

# **APPENDIX B**

## **Sample Forms for EM&A Program**

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## Sample Template for Interim Notifications of Environmental Quality Limits Exceedances

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### 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: \_\_\_\_\_

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### 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 <sup>3</sup> )	
Final Flow Rate, Qsf	Pf (mmHg)	
	Tf (°C)	
	Hf (in.)	
	Qsf (Std. m <sup>3</sup> )	
Average Flow Rate (Std. m <sup>3</sup> )		
Total Volume (Std. m <sup>3</sup> )		
Filter Identification No.		
Initial Wt. of Filter (g)		
Final Wt. of Filter (g)		
Measured TSP Level (µg/m <sup>3</sup> )		

		<u>Name &amp; 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 <sub>90</sub> (dB(A))	
	L <sub>10</sub> (dB(A))	
	Leq (dB(A))	
Major Construction Noise Source(s) During Monitoring		
Other Noise Source(s) During Monitoring		
Remarks		

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

### Water Quality Monitoring Data Record Sheet – Field Measurement

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)				
Turbidity (NTU)				
SS Sample Identification				
SS(mg/l)				
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.

### Biogas Monitoring Form for Field Measurement

<b>Project:</b>				<b>Weather:</b>			
<b>Site Name:</b>				<b>Wind Speed:</b>			
<b>Date of measurement:</b>				<b>Wind Direction:</b>			
<b>Monitoring Equipment</b>				<b>Date of Calibration</b>			
Flammable gas (methane) instrument      ð							
Oxygen instrument      ð							
Carbon dioxide instrument      ð							
Sampling Location	Sampling Time	Methane (ppm)	Carbon dioxide (%)	Oxygen (%)	Temp. (°C)	Relative Pressure (kPa)	Remark
Monitored by:				Checked by :			