draft	Not Applicable	Edit Delete
T99ZZ0002I024	WELCAST CORPORATION PTE. LTD.	BLK 10 AYER RAJAH CAMP	10/01/2018	Draft	Not Applicable	Edit Delete

Figure 10

- User can search by Workplace Number, Name and Address (Figure 11)
The search term can be
- Partial search term for Workplace Name/Workplace Address
- Complete search term for Workplace Number

The screenshot shows the 'Toxic Substances Monitoring Report Workplace List' interface. It features a search bar with a dropdown menu that is open, showing options: 'Workplace Number', 'Workplace Name', and 'Workplace Address'. The dropdown menu is circled in red. Below the search bar, there is a table with 26 items. The table has columns for UEN, Workplace Number, Workplace Name, and Workplace Address.

UEN	Workplace Number	Workplace Name	Workplace Address
T99ZZ0002I	T99ZZ0002I001	ECO SPECIAL WASTE MANAGEMENT PTE LTD	38 QUALITY ROAD Testing Term and Contract Address
T99ZZ0002I	T99ZZ0002I002	ECO SPECIAL WASTE MANAGEMENT PTE LTD	SUNGEI GEDONG ROAD Testing Term and Contract Address
T99ZZ0002I	T99ZZ0002I003	ECO SPECIAL WASTE MANAGEMENT PTE LTD	FISHERY PORT RD Testing Term and Contract Address

Figure 11

- When user create a report, he/she needs to select the [Authorised Personnel] from the drop down list box and the [Organisation conducting the assessment] will be populated

2. Submit Report

2.1 Create Report

2.1.1 Click [\[Create Report\]](#) at the [\[Dashboard\]](#) to create new report (Figure 14)

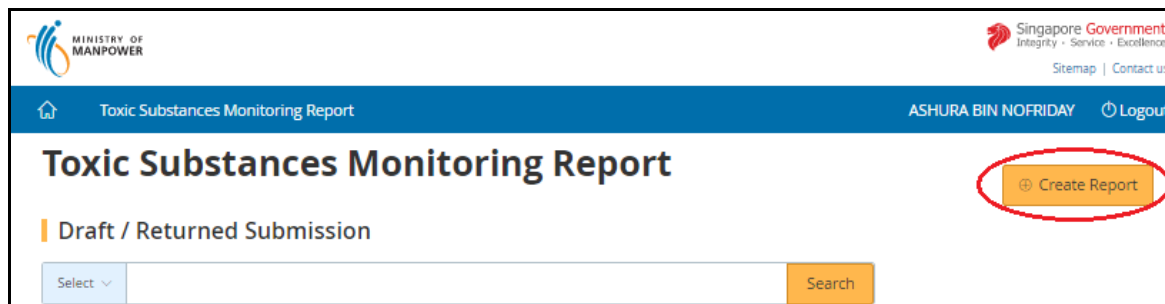


Figure 14

2.1.2 Fill in the search box to filter the workplace and then click [\[Search\]](#) (Figure 15). The search term can be
 (a) Partial search term for Workplace Name/Workplace Address
 (b) Complete search term for Workplace Number/UEN

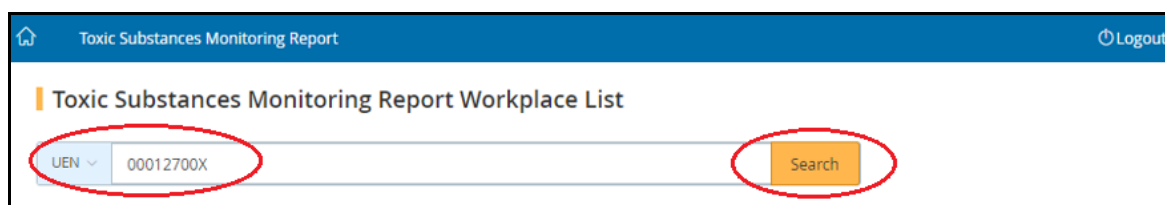


Figure 15

2.1.3 The search output will display the list of respective Workplaces, click on the [\[Workplace No\]](#) hyperlink to create report (Figure 16)

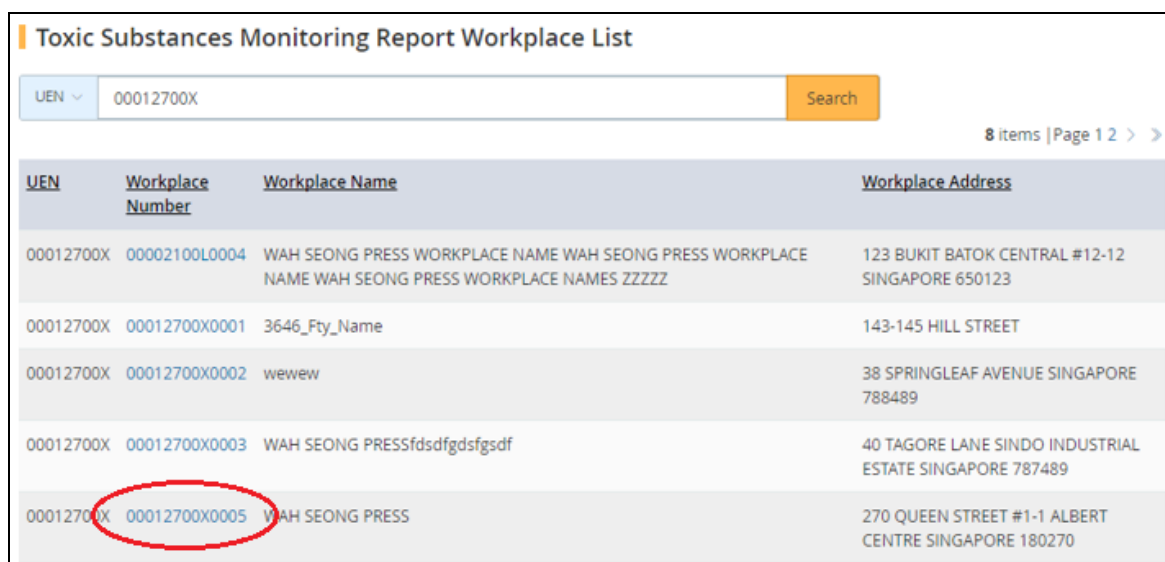
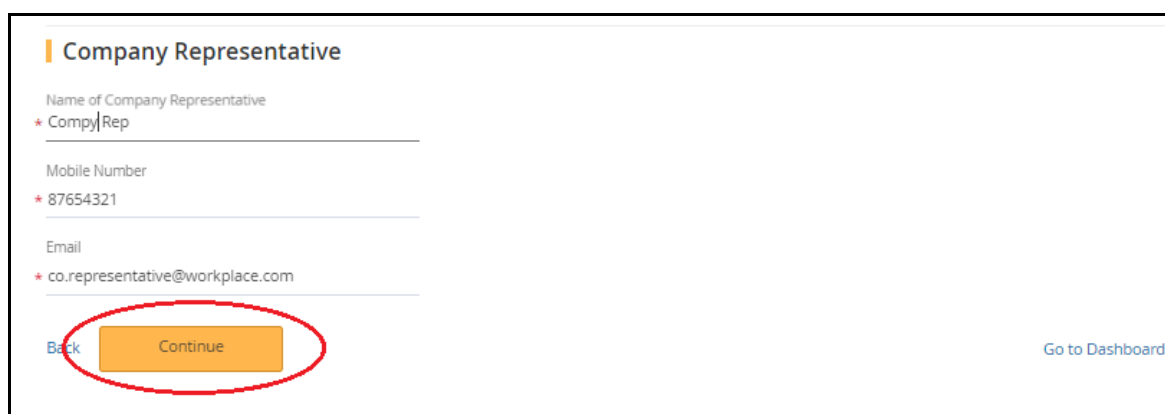


Figure 16

2.2 Contact Details

- 2.2.1 [Toxic Substance Monitoring Report] screen displayed information based on the personnel login
- Monitoring Officer (login via SingPass) does not need to enter the Authorised Personnel
 - Company Representative (login via CorpPass) need to select the Authorised Personnel from drop down list box
- 2.2.2 Provide Company Representative's details. Then click the [Continue] button (Figure 17)



Company Representative

Name of Company Representative
* CompylRep

Mobile Number
* 87654321

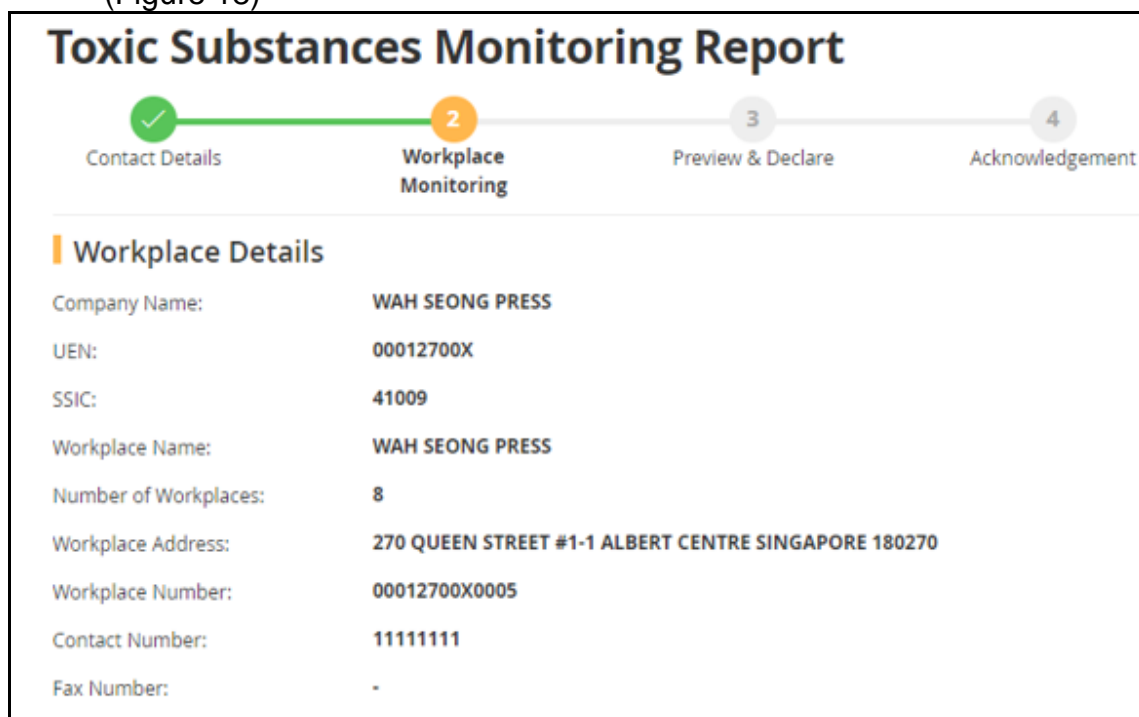
Email
* co.representative@workplace.com

Back Continue Go to Dashboard

Figure 17

2.3 Workplace Monitoring

- 2.3.1 System will display the Workplace Details on the top session of the page. (Figure 18)



Toxic Substances Monitoring Report

1 Contact Details 2 Workplace Monitoring 3 Preview & Declare 4 Acknowledgement

Workplace Details

Company Name: WAH SEONG PRESS
UEN: 00012700X
SSIC: 41009
Workplace Name: WAH SEONG PRESS
Number of Workplaces: 8
Workplace Address: 270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270
Workplace Number: 00012700X0005
Contact Number: 11111111
Fax Number: -

Figure 18

2.3.2 Provide the [Workplace Exposure Assessment] details either via file upload (refer to section 2.3.2.1) or manual entry (refer to section 2.3.2.2) as Figure 19

Figure 19

2.3.2.1 Upload Workplace Exposure Assessment Details

- i) Prepare the Upload Excel for batch imports of Workplace Assessment details.
It is recommended to upload a maximum of 500 records at one time. Fields highlighted in red are mandatory entries for report submission (Figure 20)

WORKPLACE DETAILS																
Company Name/Business : _____																
Address : _____																
Workplace No. : XXXXXXXXXX																
Contact No. : _____ Fax No. : _____																
WORKPLACE EXPOSURE ASSESSMENT																
Date Of Monitoring : XXXXXXXXXX																
Workplace Representative Present During Monitoring : _____																
No.	Toxic Substances Monitored	No. of Persons Exposed	Type of Sample (Personal / Static)	Sampling Method	Process	Process (Others)	Duration of process /work		Existing control measure	Monitoring duration (min)	PEL standard for comparison	Concentration measured (mg/m3)	Time weighted average (TWA)	Person monitored		Location/Label of monitoring point (demarcate on the layout plan attached)
							HH	MM						Name	NRIC/FIN No.	

Figure 20

- ii) Click [Select a excel file to Workplace Exposure Assessment] hyperlink (Figure 21)

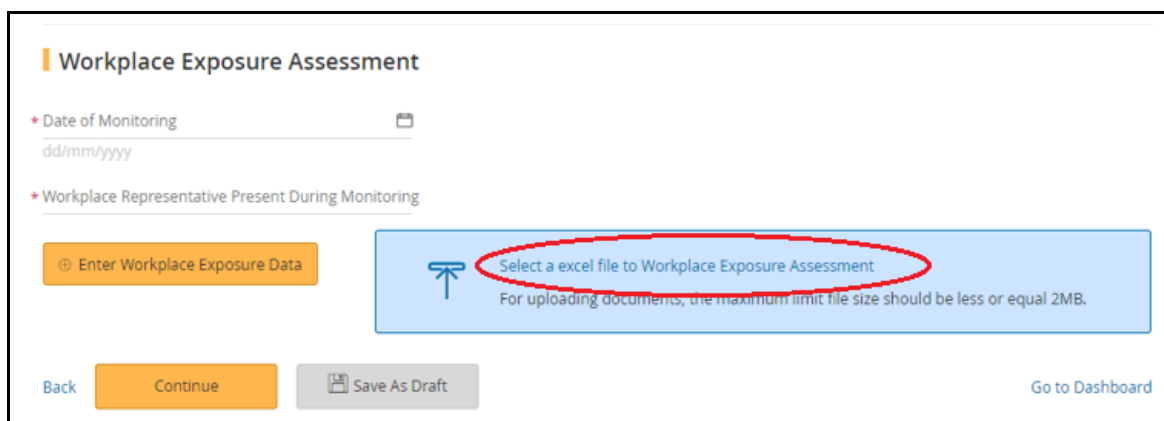


Figure 21

iii) Select the file to upload (Figure 22)

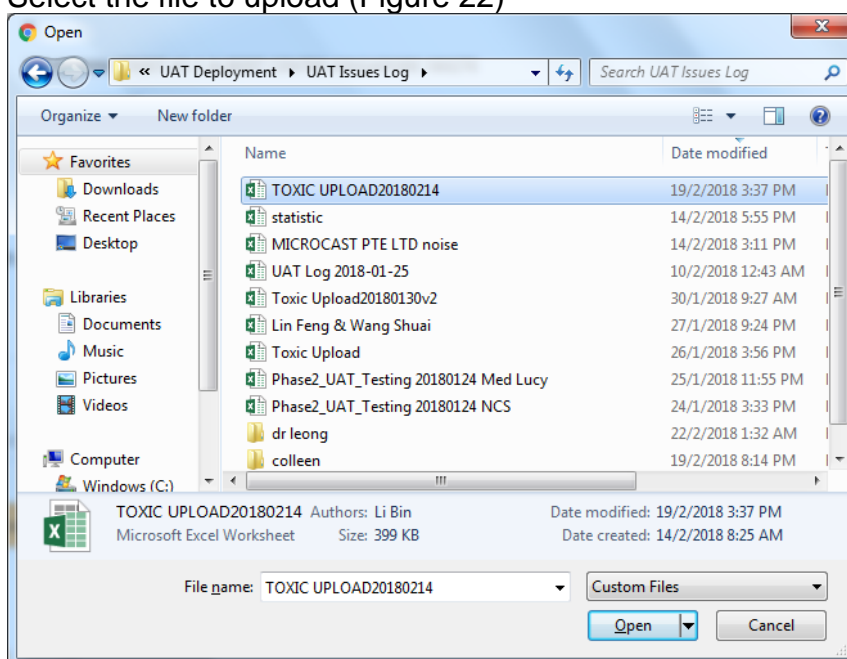


Figure 22

iv) System return back to [Dashboard] with the “Status” as Draft and the “File Uploaded Status” is “In Progress” (Figure 23)

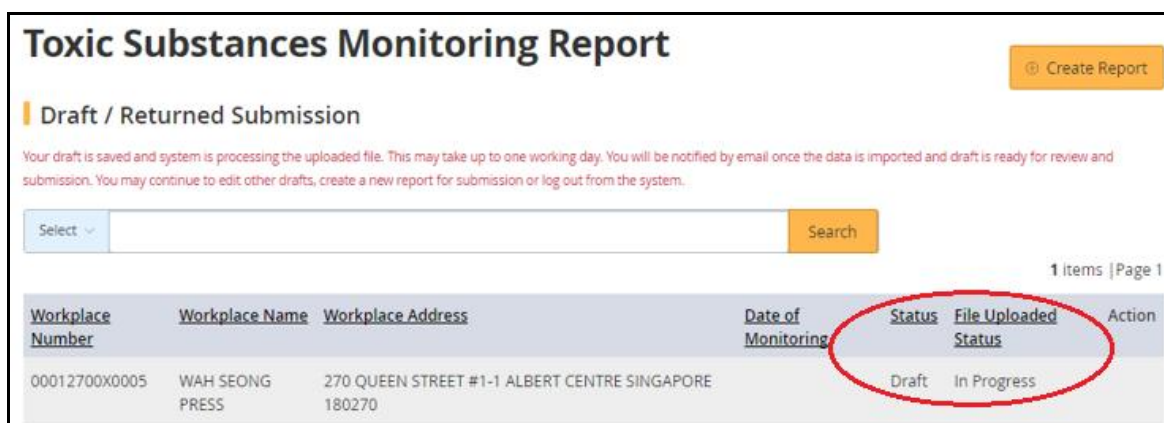


Figure 23

- v) After the batch job runs, the status will update to “Completed”. Click [\[Edit\]](#) to complete the report submission (Figure 24)

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
00012700X0005	WAH SEONG PRESS	270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270		Draft	Completed	Edit Delete

Figure 24

2.3.2.2 Manual Entry of Workplace Exposure Assessment Details

Proceed to enter the following fields. Mandatory fields are denote by an asterisk.

- i) Date of monitoring (mandatory field)
 - Enter the date in dd/mm/yyyy format
 - Alternatively, click the calendar beside the date field to select the date
- ii) Workplace Representative Present During Monitoring (mandatory field)
 - Enter the workplace representative who is present during the monitoring, in plain text
- iii) Workplace Exposure Data
 - To add exposure assessment details, click [\[Enter Workplace Exposure Data\]](#) (Figure 25)

Workplace Exposure Assessment

Date of Monitoring
 * 26/01/2018
 dd/mm/yyyy

Workplace Representative Present During Monitoring
 * Tester

[Enter Workplace Exposure Data](#)

Select a excel file to Workplace Exposure Assessment
 For uploading documents, the maximum limit file size should be less or equal 2MB.

Back [Continue](#) [Save As Draft](#) [Go to Dashboard](#)

Figure 25

Enter Workplace Exposure Data

Workplace Exposure Assessment Details

Toxic Substances Monitored
 * 1,1,1,2-Tetrachloro-2,2-difluoroethane ▼

Number of persons exposed
 * 1

Type of sample
 * Static ▼

Sampling method
 * Filter with cyclone ▼

Process
 * Others ▼

Others:
 Yes-other _____

Duration of process/work
 HH MM
 * 12 * 00

Existing control measure
 * No Control ▼

Monitoring duration (min)
 * 30

PEL Standard for Comparison
 * Long term (TWA 8hrs) ▼

Concentration measured (mg/m3)
 * 12.00000

Time weighted average (TWA)
 * 3000.00000

Location/Label of monitoring point
 (demarcate on the layout plan attached)
 * test

Back
Save
Save and add another workplace exposure data

Figure 26

Proceed to enter the following fields. Mandatory fields are denote by an asterisk (Figure 26)

- Toxic Substances Monitored (mandatory field)
 - Choose from the drop down list
- No. of persons exposed (mandatory field)
 - Enter a whole number greater than 0
- Type of Sample (mandatory field)
 - Choose from the drop down list

- Sampling method (mandatory field)
 - Enter a whole number greater than “0”
 - Process (mandatory field)
 - Choose from drop down list
 - If “Others” is selected, fill in the details of the Others next to the drop down list, with maximum length of 90 characters only
 - Duration of process/work (HH:MM) (mandatory field)
 - HH ranges from 0 to 23 inclusively
 - MM ranges from 0 to 59 inclusively
 - Both HH and MM cannot be zero at the same time
 - Existing control measure (mandatory field)
 - Choose from drop down list
 - Monitoring duration (min) (mandatory field)
 - Greater than 0 AND
 - smaller or equal to 1440
 - PEL Standard for Comparison (mandatory field)
 - Choose from drop down list
 - Concentration measured (mg/m³) (mandatory field)
 - Enter whole number greater than 0
 - Time weighted average (TWA) (mandatory field)
 - Enter whole number greater than 0
 - Name of person monitored (optional field)
 - Field is enabled/mandatory only when Type of Sample is “Personal”
 - Max 100 characters
 - NRIC/FIN no of person monitored (optional field)
 - Field is enabled/mandatory only when Type of Sample is “Personal”
 - This field is validated and must be valid NRIC/FIN
 - Location/Label of monitoring point (demarcate on the layout plan attached) (Mandatory field)
 - Monitoring location, with maximum length of 30 characters
 - Click [\[Save\]](#) to save the details and return to the [\[Toxic Substances Monitoring Report\]](#) page
- If user would like to continue adding additional records, click [\[Save and add another workplace exposure data\]](#) and fill in the details as required.
- Click [\[Back\]](#) to abort changes and return to the [\[Toxic Substances Monitoring Report\]](#).

2.3.3 The added or uploaded records will be retrieved and displayed in the page under [Workplace Exposure Assessment] section (Figure 27)

- Click [Edit] to update the Exposure Detail
- Click [Delete] to remove the Exposure record
- Click [Continue] to proceed to [Preview & Declare]

Workplace Exposure Assessment

Date of Monitoring
 * 26/01/2018
 dd/mm/yyyy

Workplace Representative Present During Monitoring
 * Tester

Enter Workplace Exposure Data

Select a excel file to Workplace Exposure Assessment
 For uploading documents, the maximum limit file size should be less or equal 2MB.

Toxic Substances Monitored	Process	Duration of Process/Work (HH:MM)	Existing Control Measures	Concentration Measured (mg/m3)	Time Weighted Average(TWA)	% PEL	Action
Toluene (Toluol)	Buffing/Polishing	5:30	Local exhaust ventilation	56.00000	1.00000	0.7978	Edit Delete
1,1,1,2-Tetrachloro-2,2-difluoroethane	Yes-Other	12:00	No Control	12.00000	3000.00000	71.94	Edit Delete

Back Continue Save As Draft Go to Dashboard

Figure 27

2.4 Preview & Declare

2.4.1 System will load the [Preview & Declare] information (Figure 28)
 Note: When an Excel is uploaded (as refer to section 2.3.2.1 Workplace Exposure Assessment Detail), the “Upload supporting documents” section in this report will display the uploaded file, with document type as “Hygiene monitoring report”

Toxic Substances Monitoring Report

Contact Details Workplace Monitoring Preview & Declare Acknowledgement

Authorised Personnel Edit

Authorised Personnel: haifang
 Organisation conducting the assessment: ncs
 Mobile Number: 99999999
 Email: siowphing.te@ncs.com.sg

Company Representative

Name of Company Representative: **CO Rep**
 Mobile Number: **88888888**
 Email: **co.rep@ncs.com.sg**

Workplace Details

Company Name: **WAH SEONG PRESS**
 UEN: **00012700X**
 SSIC: **41009**
 Workplace Name: **WAH SEONG PRESS**
 Number of Workplaces: **8**
 Workplace Address: **270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270**
 Workplace Number: **00012700X0005**
 Contact Number: **11111111**
 Fax Number: **-**

Workplace Exposure Assessment [Edit](#)

Date of Monitoring: **26/01/2018**
 Workplace Representative Present During Monitoring: **Tester**

Toxic Substances Monitored	Process	Duration of Process/Work (HH:MM)	Existing Control Measures	Concentration Measured (mg/m3)	Time Weighted Average(TWA)	% PEL	Action
Toluene (Toluol)	Buffing/Polishing	5:30	Local exhaust ventilation	56.00000	1.00000	0.79781	Edit Delete
1,1,1,2-Tetrachloro-2,2-difluoroethane	Yes-Other	12:00	No Control	12.00000	3000.00000	71.94	Edit Delete

Upload supporting documents

Please upload these documents:
 1. Hygiene monitoring report
 2. Supporting documents (e.g. layout map with sampling points locations)

Select a file from your computer
 Documents uploaded should be less than 2MB.

Document	Document Type	Action
Toxic Upload-20180226.xlsx	Please select document title Hygiene monitoring report	X Remove

Declaration

I hereby certify that the information given in this submission is true and correct to the best of my knowledge and belief.

[Back](#)
[Submit](#)
[Go to Dashboard](#)

Figure 28

- 2.4.2 To upload a document, click [\[Select a file from your computer\]](#) to select the file to upload (Figure 29)
- File size should be less than 2MB



Figure 29

- 2.4.3 Select the Document Type from the drop down list box (Figure 30)

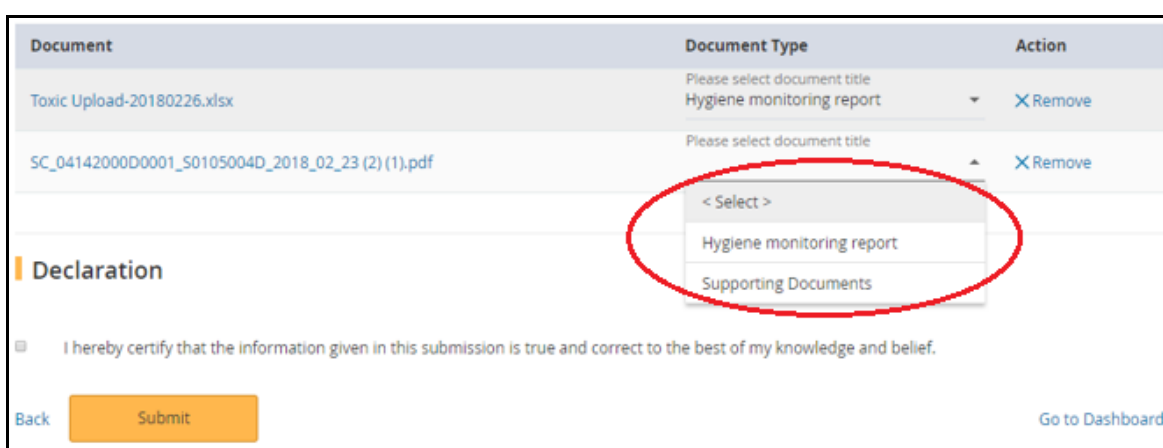


Figure 30

- 2.4.4 To submit the report, tick the checkbox under the [\[Declaration\]](#) section and then click [\[Submit\]](#). (Figure 31)

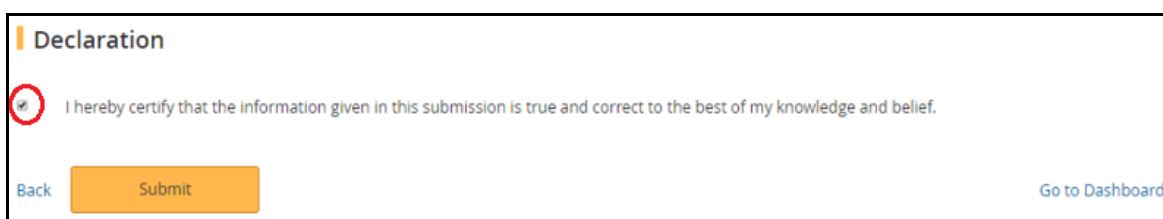


Figure 31

2.5 Acknowledgement

- 2.5.1 An acknowledgement page is display. Click [\[Go to Homepage\]](#) to return to [\[Dashboard\]](#) (Figure 32)

Toxic Substances Monitoring Report

✓ Contact Details
 ✓ Workplace Monitoring
 ✓ Preview & Declare
 4 Acknowledgement

Acknowledgement Click to print acknowledgement and this submission

Thank you for your report

Date Submitted: **26/02/18 11:14 PM**

Workplace Name: **WAH SEONG PRESS**

Workplace Number: **00012700X0005**

Submitted By: **TESTER**

Go to Homepage >

Figure 32

2.5.2 At [\[Dashboard\]](#), the report is retrieved under [\[Past Submission\]](#) with status as “Pending Review” (Figure 33)

Past Submission

Select Search

1 items | Page 1

<u>Workplace Number</u>	<u>Workplace Name</u>	<u>Workplace Address</u>	<u>Date of Monitoring</u>	<u>Status</u>
00012700X0005	WAH SEONG PRESS	270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270	26/01/2018	Pending Review

Figure 33

3. Draft Report

User can save Toxic Substances Monitoring Report as Draft before he/she confirm to submit. At the [\[Dashboard\]](#) under [\[Draft / Returned Submission\]](#), user can click

- [\[Edit\]](#) to retrieve the report for update and submission
- [\[Delete\]](#) to remove the report from [\[Dashboard\]](#)

3.1 Button to Save Draft

3.1.1 Click [\[Go to Dashboard\]](#) button

- When clicked [\[Go to Dashboard\]](#) at the [\[Contact Details\]](#) and [\[Workplace Monitoring\]](#) pages, system will save the changes without validation check; and then return to [\[Dashboard\]](#) as “Draft” status. Report can then be [\[Edit\]](#) or [\[Delete\]](#)

3.1.2 Click [\[Save As Draft\]](#) button

- When click [\[Save As Draft\]](#) at the [\[Contact Details\]](#) and [\[Workplace Monitoring\]](#) pages, system will save the changes without validation check; and display a “Draft Saved” acknowledgement page (Figure 34)

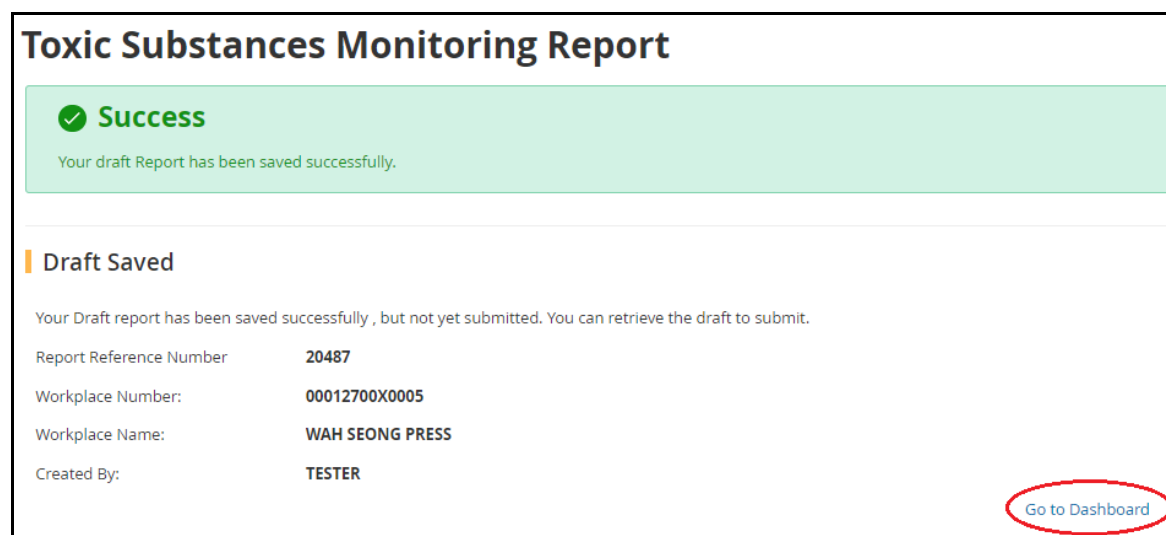


Figure 34

- 3.1.3 Click [\[Go to Dashboard\]](#) at the bottom of the acknowledgement page (Figure 34), system will return to [\[Dashboard\]](#) as “Draft” status. Report can then be [\[Edit\]](#) or [\[Delete\]](#)

3.2 Workplace Exposure Assessment Detail Upload

3.2.1 Upon uploaded the Excel at [\[Workplace Monitoring\]](#) (refer to section 2.3.2.1), system will return to [\[Dashboard\]](#) with Status as “Draft”

3.2.2 After the batch job complete processing, the report can then be [\[Edit\]](#) or [\[Delete\]](#). (Figure 35)

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
00012700X0005	WAH SEONG PRESS	270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270		Draft	Completed	Edit Delete

Figure 35

3.3 Returned Report

3.3.1 After a report submitted, the Reviewer Officer can return it to user. An email will be send to user for follow up action

3.3.2 Report will reflect as Draft status in [Dashboard] (Figure 36), which can then be [Edit] or [Delete]

Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status	File Uploaded Status	Action
00012700X0005	WAH SEONG PRESS	270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270	17/01/2018	Returned	Completed	Edit Delete

Figure 36

3.3.3 Click [Edit] to retrieve the report, which will show the reason for returned submission (Figure 37). Proceed to update and submit the report

Toxic Substances Monitoring Report

1 Contact Details 2 Workplace Monitoring 3 Preview & Declare 4 Acknowledgement

Remarks/Reason(s) for returned submission

This is Remarks/Return Reason for your reference
 Insufficient test information for assessment

Request for re-submission by: **31/03/2018**

Name of Officer In Charge: **MAS USER 1_MAS**

DID Number: **65918498**

Email: **robortxu@ncs.com.sg**

Figure 37

4. View Submitted Report

Click the [\[Workplace Number\]](#) hyperlink to view and print the report (Figure 38)

Past Submission				
Select ▾				Search
3 items Page 1				
Workplace Number	Workplace Name	Workplace Address	Date of Monitoring	Status
T99ZZ5432J0001	POWEN ELECTRICAL ENGINEERING PTE LTD	54 HILLVIEW TERR #0-0 SINGAPORE 669272	29/01/2018	Pending Review
00012700X0005	WAH SEONG PRESS	270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270	04/02/2018	Completed
00012700X0005	WAH SEONG PRESS	270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270	26/01/2018	Completed

Figure 38