

1.0 Purpose

This instruction outlines the practices to be adopted for water pollution control and to comply with legal and other requirements.

2.0 Scope

This instruction is applicable to the activities and operations in Shenzhen which give rise to discharge of wastewater and its pollutants includes:

Wastewater discharge and grease / oil waste from the factory canteen;

Wastewater discharge from the rinsing and grinding processes;

Wastewater from operation is discharged to the treatment facility in the central wastewater treatment plant. Wastewater from the factory canteen is treated by grease trap before discharge to the central treatment plant.

3.0 Procedure

3.1 SEEA shall obtain a wastewater discharge license through related government agencies. The company shall also ensure that all water discharge limits meets the requirements specified in the discharge license.

3.2 The company shall inform the corresponding government agencies outlined in the licence when a change in the amount or the quality of the discharge occurs.

3.3 General Wastewater Management

- Storm water drains can only be used for discharging rainwater as well as wastewater that has been treated and has met the requirements specified in the discharge licence.
- Conduct regular inspection to ensure the quality of the treated wastewaters meets the requirements specified by the wastewater discharge licence.
- Perform regular repair and maintenance of the wastewater treatment system to ensure the system is functioning and is operating effectively.
- Conduct regular cleaning of drainage pipes to ensure no garbage is blocking the pipes.

3.4 Managing Wastewater Generated from Cleaning Activities

- Wastewater generated from general cleaning activities (such as floor cleaning, car washing, machine washing, etc.) should be treated properly. Do not pour untreated wastewater into storm water drains.
- Conserve the use of water and reused water to minimize wastewater discharge.
- Maintenance staff shall clean wastewater from air scrubber once per week and pour wastewater into designated bins.

4.0 Monitoring and Checking

- The responsible department shall monitor water quality and inspect the operational condition of the wastewater discharge system.
- Personnel must note down the observation in the relevant inspection checklist after completing the inspection.

5.0 Records

Record Description	Record Location/	Minimum Retention
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	Retention Responsibility	Time
Repair and Maintenance Records for Wastewater Treatment System (please refer to Engineering Department)	Engineering Department	2 years
Water Quality Monitoring Records (please refer to Engineering Department)	Engineering Department	2 years
Operational Condition of Wastewater Discharge System Records (please refer to Engineering Department)	Engineering Department	2 years

6.0 Appendix

Nil.