

Ref. : HYD 4/1/10

Tel. : 2762 3304

Highways Department  
5th Floor  
Homantin Government Offices  
88 Chung Hau Street  
Homantin  
Kowloon

5 September 2003

Highways Department Technical Circular No. 7/2003

Management of Construction and Demolition (C&D) Material  
including Rock

Introduction

The purposes of this Circular are as follows:

- i) To promulgate the setting up of the Highways Department Construction and Demolition Material Vetting Committee (Vetting Committee) in accordance with ETWB Technical Circular (Works) No. 33/2002.
- ii) To provide supplementary guidelines and procedures on the management of the C&D material.

2. The term "project office(s)" used in this Circular shall include all Offices/Regions/Divisions of the Highways Department.

Effective Date

3. This Circular is to take immediate effect.

## HyD C&D Material Vetting Committee

4. The Vetting Committee has been set up to oversee the management of C&D materials in HyD projects. The membership and terms of reference of the Vetting Committee are listed in Annex A.

## C&D Material Management Procedures

### 5. C&D Material Management Plan (C&DMMP)

5.1 In accordance with para. 6 of ETWB Technical Circular (Works) No. 33/2002, project office is required to draw up a C&DMMP at the feasibility study or preliminary design stage for each project in which more than 50,000 m<sup>3</sup> of C&D material including rock (C&DR) is generated or in which the quantity of imported fill is in excess of 50,000 m<sup>3</sup>.

5.2 The quantity of C&DR generated as mentioned in para. 5.1 refers to the bulk volume of C&DR after being excavated or generated, but not the in-situ volume of the C&DR in its original undisturbed state. Furthermore, the quantity refers to the gross amount of material generated by the works without excluding the amount of material reused for the works. However, a common set of bulking factor for conversion of the undisturbed volume to bulk volume is not available and it is up to individual engineers to adopt the most appropriate bulking factors and estimation method to work out the best estimate of the quantity of C&DR.

5.3 The relevant D1 officer or above of the project office shall oversee the preparation of the C&DMMP and sign the C&DMMP upon its completion. The C&DMMP and any subsequent revisions shall be submitted to the Vetting

Committee for endorsement. Where necessary, the relevant D1 officer or above may be requested to explain or justify the information contained in the C&DMMP, and the C&DMMP may need to be revised to the satisfaction of the Vetting Committee. In the course of project delivery, the project office shall monitor the implementation of the C&DMMP and prepare half-yearly status reports for endorsement by the Vetting Committee before submission to the Public Fill Committee (PFC) in every June and December. The project office shall submit the half-yearly status report to the Secretary of the Vetting Committee by the 1st of June and December. Guidelines for preparing the C&DMMP and the half-yearly status report are shown in Appendix A and paragraph 10 of ETWB Technical Circular (Works) No. 33/2002 respectively.

5.4 In addition to the requirement as set out in para. 6 of ETWB Technical Circular (Works) No. 33/2002, the requirement for the preparation of C&DMMP and half-yearly status report shall also apply to all other projects no matter which PWP category (i.e. A, B, C or D) they belong to, or whether they are under construction. A C&DMMP shall be drawn up and half-yearly status reports submitted if it is anticipated that the projects will generate more than 50,000 m<sup>3</sup> C&DR.

5.5 For maintenance term contracts, Management, Operation and Maintenance (MOM) contracts or Public Private Partnership (PPP) contracts, a C&DMMP shall be drawn up for the whole contract if it is predicted that the works of the whole contract will generate an overall quantity of more than 50,000 m<sup>3</sup> C&DR. However, if it is not practical to predict the overall quantity of C&D material generation at an early stage for the whole contract, the alternative

is to draw up an individual C&DMMP for a particular works order which generates more than 50,000 m<sup>3</sup> C&DR.

5.6 The project office shall, within 14 days of the Employer's letter of acceptance of the tender, provide the contractor with relevant information from the C&DMMP to facilitate his preparation of the Waste Management Plan in accordance with ETWB Technical Circular (Works) No. 15/2003.

5.7 For a project initially exempted from the C&DMMP requirement, if it is anticipated that the quantity of C&DR generated will exceed 50,000 m<sup>3</sup> during the course of project delivery, the project office shall prepare and submit a C&DMMP to the Vetting Committee for endorsement and subsequently the half-yearly status reports in accordance with ETWB Technical Circular (Works) No. 33/2002 and this Circular.

## 6. Database for C&D Material

6.1 A central database on the quantity and programme of C&D material generation and fill importation will be maintained by the Vetting Committee. Project offices are required to provide input to the central database using the standard form provided by the Secretary of the Vetting Committee and keep their relevant part of the central database updated on a quarterly basis for all active projects and works orders. A new quarterly period starts in every January, April, July and October. Project offices shall submit the updated database by the first day of the last month of each reporting period to the Secretary of the Vetting Committee. The data in the last month of the reporting period will be obtained by projection.

6.2 Whilst the requirement to prepare C&DMMP and half-yearly status reports applies to projects, MOM contracts, PPP contracts, maintenance term contracts or works orders which generate more than 50,000 m<sup>3</sup> C&DR as mentioned in para. 5.1 and 5.5, the requirement for providing input to the centralized C&D material database applies to all projects, MOM contracts, maintenance term contracts or works orders once the anticipated quantity of C&DR generated or imported exceeds 30,000 m<sup>3</sup>.

6.3 In a case where, after considering all means to minimize C&D material generation and to reuse inert material generated including rock, there is still surplus material exceeding 50,000 m<sup>3</sup>, the relevant D1 officer or above of the project office shall consider whether there are other projects or contracts within his project office that can accept the material, and vice versa for a project or contract requiring imported fill. If suitable projects or contracts within his project office cannot be identified, he shall refer to the centralized C&D material database to search for suitable projects or contracts of other project offices. The project office shall make necessary arrangement to handle the C&DR and report to the Vetting Committee in his half-yearly status report.

(Original signed)

( C. K. WONG )

Director of Highways (Ag.)