

香港特別行政區政府
The Government of the Hong Kong Special Administrative Region

廢物處置條例(第354章)
Waste Disposal Ordinance (Chapter 354)

申請場內醫療廢物收集站授權
Application for Authorisation of On-site Clinical Waste Collection Point

如本表空格不敷應用，請另用紙張填寫。
Use separate sheets if space in the form is not sufficient.

* 請刪去不適用的部分 Delete as necessary.

本欄不用填寫 For Official Use
編號 e/E File Ref. No. :

/ /

A. 申請人 Applicant

中文名稱 Chinese Name _____

英文名稱 English Name _____

中文地址 Chinese Address _____

英文地址 English Address _____

商業登記號碼 / 香港身分證號碼 (個人申請) *
Business Registration No. / HKID Card No. (individual applicant) * _____

醫療廢物產生者地點編碼 Waste Producer Premises Code _____

經理姓名 _____ 經理香港身分證號碼
Name of Manager _____ Manager's HKID Card No. _____

電話號碼 _____ 傳真號碼 _____ 電郵
Telephone No. _____ Fax No. _____ E-mail _____

B. 收集站 Collection Point (每一收集站須呈交個別申請表 Submit one application form for one collection point)

中文名稱 Chinese Name _____

英文名稱 English Name _____

中文地址 Chinese Address _____

英文地址 English Address _____

商業登記號碼 Business Registration No. _____

經理姓名 _____ 經理香港身分證號碼
Name of Manager _____ Manager's HKID Card No. _____

電話號碼 _____ 傳真號碼
Telephone No. _____ Fax No. _____

現有授權編號 _____ 屆滿日期
Current Authorisation No. _____ Date of Expiry _____
(如適用 If applicable)

C. 申請接收量 Proposed Operational Capacity			
廢物種類 Waste Type	每日最大接收量 Maximum Daily Reception Capacity (公斤 kg)	最大貯存量 Maximum Storage Capacity (公斤) (kg)	廢物貯存安排 Waste Storage Arrangements
第 3 組 Group 3 人體和動物組織 Human and Animal Tissues			
第 1, 2, 5 及 6 組 Groups 1, 2, 5 and 6			

D. 操作時間 Hours of Operation			
星期一至星期五 Weekdays	由 From	時 hrs 至 to	時 hrs
星期六、星期日及公眾假期 Saturday, Sunday and General Holidays	由 From	時 hrs 至 to	時 hrs

E. 污水、排放物及殘餘物 Effluent, Emission and Residues						
列出在接收及處理廢物過程中產生的所有污水、排放物或殘餘物的種類。 List <u>all</u> types of effluent, emission or residues that will be generated from the waste reception and handling operation.						
污水、排放物及殘餘物 Effluent, Emission & Residues	物體形態 Physical Form	化學成分 Chemical Composition	生物危害 Biological Hazard	排放量或流量 Quantity or Rate of Discharge (m ³ /day)	監測安排 Monitoring Arrangement	建議的最終處置方法 Proposed Ultimate Disposal Method

F. 補充資料 Supplementary Information
<p>請隨申請表提交以下資料 Please submit the following information with the application form:</p> <ol style="list-style-type: none"> 附收集站的位置圖及平面圖顯示用作接收廢物的位置及貯存設施 Location plan and layout plan of the clinical waste collection point showing waste reception location and storage facilities 操作計劃書 Operational Plan 此計劃書應詳述設施的操作，並附有關設施的設計繪圖及其他以合適比例顯示設施要點的附圖。計劃書應包括以下資料： This should comprise a detailed description of the operation of the facility including a layout plan and other drawing(s) on an appropriate scale showing the key features of the facility. The following information should be included: <ol style="list-style-type: none"> 有關設施所在地點的工程及基本建設； site engineering works and infrastructure; 廢物接收安排，包括廢物裝卸及檢驗程序； waste reception arrangements including loading and unloading of wastes and waste screening procedures; 用以貯存將由設施所處理的物料及廢物地點的詳情、盛器的數目、容量及位置； details of the storage areas, the number, size and location of receptacles employed for the storage of materials and wastes to be processed at the facility;

- (d) 設施所採用的操作程序，包括各項工序流程圖，如接收、貯存等；
the operating procedures for the facility including a flow diagram of various processes, e.g. reception, storage etc.;
- (e) 遇有緊急情況，或設施發生意外事故，處理廢物的應變措施及緊急應變計劃；
Emergency Response Plan and measures for dealing with the wastes in the event of an emergency or accidents within the facility;
- (f) 運作設施時所有潛在的環境衛生及污染問題的評估；
assessment of all potential environmental hygiene and pollution problems of the operation of the facility;
- (g) 針對在接收或貯存過程中可能產生的氣體、污水、灰塵、噪音、濺溢廢物、傳染體及害蟲等的污染及衛生管制及監測措施；
provisions made for pollution and hygiene control and monitoring for possible gas emission, waste water, dust, noise, spillage, infectious agents and pests due to the storage or reception;
- (h) 設施地點的安全設備及措施，清潔及消毒方法及步驟，以及保安安排；
site safety facilities and measures, cleansing and decontamination methods and procedures, and site security arrangements;
- (i) 設施的管理、維修安排和素質保證計劃；
site management, maintenance and quality assurance plan;
- (j) 管理架構、員工數目，以及操作人員的訓練和經驗；
management structure, manning levels, training and experience of operational personnel;
- (k) 備存紀錄及提供報告的安排；及
arrangements for record keeping and reporting; and
- (l) 擬用以應付因接收或處理廢物所引起的疾病、傷亡或財產損失而提出的申索的法律責任保險。
Liability insurance to cover claims arising out of illnesses, injuries and death of persons and damage of property which may result from the reception or handling of the waste.

3. 證明文件的副本 Copy of supporting documents:

- (a) 商業登記證/香港身份證 Business Registration Certificate / HKID
- (b) 公司註冊證書 (如適用) Certificate of Incorporation, if applicable
- (c) 員工保險證明文件 Certificate of Employee Insurance
- (d) 所有操作人員的有關訓練證書 Relevant Training Certificates/Records of Operational Staff

G. 聲明 Declaration

特此證明：盡本人所知及所信，表格內填報的資料均屬真實無訛。

I hereby certify that the particulars given above are correct and true to the best of my knowledge and belief.

(簽署 Signature)

(姓名 Name)
(用正楷填寫 in Block Letters)

(職位 Capacity)

代表 on behalf of :

(公司名稱及印鑑)(如適用)
(Company Name and Chop as appropriate)

(日期)
(Date)

警告：

根據《廢物處置(醫療廢物)(一般)規例》第 14 條，任何人在看來是遵守本規例所訂的規定而作出、製備或出示任何陳述或紀錄時，或在看來是遵從根據本規例提出的要求而作出、製備或出示任何陳述或紀錄時，(1) 明知而提供或罔顧實情地提供不正確或具誤導性的資料，或 (2) 明知而遺漏或罔顧實情地遺漏要項或重要的資料，即屬犯罪，一經定罪，可處第6級罰款。

Warning :

Under section 14 of the Waste Disposal (Clinical Waste) (General) Regulation, a person commits an offence and is liable on conviction to a fine at level 6 if the person knowingly or recklessly (1) provides incorrect or misleading information in any statement or record made or produced, or (2) omits material particulars or information from any statement or record made or produced, by the person in purported compliance with a requirement under this Regulation.

收集個人資料聲明 Personal Information Collection Statement

收集個人資料的目的

1. 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
 - a. 與處理本表格申請事項有關的工作；
 - b. 有關環境法例的執行和執法；
 - c. 污染投訴調查；
 - d. 統計及其他法定用途；以及
 - e. 方便政府跟你聯絡。
2. 是否在本表格上提供個人資料，純屬自願性質。如果你不提供足夠的資料，本署未必可以處理你的申請。

獲轉交個人資料人士的類別

3. 你在本表格上提供的個人資料，本署可向下列人士披露：
 - a. 索取該等資料以作上文第 1 段用途的其他政府決策局及部門；以及
 - b. 按有關法例獲准的其他人士。

查閱個人資料

4. 根據個人資料(私隱)條例第 18 條及第 22 條及附表 1 第 6 原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得在這份表格上提供的個人資料副本。

查詢

5. 如欲查詢經本表格填報的個人資料，包括查閱和更改個人資料，可去信：
新界沙田鄉市會路 138 號新城市中央場第 2 座 22 樓 2215 室
高級環境保護主任(知識管理)
或致電環保署熱線電話 2838 3111 查詢

Purpose of Collection

1. The personal data provided by means of this form will be used by Environmental Protection Department for one or more of the following purposes:
 - a. activities relating to the processing of your submission in this form;
 - b. administration and enforcement of relevant environmental legislation;
 - c. pollution complaint investigations;
 - d. statistical and any other legitimate purposes; and
 - e. to facilitate communications between Government and yourself.
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
 - a. other government bureaux and departments, and any other organisations for the purposes mentioned in paragraph 1 above, and
 - b. other persons as permitted by the relevant legislation.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
Senior Environmental Protection Officer (Knowledge Management)
Rm 2215, 22/F, Tower 2, Grand Central Plaza, 138 Shatin Rural Committee Road, Shatin, New Territories.
For details, please call EPD hotline at 2838 3111

如何申請場內醫療廢物收集站的授權

你可於本署任何的區域辦事處遞交已填妥的申請表。同時你亦須呈交本申請表 F 部列載的附加資料及文件副本，以及一份操作計劃書，詳述有關接收及貯存廢物的操作細節。如申請多個收集站的授權，你須分別為每一收集站呈交個別申請表。申請授權是免費的。如有任何查詢，請聯絡本署區域辦事處。區域辦事處的聯絡資料可於本署的網頁查閱：http://www.epd.gov.hk/epd/tc_chi/about_epd/facility/offices.html。

注意事項

本署在審核申請的過程中，可能會要求你提供進一步資料。審核申請所需的時間以及最終是否批予授權，取決於你能否提交所有必須的文件、收集站的選址是否合適、及其運作對環境及公共衛生的影響。

How to Apply for Authorisation of On-site Clinical Waste Collection Point

You can submit the completed application form to any Regional Offices of Environmental Protection Department, together with the supplementary information and copies of document as stated in Section F of this application form. You must also submit an operational plan detailing the waste reception and storage operation. For application of Authorization of multiple collection points, please submit individual application for each collection point. Application for Authorization is free of charge. If you have any queries, please contact our Regional Offices. The contact details of our Regional Offices are on our web site: http://www.epd.gov.hk/epd/english/about_epd/facility/offices.html.

Notes

We may request further information or clarification from you during the application assessment process. The time for assessing your application and whether an Authorization will ultimately be granted will depend on whether you can supply all information requested, the suitability of the location of the on-site collection point, and the effects of its operation on the environment and public hygiene.

注意

環境保護署致力在日常工作上樹立廉潔文化，亦務求員工恪守誠信和紀律。我們處理每個申請時，都會竭力而為、保持專業及不偏不倚。在此特別提示，根據防止賄賂條例（香港法例第201章），任何人士提供任何利益（如金錢，禮品或其他形式）與環保署的員工，作為誘因或報酬，促進或加速處理申請，即屬違法。

Attention

Environmental Protection Department strives to establish a culture of integrity and uphold a high standard of staff integrity and conduct in our operation. We are committed to handling each application expeditiously, professionally and without bias. Please be reminded that it is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) if any person offers any advantage (such as money, gift, or others) to an employee of EPD as an inducement to or reward for facilitating or expediting the processing of applications.