

## 9. REPORTING

### 9.1 General

**9.1.1** The use of an electronic communication and data recording system for the construction phase would facilitate the rapid and effective communication of the site environmental status, as well as serving as a management tool for the Contractors. This can achieve real-time monitoring and notify the Engineer any exceedance of the pre-set environmental quality so as to trigger immediate remedial actions, thus increasing the efficiency in resolving the environmental problems. The system will also track the actions undertaken by relevant parties. The system has the potential to interface with EPD's *Specialised Electronic Environmental Monitoring and Audit* (SEEMA) system (or another equivalent system) and so function as a database for the entry of all recorded monitoring and audit information.

**9.1.2** In addition, the system could:

- Automatically issues Notifications of Exceedances and track their completion;
- Instigate Event and Action Plans and track their completion;
- Store details of complaints;
- Store details of licenses, permits and notify of forthcoming expiry dates;
- Store construction activity details and other relevant site information and link these to the EM&A Implementation Schedule; and
- Allow retrieval of electronic versions of the EM&A Manual and other documents

**9.1.3** The following reporting requirements based upon a paper documented approach. However, the same information can be provided in an electronic medium upon agreeing the format with the ER and EPD. This would enable a transition from a paper/historic and reactive approach to an electronic/real time proactive approach.

### 9.2 Baseline Monitoring Report

**9.2.1** The ENPO Manager in association with the EMT should prepare and submit a Baseline Environmental Monitoring Report within 10 working days of completion of the baseline monitoring. Copies of the Baseline Environmental Monitoring Report should be submitted to each of the three parties: the Contractor, the ER and the EPD. The ENPO Manager should liaise with the relevant parties on the exact number of copies they want. The format of the report and the format of the baseline monitoring data in magnetic media to be submitted to EPD should be agreed with EPD.

**9.2.2** The baseline monitoring report should include at least the following:

- (a) up to half a page executive summary;
- (b) brief project background information;
- (c) drawings showing locations of the baseline monitoring stations;
- (d) monitoring results (in both hard and diskette copies) together with the following information:
  - monitoring methodology;
  - equipment used and calibration details;
  - parameters monitored;
  - monitoring locations (and depth);
  - monitoring date, time, frequency and duration;
- (e) details on influencing factors, including:
  - major activities, if any, being carried out on the site during the period;
  - weather conditions during the period;