

**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) values in trade effluent (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. Drainage layout (schematic) of discharges leading to sampling location(s)
4. Cross-section layout (schematic) of discharges from multi-storey building leading to sampling location(s)
5. Proposed sampling method, sampling tools, sampling device and their operating procedure (please provide photographs for illustration)
6. Proposed number of sampling days (please provide calculation in accordance to the Technical Memorandum issued under Section 13 of the Sewage Services Ordinance)
7. 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
8. Declaration of kitchen practice for restaurant and food factory (Form DSD/TES 3(e)), if applicable
9. Copies of grease trap waste disposal record (e.g. Form DSD/TES 9(e)), transaction record issued by grease trap waste treatment facility and central grease trap cleaning invoices for the previous four months if the establishment is equipped with a central grease trap
10. 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
11. Declaration of proposed cleaning frequency and date(s) for central grease trap(s) (CGT) (Form DSD/TES 4(e)), if applicable
12. Declaration of use of strainers at drainage outlets and surface channels (Form DSD/TES 5(e)), if applicable
13. Declaration of use of sponges at drainage outlets and surface channels (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.