

(注意：填寫此申請表格前請參閱「申請備註」。申請人應以**正楷**填寫此申請表格各欄，於合適的方格加上✓號，並在表格上簽署。)
(Note: Before you complete this form, please read carefully the notes on “APPLICATION NOTES”. The applicant should complete all relevant sections of this application form in **BLOCK** letters, tick the appropriate box and sign the form.)

致 總工程師/污水處理 1：
To Chief Engineer/Sewage Treatment 1,

本人現欲申請下列項目 (可選擇多於一項) –
I hereby apply for the following (you may choose more than one type of application) -

- 新申請住宅流質廢物排放許可 (須完成甲至己部)
New application for domestic liquid waste disposal (DLW) permission (please complete Section A – F)
- 續期申請住宅流質廢物排放許可 (須完成丙、戊及己部)
Renewal for domestic liquid waste disposal (DLW) permission (please complete Section C, E and F)
- 新增吸缸車 / 刪除吸缸車 / 更改登記吸缸車資料 (須完成乙、丙、戊及己部)
Add / Delete / Change information of registered tanker (please complete Section B, C, E and F)
- 更改申請排放之廠房 / 申報資料 (預計之住宅流質廢物排放或收集量、收集住宅流質廢物之設施和地址、該設施之擁有人及住宅流質廢物的成份資料) (須完成甲、丙、戊及己部)
Change disposal plant / declaration details (estimated disposal or collection quantity of DLW, the facility and address of where the DLW is collected, person in charge of the facility, and information of the DLW content) (please complete Section A, C, E and F)
- 更改公司登記資料 (須完成丙至己部)
Update registered company information (please complete Section C – F)
- 取消住宅流質廢物排放許可 (須完成丙至己部)
Cancel domestic liquid waste disposal permission (please complete Section C – F)

甲部：排放之廠房及申報資料
Section A: Disposal Plant and Declaration Details

	需要 Required	不需要 Not Required
申請排放之廠房** (請於需要或不需要申請之廠房的方格加上✓號，可選擇多於一項) Disposal Plants** (Please put a ✓ in the appropriate box(es) to apply for the required or not required disposal plant(s), you may choose more than one plant)	望后石污水處理廠 Pillar Point Sewage Treatment Works	<input type="checkbox"/>
	鴨脷洲污水處理廠 Ap Lei Chau Preliminary Treatment Works	<input type="checkbox"/>
	西貢污水處理廠 Sai Kung Sewage Treatment Works	<input type="checkbox"/>

** 更改申請排放之廠房須填寫「住宅流質廢物排放申報表」
Any change to the applied disposal plant shall complete “Declaration Form of Domestic Liquid Waste Disposal”

根據住宅流質廢物排放許可條款，申請者須向本署申報預計之住宅流質廢物排放量、收集住宅流質廢物之設施和地址、該設施之擁有人、及提供住宅流質廢物的成份資料，以供本署記錄。如申報資料有變動，須即時向本署更新申報資料。

According to Domestic Waste Disposal Permission, applicant shall declare the estimated disposal quantity of DLW, the facility and address of where the DLW is collected, the facility owner, and provide information of the DLW content for our record. Any changes on the declared information shall be declared to DSD timely.

申報
declare (如要申報，請填寫表格附件「住宅流質廢物排放申報表」)
(Please complete attachment “Declaration Form of Domestic Liquid Waste Disposal” to declare details)

乙部：收集住宅流質廢物的吸缸車資料

Section B: Information of tanker(s) for collecting domestic liquid waste

行動# Action#	吸缸車車牌號碼 Tanker vehicle registration number	吸缸車吸缸容量 (立方米) Tank volume of tanker (cubic meter)	吸缸車底盤號碼 Tanker vehicle chassis number	引擎號碼 Tanker vehicle engine number
新增 / 刪除 / 更改資料 Add / Delete / Change info.				
新增 / 刪除 / 更改資料 Add / Delete / Change info.				
新增 / 刪除 / 更改資料 Add / Delete / Change info.				
新增 / 刪除 / 更改資料 Add / Delete / Change info.				
新增 / 刪除 / 更改資料 Add / Delete / Change info.				
新增 / 刪除 / 更改資料 Add / Delete / Change info.				

請將不適用的刪去。
Please delete as appropriate

丙部：公司資料

Section C: Particulars of the Company

排放許可年度^： _____ 至 _____ 年度
Permission Year^ : _____ To _____ Year

公司名稱： (中 Chinese) _____
Name of Company: _____

(英 English) _____

排放許可號碼： _____ 公司商業登記證號碼： _____
Permission No.: _____ Company Business
Registration Certificate No.: _____

(不適用於新申請 Not applicable to new permission application)

^ 排放許可只在一個財政年度內(每年四月一日至明年的三月三十一日)有效。例如 2021 至 2022
The Permission is valid within only one financial year (1Apr to 31Mar of the next year). Eg. 2021 to 2022

丁部：公司聯絡資料

Section D: Contact Information of the Company

公司負責人姓名： _____
Name of Company Representative: _____

公司電話號碼： _____ 公司傳真號碼： _____
Company Tel. No.: _____ Company Fax No.: _____

電郵地址： _____
Email Address: _____

日常聯絡人姓名： _____ 日常聯絡人電話號碼： _____
Name of Contact Person: _____ Contact Person Tel. No.: _____
(與公司負責人不同時填寫 If different from Company Representative) (與公司電話不同時填寫 If different from Company Tel. No.)

收取通知方式： 郵寄 電郵 傳真
Ways of notification: By Post Email Fax

(可選擇多於一種方式。如未有填寫收取通知方式，將預設為郵寄以及電郵或傳真其中一種。部份文件只接供郵寄服務，並不會以電郵或傳真發送。)
(You may choose more than 1 way of notification. If ways of notification is not indicated, by post and either email or fax will be set as default. Some documents only provide postal service and will not send by email or fax.)

丁部：公司聯絡資料 (續)

Section D: Contact Information of the Company (Cont.)

公司地址： (中 Chinese) _____
Company Address:

(英 English) _____

郵寄地址： (中 Chinese) _____
(與公司地址不同時填寫)
Postal Address:
(If different from Company Address)

(英 English) _____

戊部：補充文件和資料

Section E: Supporting Documents and Information

請根據申請項目提交所需的文件

Please submit appropriate documents required by your application

請在適當位置加上✓號 Please tick as appropriate	<u>新申請</u> New application	<u>續期</u> 申請 Renewal application	<u>新增吸缸車或</u> <u>更改吸缸車資</u> <u>料</u> Add tanker or Change tanker detail	<u>刪除</u> 吸缸 車 Delete tanker	<u>更改排放之廠房</u> <u>及申報資料</u> Change Disposal Plant and Declaration Details	<u>更改</u> 公司資料 Change Company information	<u>取消</u> 排放許可 Cancel Permission
(a) 公司商業登記證副本 Copy of Business Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) 住宅流質廢物排放申報表 Declaration Form of Domestic Liquid Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
(c) 每架吸缸車各照片最少四 張## At least 4 photos for each tanker###	<input type="checkbox"/>		<input type="checkbox"/>				
(d) 每架吸缸車在運輸署登記 後獲發的車輛登記文件副 本 (俗稱牌簿) Copy of Vehicle Registration Document issued by Transport Department for each tanker	<input type="checkbox"/>		<input type="checkbox"/>				
(e) 每架吸缸車的吸缸容量證 明信副本## Copy of tank volume certification letter for each tanker###	<input type="checkbox"/>		<input type="checkbox"/>				

##有關吸缸車照片及吸缸容量證明信之要求請參閱申請備註

Please read APPLICATION NOTES for requirements of tanker photos and tank volume certificate

戊部：補充文件和資料 (續)

Section E: Supporting Documents and Information (Cont.)

附註(如適用) Remark (if applicable)

如有需要，請另加活頁。Please use additional sheets if needed.

己部：聲明

Section F: Declaration

(須由公司所指定及授權的董事或經理填寫及簽署)

(To be completed and signed by the Director / Manager nominated and authorized by the company)

- 本人/我們聲明在此申請表格填報的一切資料、陳述及附上文件全屬真確無訛。
- 本人/我們已細閱本表格的「申請備註」並同意申請程序按該備註處理。
- 本人/我們同意在使用污水處理廠時，遵守渠務署發出的最新版本「住宅流質廢物排放許可條款」。
- I/We declare that all particulars, statements and documents submitted herein and with this application are true and correct.
- I/We have read the “APPLICATION NOTES” of this application form and agree that the application to be processed according to the notes.
- I/We shall comply with the latest version of “Domestic Liquid Waste Disposal Permission Clause” issued by the Drainage Services Department when using the sewage treatment plants.

申請人姓名：
Name of Applicant: _____

申請人簽署：
Signature of Applicant: _____

簽署日期：
Date Signed: _____



公司印章 Company Chop

申請備註

甲、個人資料

收集個人資料的目的：

- 申請人在這份表格提供的資料，渠務署將用於下列一項或多項用途；
 - 處理在本表格中所呈交的文件之相關事務；
 - 處理執行有關上述關乎「住宅流質廢物排放許可條款」之相關事務；
 - 統計及其他法定用途及
 - 方便渠務署與你聯絡。
- 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

獲轉交資料的部門 / 人士

- 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

索閱個人資料

- 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。如有查詢，請與渠務署污水處理部 1 聯絡。

乙、填寫表格

- 請填妥表格載列所有有關的部分，並在表格上簽署及附上所有證明文件。若申請表格提供之空位不足，請另加活頁並將活頁附於本表格內。
- 所提供的資料如有不全或錯誤，渠務署將不能處理呈交的文件。
- 如對本表格有任何疑問，請與渠務署污水處理部 1 聯絡。

丙、呈交方法

- 郵寄 / 親身呈交 - 本表格連同所需的附件副本，並在表格上簽署，再以郵寄或親身到渠務署污水處理部 1 呈交。如以郵寄申請，申請日期以渠務署收訖日期為準。

地址：新界沙田馬料水水廠街 1 號沙田污水處理廠渠務署污水處理部 1

- 電子呈交 - 如欲以電子形式向渠務署提交 PDF 表格，必需要電子簽名。請將申請表格連同所需的附件電郵至渠務署污水處理部 1。

電郵地址：domestic_liquid_waste@dsd.gov.hk

注意：

本電子表格接受由香港郵政和 DigiSign 發行的數碼證書作為電子簽署，包括個人或機構的電子證書。所有輸入的資料都會受電子簽署保護，簽署 PDF 表格後，該表格的輸入的資料將會變作"只能被讀"。

丁、申請須知

1. 本署將於收到申請後 14 個工作天內回覆。申請表格內提交之資料如有不全或錯漏，本署可要求申請人提供補充資料以符合本申請表格內之要求。申請人應盡快根據本署要求回覆，重新遞交文件，以完成申請程序。
2. 請依照本署回覆所示，在限期前繳付相應的排放許可按金以完成申請程序。按金需維持在大約相等於申請者排放費繳款單的平均收費，本署將跟據實際排放量，按時調整需繳付之按金，而該按金將於取消排放許可後退還。
3. 住宅流質廢物排放許可有效期會由發出日期起至該財政年度*的最後一天，每年需申請續期。申請續期時段為每年二月一日至三月二十日，排放許可續期有效期為下一個財政年度*的第一天至最後一天。

排放許可新申請如於每年三月一日至三月三十一日提交，成功批核後、排放許可有效期為下一個財政年度*的第一天至最後一天。

4. 各接收住宅流質廢物廠房的開放時間：

污水處理廠	開放時間	
望后石污水處理廠	星期一至日	上午九時至下午六時
西貢污水處理廠		
鴨脷洲污水處理廠	星期一至日	上午九時至下午五時

5. 吸缸車規格：

請確保所有處理住宅流質廢物之吸缸都有裝置水鏡在當眼位置，並保持水鏡乾淨清晰，以便本署值班職員觀察吸缸內的住宅流質廢物水位和對吸缸內的廢物進行目視檢查。如吸缸劃分成不同部分獨立運作或吸缸車擁有兩個或以上的吸缸，所有吸缸或吸缸部分均需符合本條文之要求。

(水鏡是安裝在吸缸外的一條透明管，讓吸缸內的廢物流入水鏡內進行目視檢查。)

6. 本署可要求申請之吸缸車到指定的渠務署廠房進行檢查及各種測試。
7. 吸缸車照片及吸缸容量證明信的補充文件要求：

吸缸車照片	吸缸容量證明信
<ol style="list-style-type: none">1) 最少四張最近六個月內所攝照片2) 需為彩色照片3) 需清晰顯示4) 實體照片尺寸需最少 9 x 13 cm，解析度最少 300dpi。數碼照片解像度需最少 1024x7685) 照片需包含吸缸車的不同方向<ul style="list-style-type: none">- 第一張向著車頭正面拍攝，必須拍攝到車牌號碼。- 第二張向著車尾拍攝，必須拍攝到車牌號碼。- 第三張拍攝左側。- 第四張拍攝右側。- 最少有一張照片能清晰拍攝到所有水鏡。	<ol style="list-style-type: none">6) 要求造缸的公司以公司信紙發出一封兩頁紙的證明信，在第一頁寫出吸缸車的車牌、吸缸的呎吋、底盤號碼、引擎號碼及證明吸缸的容量有多少立方米；在第二頁繪出吸缸的草圖，再次寫出吸缸車的車牌、吸缸的呎吋、底盤號碼、引擎號碼及吸缸容量。之後將兩頁證明信影印一份副本作為申請信的附件。7) 如有兩個或以上的吸缸，或吸缸劃分成不同部分獨立運作，除了以上提及的要求外，亦需於第一頁或第二頁清楚列出不同吸缸或吸缸部分的盛載水種類、各部分的呎吋和容量，並在第二頁的吸缸草圖內清晰畫出各吸缸及吸缸內間隔大小。

*一個財政年度是由每年四月一日至明年的三月三十一日。

戊、聯絡資料

渠務署污水處理部 1

郵寄：新界沙田馬料水水廠街 1 號沙田污水處理廠渠務署污水處理部 1

電郵：domestic_liquid_waste@dsd.gov.hk

傳真：2827 8619

電話：2698 6548

Whatsapp：5191 1852

APPLICATION NOTES

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Drainage Services Department (DSD) for the following purposes:
 - (a) activities relating to the processing of your submission in this form;
 - (b) activities relating to the above administration of the Domestic Liquid Waste Disposal Permission;
 - (c) statistical and any other legitimate purposes; and
 - (d) facilitating communication between DSD and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required information, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. Request for personal data access and correction should be addressed to the Sewage Treatment Division 1 of DSD.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents. If more space is needed in this form, please use additional sheets and attach them to this form.
2. If incomplete or erroneous information is provided in the form, the Drainage Services Department may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Sewage Treatment Division 1 of DSD.

C. Submission Methods

1. By Post / In Person - This form together with the copies of the supporting and relevant documents shall be posted to or submitted in person to the Sewage Treatment Division 1 of DSD. For postal application, the receive date by DSD will be regarded as the date of application.

Address: Drainage Services Department, Sewage Treatment Division 1
Shatin Sewage Treatment Works, 1 Shui Chong Street, Ma Liu Shui, Shatin, New Territories

2. Through e-Submission - If the PDF form will be submitted to DSD electronically, it should be signed digitally. Please send this form with required documents to Drainage Services Department, Sewage Treatment Division 1 by email.

Email Address: domestic_liquid_waste@dsd.gov.hk

Notes: Only e-Signatures issued by Hong Kong Post and DigiSign are accepted. Both personal certificates and organizational certificates are accepted. Inputted data items will be protected by e-Signature. After signing the PDF form, the form input will be read-only.

D. Application Guide

1. DSD will reply to the applicant within 14 working days upon receipt of the application. DSD may request the applicant to submit relevant supplementary documents to satisfy the requirement of all the items in this form for incomplete or erroneous information provided. Applicant should resubmit the required documents as soon as possible to complete the application process.
2. Please follow instructions stated in the reply letter to settle the payment deposit by the payment deadline for completing the application. The deposit shall maintain at about the average DLW disposal charge of each Demand Note of the applicant. DSD will adjust the required deposit from time to time according to the actual disposal volume. The deposit will be returned after the permission is cancelled.
3. The validity period of Domestic Liquid Waste Disposal Permission is from the date of issue to the last day of the financial year*. Renewal is required for every year. The renewal period is 1 February to 20 March of every year. The renewed permission is valid from the first day to the last day of the next financial year*

For new applications received in the period 1 March to 31 March every year, their disposal permission will be effective from the first day to the last day of the next financial year* if approved.

4. Opening hours of domestic liquid waste disposal plants:

Sewage Treatment Plant	Opening Hours	
Pillar Point Sewage Treatment Works	Monday to Sunday	9:00 a.m. to 6:00 p.m.
Sai Kung Sewage Treatment Works		
Ap Lei Chau Preliminary Treatment Works	Monday to Sunday	9:00 a.m. to 5:00 p.m.

5. Please make sure all the tanks for handling domestic liquid waste have installed their own water meter and prominently displayed. The water meters shall be kept clean and clear to allow DSD plant staff to observe the water level of the tank and carry out visual inspection of the waste. If the tank is divided into different separate functional sections/partitions or the tanker have two or more tanks, all sections and all tanks involved must fulfill all requirements mentioned above. (Water meter is a transparent tube installed at outside of a tank. Waste inside the tank shall flow into the water meter for visual inspection.)
6. DSD may request the applied tanker for inspection and various tests at designated plant of DSD.
7. Requirements of the supplementary documents

Photos of the tanker(s)	Tank Certification Letter
<ol style="list-style-type: none"> 1) At least 4 photos taken within last 6 months 2) All photos shall be colour photos 3) Clearly captured 4) Photo size shall be at least 9 x 13 cm with at least 300dpi. Digital photo shall have minimum resolution of 1024x768 5) Different angle of the tanker(s) shall be included <ul style="list-style-type: none"> - 1st photo shows the front view and vehicle registration number - 2nd photo shows the rear view and vehicle registration number - 3rd photo shows the left side - 4th photo shows the right side - At least one of the photos can show all water meter(s) clearly 	<ol style="list-style-type: none"> 6) A 2-page certification letter issued by the tank manufacture company. The first page summarizes the vehicle registration number of tanker vehicle, the dimension of tank, chassis number, engine number and the certified tank volume in cubic meter. The second page shows the drawing with tank dimension, the vehicle registration number of tanker vehicle, the dimension of tank, chassis number, engine number and the certified tank volume in cubic meter 7) If the tanker contains two or more tanks, or a tank is divided into separate functional sections/partitions, this shall be clearly shown on the drawing in the second page. On top of the requirements mentioned above, the type of liquid handled by each tank/tank section; dimension and volume of each tank/tank section shall also be listed out on the first or second page.

*A financial year is from 1 April to 31 March of the next year.

E. Contact Detail

Sewage Treatment Division 1 of DSD

Address: Drainage Services Department, Sewage Treatment Division 1,
Shatin Sewage Treatment Works, 1 Shui Chong Street, Ma Liu Shui, Shatin, New Territories

Email Address: domestic_liquid_waste@dsd.gov.hk

Fax No.: 2827 8619

Phone No : 2698 6548

WhatsApp : 5191 1852

住宅流質廢物排放申報表 (非政府設施及非公用事業設施)
Declaration Form of Domestic Liquid Waste Disposal
(Non-government facilities and non-public utility facilities)

第一部 Section 1

排放到之污水處理廠 Disposal Sewage Treatment Plant	預計排放量 Estimated Disposal Quantity		預計吸缸車流量 Estimated Tanker Count	
	每月排放量 (立方米/每月) Monthly Disposal Quantity (m ³ /month)	每日最高排放量 (立方米/每日) Peak Daily Disposal Quantity (m ³ /day)	每月車流量 (架次/每月) Monthly Tanker Count (No. of tanker/month)	每日最高車流量 (架次/每日) Peak Daily Tanker Count (No. of tanker/day)
望后石污水處理廠 Pillar Point Sewage Treatment Works				
鴨脷洲污水處理廠 Ap Lei Chau Preliminary Treatment Works				
西貢污水處理廠 Sai Kung Sewage Treatment Works				
總共 Total				

公司名稱：
Company Name: _____

排放許可號碼：
Permission No.: _____

日期：
Date: _____

住宅流質廢物排放申報表 (非政府設施及非公用事業設施)
Declaration Form of Domestic Liquid Waste Disposal
(Non-government facilities and non-public utility facilities)

第二部 Section 2

收集廢物的來源資料 Information of the Waste Collection Source	預計每月收集量及 每日最高收集量 Estimated quantity per month and peak quantity per day
客戶或設施擁有人 Customer / Facility Owner : 地址 / 設施名稱 / 座標 / 其他能準確辨認廢物收集地點的資料 (例如: 元朗 錦田 一般街 樣本村 5 號 特別苑 / 22.44529°N, 114.04694°E) Address / Name of facility / Coordinates / Other information that can accurately locate the waste collection point (Eg: Special House, No.5 Sample Village, General Street, Kam Tin, Yuen Long / 22.44529°N, 114.04694°E)	每月收集量 (立方米/每月) Monthly quantity (m ³ /month)
廢物的性質、源頭、成份等所有有關該廢物的資料 (例如: 家居污水 / 流動廁所 / 村屋化糞池 / 污水源頭包括 XX 住宅、XX 工廠、XX 餐廳之污水儲存缸 / 總懸浮固體約 1000mg/L、生化需氧量約 1000mg/L、酸鹼度約 pH7 之污水) All relevant information of the waste such as characteristic, source of discharge, content, etc. (eg. domestic sewage / aqua privies / septic tank / sewage retention tank with discharge source including XX building, XX factory and XX restaurant / sewage content of approximately TSS ~1000mg/L, BOD~1000mg/L, pH~7)	每日最高收集量 (立方米/每日) Peak daily quantity (m ³ /day)
客戶或設施擁有人 Customer / Facility Owner : 地址 / 設施名稱 / 座標 / 其他能準確辨認廢物收集地點的資料 Address / Name of facility / Coordinates / Other information that can accurately locate the waste collection point	每月收集量 (立方米/每月) Monthly quantity (m ³ /month)
廢物的性質、源頭、成份等所有有關該廢物的資料 All relevant information of the waste such as characteristic, source of discharge, content, etc.	每日最高收集量 (立方米/每日) Peak daily quantity (m ³ /day)
合共 sub-total	
預計總收集量 (只須於最後一頁填寫) Estimated total disposal quantity (required for last page only)	

公司名稱：
Company Name: _____

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(Non-government facilities and non-public utility facilities)

第二部(續) Section 2 (Cont.)

收集廢物的來源資料 Information of the Waste Collection Source	預計每月收集量及 每日最高收集量 Estimated quantity per month and peak quantity per day
客戶或設施擁有人 Customer / Facility Owner : 地址 / 設施名稱 / 座標 / 其他能準確辨認廢物收集地點的資料 Address / Name of facility / Coordinates / Other information that can accurately locate the waste collection point	每月收集量 (立方米/每月) Monthly quantity (m ³ /month)
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第二部(續) Section 2 (Cont.)

收集廢物的來源資料 Information of the Waste Collection Source	預計每月收集量及 每日最高收集量 Estimated quantity per month and peak quantity per day
客戶或設施擁有人 Customer / Facility Owner : 地址 / 設施名稱 / 座標 / 其他能準確辨認廢物收集地點的資料 Address / Name of facility / Coordinates / Other information that can accurately locate the waste collection point	每月收集量 (立方米/每月) Monthly quantity (m ³ /month)
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