Waste Management Plan
(Rev. 14)

for

CONTRACT NO. DE/2009/02

Harbour Area Treatment Scheme Stage 2A
Provision of Covers and Deodourisation Facilities to the Existing Sedimentation Tanks at Stonecutters Island

Prepared by

ATAL Engineering Limited

January – 2011

CONTENTS

1.0 Waste Management

The Contract DE/2009/02 – Harbour Area Treatment Scheme Stage 2A – Provision of Covers and Deodourisation Facilities to the Existing Sedimentation Tanks at Stonecutters Island Sewage Treatment Works (the Project) by the Drainage services Department (DSD) on 30 September 2009. The duration of the project is about 972 days from 30 October 2009 to 27 June 2012.

The project covers preliminary treatment and civil engineering infrastructure works to be undertaken at the existing Stonecutters Island Sewage Treatment Plant under Environmental Permit No. EP-322/2008/E. The major construction activities include the following:

(a) Construction of covers for flocculation tanks, prototype tanks, main distribution channels, sedimentation tanks, scum chambers and effluent drop structures;
(b) Two deodourisation facilities;
(c) Piling works of foundation;
(d) Construction of foundation for deodourisation facilities;
(e) Erection of structure of control room at DOU foundation;
(f) Construction of public access road with footpath;
(g) Water main laying works;
(h) Associated ancillary works;
(i) Tree transplanting, landscaping works and all other works as required under the Contract.

According to Section 25 of the Particular Specification (PS) and the Environmental Permit No. EP-322/2008/E, the overall scope of environmental monitoring includes air quality, construction noise and site environmental audit. Apart of EP, we also comply with the following legislations, code of practices, guidelines, practical notes and technical circular:

- Statutory Requirements
    - Waste Disposal Ordinance (Cap. 354) and its subsidiary regulations;
    - Waste Disposal (Chemical Waste)(General) Regulation (Cap. 354);
    - Public Health and Municipal Services Ordinance – Public Cleansing and Prevention of Nuisances Regulation (Cap. 132);
    - Land (Miscellaneous Provisions) Ordinance;
    - Dumping at Sea Ordinance (Cap. 466) and
    - Dangerous Goods Ordinance (Cap. 295)
- Codes of Practice, Circulars and Guidelines
    - Environment, Transport and Works Bureau Technical Circular (Works) No. 15/2003 – Waste Management on Construction Sites;
    - Environment, Transport and Works Bureau Technical Circular (Works) No. 19/2005 –

Environmental Management on Construction Site;

- Environment, Transport and Works Bureau Technical Circular No. 33/2002 – Management of Construction and Demolition Material Including Rock;
- Works Bureau Technical Circular No. 21/2002 – Trip Ticket System for Disposal of Construction and Demolition Material;
- Works Bureau Technical Circular No. 12/2002 – Specifications Facilitating the Use of Recycled Aggregates;
- Works Bureau Technical Circular No. 06/2002A – Enhanced Specification for Site Cleanliness and Tidiness;
- Works Bureau Technical Circular No. 19/2001 –Metallic Site Hoardings and Signboards;
- Works Bureau Technical Circular No. 12/2000 – Fill Management;
- Works Bureau Technical Circular No. 04/1998A – Use of Public Fill in Reclamation and Earth Filling Projects;
- Works Bureau Technical Circular No. 16/1996 – Wet Soil in Public Dumps;
- Works Bureau Technical Circular No. 02/1993B – Public Filling Facilities;
- Works Bureau Technical Circular No. 32/1992 – The Use of Tropical Hardwood on Construction Sites;
- A Guide to the Registration of Chemical Waste Producers;
- A Guide to the Chemical Waste Control Scheme;
- Code of Practice on the Packaging, Labeling and Storage of Chemical Wastes;
- Code of Practice on the Handling, Transportation and Disposal of Asbestos Waste – (Cap. 354, Section 35) and
- Environmental Guidelines for Planning in Hong Kong (1990), Hong Kong Planning and Standards Guidelines, Hong Kong Government.

The baseline report summarized the key findings and the rationale behind determining a set of Action and Limit Levels from the baseline data has been submitted and verified by Independent Environmental checker (IEC) and endorse by EPD before impact monitoring commencement.

ATAL is responsible for waste control within the construction site, removal of the waste material produced from site and to implement any mitigation measure to minimize waste or redress problems in respect of waste production throughout the construction process.

In order to ensure the waste arising from works are handled properly and in compliance with relevant statutory requirements, the waste management plan is established and its implementation will be monitored by a site agent and/or a site supervisor, throughout the whole construction period. This waste management plan aims at identifying the types and nature of waste generated during construction, their handling method and measures to minimize waste production.

In addition, ATAL shall provide training and instruction to all relevant site staff to raise their awareness

and draw attention to waste management issue and the need to minimize waste generation.

2.1 Role and Responsibilities of the Contractor's Personnel

Role and responsibilities of the Contractor's personnel on waste management and appropriate mitigation measures are detailed as below:

Project Manager / Site Agent / Civil Coordinator – shall ensure a smooth implementation of the waste management plan and prepare reports.

Senior Project Engineer / Project Engineer / Site Supervisor – shall maintain all necessary records on the implementation of the waste management plan and responsible for all site coordination and logistical arrangement.

Site Agent (SA)

The SA has an overall control of the Project and oversees the implementation of the WMP. The SA directs communication channel with the SA and EO on all environmental aspects. In the event of complaints, the SA is responsible for handling complaints according to the procedure. Where necessary, the SA liaises with the SA and EO to propose corrective actions and also the subsequent implementation of the proposed corrective action upon agreement with the ER and IEC. The SA also ensures that adequate resources will be provided for the implementation of the WMP.

Site Engineer (SE) / Site Supervisor (SS)

With the assistance of the workers, the SE/SS carry out all the day to day site construction activities including all the environmental protection and mitigation measures. Reporting to the SA, the SE/SS directly communicate with the workers on all environmental aspects of the Projects. In the events of environmental complaints, the SE/SS help with complaint handling.

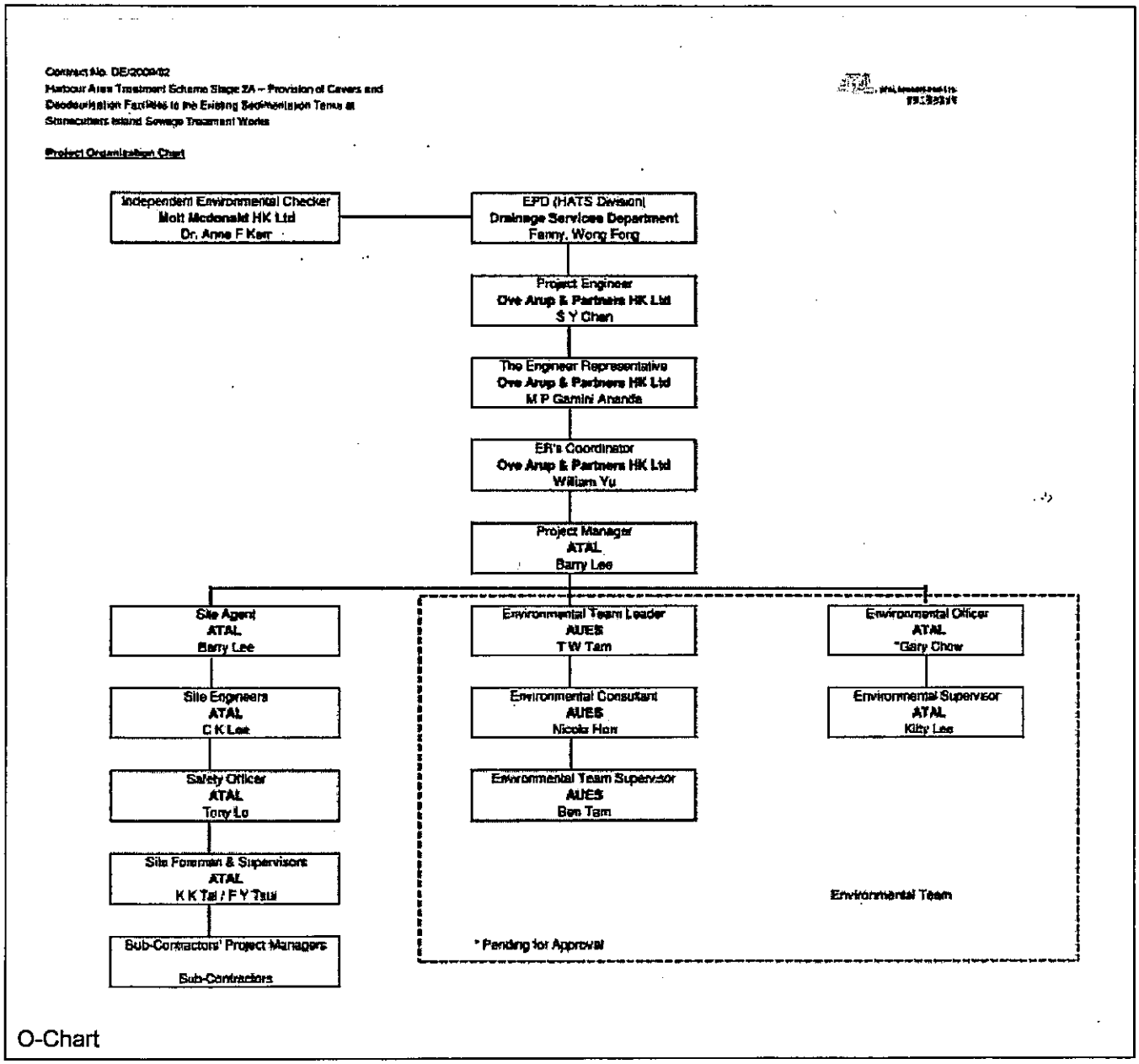
Environmental Officer (EO)

EO is the key contact person for environmental issues of the Project. He oversees the daily implementation of the WMP and coordinates with the ET. He reports directly to the SA. He is responsible for maintaining environmental records required for the Project and managing environmental emergency, preventive measures and corrective actions in case of non-compliance, complaints or exceedances throughout the construction period. He also coordinates with the SA to ensure proper implementation of environmental mitigation measure and preventive/corrective actions.

The EO works closely with the SA to ensure that the construction of the Project is carried out in full compliance with all contractual legal environmental requirements and guidelines.

Environmental Supervisor (ES)

The ES assigned for the Project is adequately qualified. ES reports directly to EO and assist EO day to day management of environmental issues under the Project and provides prompt rectification and technical assistant in case of any non-compliance. ES also assists the EO in overseeing the on site environmental management and liaison with all concerned parties in order to ensure all required environmental protection measures are properly and successfully implemented on site. In addition, upon delegation of the EO, the ES provides environmental training in induction training and toolbox talks as necessary to site staff and/or sub contractors on general environmental protection in various construction activities.



O-Chart

2.2 Waste Management Hierarchy

The various waste management options can be categorized from an environmental viewpoint. The

options considered to be of higher importance shall have the least impact to the environment and are more sustainable time wise. Hence, the priorities are as follows:

1. Avoidance and minimization (not generating waste through changing or improving practices and design);
2. Reuse of material, thus avoiding disposal (generally with only limited reprocessing):
3. Recovery and recycling, thus avoiding disposal (although reprocessing may be required); and
4. Treatment and disposal, according to relevant regulations, guidelines and good practice.

These priorities should be used to evaluate waste management options, thus enabling maximum waste reduction.

2.3 Types and Nature of Waste Generated

It is identified that the following types of waste will be generated in the construction of the Works under the Contract No. DE/2009/02:

- Site clearance waste;
- Construction and Demolition (C&D) Waste;
- Chemical waste and
- General refuse.

Site clearance waste id generated form site preparation works, and generally consists of a mixture of timber, metal, pipework, concrete and general refuse form existing location.

Construction and Demolition (C&D) waste means both inert and non-inert C&D materials. The inert portion is the "inert C&D materials" including soil, building debris, broken rock, concrete etc., and the non-inert portion is the C&D waste comprising timber, paper, plastic, general refuse etc.

General refuse includes any waste which does not fit into any of the categories previously described.

All C&D waste generated in the project will be analysis on monthly basis.

All chemical waste generated in the project will be collected by licensed waste collector to facility licensed to receive chemical waste or company reusing the waste under approval from the EPD.

2.4 General Principles of Storage, Collection and Transport of Waste

The general principles of storage, collection and transport of waste are established as follows:

2.4.1 Segregate different types of waste such as scrap steel. Used timber/plywood etc and store in different containers, skips or stockpile.

2.4.2 Permitted Waste hauler shall be appointed to collect and transport waste to the appropriate disposal point.

2.4.3 Handle and store wastes in a manner which ensure that they are held securely without leakage, thereby minimizing the potential of pollution.

2.4.4 Appoint authorized or licensed waste haulers to collect the specific category of waste, such as spent oils.

2.4.5 Remover waste in a timely manner.

2.4.6 Maintain and clean waste storage area regularly.

2.4.7 Minimize wind blown litter and dust during transportation by either covering trucks with tarpaulin or in enclosed containers.

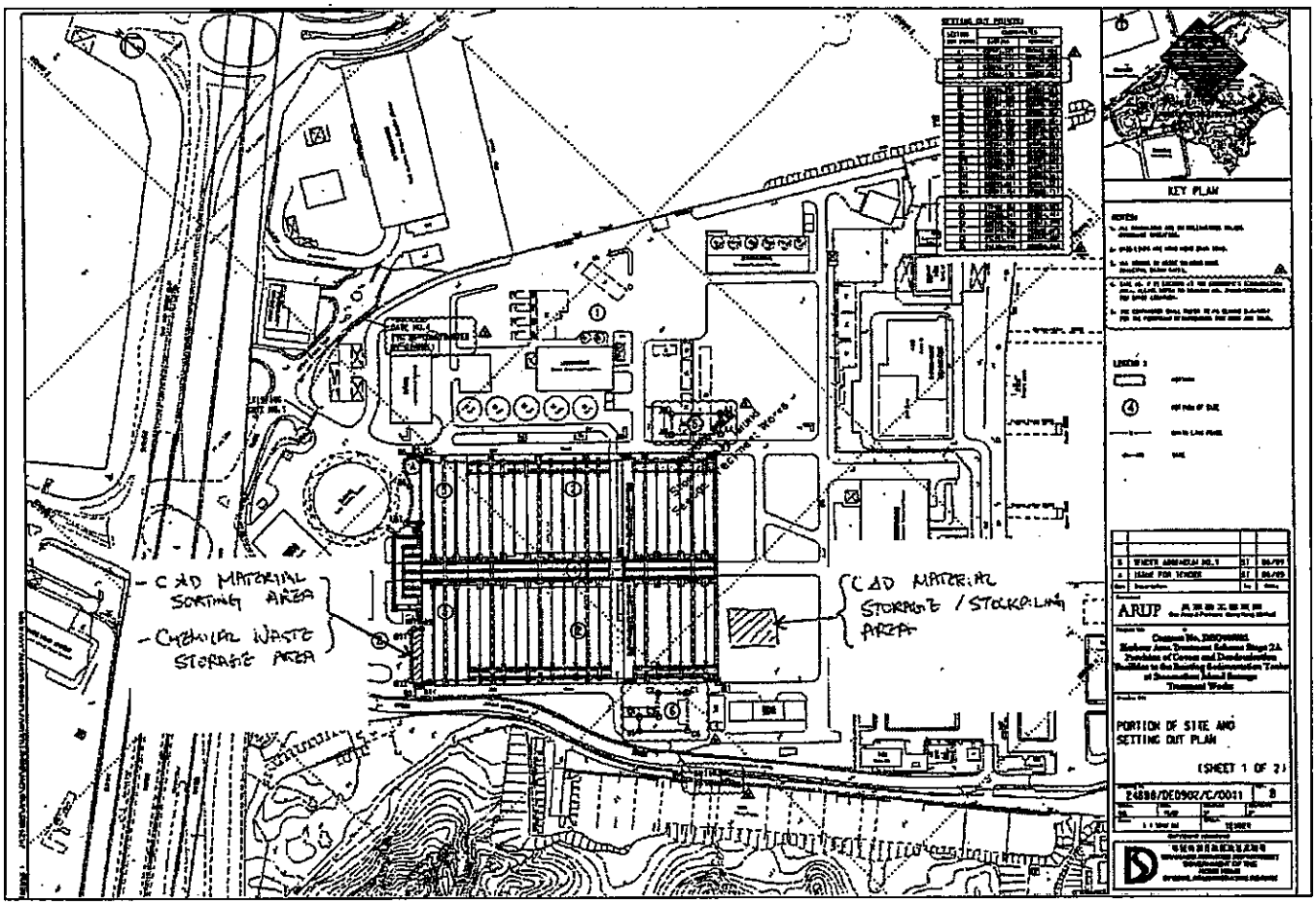
2.4.8 Obtain the necessary waste disposal permits from the appropriate authorities.

2.4.9 Dispose waste at licensed sites.

2.4.10 Appropriate procedure shall be developed, such as ticking system, to facilitate tracking of disposal, in order to ensure that no illegal disposal occurred.

2.4.11 Maintain records of the quantities of waste generated, recycled and disposal properly.

2.4.12 On site sorting and storage area as shown in the follow figure in portion A



2.5 Mitigation Measures and Handling of Specific Waste

2.5.1 Site Clearance Waste

Waste of this nature will be generated mainly during the site erection processes. The amount of waste is expected to be small.

All material would be segregated into inert and non-inert material for disposal at public dump and landfill.

2.5.2 Construction and Demolition (C&D) Waste

General Construction waste should be removed from site as soon as practicable in order to avoid adverse environmental impacts due to on site storage of the material except small quantities of degradable (i.e. non-inert) waste which should be stored in containers or skips for pilling up before disposal.

In order minimize waste creation and keep environmental impacts within acceptable levels, the following mitigation measures shall be adopted:

A) Minimize over ordering of pipework, bolts nuts, concrete, mortars and cement grout by doing careful check before ordering.
B) The design of formwork for grouting shall maximize the use of standard timber/panels so that high reuse levels can be achieved.
C) Materials with high scrap value such as metals are normally recycled and will be kept at designated locations.

The remaining materials should be separated into inert and non-inert materials which would be temporarily stored in skips/containers on site and eventually for disposal at public dump and landfill

2.5.3 Construction Waste Disposal Charging Scheme

The Construction Waste Disposal Charging Scheme (Charging Scheme) has been commenced on 16 September 2005 and come into operation on 1 December 2005. Main contractor who undertakes construction work under a contract with value of $1 million or above is required to open a billing account solely for the contract. Application shall be made within 21 days after the contract is awarded.

2.5.4 General Refuse

2.5.4.1 General refuse generated on site shall be stored in skip separate from construction and chemical waste. A reputable waste collector shall be employed to remove general refuse from site on regular basis, to minimize odour, pest and litter impacts. Recycling bins will be provided at different areas for the storage of recyclable materials such as plastic bottles, paper and aluminium, cans. Environmental training will be included in induction training for all workers so as to cultivate the aforementioned requirements aimed for the minimization of general refuse.

2.5.4.2 Office wastes shall be reduced through recycling of paper.

2.5.5 Chemical Waste

Chemical wastes such as acid, alkali, metal salt solution, etc will be controlled from the production to point of disposal in accordance with statutory requirement. Also suitable packaging, proper labeling and storage of the wastes shall be arranged according to the Code of Practice on the Packaging, Labeling and Storage of Chemical Wastes before transporting to licensed disposal facilities.

Designation chemical wastes storage areas will be arranged for the temporary storage of the chemical wastes and suitable and labeled containers will be provided. The wastes shall be securely packed, sealed and held in containers as to prevent leakage, spillage or escape of the contents. The designated chemical waste storage areas shall be enclosed on at least three sides by a partition or fence with a height of not less than two meters or the total height of containers in stack, whichever is less. Also, the storage areas shall be kept secured with an appropriate gate or door and locked at all time. A hazard-warning panel shall be displayed. The licensed waste collectors will be arranged for transporting the chemical wastes at disposal facilities.

Chemical wastes will be disposal via a licensed waste collector to either:

a) A facility licensed to receive chemical waste;
b) A company reusing the waste under approval from the EPD.

Trip tickets for disposal shall be retained.

Other hazardous material used on site will be stored to minimize risk of land contamination or water pollution, measures will typically include the use of bunded areas for bulk storage, drip trays or impermeable sheeting covered by absorbent material to collect accidental spillage.

2.6 Proposal for Handling, Recycling, Reuse and Return of the C&D Material

It is proposed to handle, recycle and reuse of the below listed C&D materials as below:

2.6.1 Concrete / brick / aggregates

The civil works for this Contract is very limited, thus recycling and reuse of demolished concrete and aggregate will be impractical.

Given the inert nature of such C&D material, it would be delivered to the public filling area for disposal.

2.6.2 Timber

Only a small amount of timber will be used for construction of plinth and grouting of equiSAent baseplate, they shall be removed out of the site and reused for another project afterward.

2.6.3 Paper / Cardboard

Paper or cardboard packing material shall be handled and collected by recycling company.

2.6.4 Metal

The scraped reinforcement bars being generated during the construction of plinth or scraped steel pipework shall be removed from the site and sent to metal recycling company.

2.6.5 Other (e.g. plastic, foam board, etc.)

Due to the limited amount of these "other" waste, they will be delivered to the designated landfill for disposal.

In additional, the estimated quantity of inert C&D materials for reuse on site or for recycling and the estimate amount of surplus inert C&D materials requiring disposal off site will be recorded. Trip Ticket System as stipulated in the WBTC No. 21/2002 or alike will be adopt in order to ensure proper disposal of demolition wastes at designated outlets (please refer to Section 3.0 for details). Site cleanliness and tidiness will be monitored through daily site walk by appointed contractor site supervisor. The implementation of the waste management requirements as sat out in the waste Management Plan will be included in the regular technical audit carried by contractor's Safety Officer of the project. Where the audit has identified non-compliance with the waste management requirements, the Site Agent will provide corresponding follow-up actions and implementation details to ensure continual improvement of the environmental management system.

2.7 Monitoring System for Implementation

In order to minimize over-ordering and avoid cross contamination, a control system is established for monitoring the implementation of all requirements as stated in the Waste management Plan. Regular environmental inspections will be conducted to identify defects and deficiencies in work practices and branches of the requirements of the statutory regulations and the Waste Management Plan by the Safety Officer / Safety Supervisor together with the Manager-in-Charge and the subcontractors where appropriate. The inspections will include:

a) Designated storage areas,
b) On-site sorting practices,
c) Labeling and warning signs,
d) Handling and disposal of wastes,
e) Transportation of wastes,
f) Housekeeping,
g) Cleanliness and tidiness.

Furthermore, a disposal recording system is established for this project similar to the trip-ticket system to ensure proper disposal of wastes. It facilitates the recording of waste as it arrives at the landfill or public filling area and minimize the potential for cross-contamination with other waste which the vehicle operator may otherwise likely pick-up and route to the disposal facility.

By regularly monitoring of the quantities and types of C&D materials generated, reused and disposal of off-site, the works programmes shall be reviewed as to account for the latest outturn on the aforementioned.

3.0 Trip Tickets System for Disposal of C&D Waste

(a) All the C&D waste shall be disposal to NENT landfills and Public Fill to TM38 which have been designated by Director of Environmental Protection for this Contract.

The route from Site to NENT as follow:
Stonecutters Island Sewerage Treatment Plant → Tsing Sha Highway → Tai Po Rd – Shatin → Tolo Highway → Fanling Highway → Sha Tau Kok Rd – Lung Yeuk Tau → Ping Che Road → NENT Landfill.

The route from Site to TM38 as follow:
Stonecutters Island Sewerage Treatment Plant → Stonecutters Island Bridge → Ting Kau Bridge → Tuen Mun Road → Lung Fu Rd → Lung Mun Rd → Lung Kwu Tan Rd → Nim Wan Rd → TM38 Public Fill Facility.

We estimate the majority of the disposal shall be the foundation works for DOU 1 and DOU 2. The estimated weight of C&D material generated during the project works and tentative C&D material general programme are shown in the following table:

Table 3.1 Tentative C&D material generation programme (monthly schedule)

Latest Programme for Generation & Import of Materials in each Reporting Period	Programmed Quantity for Generation of Surplus C&D Materials					Programmed Quantity for Imported of Fill		
	Inert C&D Materials (Soft Public Fill)	Good Quality Rock (with breakdown)	Low Quanlity Rock	Marine Deposit	C&D Waste	Inert C&D Materials (Soft Public Fill)	Rock	Sand Fill
Density (t/m^3)	2.00	2.50	2.50	2.00	1.00	1.80	2.00	1.90
	(t)	(t)	(t)	(t)	(t)	(t)	(t)	(t)
2009/07 (Actual)								
2009/08 (Actual)								
2009/09 (Actual)								
2009/10 (Actual)					0			
2009/11 (Actual)					0			
2009/12 (Actual)					14			
Sub-total	*0*	*0*	*0*	*0*	*14*	*0*	*0*	*0*
2010/01 (Actual)	0				0			
2010/02 (Actual)	0				2			
2010/03 (Actual)	0				9			
2010/04 (Actual)	38				0			
2010/05 (Actual)	452				3			
2010/06 (Actual)	0				3			
Sub-total	*490*	*0*	*0*	*0*	*18*	*0*	*0*	*0*
2010/07 (Actual)	252				0.5			
2010/08 (Actual)	75				1			
2010/09 (Actual)	353				1			
2010/10 (Actual)	261				5			
2010/11 (Actual)	725				8			
2010/12 (Actual)	549				2			
Sub-total	*2215*	*0*	*0*	*0*	*19*	*0*	*0*	*0*
2011/01 (Forecast)	400				5			
2011/02 (Forecast)	300				6			
2011/03 (Forecast)					6			
2011/04 (Forecast)					6			
2011/05 (Forecast)					6			
2011/06 (Forecast)					6			
Sub-total	*700*	*0*	*0*	*0*	*34*	*0*	*0*	*0*

2011/07 (Forecast)					6			
2011/08 (Forecast)					6			
2011/09 (Forecast)					6			
2011/10 (Forecast)					6			
2011/11 (Forecast)					6			
2011/12 (Forecast)					6			
Sub-total	*0*	*0*	*0*	*0*	*35*	*0*	*0*	*0*
2012/01 (Forecast)					3			
2012/02 (Forecast)					3			
2012/03 (Forecast)					3			
2012/04 (Forecast)					3			
2012/05 (Forecast)					3			
2012/06 (Forecast)					3			
Sub-total	*0*	*0*	*0*	*0*	*20*	*0*	*0*	*0*
2012/07 (Forecast)					3			
2012/08 (Forecast)					3			
2012/09 (Forecast)					3			
2012/10 (Forecast)					3			
2012/11 (Forecast)					3			
2012/12 (Forecast)					3			
Sub-total	*0*	*0*	*0*	*0*	*20*	*0*	*0*	*0*
2013/01 (Forecast)								
2013/02 (Forecast)								
2013/03 (Forecast)								
2013/04 (Forecast)								
2013/05 (Forecast)								
2013/06 (Forecast)								
Sub-total	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
2013/07 (Forecast)								
2013/08 (Forecast)								
2013/09 (Forecast)								
2013/10 (Forecast)								
2013/11 (Forecast)								
2013/12 (Forecast)								
Sub-total	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
Overall Total (t)	3406	0	0	0	160	0	0	0
Overall Total (m^3)	1703	0	0	0	160	0	0	0

To conserve landfill void space, inert C&D materials (or commonly termed as public fill) including soil, rock, concrete, bricks, bituminous materials etc. shall be delivered to public filling areas or public fill barging points. Mixed C&D materials shall be sorted at source to reduce the inert content to less thank 30% by weight as far as practicable before they are delivered to landfills. The C&D waste delivered for landfill disposal shall contain no free water and the liquid content shall not exceed 70% by weight.

(b) A trip-ticket system shall be implemented for the disposal of all C&D material as detailed in the Contract. For better control and enforcement of the trip-ticket system the Contractor shall provide the landfill sites with one week's advance notice before stating to deliver the waste to the landfills.

(c) The Contractor shall produce a Construction and Demolition Material Disposal Delivery Form (the Form) as set out in the Contract for each and every vehicular trip supervisory staff the completed Form in duplicated except for the Time of Departure.

(d) Prior to the vehicle leaving the Site, The Contractor shall present to the site supervisory staff the completed Form. The site supervisory staff shall insert the Time of Departure and Stamp the Form. The site supervisory staff shall retain a copy of the form and return the original to the Contractor. The Form shall be carried on board the vehicle at all times throughout the vehicular trip.

(e) To ensure the dump truck will not overload, the site supervisory staff will limited the volume of every dump truck not over then 3/4 and using the weight indicator on the dump truck for reference.

(f) For each vehicular trip, the Contractor shall obtain a receipt from the operator of the public filling facility or the landfill. The Contractor shall submit the original receipt to the Engineer's Representative within 5 working days of the vehicular trip. Late return without an acceptable reason might be regarded as non-compliance by the Engineer's Representative.
The receipt shall contain the following information:

(i) A unique receipt number
(ii) The name of the public filling facility / landfill
(iii) The date and time of the dumping activity.
(iv) The vehicle registration number
(v) An indication of truckload (public filling facility only)
(vi) Gross and tare weight of the vehicle (landfill only)
(vii) Weight of the material dumped at the landfill (landfill only);and
(viii) Contract number of the source of the public fill (public filling facility only)

(g) The Contractor acknowledges and shall permit the Engineer's Representative to request and obtain information from the operator of the Designated Disposal Tip verifying the receipt and the accuracy of the information on that receipt.

EPD231

入帳票編號: 06512551
Chit No.:

選擇「✓」一個訂明設施:
Tick (✓) One Prescribed Facility:

☐ 堆填區 Landfills ☐ 篩選分類設施 Sorting Facilities
☐ 公眾填料接收設施 Public Fill Reception Facilities
☐ 離島廢物轉運設施 Outlying Islands Transfer Facilities

車牌號碼 Vehicle Registration Mark:

使用日期:
Date of Use:

簽發人:
Issued by:

建築廢物產生地點:
Construction Waste Generated Site:
STONECUTTERS ISLAND SEWAGE TREATMENT WORKS

帳戶編號: 7009673
Account No.:

甲部份: 由帳戶戶主保留
Part A: retained by Account-holder

入帳票編號: 06512551
Chit No.:

選擇「✓」一個訂明設施:
Tick (✓) One Prescribed Facility:

☐ 堆填區 Landfills ☐ 篩選分類設施 Sorting Facilities
☐ 公眾填料接收設施 Public Fill Reception Facilities
☐ 離島廢物轉運設施 Outlying Islands Transfer Facilities

車牌號碼 Vehicle Registration Mark:

使用日期:
Date of Use:

簽發人:
Issued by:

帳戶名稱:
Name of the Account-holder:
ATAL ENGINEERING LIMITED

帳戶編號: 7009673
Account No.:

乙部份: 由廢物運輸商保留
Part B: retained by Waste Hauler

香港法例第354章廢物處置條例
廢物處置(建築廢物處置收費)規例
Waste Disposal Ordinance (Chapter 354)
Waste Disposal (Charges for Disposal of Construction Waste) Regulation

載運入帳票
CHIT

車牌號碼:
Vehicle Registration Mark:

0 6 5 1 2 5 5 1

有效期至: Not Applicable
Valid Until:

建築廢物產生地點:
Construction Waste Generated Site:
STONECUTTERS ISLAND SEWAGE TREATMENT WORKS

帳戶名稱:
Name of the Account-holder:
ATAL ENGINEERING LIMITED

7 0 0 9 6 7 3

丙部份: 由政府保留
Part C: retained by Government

H 178410

Chit Ticket Sample

Serial No. 0012345678

Date:
日期:

Designated PFF/Landfill:
指定公眾填土設施 / 堆填區:

Vehicle Licence Plate Number.:
車牌號碼

Issued By:
簽發:

Approximate Load:
大約承載量:
☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ Full 滿

Remark:
備註:

(This part retained by issuing office)
(此部分由簽發部門保留)
CEDD(CEO)84

Serial No. 0012345678

Date:
日期:

Designated PFF/Landfill:
指定公眾填土設施 / 堆填區:

Vehicle Licence Plate Number.:
車牌號碼:

Issued By:
簽發:

Chop of Designated Public Filling Facility/ Landfill 公眾填土設施 / 堆填區蓋印

Construction and Demolition Materials Disposal Delivery Form
拆建物料運載記錄單

Serial No. 0012345678

(Information contained in this form may be displayed on Internet 此表格所載資料可在互聯網)

Date: 日期:
Time of departure from site: 離開地盤時間:
Vehicle Licence Plate Number: 車牌號碼:
Designated Public Filling Facility/Landfill: 指定公眾填土設施 / 堆填區:
Location of Site: 地盤位置:

☐Central & Western 中西區	☐Wanchai 灣仔	☐Eastern 東區	☐Southern 南區	☐Sai Kung 西貢
☐Yau, Tsim, Mong 油尖旺	☐Shamshuipo 深水?	☐Kowloon City 九龍城	☐Wong Tai Sin 黃大仙	☐Outlying Islands 離島
☐Kwun Tong 觀塘	☐Kwai Tsing 葵青	☐Tsuen Wan 荃灣	☐Tuen Mun 屯門	☐Sha Tin 沙田
☐Yuen Long 元朗	☐North 北區	☐Tai Po 大埔		

Approximate Load: ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ Full 滿
大約承載量:

Please stick contract no. barcode above
請在上方貼上合約編號條碼

Chop of Designated Public Filling Facility/Landfill
公眾填土設施 / 堆填區蓋印

Chop of Engineer' s/Architect' s Representative
工程師 / 建築師代表蓋印

DDF Sample

Contract No. DE/2009/02
Harbour Area Treatment Scheme Stage 2A - Provision of Covers and Deodourisation Facilities to the Existing Sedimentation Tanks at Stonecutters Island Sewage Treatment Works

ATAL ENGINEERING LTD.

2010

Monthly Construction and Demolition Materials Disposal Delivery Form

Date	Destination	Weight in (Tonne)	Weight out (Tonne)	Net Load (Tonne)	Veh.No	Chit No.	Serial No	Location

Total: 0

SO: Site office

SCISTW: Stonecutters Island Sewage Treatment Works

Monthly C&D Material Summary

4.0 Environmental Training and Tool Box Talk

The following table shows the outline of training requirement for all relevant staff

Staff	Training Needs	Schedule/Frequency
Site Agent / Environmental team Leader	Environmental Management System	Beginning of Work
Relevant site supervisors / foreman identified by ET leader	Mitigation and management measures specified to their scope of work	Before the staff commences the particular work
All site worker including sub contractor site staff	General environmental management instructions / procedures, including site housekeeping, waste reduction, noise control, dust control, environmental management policy, targets, measures for subcontractor performance etc.	Regular basis (Induction and toolbox talk for the workers)

5.0 Event and Action Plan for Non Compliance

5.1 If any non-compliance is observed during site inspection by DSD, the EO will raise a Corrective and Preventive Action Report (CPAR) to SA;

5.2 The SA will notify and liaise of non compliance to obtain proposals and a response to the CPAR;

5.3 The EO will notify EO if the non-compliance is an exceedance of the stipulated requirements. In such cases, a copy of the CPAR will be issued to the DSD as a Notification of Non-compliance (NNC);

5.4 After receipt of the NNC, the SA will propose corrective actions for the non-compliance in line with the Company and implement the proposed corrective actions once they have been agreed by DSD;

5.5 If the implementation of the corrective actions is satisfactory, the non-compliance record (CPAR) will be closed and the DSD advised accordingly;

5.6 The SA/EO will propose preventive actions within 3 working days if it has not been already included within the Company's response after the closure of the non-compliance records;

5.7 The SA/EO will record CPARs accordingly in the CPAR logsheet and

5.8 Environmental Team and Engineer representative should be notified immediately in case of the event of non-compliance.

6.0 Complaints Handling