

Environmental Instruction

Water Pollution Control

(EI-05)

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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 environmental instruction is applicable to the activities and operations which gives rise to water pollution and includes best practice procedures for the following:

- Prevention of contamination of drains/gullies; and

Sine HKGEAC is an assembly company with most of the assembly process in the Shenzhen company, not a lot of wastewater is being produced in the production process. Some domestic wastewater arises from flushing and pantry in the office.

3.0 Procedure**3.1 Application for permits/licences**

The EMR shall ensure that:

- A wastewater discharge licence is obtained from EPD
- The discharge limits and monitoring requirement specified in the discharge licence complied with.

3.2 Best Practices for Water Pollution Control**3.2.1 Contaminated Drains / Gullies**

- locate drip trays underneath equipment for operation, fuelling and maintenance;
- provide secondary containment and roofing for fuel/liquid chemical storage areas;
- use oil interceptors to remove any oil/grease deposits, and dispose of the sludge as chemical waste in accordance to EI-03 for Waste Management;
- adopt waste oil disposal/minor spillage procedures in accordance with EI-03 for Waste Management;
- for emergency spillage and leakage follow measures described in EP-05.

4.0 Monitoring and Checking

The EMR shall ensure that:

- facilities specified in this EI are provided adequately;
- practices specified in this EI are followed by staff and relevant contractors; and
- the discharge limits and monitoring requirement specified in the discharge licence are complied with.

The Production Manager or his / her delegate shall:

- ensure that sufficient measures are carried out to control water pollution from company operations and activities.

- employ HOKLAS laboratory on a monthly basis to sample effluent from each of the external discharge points of the site and perform analysis for parameters specified on the discharge licence. This is to confirm compliance and assessment of the effectiveness of the mitigation measures.
- carry out weekly site inspection of the effectiveness of the water pollution control measures, and note down the observation in the relevant inspection checklists.
- where nonconformity are identified corrective action measures are defined and implemented in accordance with EP-07 Enquiry / Complaint / Nonconformity Handling.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Effluent Monitoring records (Refer to individual effluent point monitoring record)	EMR	3 years
Visual Inspection Records (Refer to EF-EP07-01 if found any nonconformity item)	Production Manager	3 years

6.0 Appendix

Nil.