

SAMPLE Quarterly Environmental Monitoring Report Template

1. INTRODUCTION

- Overall project description and objectives
- Environmental category as per ADB Safeguard Policy Statement, 2009
- Environmental category per national laws and regulations
- Project Safeguards Team

| Name | Designation/Office | Email Address | Contact Number | Roles |
|----------------|--------------------|---------------|----------------|-------|
| 1. PMU | | | | |
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| 2. Consultants | | | | |
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- Overall project progress and status
- Description and status of implementation (preliminary, detailed design, on-going construction, completed, and/or O&M stage)

| Components/List of Works | Contract Status (specify if under bidding or contract awarded) | Status of Implementation (Preliminary Design/Detailed Design/On-going Construction/Completed/O&M) ¹ | If On-going Construction | |
|--------------------------|--|--|--------------------------|--------------------------|
| | | | %Physical Progress | Expected Completion Date |
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¹ If on-going construction, include %physical progress and expected date of completion

2. COMPLIANCE STATUS WITH NATIONAL/STATE/LOCAL STATUTORY ENVIRONMENTAL REQUIREMENTS²

| Statutory Environmental Requirements ³ | Status of Compliance ⁴ | Validity if obtained | Action Required | Specific Conditions that will require environmental monitoring as per Environment Clearance, Consent/Permit to Establish ⁵ |
|---|-----------------------------------|----------------------|-----------------|---|
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3. COMPLIANCE STATUS WITH ENVIRONMENTAL LOAN COVENANTS

| No. (List schedule and paragraph number of Loan Agreement) | Covenant | Status of Compliance | Action Required |
|--|----------|----------------------|-----------------|
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4. COMPLIANCE STATUS WITH THE ENVIRONMENTAL MANAGEMENT PLAN (REFER TO EMP TABLES IN APPROVED EIA REPORT)

- Confirm submission of Contractor's EMP (CEMP) by DBO Contractor.

EIA Documentation Status

| DBO Contract Number | Final EIA Report based on Detailed Design | | | | CEMP approved by Project Director? (Yes/No) | Remarks |
|---------------------|---|---|---|--|---|---------|
| | Not yet due (detailed design not yet completed) | Submitted to ADB (Provide Date of Submission) | Disclosed on project website (Provide Link) | Final EIA report provided to DBO Contractor (Yes/No) | | |
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- For the DBO Contractor, provide name/s and contact details of contractor's EHS Manager and trained engineers on EHS, EMP and CEMP implementation.

² All statutory clearance/s, no-objection certificates, permit/s, etc. should be obtained prior to award of contract/s. Attach as appendix all clearance obtained during the reporting period. If already reported, specify in the "remarks" column.

³ Specify (environmental clearance? Permit/consent to establish? Etc.)

⁴ Specify if obtained, submitted and awaiting approval, application not yet submitted

⁵ Example: Environmental Clearance requires ambient air quality monitoring, etc.

DBO Contractor's Focal Persons for Environmental Safeguards

| DBO Contract Number and Project Name | DBO Contractor | Focal Persons (EHS Manager / Trained Engineers) | Email Address | Contact Number |
|--------------------------------------|----------------|---|---------------|----------------|
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- With reference to approved EMP/CEMP, complete the table below

Summary of Environmental Monitoring Activities (for the Reporting Period)⁶

| Impacts (List from EIA Report) | Mitigation Measures (List from EIA Report) | Parameters Monitored (As a minimum those identified in the EIA Report should be monitored) | Method of Monitoring | Location of Monitoring | Date of Monitoring Conducted | Name of Person Who Conducted the Monitoring |
|---|---|--|-------------------------|---------------------------|------------------------------------|---|
| Design Phase | | | | | | |
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| Pre-Construction Phase | | | | | | |
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| Construction Phase | | | | | | |
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| Operational Phase | | | | | | |
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⁶ Attach Laboratory Results and Sampling Map/Locations

Overall Compliance with EMP/ CEMP

| No. | DBO Contract Number and Project Name | EMP/ CEMP Part of Contract Documents (Y/N) | CEMP/ EMP Being Implemented (Y/N) | Status of Implementation (Excellent/ Satisfactory/ Partially Satisfactory/ Below Satisfactory) | Action Proposed and Additional Measures Required |
|-----|--------------------------------------|--|-----------------------------------|--|--|
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5. APPROACH AND METHODOLOGY FOR ENVIRONMENTAL MONITORING OF THE PROJECT

- Briefly describe the approach and methodology used for environmental monitoring of the project.

6. MONITORING OF ENVIRONMENTAL IMPACTS ON PROJECT SURROUNDINGS (AMBIENT AIR, WATER QUALITY AND NOISE LEVELS)

- Discuss the general condition of surroundings at the project site, with consideration of the following, whichever are applicable:
 - Confirm if any dust was noted to escape the site boundaries and identify dust suppression techniques followed for site/s.
 - Identify if muddy water is escaping site boundaries or if muddy tracks are seen on adjacent roads.
 - Identify type of erosion and sediment control measures installed on site/s, condition of erosion and sediment control measures including if these are intact following heavy rain;
 - Identify designated areas for concrete works, chemical storage, construction materials, and refueling. Attach photographs of each area in the Appendix.
 - Confirm spill kits on site and site procedure for handling emergencies.
 - Identify any chemical stored on site and provide information on storage condition. Attach photograph.
 - Describe management of stockpiles (construction materials, excavated soils, spoils, etc.). Provide photographs.
 - Describe management of solid and liquid wastes on-site (quantity generated, transport, storage and disposal). Provide photographs.
 - Provide information on barricades, signages, and on-site boards. Provide photographs in the Appendix.
 - Indicate if there are any activities being undertaken out of working hours and how that is being managed.
- Briefly discuss the basis for environmental parameters monitoring.
- Indicate type of environmental parameters to be monitored and identify the location.
- Indicate the method of monitoring and equipment used.
- Provide monitoring results and an analysis of results in relation to baseline data and statutory requirements.

As a minimum the results should be presented as per the tables below. Complete parameters should follow the recommendations in the EIA report.

Air Quality Results

| Site No. | Date of Testing | Site Location | Parameters (Recommendations of the EIA) | | | | |
|----------|-----------------|---------------|---|----------------|--------------|--------------|-------------|
| | | | PM10 µg/m3 | PM2.5 µg/m3 | SO2 µg/m3 | NO2 µg/m3 | Hg µg/m3 |
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| | | | | | | | |

Marine Water Quality Results

| Site No. | Date of Sampling | Site Location | Parameters (Recommendations of the EIA) | | | | | |
|----------|------------------|---------------|---|-----------------------|-------------|-------------|------------|------------|
| | | | pH | Conductivity µS/cm | BOD mg/L | TSS mg/L | TN mg/L | TP mg/L |
| | | | | | | | | |
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Noise Quality Results

| Site No. | Date of Testing | Site Location | LA _{eq} (dBA) (WHO Standards) | |
|----------|-----------------|---------------|--|------------|
| | | | Day Time | Night Time |
| | | | | |
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7. GRIEVANCE REDRESS MECHANISM

- Provide information on establishment of grievance redress mechanism and capacity of grievance redress committee to address project-related issues/complaints. Include as appendix Notification of the GRM.

8. COMPLAINTS RECEIVED DURING THE REPORTING PERIOD

- Provide information on number, nature, and resolution of complaints received during reporting period. Attach records as per GRM in the approved EIA report. Identify safeguards team member/s involved in the GRM process. Attach minutes of meetings (ensure English translation is provided).

9. SUMMARY OF KEY ISSUES AND REMEDIAL ACTIONS

- Summary of follow up time-bound actions to be taken within a set timeframe.

10. APPENDIXES

- Photos
- Summary of consultations
- Copies of environmental clearances and permits
- Sample of environmental site inspection report
- all supporting documents including **signed** monthly environmental site inspection reports prepared by consultants and/or contractors
- Others

SAMPLE ENVIRONMENTAL SITE INSPECTION REPORT

Project Name
Contract Number

NAME: _____ DATE: _____
TITLE: _____
LOCATION: _____

WEATHER CONDITION:

INITIAL SITE CONDITION: _____

CONCLUDING SITE CONDITION:

Satisfactory _____ Unsatisfactory _____ Incident _____ Resolved _____ Unresolved _____

INCIDENT:
Nature of incident:

Intervention Steps:

Incident Issues

Resolution

| | | |
|------------------------|-------------------|--|
| Project Activity Stage | Survey | |
| | Design | |
| | Implementation | |
| | Pre-Commissioning | |
| | Guarantee Period | |

Inspection

| | | | | |
|-------------------------------------|-------------------------|--|----|--|
| Emissions | Waste Minimization | | | |
| Air Quality | Reuse and Recycling | | | |
| Noise pollution | Dust and Litter Control | | | |
| Hazardous Substances | Trees and Vegetation | | | |
| Site Restored to Original Condition | Yes | | No | |

Signature

Sign off

Name
Position

Name
Position