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The Government of the Hong Kong Special Administrative Region

政府總部

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香港花園道美利大廈



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Development Bureau
Technical Circular (Works) No. 6/2010

Trip Ticket System for
Disposal of Construction & Demolition Materials

Scope

This Circular promulgates the revised trip ticket system (TTS) for public works contracts, including capital works contracts and term contracts, where construction and demolition (“C&D”) materials including waste generated on site require disposal. The Director of Housing has agreed to the contents of this Circular.

Effective Date

2. This Circular is applicable to all public works contracts for which tenders are invited on or after 1 November 2010.

Effect on Existing Circulars

3. This Circular supersedes ETWB TC(W) No. 31/2004. However, ETWB TC(W) No. 31/2004 continues to apply to existing contracts and contracts for which tenders

were invited before 1 November 2010. Nevertheless, the existing contracts may adopt the amended TTS in this Circular, provided that the Contractor has confirmed that there are no time or cost implications, and there is mutual agreement between the Employer and Contractor. For contracts being tendered or to be tendered before 1 November 2010, the amended TTS may also be adopted should the tendering programme not be affected whatsoever by the amendments.

4. This Circular shall be read in conjunction with the following circulars:

| Number | Subject |
|--------------------------------------|--|
| WBTC No. 4/98 & 4/98A | Use of Public Fill in Reclamation and Earth Filling Projects |
| WBTC Nos. No. 25/99, 25/99A & 25/99C | Incorporation of Information on Construction and Demolition Material Management in Public Works Sub-committee Papers |
| WBTC No. 12/2000 | Fill Management |
| WBTC No. 15/2002 | Contract Advisers and Technical Audits on Works Contracts |
| ETWB TCW No. 33/2002 | Management of Construction and Demolition Materials Including Rock |
| ETWB TCW No. 19/2005 | Environmental Management on Construction Sites |
| EPD's Circular Memorandum No. 1/2009 | Control of Depositing of C&D Materials on Government Land and Private Land |

5. For the purposes of interpreting this Circular, should there be any ambiguity or discrepancy between this Circular and those set out above, this Circular shall prevail.

Policy

6. The policy objective behind the TTS is to ensure the proper disposal of C&D materials generated by public works contracts.

Background

7. The TTS was implemented in 1999, with the Disposal Delivery Form (DDF) introduced as a means of tracking the disposal of C&D materials arising from public works contracts to prevent unauthorized disposal. The system was subsequently enhanced in 2002 and 2004. Following the implementation of the Construction Waste Disposal Charging Scheme in 2005, CHITs¹ are also used for charging purpose in addition to DDF.

8. In order to streamline the administration of CHIT/ DDF and to ensure proper disposal of C&D materials, enhancement measures to further improve the TTS are identified in the following areas:

To streamline administration of CHIT/ DDF

- (i) CHIT in lieu of DDF shall be used at public fill reception facilities, sorting facilities, outlying island transfer facilities and landfills (“prescribed facilities”) for disposal tracking purpose (detailed in paragraphs 17 and 18) shall be used and the associated duties and responsibilities of supervisory staff in enforcing the TTS (detailed in paragraph 25) are revised;

To tighten the control on alternative disposal ground proposed by the Contractor

- (ii) The Contractor shall propose only private construction sites (administered by authorized persons), private recycling facilities (on the recyclers’ list for C&D materials recognized by Environmental Protection Department (EPD)), or construction sites of Government, Hong Kong Housing Authority and Mass Transit Railway Corporation as alternative disposal grounds (detailed in paragraph 15, and paragraph 3 of Appendix C);
- (iii) In assessing proposal for alternative disposal ground, the Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor (which for the convenience of this Circular will be referred to as Architect/Engineer only) shall consult the relevant Government departments and seek the approval of a D2 officer or above from his/her department (detailed in paragraph 16, and paragraph 3 of Appendix C);

¹ Pursuant to the Construction Waste Disposal Charging Scheme launched in 2005 under the Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap. 354N), every construction waste load needs to be delivered with a “CHIT”. CHITs are used for the purpose of enforcing waste disposal charges in respect of disposal at public fill reception facilities, sorting facilities, outlying island transfer facilities and landfills.

To enhance site monitoring for tracking of disposal

- (iv) Video recording system shall be installed and disposal record shall be checked against survey record (detailed in paragraph 19).

9. To effect the improvement measures, the procedures with respect to designation of disposal ground, tracking of disposal, preparation of tender documents, as well as the duties and responsibilities of supervisory staff in enforcing TTS are updated in the following paragraphs. Minor amendments are also made to update the terminology used in this Circular in accordance with those adopted in the Waste Disposal Ordinance.

Designation of Disposal Ground

Disposal ground for inert C&D materials

10. For all contracts that are expected to generate inert C&D materials (e.g. soil, broken rock, broken concrete and building debris etc.) requiring disposal from the site, the project office shall write to the Public Fill Committee (PFC) through the Secretary of the PFC [housed at Fill Management Division, Civil Engineering and Development Department (CEDD)] to request a designated disposal ground for incorporation into the tender documents. The project office shall submit the following details to the PFC for consideration:

- (a) Contract number;
- (b) Contract title;
- (c) Expected dates of commencement and completion of the contract;
- (d) Site location;
- (e) Expected quantity (in m³) of inert C&D materials to be disposed of at public fill reception facilities; and
- (f) PWP Item number (if any) and its category/status.

11. Where the estimated amount of inert C&D materials requiring disposal equals or exceeds 50,000 m³, the project office shall provide the following additional information in the submission:

- (a) a planned quarterly disposal programme; and

- (b) a breakdown of the quantity of inert C&D materials (to be disposed of at public fill reception facilities) into different types: soil, broken rock, broken concrete, building debris and reclaimed asphalt pavement.

12. The PFC will designate public fill reception facilities, if available, for the contract normally within 2 weeks upon receipt of the request. The PFC will also advise on the corresponding acceptance criteria (e.g. no mixing of construction waste, nominal size of the materials less than 250 mm, etc.) for disposal of the C&D materials. The project office shall incorporate such designated public fill reception facilities and acceptance criteria in the tender documents.

Disposal ground for non-inert C&D materials

13. For contracts where the estimated amount of non-inert C&D materials requiring disposal at landfills or outlying islands transfer facilities equals or exceeds 50m³, the project office shall seek confirmation from the Director of Environmental Protection (DEP) (for the attention of PEPO(WF)) as to whether landfills or outlying islands transfer facilities will be available for disposal of such materials. The DEP will designate landfills or outlying islands transfer facilities, if available, for the contract. The project office shall submit the following details to DEP for consideration:

- (a) Contract number;
- (b) Contract title;
- (c) Expected dates of commencement and completion of the contract;
- (d) Site location plan;
- (e) Expected quantity (in m³) of non-inert C&D materials to be disposed of at landfill facilities;
- (f) A breakdown of the types and quantities of non-inert C&D materials to be disposed of; and
- (g) Recommended disposal arrangement in environmental impact assessment/contamination assessment report.

The DEP will also advise on the acceptance criteria of the landfills or outlying islands transfer facilities. The project office shall specify such criteria in the tender documents.

14. Where the estimated amount of non-inert C&D materials to be generated from the contract is less than 50 m³, the project office is not required to apply to DEP for

designated landfills or outlying islands transfer facilities. However, the project office should still specify in the tender documents appropriate landfills or outlying islands transfer facilities (e.g. Outlying Islands Transfer Facilities managed by EPD, SENT Landfill at Tseung Kwan O, NENT Landfill at Ta Kwu Ling and WENT Landfill at Nim Wan).

Change of disposal ground

15. The Contractor is strictly prohibited from disposing of C&D materials to places other than the designated disposal ground. However, the Contractor may apply for permission to dispose of C&D materials to alternative disposal grounds. Disposal to private land, except to the private construction sites and/or recycling facilities approved by the Architect/Engineer, shall not be allowed. Violation in this regard may be subject to regulatory and enforcement/prosecution actions. In addition, private construction sites which are not administered by authorized persons as defined under the Buildings Ordinance (Cap. 123) shall not be used as alternative disposal grounds. The Special Condition of Contract referred to in paragraph 20(c) shall be incorporated to exclude extension of time and additional payment in connection with the approval or disapproval, and delay in approving or disapproving an alternative disposal ground. In addition, the Particular Specification in paragraph 20(d) to govern the proper disposal of C&D materials shall also be included to cover the procedures for disposal of C&D materials for use at a recycling facility or another construction site.

16. In assessing proposal for alternative disposal ground, the Architect/Engineer shall consult the relevant Government departments and seek the approval of a D2 officer or above from his/her department. The Appendix to Form of Tender in paragraph 20(b) shall be incorporated for this purpose.

Tracking of Disposal

17. The purpose of TTS is to track the disposal of C&D materials to prevent unauthorized disposal. As far as tracking the disposal at the prescribed facilities is concerned, the data collected by DDF and CHIT overlap. To streamline the TTS, CHIT will be accepted in lieu of DDF for C&D material disposal tracking purpose at prescribed facilities, although DDF will continue to be used in cases of disposal at other legitimate disposal grounds. A sample of the CHIT is attached at **Annex 1a of Appendix C**. Other legitimate disposal grounds, for which DDF will continue to be used, include disposal grounds as designated in the Contract or as directed by the Architect/Engineer and recycling facilities/construction sites proposed by the

Contractor and approved by the Architect/Engineer. A sample of the DDF is attached at **Annex 1b** of **Appendix C**.

18. In using CHIT to replace DDF, disposal records will be posted at EPD's website [<http://www.epd.gov.hk/epd/misc/cdm/scheme.htm#j>.] normally within three working days after the disposal to facilitate checking. The daily record summary (DRS) has also been revised to incorporate the changes. A sample of the DRS is attached at **Annex 2** of **Appendix C**.

19. This Circular also requires contractual provisions to be incorporated into the Particular Specification (see paragraph 20(d)) to provide additional safeguards against unauthorised removal of C&D materials from the site, including installation of video recording system to monitor the vehicular exit/entrance of the site, and checking of disposal records provided by disposal grounds against the survey records, if applicable.

Preparation of Tender Documents

20. The project office shall incorporate the following provisions in tender documents for public works contracts for which tenders are invited on or after 1 November 2010:

(a) Notes to Tenderers

Include the following note:

“The unauthorised disposal of construction and demolition (C&D) materials from the Site to any place other than that designated in the Contract or approved or directed by the *Architect / Engineer / Supervising Officer / Maintenance Surveyor is forbidden. The tenderer shall refer to the relevant part of the Particular Specification for detailed requirements on dealing with disposal of C&D materials. Failure to observe the requirements will result in regulating action. The tenderer is referred to the DEVB TC(W) No. 6/2010 on the “Trip Ticket System for Disposal of Construction and Demolition Materials”. (* delete where appropriate)”

(b) Appendix to Form of Tender

Incorporate the constraint clause at **Appendix A** in the Appendix to Form of Tender to retain the Employer's right of objection and direction in respect of the approval of alternative disposal ground.

(c) Special Condition of Contract

Incorporate the Special Condition of Contract (SCC) at **Appendix B**, which sets out the disposal grounds.

(d) Particular Specification

Incorporate the Particular Specification (PS) at **Appendix C**, which sets out the requirements for the Contractor to draw up a site management plan for implementation of the TTS and the regulating action for non-compliance.

(e) Particular Preamble to the Method of Measurement

Incorporate the Particular Preamble at **Appendix D**.

(f) Bills of Quantities

Include the following two new items in the Bills of Quantities (BQ) in accordance with the Particular Preamble:

- (i) Complete site management plan for trip ticket system; and
- (ii) Implementation of site management plan for trip ticket system.

(g) Definition of Site

The definition of "Site" in the General Conditions of Contract Clause 1(1) does not include public fill reception facilities, sorting facilities, outlying islands transfer facilities or landfills. Care should be taken in the preparation of tender documentation not to indicate a contrary intention. If it is intended to include designated public fill reception facilities, sorting facilities, outlying islands transfer facilities and/or landfills as part of the Site, then that needs to be specifically stated in the Drawings, Particular Specification or elsewhere in the tender documents.

21. For projects with an Independent Environmental Checker (IEC), the following should be included in the duty lists of the IEC in the relevant contract documents or consultancy brief:

- (a) The IEC shall check the records of disposal for the different types of C&D materials, including the DRS maintained by the Contractor during the monthly environmental auditing.
- (b) The IEC shall also check the disposal records kept by the Architect/Engineer, especially the name of the designated public fill reception facilities, sorting facilities, outlying islands transfer facilities, landfills and/or alternative disposal grounds, the time and date of disposal; and
- (c) Non-compliance with the trip ticket system observed during the environmental auditing should be properly recorded and promptly brought to the attention of the Architect/ Engineer and the Contractor for follow-up action.

22. The project office may also consider imposing additional requirements to suit specific project needs as necessary, with the approval of a D1 or above officer.

Notification to PFC and EPD at Contract Commencement and Completion

23. Upon the commencement of the contract, the Architect/ Engineer shall inform the PFC and EPD at least 2 weeks prior to the commencement of disposal of C&D materials from the site and provide details including contact person(s) such as the Architect's / Engineer's / Supervising Officer's / Maintenance Surveyor's Representative (which for the convenience of this Circular will be referred to as "Architect's / Engineer's Representative" only) and his corresponding telephone number, fax number and email address(es). Should there be any subsequent changes to the information provided, the Architect/ Engineer shall immediately inform the PFC and EPD. In addition, the Architect/ Engineer shall copy to the PFC the maintenance certificate or final certificate for the Contract. The maintenance certificate or final certificate shall also be copied to EPD if the Architect/ Engineer has applied for disposal of C&D materials to landfills or outlying islands transfer facilities.

Estimates of Quantity of C&D Materials Generated

24. Whenever the project office find that the total quantity of inert C&D materials to be disposed of at public fill reception facilities is likely to be significantly different from the previously submitted estimates, the project office should report the changes to the PFC as soon as possible. Similarly, EPD should be informed of the changes in the quantity of non-inert C&D materials which are to be disposed of at outlying islands

transfer facilities and/or landfills.

Duties and Responsibilities of Supervisory Staff in Enforcing the TTS

25. The duties and responsibilities of the Architect's / Engineer's Representative and his site supervisory staff in enforcing the TTS are summarised below:

- (a) The supervisory staff shall check that the Contractor has completed Part 1 of the DRS **in duplicate** and then sign Part 1 of the DRS before departure of the vehicle, or to suit site operations at other time to be agreed between the Architect's/ Engineer's Representative and the Contractor.
- (b) The supervisory staff shall keep a copy of the completed Part 1.
- (c) The supervisory staff shall check that the Contractor has completed Part 2 and submitted the entire DRS to the Architect's Engineer's Representative within 1 working day after the records are posted at the EPD web-site.
- (d) The supervisory staff shall conduct daily checks on the DRS records submitted by the Contractor against disposal records available on EPD website as given in paragraph 18 of this Circular (or the DDF from other disposal grounds) during the period when surplus C&D materials are generated.
- (e) For capital works contracts, or Works Orders (of term contracts) for which the estimated amount of surplus C&D materials to be generated exceeds 5 m³ per day, the supervisory staff shall conduct the following checks during the period when C&D materials are being removed from site:
 - (i) daily spot checks on the Contractor staff manning each exit of the site (or on the Contractor's alternative method of control approved by the Architect/ Engineer for term contracts, see Clause 6(a)(iii) of the Particular Specification in **Appendix C**); on the truck carrying C&D materials leaving the site to see if they bear a duly completed CHIT/ DDF and whether the Contractor has filled in and signed Part 1 of the DRS before departure of the truck;

- (ii) surprise checks at least once a month on the disposal activities at the disposal ground proposed by the Contractor; and
 - (iii) check the disposal records provided by disposal grounds against survey records for excavation/filling for interim payments, if applicable.
- (f) For Works Orders (of term contracts) for which the estimated amount of surplus C&D materials to be generated from each site is less than or equal to 5 m³ per day, the supervisory staff shall conduct spot checks on the disposal activities, including whether the truck driver bears a duly completed CHIT/ DDF before leaving the sites; and the Contractor has filled in and signed Part 1 of the DRS before departure of the truck, at least once every two weeks when C&D materials are being removed from the site. Such spot checks shall be carried out on at least 10% of the Works Orders with disposal of C&D materials.
- (g) the Architect's/ Engineer's Representative shall also:
- (i) report to the PFC (using the standard form given in **Appendix E**) any irregularities, e.g. a CHIT/ DDF has been issued but there is no disposal record at the designated disposal grounds, or non-compliance with the TTS requirements;
 - (ii) report the irregularities promptly to the relevant authorities for possible regulating and enforcement/prosecution action. Details of the reporting procedures for unauthorised disposal incidents are given in paragraphs 32 and 33 of this Circular;
 - (iii) where an approved alternative disposal ground is used (see clause (3) in **Appendix C**), inform the PFC details of the disposal ground such as the location and nature of the site, disposal programme, etc; and
 - (iv) take steps to prevent disposal of C&D materials in any unauthorised sites.

26. The Architect/ Engineer is responsible for overseeing the Contractor's performance in implementing the TTS. In this regard, the Architect/ Engineer shall:

- (a) fully reflect in the Report on the Contractor's Performance his performance with respect to the implementation of the TTS, including timely submission of the DRS.
- (b) rate Item 4.8 in Section 4 of the Report on Contractor's Performance as "Very Poor" and overall "Very Poor" for Section 4 if one of the following situations occurs, unless the Architect/Engineer is satisfied that the improper disposal due to exceptional circumstances outside the control of the Contractor (e.g. under emergency situation):
- the number of established improper disposal (see Clause (15) of the Particular Specification in **Appendix C**) within the quarterly reporting period exceeds 3² (where the number of truckloads is equal to or less than 300) or 1% of the number of truckloads (where the number of truckloads exceeds 300); and
 - a major improper disposal (see Clause (16) of the Particular Specification in **Appendix C**) has been identified such as unauthorised disposal on private land.

For the purpose of assessing the Contractor's performance, the number of established improper disposal should not include incidents where it is established that the truck driver has disposed of the C&D materials on an unauthorised disposal ground without the Contractor's knowledge, and the Architect/Engineer is satisfied that the Contractor has taken appropriate remedial action to rectify the affected site and has implemented effective measures to prevent similar incidents from occurring in the future.

- (c) withhold the appropriate portion of the payment for disposal of the C&D materials until such materials have been delivered to the designated disposal ground to the satisfaction of the Architect/Engineer.
- (d) certify no payment to the Contractor for the BQ item "Implementation of site management plan for trip ticket system" for the month during which there is any improper disposal, or non-compliance with the TTS requirements under the contract.

² Where the reporting period is 6-week, the threshold for the number of improper disposal should be adjusted from 3 to 2.

Auditing of Trip Ticket System

27. Implementation of the TTS should be included as a standard item in the technical audit carried out by works departments in accordance with WBTC No. 15/2002. The audit should include the following aspects:

- (a) The implementation of the TTS.
- (b) The implementation of follow-up actions for any non-compliance with the requirements of the TTS.

28. Reporting of the audit results should follow the WBTC No. 15/2002. In addition, the Contract Adviser of each works department should report to the Secretary of the PFC the relevant part of audit results on non-compliance with the TTS, while the individual project officer should report the progress of implementation of the follow-up actions direct to the PFC.

Consultant-managed Contracts

29. For contracts supervised by consultants, the duties of the project office and site supervisory staff referred to in this Circular shall be performed by the respective consultants and shall be incorporated into the consultancy agreements. Their performance should be fully reflected in the Performance Reports. Where the consultants have failed to supervise the implementation of the TTS, the Reporting Officer should consider rating item 3.1 on supervision of contractors as "very poor", thus rendering the overall performance "unacceptable".

30. Regarding the constraint stipulated in the Appendix to Form of Tender as to the retaining of the Employer's right of objection and direction in respect of the approval of alternative disposal grounds, the project office should ensure that the relevant consultancy agreement contains consistent provisions. For existing consultancy agreements which do not contain consistent provisions, the project office may consider entering into a supplementary agreement with the relevant consultants to effect such provisions.

Term Contracts

31. Given the unique nature of term contracts, the scheme of control for disposal of C&D materials may need to be tailor-made to suit specific project requirements. The project office may adopt an alternative scheme of control for term contracts instead of

following the guidelines given in paragraphs 25(e) & (f) of this Circular. In such case, he should obtain the approval of a D2 officer or above from his department on the alternative control scheme prior to its implementation.

Reporting of Unauthorised Disposal Incidents

32. Where the Contractor has disposed of C&D materials at an unauthorised disposal ground, the Architect's/ Engineer's Representative shall report the incident immediately to the relevant authorities (e.g. EPD, relevant District Lands Office (DLO) and Planning Department) for taking possible enforcement/prosecution action and copy the report to the PFC (Attention: CE/FM, Fax No.: 2714 0113) for information. The relevant e-mail addresses and telephone numbers for reporting of unauthorised disposal incidents are given in **Appendix F**. The Architect's/ Engineer's Representative shall instruct the Contractor to take parallel action to arrange removal of the relevant materials and reinstatement of the site.

33. The departmental responsibilities and administrative framework for better control of depositing of C&D materials on Government and private land are set out in EPD's Circular Memorandum No. 1/2009.

Request for Contractor to Return the Stamped CHIT/ DDF

34. The return of stamped CHIT/ DDF is normally not required. However, under special circumstances where an irregularity is observed or suspected (e.g. a CHIT/ DDF has been issued but there is no disposal record at the disposal ground), pursuant to Clause 10(f) in **Appendix C**, the Architect's/ Engineer's Representative or his site supervisory staff shall request the Contractor to return the stamped CHIT, DDF or Transaction Record Slip issued by the disposal grounds. Such a request, if necessary, should be made as soon as possible and in any case within 6 months after the intended date of disposal.



(C S WAI)

Permanent Secretary for Development (Works)

Appendix to Form of Tender

Clause No.

GCC2(1)(b) Action of the Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor* subject to the Employer's right of objection and direction.

The Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor* is required under the terms of his appointment⁺ by the Employer to obtain confirmation of no objection from the Employer and, in the event of an objection, to act in accordance with the Employer's direction before approving alternative disposal grounds proposed by the Contractor in accordance with sub-clause (3) of PS[X[#]].

* Delete as appropriate

⁺ Where the Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor is a consultant, works departments should take steps to ensure that the constraint is stipulated in the relevant consultancy agreement.

[#] To insert relevant clause number for the PS clause on Trip Ticket System.

Special Condition of Contract

(1) The Contractor shall not dispose of construction and demolition materials generated by the Site[#] at any place other than the disposal grounds designated in the Contract or directed by the Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor* or such alternative disposal grounds as proposed by the Contractor and approved by the Architect/Engineer/Supervising Officer/Maintenance Surveyor* in accordance with Particular Specification Clause [insert clause no.].

Disposal
Grounds

(2) Notwithstanding any other provisions in the Contract, the Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's* approval or disapproval of any alternative disposal ground proposed by the Contractor shall not in any way relieve the Contractor of any duty or responsibility under the Contract nor entitle the Contractor to any additional payment or extension of time.

[#] Delete "Site" and substitute "Sites" for term contracts.

* Delete as appropriate.

Particular Specification for Trip Ticket System

Disposal of Construction and Demolition Materials

1. The Contractor shall implement a trip ticket system (TTS) for tracking the removal of construction and demolition (C&D) materials from the Site[#] to the disposal grounds. The inert portion of the C&D materials comprising soil, broken rock and concrete, etc. shall be disposed of at [specify public fill reception facilities as advised by the Public Fill Committee and/or other disposal grounds] or other disposal grounds as directed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor. The non-inert portion of the C&D materials that are not recyclable shall be disposed of at [specify landfills or outlying islands transfer facilities as advised by EPD].
2. The Contractor shall inform the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor of the account number of the billing account for disposal of construction waste under the Waste Disposal (Designated Waste Disposal Facility) Regulation (Cap. 354L). This is to enable the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor to check the disposal records posted at the Environmental Protection Department's website. The *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor will provide the account number to the Civil Engineering and Development Department for overall monitoring of the trip ticket system, detecting and taking action to deal with malpractice such as overloading of dump trucks and improper covering of load, and compiling statistics as well as counting eligible trips for mechanical dump truck covers under the pay for safety and environment scheme/ pay for safety scheme.

Alternative Disposal Grounds Proposed by Contractor

3. In order to make use of C&D materials generated by the Site[#], the Contractor shall use his best endeavours to identify recycling facilities or other construction sites where such materials can be used. The Contractor should not propose as an alternative disposal ground a private construction site which is not administered by an authorized person as defined under the Buildings Ordinance (Cap. 123) ("Authorized Person"). Where the Contractor has identified such a recycling facility or a construction sites which can be used as an alternative disposal ground, he shall obtain the written approval of the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor, who will process the Contractor's request expeditiously. In support of the request for such approval the Contractor shall provide relevant information including:

Appendix C

- (a) a detailed description of the alternative disposal ground, including location, lot number (where appropriate), location plan and photographs of the proposed alternative disposal grounds showing the surrounding environment and land use;
- (b) where the alternative disposal ground is a private construction site, a letter from each of the relevant authorities, such as Agriculture, Fisheries and Conservation Department, Lands Department and Planning Department, to comment on suitability of the site under their respective purview, and a letter from the Authorised Person of the development to confirm :
 - (i) the C&D materials for use in the development is acceptable;
 - (ii) the land/pond filling in the proposed alternative disposal ground and the use of land so formed by the C&D materials are in conformity with the statutory town plan/lease conditions; and
 - (iii) the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's staff are allowed to enter the alternative ground to conduct inspections where necessary;
- (c) where the alternative disposal is a private recycling facility, it is on the recyclers' list for C&D materials recognized by EPD, as well as a letter from the operator to confirm the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's staff are allowed to enter the recycling facility to conduct inspections where necessary;
- (d) where the alternative disposal ground is a construction site of Government (other than a government contract quarry), Hong Kong Housing Authority or Mass Transit Railway Corporation, a written consent from the project office of the alternative disposal ground to use the C&D materials generated from the Site[#];
- (e) where the alternative disposal ground is a government contract quarry, a written consent from the Mines Division of Civil Engineering and Development Department to import the C&D materials generated from the Site[#];
- (f) the estimated quantity and type of C&D materials to be used/processed in the alternative disposal ground and the approximate delivery programme, together with the name, post and specimen signature of the competent person to sign the Disposal Delivery Form (DDF); and

- (g) a system for transmitting disposal records from the alternative disposal ground to the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative.
- 4. For illegal dumping of C&D materials; or disposal of C&D materials at a disposal ground other than that designated in the Contract or directed or approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor and where the disposal ground is within any private land constitutes a major improper disposal (as defined in **Clause 16** of the Particular Specification) for the purposes of assessing the performance of the Contractor, the Contractor may be subject to relevant regulating and enforcement/prosecution action.
- 5. The Contractor's attention is drawn to Special Conditions of Contract Clause SCC [inert no.] on Disposal Grounds.

Site Management Plan for Trip Ticket Implementation

- 6. The Contractor shall prepare a site management plan for implementation of the TTS for the whole Contract. The Contractor shall submit within 45 days of the date of the Employer's letter of acceptance of the Tender the site management plan to the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor for approval. If the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor is of the opinion that the site management plan does not meet the requirements of this Particular Specification, he shall request the Contractor to revise the plan by notice in writing. The Contractor shall then revise the plan and resubmit it within 7 days of the date of the notice. The Contractor shall review the site management plan on a monthly basis. The updated section of the plan (if any) shall be submitted to the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor for approval. The plan shall include the following details:

- (a) Site organization and staff duties

A site organisational chart showing the manpower resources and duties of each staff for implementation of the TTS. The Contractor :

- (i) shall appoint a senior staff member (with at least two years experience in site management) fully responsible for implementing and overseeing the operation of the TTS;
- (ii) shall appoint designated person(s) to fill in and sign Part 1 of the Daily Record Summary (DRS) properly before departure of the truck. A sample of the DRS is given at **Annex 2**; and
- (iii) shall appoint experienced person(s) to man each exit from the Site[#] for the purpose of ensuring that every truck carrying C&D materials leaving the Site[▲] bears a duly completed CHIT/ DDF. The CHIT shall be used for disposal of C&D materials at a prescribed facility as defined under the Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap. 354N) (hereinafter referred to as “prescribed facility”). A sample of the CHIT is given in **Annex 1a**. The DDF shall be used for disposal of C&D materials at other disposal grounds as designated in the Contract or as directed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor, or recycling facilities/construction sites proposed by the Contractor and approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor. A sample of the DDF is given in **Annex 1b**. The person(s) who man the exit(s) shall record the CHIT/ DDF no., the vehicle registration mark and the departure time of every truck carrying C&D materials leaving the Site[▲].

For term contracts, the project office may consider including the following additional sub-clause:

- (iv) *Instead of manning each exit from the Site[#] as required under sub-clause (iii) above, the contractor may propose alternative methods of control to the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor, who may accept such proposals if he is satisfied that the proposals are equally effective for ensuring that every truck carrying C&D materials leaving the Site[▲] will bear a duly completed CHIT/ DDF and that the Part 1 of the DRS has been filled in and signed properly before departure of the truck.*

(b) Disposal Programme

The Contractor shall prepare a monthly programme [*or bi-weekly programme as determined by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor*] for disposal of C&D materials off the Site[#], and indicate the estimated quantities, types of the C&D materials and corresponding disposal grounds. The Contractor shall update the programme on a monthly basis and submit it to the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor for information by 15th day of each month or the next working day if it is a public holiday, Sunday or Saturday, or a later date as agreed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor.

(c) Site procedures

The Contractor shall establish site procedures to ensure that each truckload of C&D materials leaving the Site[▲] will bear a duly completed CHIT/ DDF and that Part 1 of the DRS has been filled in and signed properly before departure of the truck. The Contractor shall also establish a mechanism to ensure timely retrieval of the CHIT/ DDF and/or receipt from the disposal grounds where irregularities are observed.

(d) Surveillance

The Contractor shall establish a surveillance system within the Site[#] and at any alternative disposal grounds to check that the disposal activities comply with the requirements as set out in the Particular Specification.

(e) Recording system

The Contractor shall maintain a comprehensive register of the CHIT/ DDF issued, and make it available for inspection by *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative upon request. *Where required, the *Architect / Engineer/ Supervising office / Maintenance Surveyor may request such records to include a register of all Works Orders with disposal of C&D materials and the quantity of inert and non-inert materials generated from each of such Works Orders and the disposal record of the materials against each Works Order. [The last sentence may be included for term contracts.]*

(f) Control Measures to track internal movement of materials

Where trucks need to exit and re-enter the Site[▲] for delivery of C&D materials generated by the Site, the Contractor shall devise control measures to ensure that the C&D materials are not disposed of outside the Site in breach of the Contract.

(g) Video Recording System

The Contractor shall:

- (i) provide, operate and maintain, including all necessary cables, wirings, lightings and other accessories, a video recording system at each vehicular exit/entrance with **gate(s)** installed with the following essential features to record all trucks leaving the Site[#]: The video cameras used in the system shall be of high resolution, lowlight and colour type; power backup shall be provided to cater for accidental breakdown of the power supply to the system; videos captured by the system shall be recorded continuously without break except with the agreement of the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor, or in the month during which there is no disposal of C& D materials off the Site for the entire month; videos shall be captured in a format acceptable to the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor; the registration mark of each vehicle leaving the site shall be recorded; and the loading conditions of dump trucks including empty trucks shall be captured;
- (ii) securely protect the video cameras from being damaged or blocked;
- (iii) design and construct all necessary temporary works, including any supporting frames and protections, for mounting the video cameras and their accessories;
- (iv) provide the software and hardware for capturing the vehicle registration mark, and the time and date for the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's immediate taking and viewing of photograph of every truck leaving the Site and viewing the recorded videos;
- (v) keep the videos record for at least 60 days and the photographs until such time as instructed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor;

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- (vi) post sufficient notices at conspicuous positions to notify the workers, drivers and staff about the purpose of the video recording system in accordance with data protection principles set out in the Personal Data (Privacy) Ordinance; and
 - (vii) if a video camera system cannot be installed at the exit, propose alternative methods of control to the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor, who may accept such proposals if he is satisfied that the proposals are equally effective.
7. Recyclable materials such as metal, paper, plastics and milled bituminous materials etc., which have been sorted on the Site[▲] for the purposes of recycling, shall not be considered as C&D materials for the purposes of the Contract. For such sorted recyclable materials, the Contractor shall devise appropriate control measures to ensure that the materials are delivered to a proper recycling outlet for processing. The Contractor shall highlight such control measures in the environmental management plan pursuant to ETWB TCW No. 19/2005 if applicable.
8. The Contractor shall obtain the approval of the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor for the site management plan before disposing any C&D materials from the Site[▲].

Informing the Truck Drivers

9. The Contractor shall write to all truck drivers engaged for removal of C&D materials from the Site[#] and draw their attention to the following particular points:
- (a) Each truck carrying C&D materials leaving the Site[▲] for a disposal ground must bear a duly completed CHIT/ DDF, irrespective of the location and nature of the disposal ground; and
 - (b) The C&D materials must be disposed of at the disposal grounds stipulated in the Contract or directed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor or alternative disposal grounds approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor.

General Procedures of the TTS and Record Keeping

10. The procedures for implementation of the TTS are as follows:

- (a) For each truckload of C&D materials leaving the Site[▲], the Contractor's truck driver must bear a duly completed CHIT/DDF.
- (b) The Contractor shall maintain a daily record of disposal of C&D materials from the Site[#] including CHIT/ DDF numbers, vehicle registration marks, drivers' particulars, approximate volume, C&D materials type, designated disposal ground, departure time from the Site[#], actual disposal ground and arrival time at disposal ground. The Contractor shall complete Part 1 of the DRS in duplicate and inform the Architect/ Engineer's staff before departure of the vehicle. The Architect/ Engineer's staff shall sign Part 1 of the DRS before departure of the trucks, or to suit site operations at other time to be agreed between the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative and the Contractor.
- (c) The truck shall proceed to the disposal ground as stipulated in the Contract or directed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor or alternative disposal ground approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor. The Contractor's truck driver shall present the CHIT/ DDF to the operator of the disposal ground. For a prescribed facility, if the C&D materials accord with the acceptance criteria, disposal of the materials will be permitted and the facility operator will give the Contractor's truck driver a Transaction Record Slip and stamp the CHIT.
- (d) For disposal at a prescribed facility, the Contractor shall check the information recorded in the DRS against available information including his own records and data from EPD's website [<http://www.epd.gov.hk/epd/misc/cdm/scheme.htm#j>]. The Contractor shall complete Part 2 of the DRS form for submission to the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative within 1 working day after the records are posted at the EPD web-site.
- (e) For disposal ground other than prescribed facilities, the Contractor shall ensure that the DDF is signed off by a competent person as agreed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor at the disposal ground to confirm completion of each trip. The Contractor shall also maintain a daily

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record with details of each disposal trip from the Site[#] to the disposal ground. The Contractor shall complete Part 2 of the DRS form for submission to the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative within 3 working day after the date of disposal.

- (f) Where an irregularity is observed or where requested by the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative under special circumstances (e.g. a CHIT/ DDF has been issued but there is no disposal record at the disposal ground), the Contractor shall submit to the Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative within 5 working days after the recorded date of disposal the supporting evidence such as duly stamped CHIT/ DDF and/or the Transaction Record Slip (where relevant) to confirm proper completion of the delivery trips in question, or within 2 working days after the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative has requested for such evidence, whichever is later. A fax copy of the CHIT/ DDF or Transaction Record Slip is acceptable, unless otherwise directed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor.

Performance monitoring

11. The following items shall be included in the agenda for discussion at every Site Safety and Environmental Management Committee meeting, and Site Safety and Environmental Committee meeting, or other established channels for performance monitoring as agreed by the *Architect's/ Engineer's/ Supervising Officer's/ Maintenance Surveyor's Representative:
- (a) review the site management plan and implementation of the TTS, and identify areas for improvement;
 - (b) audit the quantity of C&D materials removed from the Site[#] (based on the DRS and survey records) against the quantities of C&D materials delivered to the disposal ground designated in the Contract (e.g. based on EPD website) and directed or approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor;
 - (c) review incidents of non-compliance and discuss the necessary follow-up actions; and

- (d) monitor the follow-up action on defects and deficiencies identified

Removal of C&D Materials from Unauthorised Disposal Grounds

12. Where C&D materials from the Site[▲] have been dumped at a place other than that designated in the Contract or directed or approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor, the Contractor shall at his own cost undertake the following remedial action:
- (a) remove the dumped C&D materials from the unauthorised disposal ground to a disposal ground designated in the Contract or directed or approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor to his satisfaction; and
 - (b) reinstate the unauthorised disposal ground to the condition before dumping of the C&D materials, or a condition considered satisfactory by the Authority as required under the relevant legislation where appropriate.
13. Where the unauthorised disposal ground is a private property, the Contractor shall be responsible for obtaining the landowner's consent before removal of the dumped C&D materials.
14. Should the Contractor fail to remove the C&D materials from the unauthorised disposal ground or fail to reinstate the unauthorised disposal ground as set out in **Clause 12** above, the Employer may in accordance with Clause 82 of General Conditions of Contract instruct another contractor to perform the work and the Employer shall be entitled to recover such costs from the Contractor, and may but shall not be bound to deduct such costs either in whole or in part, in accordance with the provisions of Clause 83 of General Conditions of Contract. *[The corresponding clauses from relevant General Conditions of Contract should be used for term contracts or D&B contracts.]*

Improper disposal and major improper disposal

15. The following shall constitute an "improper disposal":
- (a) A Contractor's truck loaded with C&D materials having left the Site[▲] without a CHIT/ DDF or the daily record summary not completed in accordance with this Particular Specification;

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- (b) Disposal of C&D materials at a disposal ground other than that designated in the Contract or directed or approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor; or
- (c) The Contractor fails or is unable to produce the stamped CHIT/ DDF or the Transaction Record Slip (where relevant) in accordance with **Clause 10(f)** of this Particular Specification.

16. The following shall constitute a “major improper disposal”:

- (a) Illegal dumping of C&D materials; or
- (b) Disposal of C&D materials at a disposal ground other than that designated in the Contract or directed or approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor, and where the disposal ground is within any private land. For the purpose of this Clause, “private land” has the same meaning as it has in the Mining Ordinance (Cap. 285).

17. The Contractor shall also note that the Employer takes a very serious view of any non-compliance with the TTS requirements. Without prejudice to other regulating action which may be taken against the Contractor, the Contractor’s performance in implementing the TTS will be fully reflected in the Report on the Contractor’s Performance.

Compliance with the Personal Data (Privacy) Ordinance (Cap. 486)

18. The Contractor shall comply with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) in relation to personal data collected under the TTS.

Delete “Site” and substitute “Sites” for term contracts.

▲ Delete “the Site” and substitute “any Site” for term contracts.

(* Delete or amend as appropriate to suit departmental contract arrangements)

入帳票編號:
Chit No.: _____

選擇「✓」一個註明設施:

Tick (✓) One Prescribed Facility:

堆填區 篩選分類設施
Landfills Sorting Facilities

公眾填料接收設施
Public Fill Reception Facilities

離島廢物轉運設施
Outlying Islands Transfer Facilities

車牌號碼 Vehicle Registration Mark: _____

使用日期:

Date of Use: _____

簽發人:

Issued by: _____

建築廢物產生地點:

Construction Waste Generated Site: _____

入帳票編號:
Chit No.: _____

選擇「✓」一個註明設施:

Tick (✓) One Prescribed Facility:

堆填區 篩選分類設施
Landfills Sorting Facilities

公眾填料接收設施
Public Fill Reception Facilities

離島廢物轉運設施
Outlying Islands Transfer Facilities

車牌號碼 Vehicle Registration Mark: _____

使用日期:

Date of Use: _____

簽發人:

Issued by: _____

帳戶名稱:

Name of the Account-holder: _____

帳戶編號:

Account No.: _____

甲部份: 由帳戶戶主保留
Part A: retained by Account-holder

乙部份: 由廢物運輸商保留
Part B: retained by Waste Hauler

香港法例第354章廢物處置條例

廢物處置(建築廢物處置收費)規例

Waste Disposal Ordinance (Chapter 354)

Waste Disposal (Charges for Disposal of Construction Waste) Regulation

載運入帳票

CHIT

車牌號碼:

Vehicle Registration Mark: _____

有效期至:

Valid Until: _____

建築廢物產生地點:

Construction Waste Generated Site: _____

帳戶名稱:

Name of the Account-holder: _____

E 199279

帳戶編號:

Account No.: _____

甲部份: 由帳戶戶主保留
Part A: retained by Account-holder



丙部份: 由政府保留
Part C: retained by Government

Sample of the Disposal Delivery Form (DDF) for Disposal of C&D Materials at Disposal Grounds (Other than Prescribed Facilities) as Designated in the Contract or as Directed by the Architect/Engineer, or Alternative Disposal Grounds Proposed by the Contractor and Approved by the Architect/Engineer

| | |
|--|--|
| <p>Serial No. 0012345678</p> <p>Date of Use: 使用日期: _____</p> <p>Disposal Ground : 接收設施: _____</p> <p>Vehicle Registration Mark. : 車牌號碼: _____</p> <p>Issued By: 簽發: _____</p> <p align="center"><i>(This part retained by Disposal Ground)</i> <i>(此部分由接收設施保留)</i></p> <p>Chop of Disposal Ground 接收設施蓋印</p> | <p align="right">Serial No. 0012345678</p> <p align="center">Construction and Demolition Materials Disposal Delivery Form 拆建物料運載記錄票</p> <p>Contract No: _____ Contract Title: _____</p> <p>合約編號: _____ 合約名稱: _____</p> <p>Date of Use: _____ Time of departure from site: _____ Vehicle Registration Mark: 使用日期: _____ 離開地盤時間: _____ 車牌號碼: _____</p> <p>Disposal Ground: 接收設施: _____</p> <p>Arrival Time/Date: 抵達日期/時間: _____ <i>(This part retained by Contract/Driver)</i> <i>(此部分由承建商/司機保留)</i></p> <p>Chop of Disposal Ground Representative 接收設施蓋印</p> <p>Chop of Engineer's/Architect's 工程師 / 建築師代表蓋印</p> |
|--|--|

“Daily Record Summary” to record daily disposal of construction & demolition (C&D) materials from the *Site

“每日運載記錄摘要” 記錄每日由*地盤所傾卸的拆建物料

- (1) Contract no. & title 合約編號及名稱 : _____
- (2) Date of disposal 傾卸日期: _____
- (3) Disposal ground (s) designated in the Contract or directed by the Architect/Engineer 合約指定或建築師/工程師指示接收設施: (a) _____
(b) Others 其它 _____
- (4) Approved alternative disposal grounds 另可接受的接收設施 _____

| CHIT/ DDF no. 載運入帳 票/ 拆建 物料運載 記錄票編 號 | Vehicle registration mark 車輛登記號 碼 | Approx. vol (e.g. Full/Three Quarter/Half/One quarter) 大約承載量 (例如全、 3/4、半、1/4) | C&D materials type (e.g. inert or non-inert) 建築廢料種類 (例如惰性 或非惰性) | Disposal ground 接收設施 | Signature & Name of the Contractor’s Designated person before departure 於離開地盤 前，承建商的指 定人仕姓名及 簽名 | Departure time from *Site 離開地盤時 間 | Signature & name of the Architect/Engineer’s supervisory staff before departure or other time as agreed between the Architect/Engineer’s Representative and the Contractor ¹ 於離開地盤前或其它經承建商與建 築師/工程師代表同意的時間，建築師 /工程師監管人員姓名及簽名 | Actual disposal ground 真正接收設 施 | Arrival time at disposal ground 抵達接收設施 時間 | Remarks 備註: |
|--|---|--|--|----------------------------|--|---|---|--|---|----------------|
| | | | | | | | | | | |
| | | | | | | | | | | |

←----- Part 1² 甲部 -----> <----- Part 2³ 乙部 -----> →

Submitted by 呈交 : _____ [Name of Contractor’s Designated Person
承建商的指定人仕姓名]

Signature 簽名 : _____

Date 日期: _____

Received by 接收 : _____ [Name and signature of the
Architect/Engineer’s staff]
建築師/工程師監管人員姓名及簽名

Post 職位 : _____

Date & Time 日期及時間 : _____

¹ For term contract, if there are no full time site supervisory staff, the Architect/Engineer’s supervisory staff should spot check and then sign as appropriate in accordance with paragraph 25 of DEVB TC(W) 6/2010 定期合約，如沒有全職地盤監管人員，應根據 DEVB TC(W) 6/2010 的第 25 段進行定點檢查及簽署

² Part 1 甲部- The Contractor shall complete Part 1 in duplicate and a copy should be kept by the Architect’s/ Engineer’s Representative. 承建商填寫甲部兩份，副本由建築師/工程師代表持有

³ Part 2 乙部- The Contractor shall complete Part 2 and submit the whole Summary to the Architect/Engineer’s Representative within 1 working day after the records are posted at the EPD web-site. 承建商填寫乙部及將整份運載記錄摘要於記錄上載在環境保護署網頁後 1 個工作天內呈交給建築師/工程師代表

*Delete “Site” and substitute “Sites” for term contracts. 定期合約將 “Site” 刪去及以 “Sites” 代替

**Particular Preamble to amend the Standard Method of Measurement to Introduce the
“Pay for Site Management Plan for Trip Ticket System”**

Section (XX) – Site Management Plan for Trip Ticket System

**IMPLEMENTATION OF SITE MANAGEMENT PLAN FOR
TRIP TICKET SYSTEM**

xx.01 Rates appearing in this Section shall be deemed to allow for the value of work in connection with meeting all statutory and contractual obligations in ensuring proper disposal of construction and demolition (C&D) materials generated from the Site[#] to designated disposal grounds under the Contract or other disposal grounds approved or as directed by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor, and any other related obligations, liabilities, risks and profit. In the event that the rates are insufficient or where there are any aspects where the methods provided hereunder do not measure any item or exclude the measurement of any item or part thereof, the difference in value shall be deemed to have been included in the rates inserted elsewhere in the Bills of Quantities.

SITE MANAGEMENT PLAN FOR TRIP TICKET SYSTEM

| | | |
|--------------------|-------|--|
| <i>Units</i> | xx.02 | The units of measurement shall be : (i) complete site management plan for trip ticket system item. (ii) implementation of site management plan for trip ticket systemmonth. |
| <i>Measurement</i> | xx.03 | The item for “complete site management plan for trip ticket system” shall be measured once for the whole Contract when the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor approves the site management plan. |
| | xx.04 | The measurement of the “implementation of site management plan for trip ticket system” shall be the period of time commencing from the date of approval by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor of the site management plan until all C&D materials have been removed from the Site [#] , or an earlier or later date notified by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor. |

xx.05 No measurement shall be made for the “implementation of site management plan for trip ticket system” for any month during which there is any incident of improper disposal or major improper disposal as defined in Particular Specification for Trip Ticket System Clauses [15] & [16], or late submission of the records as required in Particular Specification Clause [10], or there is no disposal of C&D materials off the Site[^] during the month.

Itemisation

xx.06 Separate items shall be provided for the site management plan for the trip ticket system in accordance with General Preambles paragraphs 3 and 4 and the following :

| Group | Feature |
|-------|---|
| I | 1. Complete site management plan for trip ticket system 2. Implementation of site management plan for trip ticket system |

Complete Site Management Plan for Trip Ticket System

xx.07 The item for “complete site management plan for trip ticket system” shall, in accordance with General Preambles paragraph 2, include for :

- (a) Prepare the site management plan for trip ticket system to the satisfaction of the *Architect/ Engineer / Supervising Officer / Maintenance Surveyor;
- (b) distribute or inform all relevant parties details of the site management plan for trip ticket system; and
- (c) inform truck drivers engaged in the disposal of C&D materials the requirements under the trip ticket system.

Implementation of Site Management Plan for Trip Ticket System Item Coverage

xx.08 The item for the “Implementation of site management plan for trip ticket system” shall, in accordance with General Preambles paragraph 2, include for:

- (a) review, update and revise the site management plan for trip ticket system taking into account the

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comments made by the *Architect / Engineer / Supervising Officer / Maintenance Surveyor or any other parties;

- (b) assign staff and provide/operate/maintain/ remove video recording system and other necessary facilities/equipment for overseeing and implementation of site management plan for trip ticket system;
- (c) implement measures to ensure that trucks carrying C&D materials from the Site proceed to the disposal grounds designated in the Contract or directed or approved by the *Architect/ Engineer/ Supervising Officer/ Maintenance Surveyor to his satisfaction;
- (d) devise and implement appropriate measures to ensure that the sorted recyclable materials, which are sorted on the Site[^] for the purpose of recycling such materials, are delivered to a proper recycling outlet for processing;
- (e) compile, submit and maintain disposal records;
- (f) investigate and report on incidents of improper disposal and non-compliance with the trip ticket system;
- (g) monitor performance of trip ticket system and implement improvement measures;
- (h) implement additional measures to control disposal of C&D materials to alternative disposal ground which the *Architect / Engineer / Supervising Officer / Maintenance Surveyor has approved;
- (i) distribute revisions of the site management plan for trip ticket system to all relevant parties including the truck drivers engaged in delivery of C&D materials for disposal; and
- (j) Other requirements for implementation of the trip ticket system as stipulated in Particular Specification clauses for Trip Ticket System.

Note: The sample is based on the Hong Kong Government Standard Method of Measurement for Civil Engineering Works. For Bill of Quantities based on other standard methods of measurement, appropriate amendments shall be made.

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Delete "Site" and substitute "Sites" for term contracts.

▲ Delete "the Site" and substitute "any Site" for term contracts.

(* Delete or amend as appropriate to suit departmental contract arrangements)

REPORT ON IRREGULARITY OF DISPOSAL OF C&D MATERIALS
(To be submitted within 2 weeks after the date of disposal)

To : Secretary, Public Fill Committee
Civil Engineering and Development Department

Fax : 2714 0113

Contract No. _____

After checking against the "Disposal Records" at the website [http://www.epd.gov.hk/epd/misc/cdm/scheme.htm#j], I note the following irregularities pertaining to disposal(s) made on _____ :

PART A No. of CHIT/ DDF issued : _____
No. of disposals recorded at the "Disposal Records" : _____

PART B CHIT/ DDF issued but Disposal Trip not found in the "Disposal Records"

| Vehicle Registration Mark | Production of evidence (i.e. stamped CHIT/ DDF and/or transaction record slip) by the Contractor/truck driver upon request of Architect's/ Engineer's Representative (please tick the appropriate box). | | If ticked "NO", please give the actual location that the disposal was made. |
|---------------------------|---|-----------------------|---|
| | "YES" | "NO" (See Note below) | |
| | | | |
| | | | |
| | | | |

PART C CHIT/ DDF not issued but disposal trip found in the "Disposal Records"

| Vehicle Registration Mark (in column "REG_Mark" in "Disposal Records" file) | Transaction Reference No. (in column "REF_NO" in "Disposal Records" file) |
|--|--|
| | |
| | |
| | |

Remarks (e.g. root cause of the non-compliance and corrective actions taken by the Contractor)

Signature of Architect's/ Engineer's Representative _____
Name of Architect's/ Engineer's Representative _____
Department / Consultant _____
Telephone No. _____ Fax. _____ Date _____

Note :-

The Architect/Engineer is reminded to take follow-up action in case of non-compliance with the trip ticket system in accordance with the Circular DEVB TCW No. 6/2010 and relevant departmental procedures. Usually, a "NO" entry in Part B constitutes a non-compliance with the trip ticket system. The Secretary of the Public Fill Committee will only provide a formal reply to the report upon request.

**Enforcement Authorities for Illegal Disposal of
Construction and Demolition Materials**

| | Enforcement authorities | E-mail | Tel no. |
|--------------|--------------------------------|---------------------------|------------------|
| (i) | EPD | | |
| | Customer Services Centre | hq-hotline@epd.gov.hk | 2838 3111 |
| (ii) | Relevant DLOs: | | |
| | Hong Kong East | dlohke@landsd.gov.hk | 2835 1684 |
| | Hong Kong West & South | dlohks@landsd.gov.hk | 2835 1711 |
| | Kowloon East | dloke@landsd.gov.hk | 2300 1764 |
| | Kowloon West | dlokwa@landsd.gov.hk | 2300 1764 |
| | Islands | gendlois@landsd.gov.hk | 2852 4265 |
| | North | lnddlona@landsd.gov.hk | 2675 1809 |
| | Sai Kung | gendlosk@landsd.gov.hk | 2791 7019 |
| | Sha Tin | gendlost@landsd.gov.hk | 2158 4700 |
| | Tuen Mun | lnddlotm@landsd.gov.hk | 2451 1176 |
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