

Environmental Protection Department Guidelines for Admission Ticket System

Some wastes will only be accepted at landfills with prior authorization from Environmental Protection Department under the Admission Ticket System. These wastes are described as follows:

- (a) Sludge/residue* from sewage treatment plants, water works or industrial and commercial processes with a dry solids content of less than 30% but greater than 20% by weight for WENT & SENT, or greater than 15% for NENT;
- (b) treated and stabilized livestock waste;
- (c) slaughter house and abattoir waste;
- (d) animal carcasses;
- (e) condemned goods with high liquid content;
- (f) excremental waste;
- (g) tyres; &
- (h) other wastes such as dewatered dredged material with a liquid content less than 70% by weight and contaminated material*.

The Admission Ticket application form can be obtained from the weighbridge control rooms at landfills or the Facilities Management Group, Environmental Protection Department, 4/F, West Wing, 88 Victoria Road, Kennedy Town, Hong Kong.

For enquiries, please contact this Department at 2872 1865 or by fax at 2872 0501.

*Laboratory testing report (e.g. dry solid content or TCLP limits) should be submitted with the application form.

環境保護署 許可證制度的守則

在環境保護署的許可證制度下，某類廢物必須在預先批准後，才能傾倒在各堆填區，這些廢物分類如下：

- (a) 由污水處理廠，水務供水廠或工業及商業生產的淤泥/渣滓*，而其固體成份少於百份之三十，但多於百份之二十者（新界西堆填區及新界東南堆填區標準），或多於百份之十五（新界東北堆填區標準）；
- (b) 經處理後穩定的禽畜廢物；
- (c) 屠場廢物；
- (d) 動物屍體；
- (e) 含高液體成份的報廢貨物；
- (f) 排泄物；
- (g) 膠輪胎；及
- (h) 其他廢物例如脫水疏浚物料（以重量計液體含量低於百份之七十）及受污染物*。

許可證之申請表格，可在各堆填區磅橋控制室或環境保護署廢物設施管理組的辦事處索取（地址位於香港堅尼地城域多利道 88 號 4 樓西翼）。

如欲查詢，請與本署聯絡（電話：2872 1865）或可傳真至 2872 0501。

*呈交申請表格時請附上實驗測試報告（例如固體含量，或按毒性滲濾測試限值）。

READ ALL INSTRUCTIONS BEFORE COMPLETING THE ADMISSION TICKET

1. This form shall be filled out in English or Chinese.
2. This form can be obtained from the weighbridge control rooms at landfills or at the Facilities Management Group, Environmental Protection Department, 4/F, West Wing, 88 Victoria Road, Kennedy Town, Hong Kong.
3. One form shall be used for each type of waste from each waste producer.
4. Sections A, B and C shall be completed by the waste producer and waste collector as appropriate and return to this Department at the above address.
5. If disposal at landfill is permitted, this Department shall complete Section D with the necessary conditions and return the form to the waste producer (the applicant).
6. The waste collector/producer shall make photocopies of the returned admission ticket and complete on the copies of this admission ticket the Section E for EACH load of waste to be delivered to landfill. The admission ticket needs to be submitted to weighbridge operator upon arrival at the landfill.
7. For enquires, please contact this Department at 2872 1865 or by fax at 2872 0501.
8. Landfills reserve the right to refuse disposal of the waste if the form is not completed properly or the information provided is not correct.

在填寫「許可證」前請細閱下列指示

- 一. 此表格可用中文或英文填寫。
- 二. 此表格可在環境保護署各堆填區磅橋控制室或位於香港堅尼地城域多利道 88 號 4 樓西翼環境保護署廢物設施管理組索取。
- 三. 每份表格祇可填寫一位廢物產生者的某一類廢物。
- 四. 廢物產生者及廢物收集者須填寫甲、乙、丙部各項資料，並交回上述環境保護署辦事處。
- 五. 若申請獲得批准，本署將於表格丁部詳述有關傾倒指示，並將表格交回廢物產生者（申請人）。
- 六. 廢物產生者或廢物收集者須影印有關表格，並填寫影印副本的戊部，在抵達指定的堆填區時，將有關表格副本交予磅橋控制室職員。
- 七. 如有查詢請致電 2872 1865 或傳真至 2872 0501。
- 八. 若表格的資料填報不詳或錯漏，堆填區有權拒絕接收所載運廢物。

Personal Data (Privacy) Ordinance

1. The Admission Ticket is to be used for verification at landfills of some special wastes which require prior authorization from the Environmental Protection Department (EPD). The personal data collected in the Admission Ticket shall only be used by the responsible staff of EPD, any agent or representative as appointed by EPD for the identification of and communication with waste producers/collectors in respect of special wastes disposal at landfills as well as disposal fees billing.
2. The data may be provided to statutory or governmental bodies or institutions as required by applicable law or regulations.
3. The data subject may, by written request to the Facilities Management Group of the Environmental Protection Department on 4th floor, West Wing, 88 Victoria Road, Kennedy Town, Hong Kong, access to the personal data held by EPD and , if applicable, correct any inaccuracies in that data.

個人資料 (私隱) 條例

- 一. 許可證適用於一些須要環保署事先批准的特殊廢物，供在堆填區核實之用。入場許可證所收集的個人資料只供環保署負責的人員，以及署方委派的代理人或代表使用，並限於與在堆填區處置特殊廢物，以及發出處置費用帳單有關，供識別廢物產生者 / 收集者及與他們溝通之用。
- 二. 資料可按照適用法律或規例的規定，提供予法定或政府團體或機構。
- 三. 有關資料會成為環保署持有的個人資料，可以書面方式致函香港堅尼地城域多利道 88 號 4 樓西翼環境保護署廢物設施管理組要求查閱，以及改正資料任何不正確之處。

Please carefully read the instruction overleaf before completing this form

在填本表格前，請細閱背面的指示

Environmental Protection Department
Disposal of Special Waste at Landfills
Admission Ticket

環境保護署
堆填區傾倒特殊廢物
許可證

Serial No
參考編號 _____
(for office Use 本署專用)

A. WASTE PRODUCER 甲. 廢物產生者		Authorized Signature for Sections A & E	
Company Name 公司名稱	Contact Person 聯絡人姓名	Signed: 簽名 _____	Company chop: 公司印鑑 _____
Address 地址	Capacity 職位	Name: 姓名 _____	
	Tel. No 電話	Signed: 簽名 _____	
	Previous Admission No. 以往接收編號	Name: 姓名 _____	
		Date: 日期 _____	

B. WASTE COLLECTOR 乙. 廢物收集者		SIGNED: _____	
Company Name 公司名稱	Contact Person 聯絡人姓名	Name: 姓名 _____	Company chop: 公司印鑑 _____
Address 地址	Capacity 職位	Signed: 簽名 _____	
	Tel. No 電話	Name: 姓名 _____	
Proposed disposal Site 處理設施		Date: 日期 _____	

C. DETAIL OF WASTE 丙. 廢物資料	
Waste type (please tick one box only) 廢物種類(只選擇一種廢物)	
<input type="checkbox"/> Sludge with <input type="checkbox"/> % liquid content 淤泥含百分之 <input type="checkbox"/> 液體成份	<input type="checkbox"/> Abattoir waste 屠場廢物
<input type="checkbox"/> Treated livestock waste 經處理過的禽畜廢物	<input type="checkbox"/> Excremental waste 排泄物
<input type="checkbox"/> Condemned goods with high liquid content 含高液體成份的充公物	<input type="checkbox"/> Animal Carcasses 動物屍體
<input type="checkbox"/> Other 其他	<input type="checkbox"/> Tyres 輪胎
Description: 描述: _____	
Location of waste 廢物位置 _____	Quantity : *tonne/cu m (* total/ per day/ per week/ per month) 數量 _____ 公噸/立方米 (總重量 / 每日 / 每星期 / 每月)
(*Delete as not appropriate * 刪去不適用)	

D. ADMISSION NOTICE NO. 丁. 接收通告編號		Validity Period 有效期	
Allowable Disposal site : 接受傾倒的堆填區	WENT <input type="checkbox"/> 新界西	NENT <input type="checkbox"/> 新界東北	SENT <input type="checkbox"/> 新界東南
Maximum quantity 傾倒量 _____	Date: 日期 _____		
Delivery time 付送廢物時間 _____			
Disposal method 傾倒方法 _____			
Advance booking for disposal of waste (at least 3 working days before disposal) is / is not necessary. 須要/不須要 預約傾倒有關廢物 (三個工作天).			
Follow the instructions provided by landfill site staff and attached the guideline. 請依照堆填區工作人員的指示及附上的指引.			
Please arrange for the presence of your authorized personal personnel to witness/ supervise the disposal of waste if necessary. 如有須要，請安排授權人見證或監督傾倒有關廢物.			
Complete section E and submit the Admission Ticket to weighbridge operator upon arrival at landfills 填寫戊部，並於抵達指定的堆填區時交予磅橋控制員.			
Note :- Your application has been assessed based on the information submitted at the time of application. Should you have any difficulty in following EPD's conditions in disposing of your waste, you may write or fax to EPD at the Waste Facilities Group, Environmental Protection Dept. 4/F., West Wing, 88 Victoria Road, Kennedy Town, Hong Kong. (Fax No. 2872 0509.) 註 :- 本署依照申請人所提供的資料而作出評估，若申請人對本署之評估有任何疑問，請來函或傳真至香港堅尼地城域多利道八十八號四樓西翼，環境保護署廢物設施組，傳真號碼 2872 0509			

E. ADMISSION TICKET 戊. 接收記錄		TO 往: WENT 新界西 <input type="checkbox"/> NENT 新界東北 <input type="checkbox"/> SENT 新界東南 <input type="checkbox"/> Landfill 堆填區	
Date of Disposal 傾倒日期 _____	Location & Depth of waste 廢物位置及深度 _____	Signature: 簽名 _____	Company chop of Waste Producer 廢物產生者公司印鑑 _____
Vehicle No. 車輛編號 _____		Name: 姓名 _____	
Waste type 廢物種類 _____		Rank: 職位 _____	
Quantities 數量 _____		Tel. No 電話 _____	
Liquid content (if applicable). 液體成份 (如適用) _____			