

Relevant information to be submitted with the application of variation of Trade Effluent Surcharges (TES) rate

1. Application Form for Reassessment of Chemical Oxygen Demand (COD) under the Trade Effluent Surcharge Scheme (Form DSD/TES 1(e)) ☐
2. Letter of undertaking by appointed HOKLAS laboratory in citing all qualified personnel to undertake sampling at the concerned establishment (Form DSD/TES 2(e)) ☐
3. Copy of either the business registration certificate or HKID card bearing the name of the registered consumer ☐
4. Drainage layout (schematic) of discharges leading to sampling location(s) ☐
5. Cross-section layout (schematic) of discharges from multi-storey building leading to sampling location(s) ☐
6. Proposed sampling method, sampling tools, sampling device and their operating procedure (please provide photographs for illustration) ☐
7. Proposed number of sampling days (please provide calculation in accordance to the Technical Memorandum associated with the Sewage Services Regulation) ☐
8. Proposed apportionment in combining effluent samples (for cases with more than 1 sampling point) ☐
9. Proposed procedures for on-site sample storage, preservation or mixing and measures in maintaining sample integrity if samples cannot be transported immediately back to the appointed HOKLAS laboratory at the end of the sampling day ☐
10. Declaration of kitchen practice for restaurant and food factory (Form DSD/TES 3(e)), if applicable ☐
11. Copies of Grease Trap Waste Disposal Record (e.g. Form DSD/TES 9(e)) and central grease trap cleaning invoices for the previous four months if the establishment is equipped with a central grease trap ☐
12. If the establishment is dosing chemical/biological agent(s) in its wastewater treatment, please provide purchase invoices for the agent(s) for the previous four months ☐
13. Declaration of proposed cleaning frequency and date(s) for Central Grease Trap(s) (Form DSD/TES 4(e)), if applicable ☐
14. Declaration of use of sieves in drainage outlet(s)/surface channel(s) (Form DSD/TES 5(e)), if applicable ☐
15. Declaration of use of sponge in drainage outlet(s)/surface channel(s) (Form DSD/TES 6(e)), if applicable ☐

Notes:

To avoid unnecessary delay in the processing of the application, please make sure that all required information is included in the submitted application and they are correct.