

- monitoring parameters;
 - environmental quality performance limits (Action and Limit levels);
 - environmental mitigation measures, as recommended in the EIA Report;
- (d) advice on the implementation status of environmental protection and pollution control/mitigation measures, as recommended in the EIA Report, summarised in the updated implementation schedule;
- (e) drawings showing the project area, any environmental sensitive receivers and the locations of the monitoring and control stations;
- (f) graphical plots of the trends of monitored parameters over the past 4 months (the last month of the previous quarter and the present quarter) for representative monitoring stations annotated against;
- the major activities being carried out on site during the period;
 - weather conditions during the period;
 - any other factors which might affect the monitoring results;
- (g) advice on the solid and liquid waste management status;
- (h) a summary of noncompliance (exceedances) of the environmental quality performance limits (Action and Limit levels);
- (i) a brief review of the reasons for and the implications of non-compliance including review of pollution sources and working procedures;
- (j) a summary description of the actions taken in the event of non-compliance and any follow-up procedures related to earlier non-compliance;
- (k) a summary record of all complaints received (written or verbal) for each media, liaison and consultation undertaken, actions and follow-up procedures taken;
- (l) comments (e.g. effectiveness and efficiency of the mitigation measures), recommendations (e.g. any improvement in the EM&A programme) and conclusions for the quarter; and
- (m) proponents' contacts and any hotline telephone number for the public to make enquiries.

9.4 Data Keeping

- 9.4.1** The site document such as the monitoring field records, laboratory analysis records, site inspection forms, etc. are not required to be included in the monthly EM&A reports for submission. However, the document should be well kept by the ENPO Manager and be ready for inspection upon request. All relevant information shall be clearly and systematically recorded in the document. The monitoring data should also be recorded in magnetic media form, and the software copy can be available upon request. The water quality data software format should be agreed with EPD. All the documents and data should be kept for at least one year after completion of the construction contract.

9.5 Interim Notifications of Environmental Quality Limit Exceedances

- 9.5.1** With reference to Event/Action Plans in Sections 2 to 5, when the environmental quality limits are exceeded, the ENPOs should immediately notify the ER & EPD, as appropriate. The notification should be followed up with advice to EPD on the results of the investigation, proposed action and success of the action taken, with any necessary follow-up proposals. A sample template for the interim notifications is shown in **Appendix B**.