

1 GENERAL INFORMATION**Premise Information**

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Diagrams of premises layout				
2. Drainage layout plans				
3. Environmental reports (prepared in-house or by external consultants)				
4. Diagrams of ventilation ducting layout				
5. Diagrams of lighting wiring layout				

2 OVERALL ENVIRONMENTAL MANAGEMENT

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Departmental Environmental Policy Statement				
2. Procedures and schedules for reviewing the Environmental Policy				
3. Record of overall environmental performance review meetings				
4. Departmental environmental management structure				

3 MATERIALS PROCUREMENT POLICY

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Procurement policy				
2. Procedures for inventory keeping, updating and checking				
3. Procedures for the review and selection of materials that are not environmentally detrimental				
4. Guidelines on 'green products' for suppliers				

4 ENERGY MANAGEMENT

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Energy use records for the past three years: - Gas - Electricity - Liquid Fuel - Solid Fuel Evaluation Frequency				
2. Audit reports or monitoring data on energy conservation				
3. Procedures or guidelines for energy conservation				
4. Documentation on energy conservation upgrades over past three years				

5 HAZARDOUS MATERIAL* MANAGEMENT**Office Operation**

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Procedures or guidelines for material management (i.e. specific storage and handling procedures, etc.)				
2. List of any hazardous materials and chemicals stored within the office areas.				
3. Diagrams showing the routes for hazardous materials and chemicals transport				
4. Diagrams showing the storage areas, for hazardous materials and chemicals				

* Hazardous material denotes substances which can threaten public health; including substances controlled by the Dangerous Good Ordinance (Cap.295), Pesticides Ordinance (Cap.133) and Air Pollution Control Ordinance (Cap.311) and Factories and Industrial Undertakings Ordinance (Cap.59).

5 HAZARDOUS MATERIAL* MANAGEMENT (Cont'd)**Laboratory Operation / Public Service**

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
5. Certification for the analyses being conducted (eg. HOKLAS** certification)				
6. Document on contracted out laboratory analyses and copies of the laboratories' certification for the analyses				
7. Evidence of analytical methods used in compliance with standard methods				
8. Dangerous goods / chemicals inventory				
9. List of permits for storage of dangerous goods and chemicals				
10. Procedures or guidelines for dangerous goods / chemical handling				

* Hazardous material denotes substances which can threaten public health; including substances controlled by the Dangerous Good Ordinance (Cap.295), Pesticides Ordinance (Cap.133) and Air Pollution Control Ordinance (Cap.311) and Factories and Industrial Undertakings Ordinance (Cap.59).

** HKOLAS denotes Hong Kong Laboratory Accreditation Scheme

5 HAZARDOUS MATERIAL* MANAGEMENT (Cont'd)**Laboratory Operation / Public Service (Cont'd)**

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
11. Diagrams showing hazardous materials storage areas				
12. Hazardous materials inspection logs				
13. Material Safety Data Sheet (MSDS) file				
14. Guidelines provided for training of staff in handling hazardous materials/chemicals				
15. Documentation/training for personnel				
16. Violation notices received				
17. Alarm systems and evacuation procedures in case of an emergency				

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5 HAZARDOUS MATERIAL* MANAGEMENT (Cont'd)**Pesticides**

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
18. Pesticides inventory				
19. Pesticides storage area diagrams				
20. Guidelines for pesticide handling				
21. Records of the use of pesticides in office and laboratory areas for the past three years				
22. Violation notices received in the past three years				

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5 HAZARDOUS MATERIAL* MANAGEMENT (Cont'd)**Asbestos**

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
23. Formal asbestos management plan or policy statement				
24. Asbestos-containing materials (ACM) inspection or survey reports				
25. ACM management or monitoring plans and copies of any ACM abatement or removal plans or certifications				
26. Regulatory agency inspection reports				
27. Notices of violation received pertaining to asbestos				
28. List of any operations which generate asbestos waste				

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6 WATER SUPPLY MANAGEMENT

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. List of sources of water supply (including that for flushing)				
2. Records of water consumption (office and laboratory)				
3. Water quality monitoring data				
4. Details of water pretreatment system				

7

WASTEWATER MANAGEMENT

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Wastewater discharge licence(s)				
2. Expedient connection & site drainage plan				
3. Effluent discharge monitoring data				
4. Regulatory inspection reports				
5. Violation notices received in the past				
6. Floor plans the wastewater storage and discharge points				
7. Accessibility of discharge point(s) for sampling				
8. Details of existing wastewater treatment facilities				
9. Operation and maintenance manual(s) for wastewater treatment facility(ies)				
10. Procedures or guidelines for collection, preparation and analysis of wastewater samples				

8 WASTE* MANAGEMENT

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Permit(s) or licence(s) for waste storage, transportation and disposal with specification of terms and conditions				
2. Procedures or guidelines for waste handling				
3. Guidelines for classification of waste				
4. Diagrams showing waste storage areas and routes for waste handling				
5. List of sources generating these wastes				
6. Waste analysis data and profiles for all current waste streams				
7. Waste surveys or reports prepared				
8. Copies of any regulatory inspection reports				

* Waste denotes dangerous waste, chemical waste, biological/infectious waste, solid waste, radioactive waste and other wastes.

8 WASTE* MANAGEMENT (Con'd)

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
9. Any violation notices received				
10. Waste transportation and disposal documentation (including waste contractor licences and any associated documents)				
11. Waste recycling and minimization plan and associated documents				
12. Documents related to the disposal facilities used				
13. Operating records of any disposal facilities				
14. Any incident reports for the past three years				
15. Waste control or management licences issued from the appropriate authorities				
16. Safety procedures or programmes.				

* Waste denotes dangerous waste, chemical waste, biological/infectious waste, solid waste, radioactive waste and other wastes.

8 WASTE* MANAGEMENT (Con'd)

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
17. Details of waste segregation programme(s)				
18. Dangerous Goods Licence(s)				
19. Training records for personnel				

* Waste denotes dangerous waste, chemical waste, biological/infectious waste, solid waste, radioactive waste and other wastes.

9 AIR QUALITY MONITORING AND CONTROL**General**

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Air quality policy				
2. Air quality survey records or reports				
3. Air quality monitoring data				
4. Any complaints related to emissions to the atmosphere or indoor environment				

Indoor Air Quality

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Guidelines for the use of office machines or operations to minimize gaseous emissions				
2. Reports of any in-house investigation of emission sources				
3. Details of mitigation measures taken and evaluation of its effectiveness				
4. Details of indoor air quality improvement programme(s)				

9 AIR QUALITY MANAGEMENT AND CONTROL (Cont'd)**External Air Emission**

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. All permits related to air emissions				
2. Any violation notices regarding air emissions issued within the past three years				
3. Investigation reports identifying any sources of air pollutant emissions.				
4. Diagrams of premise emission locations				
5. Compliance, assessments, and/or sampling reports				
6. List of control apparatus for air emissions				
7. Air quality monitoring logs				
8. Plan(s) for air emissions elimination or reduction				

10 NOISE MONITORING AND CONTROL

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Noise Control Policy				
2. Noise monitoring data or monitoring programmes being exercised				
3. Reports of any in-house investigations to identify the source of noise emissions				
4. Details of mitigation measures and their effectiveness				
5. Details of programme for improvement of noise emissions				
6. Complaints related to noise emissions				

11 TRANSPORTATION AND TRAVEL

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Departmental policy relating to transportation and travel				
2. Records or reports for the use of Departmental vehicles				
3. Maintenance and overhaul procedures or guidelines for Departmental vehicles				
4. Procedures for handling of chlorofluorocarbons (CFC)				
5. Procedures for handling of used oil & antifreeze				
6. Records of fuel consumption of Departmental vehicles				
7. Data on the environmental performance of the Departmental vehicles				

12 EMERGENCY RESPONSE PROCEDURES

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Emergency response procedures and contingency plans				
2. Staff training record in emergency response procedures				

13 STAFF AWARENESS AND TRAINING

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. List of any regular meetings on the improvement of the working environment				
2. Copy of any Departmental environmental policy on staff training				
3. List of staff training programmes relating to environmental matters				
4. Details of criteria for selection of staff to attend the relevant training programme				
5. Reports on the effectiveness of training programme				
6. Staff training record				

14 COMMUNITY RELATIONS

Information to be reviewed	Available	Not Available	Not Applicable	Location of Documents/Comments
1. Procedures or guidelines for the dissemination and/or publicity of environmental information				
2. List of regular publications				
3. Details of training programme for staff responsible for publicity of environmental information				
4. Procedures or guidelines on responding to public enquiries and complaints				
5. Records or reports of public enquiries and complaints				
6. Staff training programme on public enquiry and complaint response				