

**APPENDIX B**

**Sample Forms for EM&A  
Programme**

**Sample Template for Interim Notifications of Environmental Quality Limits Exceedances**

Incident Report on Action Level or Limit Level Non-compliance

Project	
Date	
Time	
Monitoring Location	
Parameter	
Action & Limit Levels	
Measured Level	
Possible reason for Action or Limit Level Non-compliance	
Actions taken / to be taken	
Remarks	

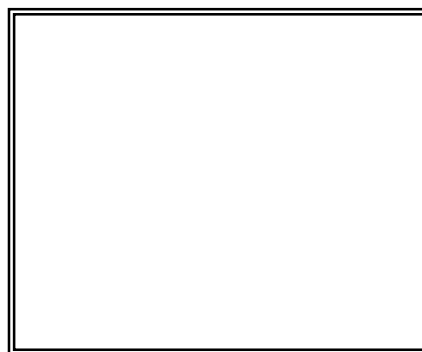
**Location Plan**

Prepared by: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Data Sheet for TSP Monitoring**

Monitoring Location		
Details of Location		
Sampler Identification		
Date & Time of Sampling		
Elapsed-time Meter Reading	Start (min.)	
	Stop (min.)	
Total Sampling Time (min.)		
Weather Conditions		
Site Conditions		
Initial Flow Rate, Qsi	Pi (mmHg)	
	Ti (°C)	
	Hi (in.)	
	Qsi (Std. m <sup>3</sup> )	
Final Flow Rate, Qsf	Pf (mmHg)	
	Tf (°C)	
	Hf (in.)	
	Qsf (Std. m <sup>3</sup> )	
Average Flow Rate (Std. m <sup>3</sup> )		
Total Volume (Std. m <sup>3</sup> )		
Filter Identification No.		
Initial Wt. of Filter (g)		
Final Wt. of Filter (g)		
Measured TSP Level (µg/m <sup>3</sup> )		

	<u>Name &amp; Designation</u>	<u>Signature</u>	<u>Date</u>
Field Operator	:	_____	_____
Laboratory Staff	:	_____	_____
Checked By	:	_____	_____

**Sample of Odour Complaint Registration Form**

<b>Subject</b>	<b>Description</b>
Name of Complainant:	
Complainant's Contact Information	
Tel:	
Fax:	
Address:	
Location of Odour Nuisance:	
Date of Odour Nuisance:	
Time of Odour Nuisance:	
Type of Odour Nuisance:	
Extent of Odour Strength:	Highly Offensive/Offensive/Slightly Offensive/ Continuously Detectable/Intermittently Detectable/
Meteorological Conditions:	
Temperature:	
Wind Speed:	
Relative Humidity:	
Wind Direction:	
SPS Operation Condition: Details of Operation Conditions:	Normal/Abnormal

**Noise Monitoring Field Record Sheet**

Monitoring Location		
Description of Location		
Date of Monitoring		
Measurement Start Time (hh:mm)		
Measurement Time Length (min.)		
Noise Meter Model/Identification		
Calibrator Model/Identification		
Measurement Results	L <sub>90</sub> (dB(A))	
	L <sub>10</sub> (dB(A))	
	Leq (dB(A))	
Major Construction Noise Source(s) During Monitoring		
Other Noise Source(s) During Monitoring		
Remarks		

	<u>Name &amp; Designation</u>	<u>Signature</u>	<u>Date</u>
Recorded By	:	_____	_____
Checked By	:	_____	_____

**Effluent Quality Monitoring Data Record Sheet**

Location	
Date	
Start Time (hh:mm)	
Weather	
Sea Conditions	
Tidal Mode	
Water Depth (m)	
Monitoring Depth	1m below the surface
pH	
Salinity (ppt)	
Temperature (°C)	
BOD <sub>5</sub> (mg/L)	
COD (mg/L)	
Turbidity (NTU)	
SS (mg/L)	
NH <sub>3</sub> -N (mg/L)	
TIN (mg/L)	
<i>E.coli</i> (cfu/100ml)	
Observations	

Name & Designation

Signature

Date

Recorded By : \_\_\_\_\_

Checked By : \_\_\_\_\_

Note: The SS results are to be filled up once they are available from the laboratory.

**Marine Water Quality Monitoring Data Record Sheet**

Location				
Date				
Start Time (hh:mm)				
Weather				
Sea Conditions				
Tidal Mode				
Water Depth (m)				
Monitoring Depth		Surface	Middle	Bottom
pH				
Salinity (ppt)				
Temperature (°C)				
DO Saturation (%)				
DO (mg/L)				
BOD <sub>5</sub> (mg/L)				
Turbidity (NTU)				
SS (mg/L)				
NH <sub>3</sub> -N (mg/L)				
TIN (mg/L)				
<i>E.coli</i> (cfu/100ml)				
Observed Construction Activities	<100m from location			
	>100m from location			
Other Observations				

Name & Designation                      Signature                      Date

Recorded By     :     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_

Checked By     :     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_

Note: The SS results are to be filled up once they are available from the laboratory.