

4.1 INTRODUCTION

As environmental monitoring has not been recommended for this Project during the construction phase, the reporting requirements described in the following sections focus mainly on the reporting of the environmental inspections or audit findings.

4.2 EM&A REPORTS

The results and findings of all environmental inspection and audit work required for the construction phase of the Project, commencing from any related physical activity undertaken within the site boundary, shall be recorded in the monthly EM&A reports prepared by the ET Leader. The EM&A reports shall be prepared and submitted, to all relevant parties (including the EPD) within 10 working days of the end of each reporting month, with the first report due in the month after construction commences. Before submission of the first EM&A report, the ET Leader shall liaise with ER on the exact number of copies and proposed the format of the monthly reports for the ER's approval.

4.2.1 *First Monthly EM&A Report*

The first *Monthly EM&A Report* shall include the following items as a minimum:

- (a) 1-2 pages Executive Summary;
 - Breaches of related environmental regulations and contract specifications;
 - Complaint log;
 - Notifications of any summons and successful prosecutions;
 - Reporting changes;
 - Future key issues.
- (b) Basic Project Information
 - Project organisations including key personnel contact names and telephone numbers;
 - Programme
 - Management structure;
 - Works undertaken during the month.
- (c) Environmental Status
 - Work undertaken during the month with illustrations (such as location of works);
 - Drawing showing the project area, any environmental sensitive receivers and the locations of the monitoring and control stations.
- (d) Summary of EM&A requirements

- Environmental mitigation measures, as recommended in the *EIA Study Report*;
 - Environmental requirements in contract documents.
- (e) Implementation Status
- Advice on the implementation status of environmental protection and pollution control/mitigation measures, as recommended in the *EIA Study Report*.
- (f) Report on Non-compliance, Complaints, Notifications of Summons and Successful Prosecutions
- Report of site inspection and environmental audits, and record of all non-compliances of recommended environmental mitigation measures and contract specifications related to pollution control.
 - Record of all complaints received (written or verbal) for each media, including locations and nature of complaints investigation, liaison and consultation undertaken, actions and follow-up procedures taken, results and summary.
 - Record of all notifications of summons and successful prosecutions for breaches of the current environmental protection/pollution control legislations, including locations and nature of the breaches, investigation, follow-up actions taken, results and summary.
 - Review of the reasons for and the implications of non-compliance, complaints, summons and prosecutions including review of pollution sources and working procedures.
 - Description of the actions taken in the event of noncompliance and deficiency reporting and any follow-up-procedures related to earlier non-compliance.
- (g) Others
- An account of the future key issues as reviewed from the works programme and work method statements.
 - Advice on the solid and liquid waste management status.

4.2.2 *Subsequent Monthly EM&A Reports*

The subsequent *Monthly EM&A Reports* shall include the following :

- (a) Executive Summary (1-2 pages)
- Breaches of environmental regulations and contraction specifications related to pollution control;
 - Complaint log;
 - Notifications of any summons and successful prosecutions;
 - Reporting changes;
 - Future key issues.

(b) Environmental Status

- Construction programme with fine-tuning of construction activities showing the inter-relationship with environmental protection/mitigation measures for the month.
- Works undertaken during the month with illustrations including key personnel contact names and telephone number.
- Drawing showing the project area, any environmental sensitive receivers and the locations of the monitoring and control stations.

(c) Implementation Status

Advice on the implementation status of environmental protection and pollution control/mitigation measures as recommended in the *EIA Report*, summarised in the updated implementation schedule.

(d) Report on Non-compliance, Complaints, Notifications of Summons and Successful Prosecutions

- Report of site inspection and environmental audits, and record of all non-compliances of recommended environmental mitigation measures and contract specifications related to pollution control.
- Record of all complaints received (written or verbal) for each media, including locations and nature of complaints investigation, liaison and consultation undertaken, actions and follow-up procedures taken, results and summary.
- Record of all notifications of summons and successful prosecutions for breaches of the current environmental protection/pollution control legislations, including locations and nature of the breaches, investigation, follow-up actions taken, results and summary.
- Review of the reasons for and the implications of non-compliance, complaints, summons and prosecutions including review of pollution sources and working procedures.
- Description of the actions taken in the event of noncompliance and deficiency reporting and any follow-up procedures related to earlier non-compliance.

(e) Others

- An account of the future key issues as reviewed from the works programme and work method statements.
- Advice on the solid and liquid waste management status.

(f) Appendix

- Environmental inspection and audit schedule for the present and next reporting period.

- Cumulative statistics on complaints, notifications of summons and successful prosecutions.
- Outstanding issues and deficiencies.

4.2.3 *Quarterly EM&A Summary Reports*

The *Quarterly EM&A Summary Report* which shall generally be around 5 pages in length shall contain at least the following information:

- (a) an Executive Summary up to half a page in length;
- (b) basic project information including a synopsis of the project organisation, programme, contacts of key management, and a synopsis of work undertaken during the quarter;
- (c) a brief summary of EM&A requirements including:
 - environmental inspection programme and schedule;
 - environmental mitigation measures, as recommended in the EIA Final Assessment Report.
- (d) advice on the implementation status of environmental protection and pollution control/mitigation measures, as recommended in the *EIA Report*, summarised in the updated implementation schedule.
- (e) advice on the solid and liquid waste management status;
- (f) drawings showing the project area, any environmental sensitive receivers and the locations of the monitoring and control stations;
- (g) a summary of non-compliance of environmental regulations and contract specifications relating to pollution control;
- (h) a brief review of the reasons for and the implications of non-compliance including review of pollution sources and working procedures;
- (i) a summary description of the actions taken in the event of non-compliance and any follow-up procedures related to earlier non-compliance;
- (j) a summary record of all complaints received (written or verbal) for each media, liaison and consultation undertaken, actions and follow-up procedures taken;
- (k) comments (e.g. effectiveness and efficiency of the mitigation measures), recommendations (e.g. any improvement in the EM&A programme) and conclusions for the quarter;
- (l) proponents' contacts and any hotline telephone number for the public to make enquiries.

4.2.4 *Annual/Final EM&A Review Reports*

The *Annual/Final EM&A Report* should contain the following information as a

minimum:

- (a) Executive Summary (1-2 pages);
- (b) drawings showing the project area, any environmental sensitive receivers and the locations of the monitoring and control stations;
- (c) basic project information including a synopsis of the project organisation contacts of key management, and a synopsis of work undertaken during the course of the project or past twelve months;
- (d) a brief summary of EM&A requirements including:
 - (i) environmental mitigation measures, as recommended in the *EIA Report*; and
 - (ii) environmental inspection and audit programme.
- (e) a summary of the implementation status of environmental protection and pollution control/mitigation measures as recommended in the EIA Final Assessment Report summarised in the updated implementation schedule;
- (f) a summary of non-compliance of environmental regulations or contract specifications relating to pollution control;
- (g) a review of the reasons for and the implications of non-compliance including review of pollution sources and working procedures as appropriate;
- (h) a description of the actions taken in the event of non-compliance;
- (i) a summary record of all complaints received (written or verbal) for each media liaison and consultation undertaken, action and follow-up procedures taken;
- (j) a summary record of notifications of summons and successful prosecutions for breaches of the current environmental protection pollution control legislations locations and nature of the breaches, investigation, follow-up actions taken and results;
- (k) a review and identification of shortcomings in EIA recommendations;
- (l) a review of the effectiveness and efficiency of the mitigation measures;
- (m) a review of success of the EM&A programme to cost effectively identify deterioration and to initiate prompt effective mitigatory action when necessary.

4.3

DATA KEEPING

The site documentation such as the environmental site inspection forms, audit reports, etc. are not required to be included in the *Monthly EM&A Reports*. However, such documents shall be kept securely by the ET Leader and be ready for inspection upon request. All relevant information shall be clearly and systematically recorded in the documentation.