

APPENDIX B

**Sample Forms for
EM&A Programme**

Sample Template for Interim Notifications of Environmental Quality Limits Exceedances

Incident Report on Action Level or Limit Level Non-compliance

Project	
Date	
Time	
Monitoring Location	
Parameter	
Action & Limit Levels	
Measured Level	
Possible reason for Action or Limit Level Non-compliance	
Actions taken / to be taken	
Remarks	

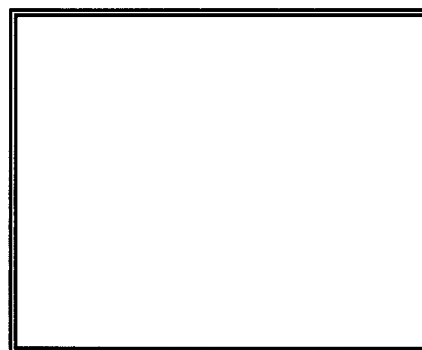
Location Plan

Prepared by: _____

Designation: _____

Signature: _____

Date: _____



Data Sheet for TSP Monitoring

Monitoring Location		
Details of Location		
Sampler Identification		
Date & Time of Sampling		
Elapsed-time Meter Reading	Start (min.)	
	Stop (min.)	
Total Sampling Time (min.)		
Weather Conditions		
Site Conditions		
Initial Flow Rate, Qsi	Pi (mmHg)	
	Ti (°C)	
	Hi (in.)	
	Qsi (Std. m ³)	
Final Flow Rate, Qsf	Pf (mmHg)	
	Tf (°C)	
	Hf (in.)	
	Qsf (Std. m ³)	
Average Flow Rate (Std. m ³)		
Total Volume (Std. m ³)		
Filter Identification No.		
Initial Wt. of Filter (g)		
Final Wt. of Filter (g)		
Measured TSP Level (µg/m ³)		

	<u>Name & Designation</u>	<u>Signature</u>	<u>Date</u>
Field Operator :	_____	_____	_____
Laboratory Staff :	_____	_____	_____
Checked By :	_____	_____	_____

Sample of Odour Complaint Registration Form

Subject	Description
Name of Complainant:	
Complainant's Contact Information	
Tel:	
Fax:	
Address:	
Location of Odour Nuisance:	
Date of Odour Nuisance:	
Time of Odour Nuisance:	
Type of Odour Nuisance:	
Extent of Odour Strength:	Highly Offensive/Offensive/Slightly Offensive/ Continuously Detectable/Intermittently Detectable/
Meteorological Conditions:	
Temperature:	
Wind Speed:	
Relative Humidity:	
Wind Direction:	
SPS Operation Condition: Details of Operation Conditions:	Normal/Abnormal

Noise Monitoring Field Record Sheet

Monitoring Location		
Description of Location		
Date of Monitoring		
Measurement Start Time (hh:mm)		
Measurement Time Length (min.)		
Noise Meter Model/Identification		
Calibrator Model/Identification		
Measurement Results	L ₉₀ (dB(A))	
	L ₁₀ (dB(A))	
	Leq (dB(A))	
Major Construction Noise Source(s) During Monitoring		
Other Noise Source(s) During Monitoring		
Remarks		

	<u>Name & Designation</u>	<u>Signature</u>	<u>Date</u>
Recorded By :	_____	_____	_____
Checked By :	_____	_____	_____

Effluent Quality Monitoring Data Record Sheet

Location	
Date	
Start Time (hh:mm)	
Weather	
Sea Conditions	
Tidal Mode	
Water Depth (m)	
Monitoring Depth	1m below the surface
pH	
Salinity (mg/l)	
Temperature (°C)	
BOD ₅ (mg/l)	
COD (mg/l)	
Turbidity (NTU)	
SS (mg/l)	
NH ₃ -N (mg/l)	
TIN (mg/l)	
TIP (mg/l)	
<i>E.coli</i> (pfu/100ml)	
Observations	

Name & DesignationSignatureDate

Recorded By : _____

Checked By : _____

Note: The SS results are to be filled up once they are available from the laboratory.

Marine Water Quality Monitoring Data Record Sheet

Location			
Date			
Start Time (hh:mm)			
Weather			
Sea Conditions			
Tidal Mode			
Water Depth (m)			
Monitoring Depth	Surface	Middle	Bottom
pH			
Salinity (mg/l)			
Temperature (°C)			
DO Saturation (%)			
DO (mg/l)			
BOD ₅ (mg/l)			
Turbidity (NTU)			
SS (mg/l)			
NH ₃ -N (mg/l)			
TIN (mg/l)			
E.coli (pfu/100ml)			
Observed Construction Activities	<100m from location		
	>100m from location		
Other Observations			

Name & Designation

Signature

Date

Recorded By : _____

Checked By : _____

Note: The SS results are to be filled up once they are available from the laboratory.