

To: Drainage Services Department 致：渠務署
Fax No. 傳真：2827 8619 / 2991 4233
Email 電郵：altwong@dsd.gov.hk / dchhui@dsd.gov.hk

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只供內部使用
Receipt Date:
收件日期
Application No.:
申請編號

Application Form for Sample Collection 樣本採集申請表格

Please read carefully the Notes before completing this form. 填寫本表格前請先細閱申請須知。

Collecting Parties / Organisation / Institution: 申請人 / 機構 / 院校：		
Contact Person: 聯絡人姓名：	Title: Mr/Ms/Miss/Dr/Prof (English)	稱謂：先生/女士/小姐/博士/教授 (中文)
Contact Telephone No.: 聯絡人電話：		Fax No.: 傳真號碼：
Contact Email: 聯絡人電郵：		
Sampling Location ^{(See note 5):} 採樣地點 <small>(請參考申請須知 5)</small> ：		
Sampling Frequency: 採樣次數：		
Expected date(s) of sampling: 預期採樣日期：		
Sample Type: 樣本類別：		
Sample Amount of each sampling: 每次採樣量：		
Purpose of Sample Collection ^{(See note 6):} 採樣用途 <small>(請參考申請須知 6)</small> ：		
Remarks / Supplementary Information (if any): 備註 / 補充資料 (如有)：		

I have read and agree the Notes. I also declare that all information on this form is correct.

本人已細閱申請須知，並證明本表格所填報的資料確實無誤。

Name of Applicant:

申請人姓名：

Signature of Applicant:

申請人簽署：

Date:

日期：

Company / Organisation /

Institution Chop

公司/機構/院校印鑑

Notes 申請須知：

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, if any. If more space is needed in this form, please use additional sheets and attach them to this form.
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（如有）。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。
2. DSD will reply to the applicant within 14 working days upon receipt of the application. You may be asked to provide additional information to help us meet your request. The department may not be able to process your application if you do not provide sufficient information.
本署將於收到申請後 14 個工作天內回覆。你或需提供更多資料，以協助我們回應你的申請。如你未能提供足夠資料，有關部門可能無法處理你的申請。
3. Personal data provided will be retained for administrative purpose for a period of not more than four years. Thereafter, the information you provided will be disposed of.
你所提供的個人資料會被保存不多於四年作行政用途，資料保存期滿後，有關資料將會被銷毀。
4. The information provided will be used solely for purposes relating to the above application. It may be disclosed to other government departments or agencies for the above purposes.
提供的資料只會用作有關上述申請的用途。為有效處理，資料可能會交予其他政府部門或機構作進一步審批。
5. Since Shek Wu Hui Sewage Treatment Works and Yuen Long Sewage Treatment Works are currently under construction, sample collection service in this Sewage Treatment Works has been suspended, until further notice, for public safety.
由於石湖墟污水處理廠及元朗污水處理廠正進行工程，為安全起見，該污水處理廠的採樣服務暫停，直至另行通知。
6. Supply of activated sludge or other types sample to operating companies for seeding use in private sewage treatment plants is a chargeable service.
供應活性污泥或其他種類的樣本給營運公司作私人污水處理廠接種程序之用為收費服務。
7. Collecting parties should prepare own tools / instrument and collect the samples on their own or assign competent persons to collect samples under the supervision of staff of this department.
申請人須自備採樣工具或儀器，並在本署員工陪同下，自行進行樣本採集。申請人亦可指派合資格人士代為採樣。
8. For enquiries, please contact our staff at 2891 6315 or 2195 3450. 如有任何疑問，可致電 2891 6315 或 2195 3450 查詢。