Construction Industry Council (CIC)

User Guide for Smart Waste Management Tool

V4

15 April 2024

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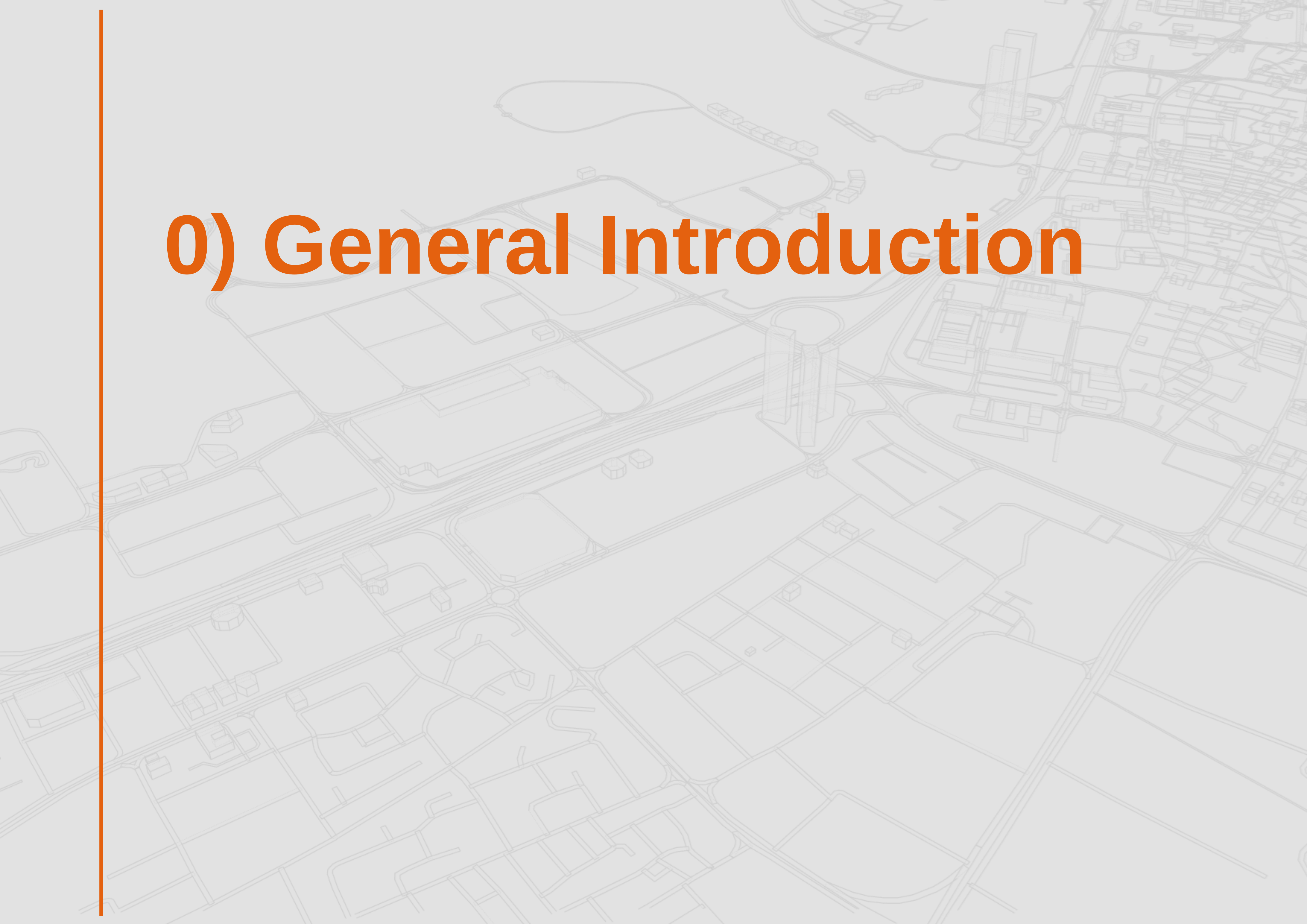
0) General Introduction



Smart Waste Management Tool

Smart Waste Management Tool
建築廢料智慧管理工具

The Smart Waste Management Tool (建築廢料智慧管理工具) is a web portal that digitalises input, analysis, validation and storage of C&D waste data on construction sites.

Daily Record Summary

- Allow client/ consultant and contractor to input, review and approve daily disposal records
- Support data validation and error detection

Waste Forecast Table

- Update waste forecast
- Suggest waste reduction strategies and tips based on forecast

Monthly Report

- Support submission to iBEAM (for BEAM+ projects)

Monthly Waste Flow Table

- Consolidate daily record to compile the monthly summary
- Support submission to iBEAM (for BEAM+ projects)

Waste Management Plan

- Provide waste management plan template
- Support submission to iBEAM (for BEAM+ projects)

Analytics & Dashboard

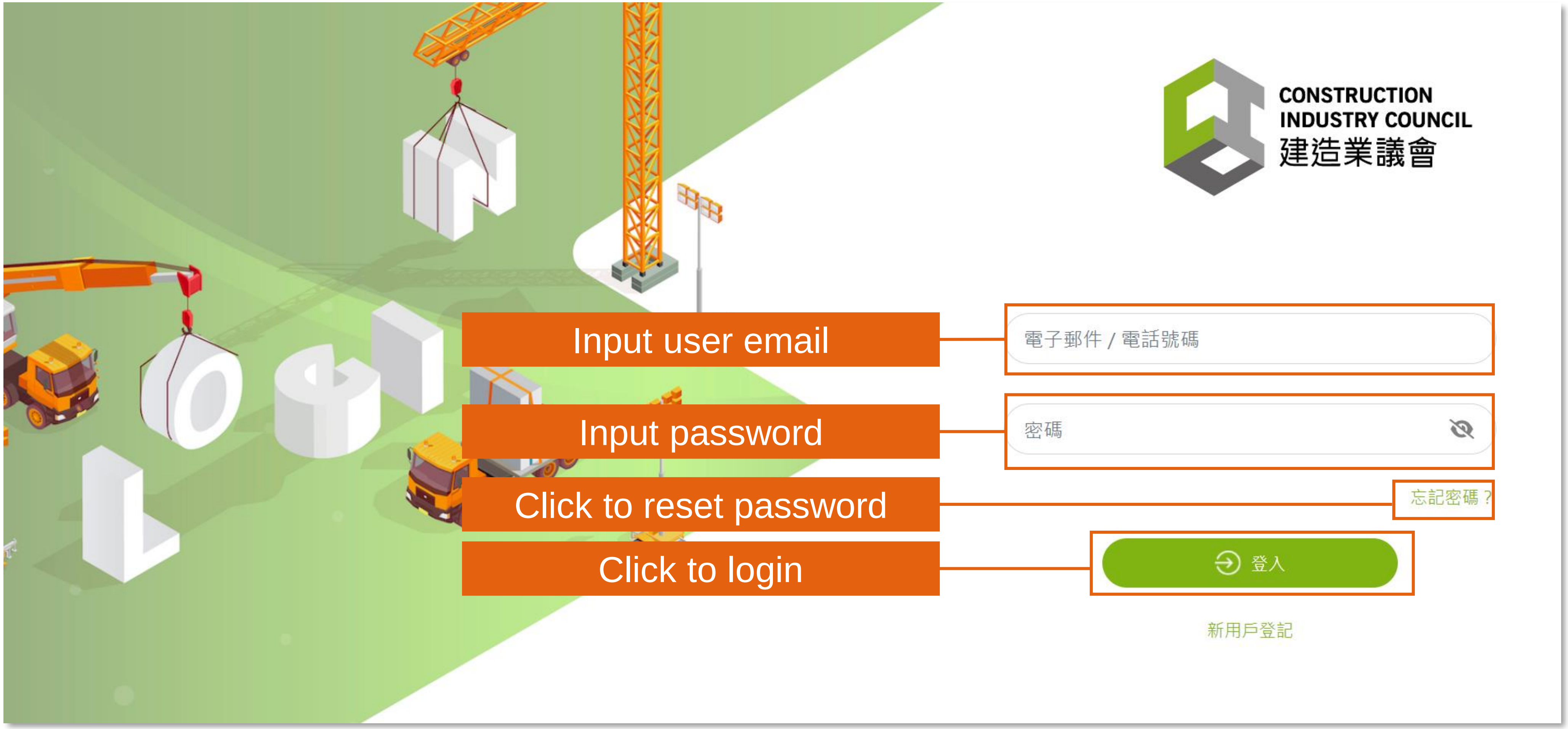
- Visualise waste disposal data for easy monitoring and tracking
- Provide industry benchmark

Tool Functions and Roles

Functional modules	Users				
	Contractors			Consultant/ Client	
	Foreman	Environmental Officer	Environmental Manager	Clerk of Works	BEAM Pro
1. Daily Record Summary	Input data and upload documents	Input data, upload documents and review	View	Review and approve	View
2. Monthly Waste Flow Table	Upload documents	Input data, upload documents and review	View	Review and approve	View and share with iBEAM
3. Waste Forecast Table	-	Input forecast table and obtain good practice tips	Review	View	View
4. Waste Management Plan	-	Download template and upload waste management plan	Review	View	View and share with iBEAM
5. Monthly Report	-	Upload monthly report	Review	View	View
6. Analytics & Dashboard	-	Analyse and benchmark	Analyse and benchmark	-	Analyse and benchmark

Serves as admin to set up project and add users to the project

Login (1/2)


CONSTRUCTION INDUSTRY COUNCIL
建造業議會
電子郵件 / 電話號碼
密碼
忘記密碼？
登入
新用戶登記

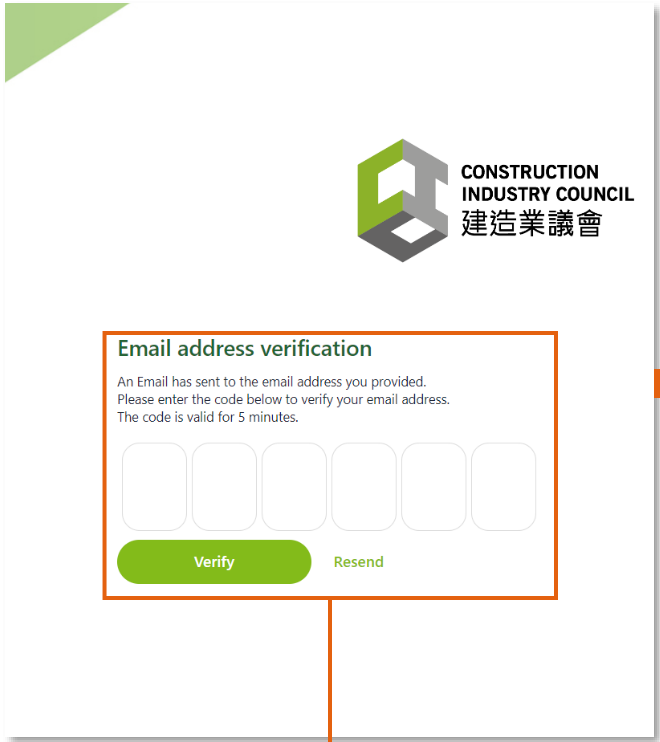
Input user email

Input password

Click to reset password

Click to login

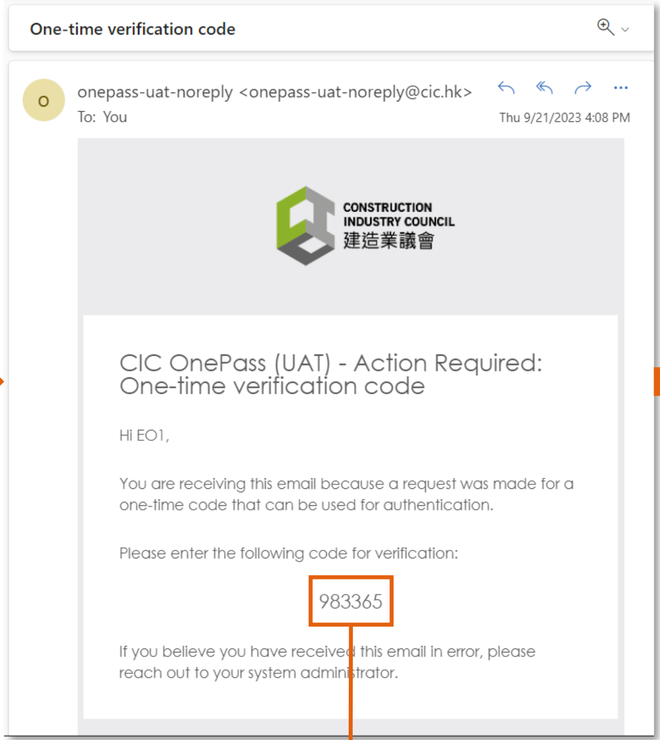
Login (2/2)



Email address verification

An Email has sent to the email address you provided.
Please enter the code below to verify your email address.
The code is valid for 5 minutes.

The tool will send a one-time password to your email mailbox



One-time verification code

onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Thu 9/21/2023 4:08 PM

CIC OnePass (UAT) - Action Required: One-time verification code

Hi EO1,

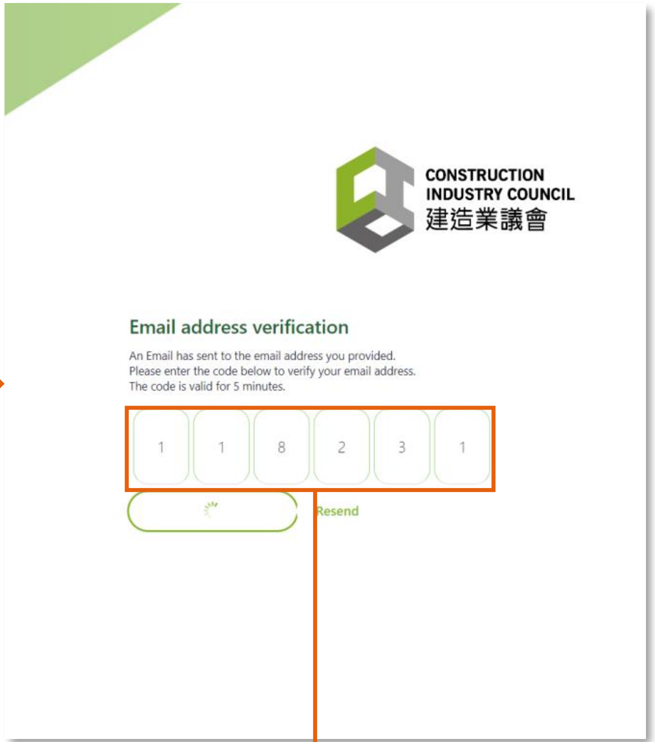
You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

983365

If you believe you have received this email in error, please reach out to your system administrator.

Login to your email mailbox and copy the one-time password



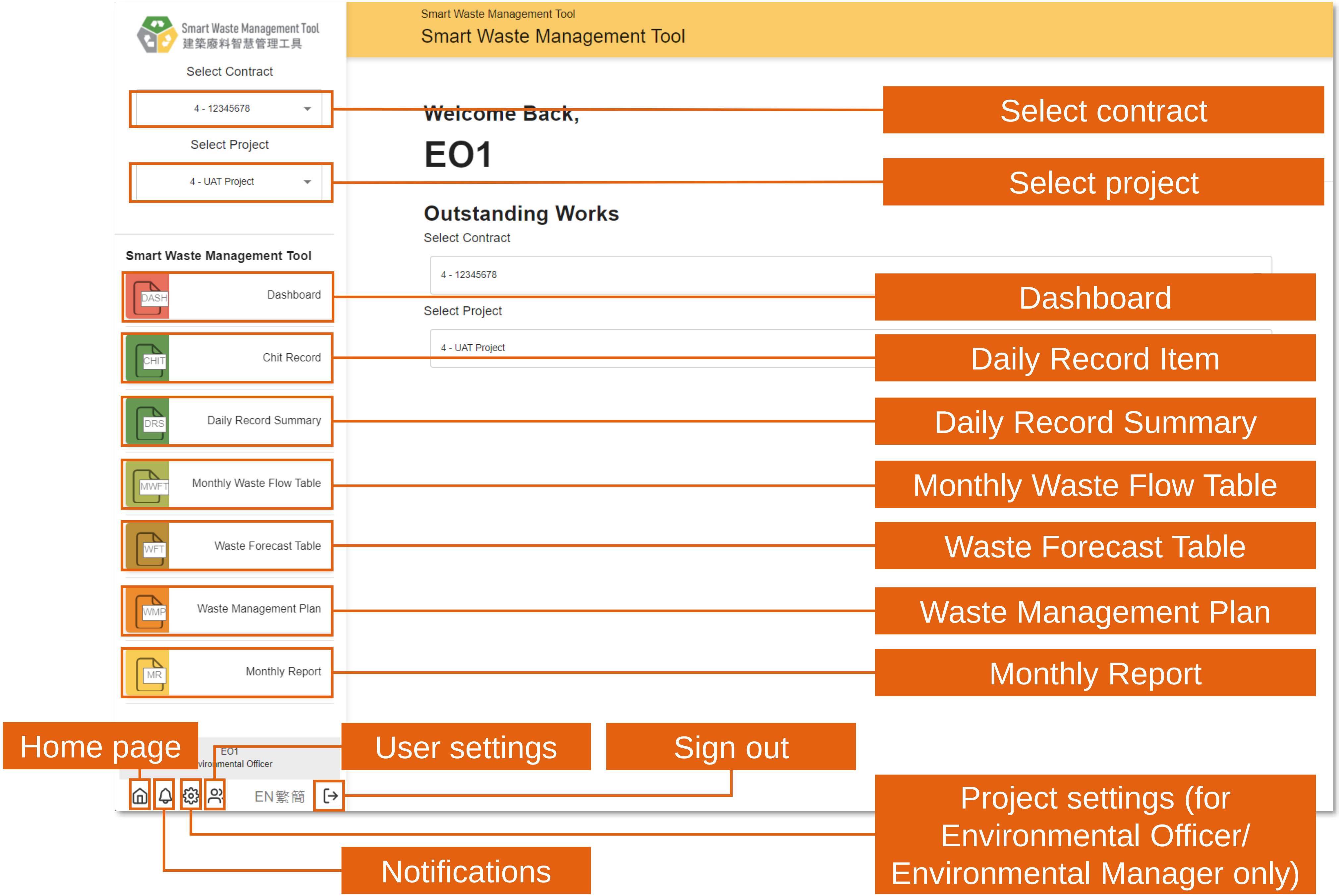
Email address verification

An Email has sent to the email address you provided.
Please enter the code below to verify your email address.
The code is valid for 5 minutes.

1 1 8 2 3 1

Insert the one-time password, the tool will redirect to the home page

Navigation (1/2)


Smart Waste Management Tool
建築廢料智慧管理工具
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
EN 繁 簡

Smart Waste Management Tool

Smart Waste Management Tool

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Welcome Back,

EO1

Outstanding Works

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

EO1
vironmental Officer

Select contract

Select project

Dashboard

Daily Record Item

Daily Record Summary

Monthly Waste Flow Table

Waste Forecast Table

Waste Management Plan

Monthly Report

Home page

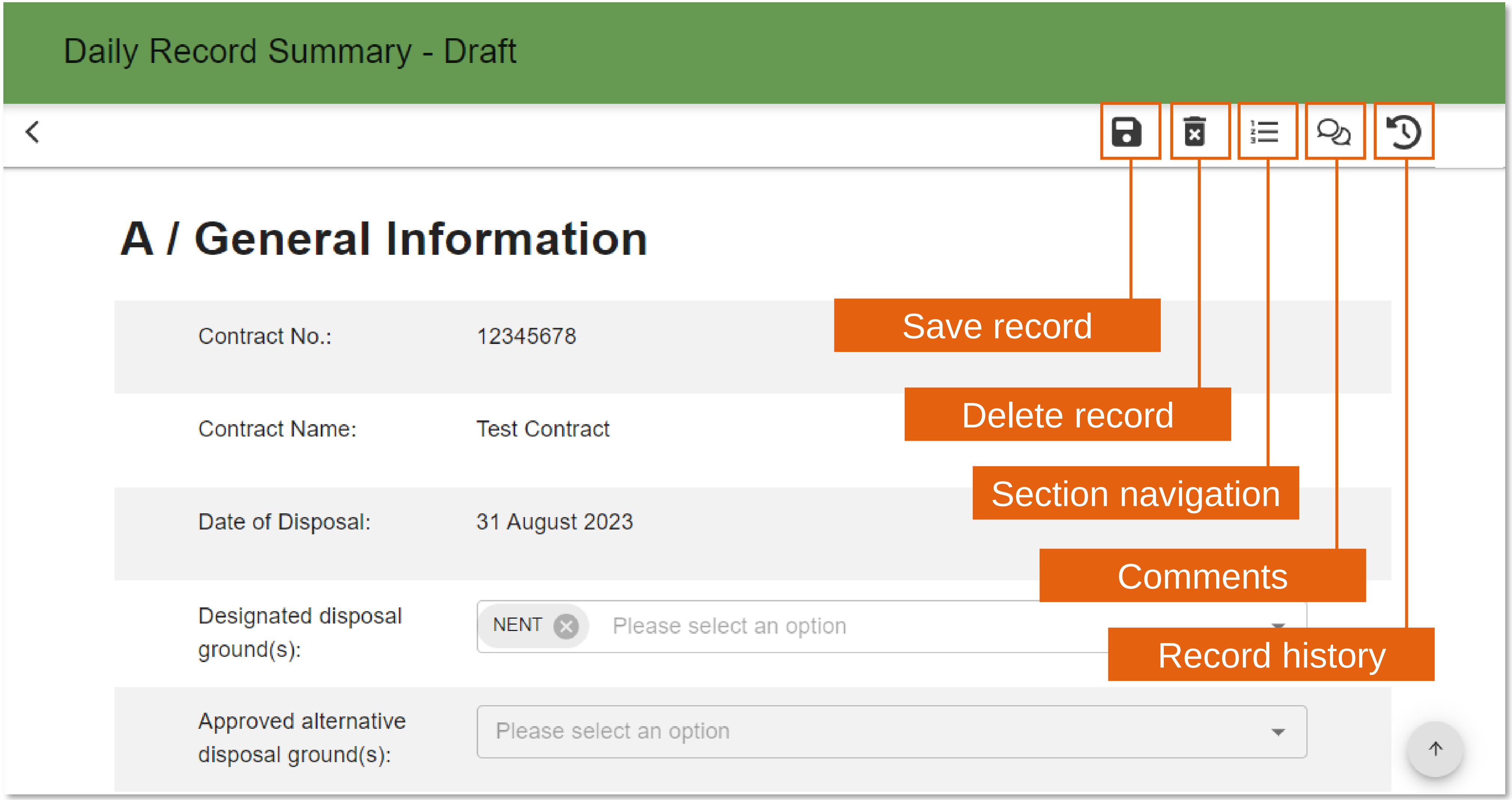
User settings

Sign out

Notifications

Project settings (for Environmental Officer/ Environmental Manager only)

Navigation (2/2)



Daily Record Summary - Draft

A / General Information

Contract No.: 12345678

Contract Name: Test Contract

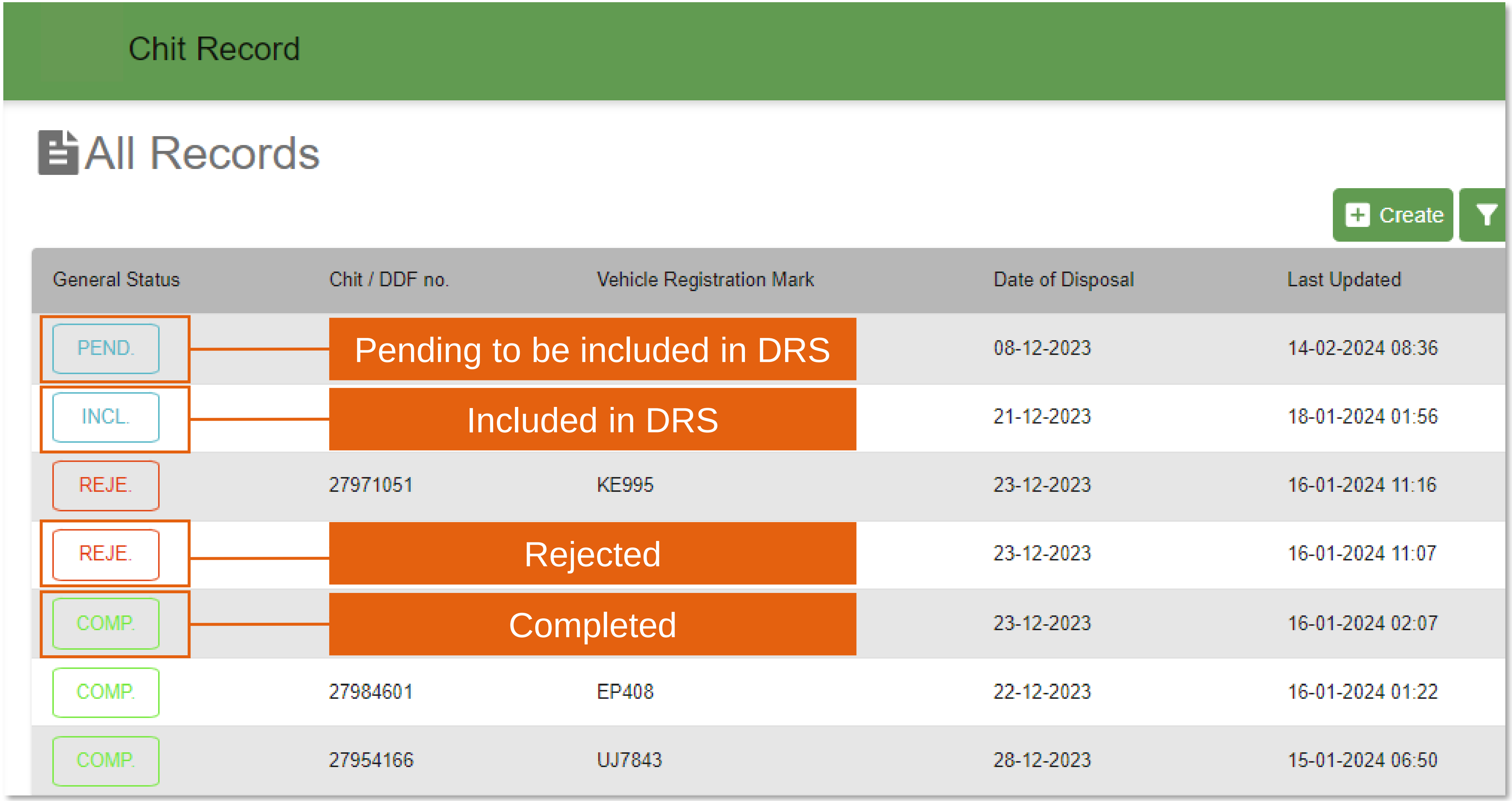
Date of Disposal: 31 August 2023

Designated disposal ground(s): NENT

Approved alternative disposal ground(s): Please select an option

Please select an option
Save record
Delete record
Section navigation
Comments
Record history

Record Status (Chit Record)



General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.			08-12-2023	14-02-2024 08:36
INCL.			21-12-2023	18-01-2024 01:56
REJE.	27971051	KE995	23-12-2023	16-01-2024 11:16
REJE.			23-12-2023	16-01-2024 11:07
COMP.			23-12-2023	16-01-2024 02:07
COMP.	27984601	EP408	22-12-2023	16-01-2024 01:22
COMP.	27954166	UJ7843	28-12-2023	15-01-2024 06:50

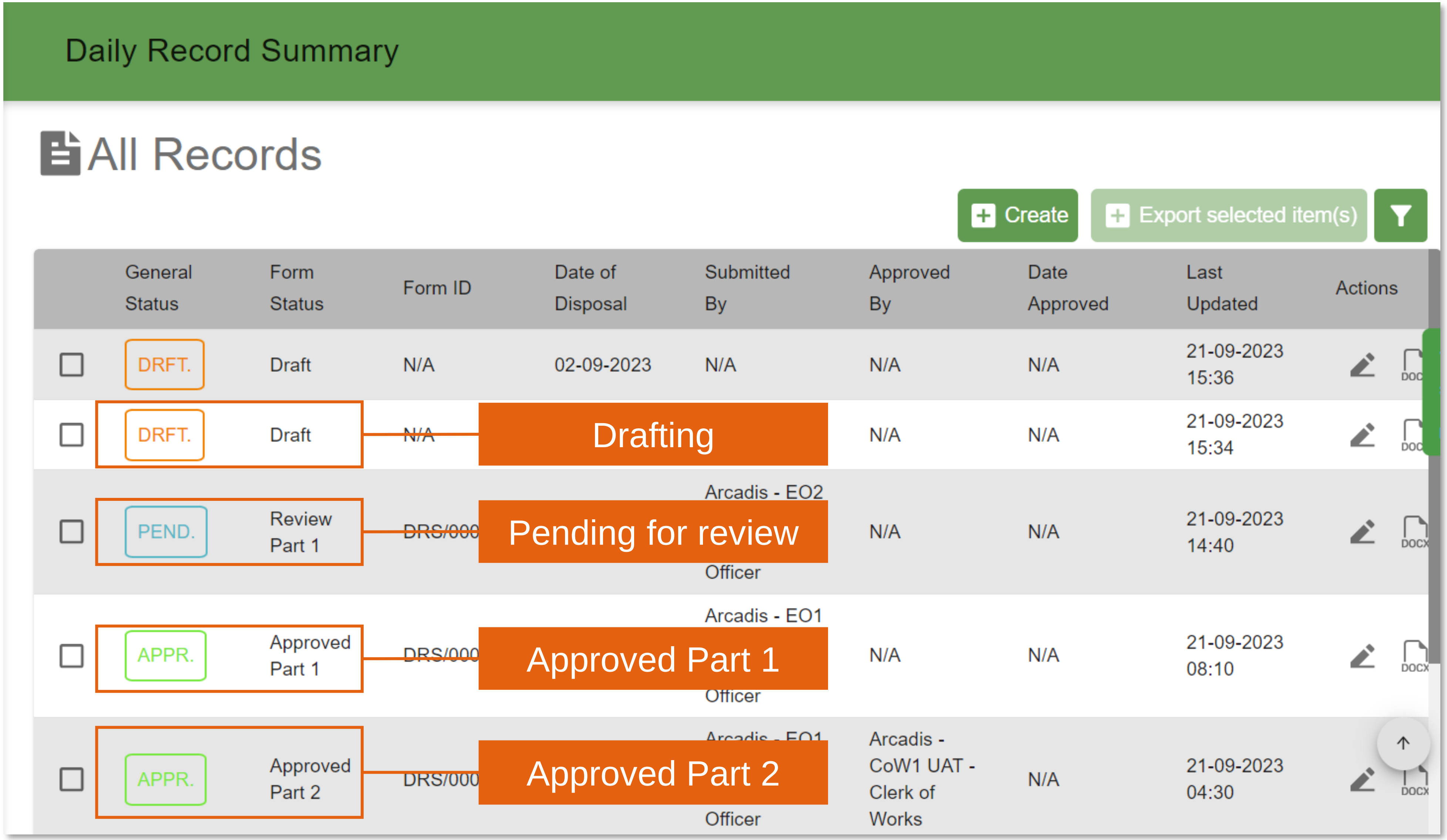
Pending to be included in DRS

Included in DRS

Rejected

Completed

Record Status (Daily Record System)



Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	DOC
☐	DRFT.	Draft	N/A			N/A	N/A	21-09-2023 15:34	DOC
☐	PEND.	Review Part 1	DRS/000		Arcadis - EO2 Officer	N/A	N/A	21-09-2023 14:40	DOCX
☐	APPR.	Approved Part 1	DRS/000		Arcadis - EO1 Officer	N/A	N/A	21-09-2023 08:10	DOCX
☐	APPR.	Approved Part 2	DRS/000		Arcadis - EO1 Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX

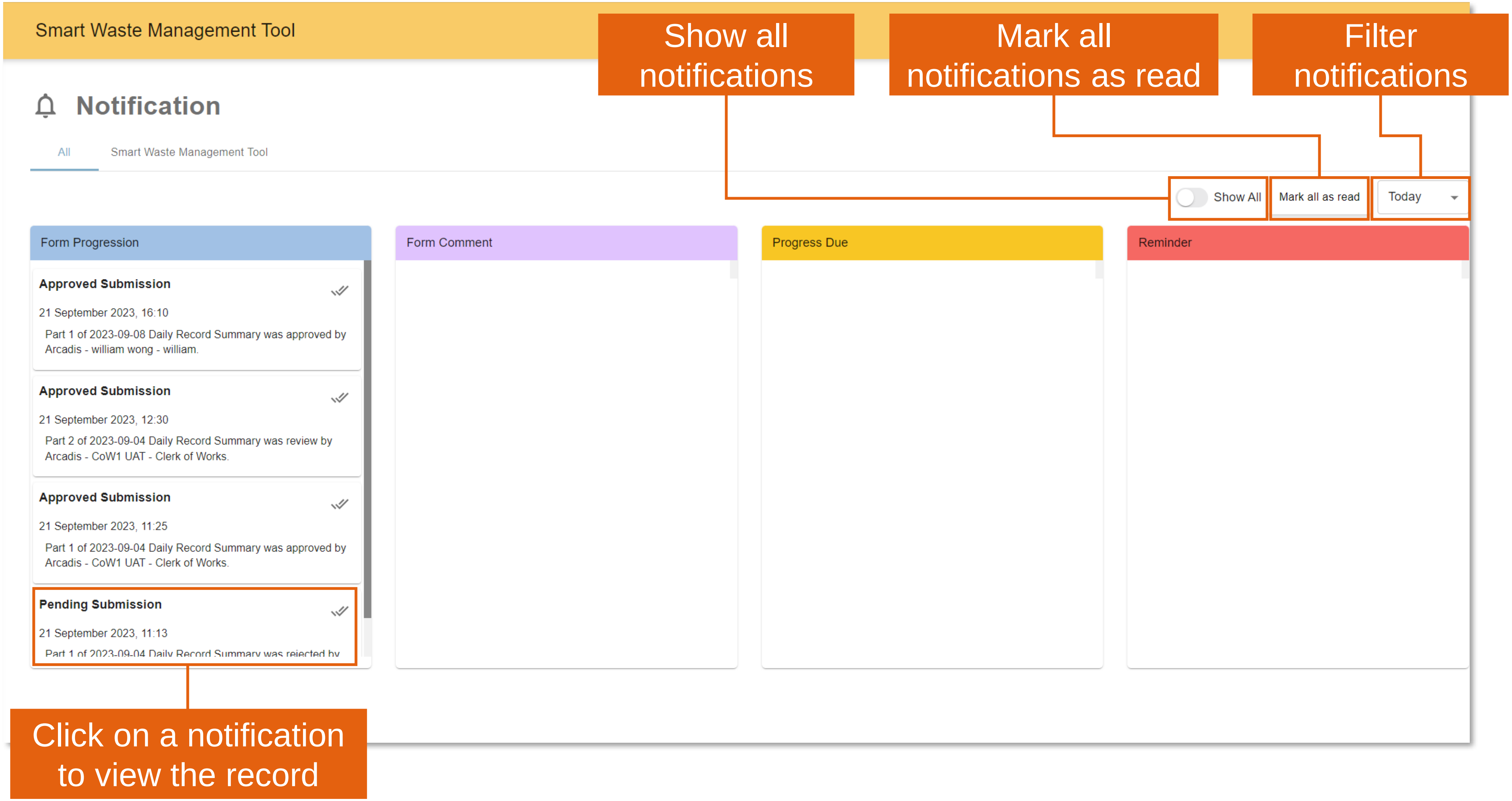
Drafting

Pending for review

Approved Part 1

Approved Part 2

Notifications



Show all notifications

Mark all notifications as read

Filter notifications

Click on a notification to view the record

Smart Waste Management Tool
Notification
All
Smart Waste Management Tool
Show All
Mark all as read
Today
Form Progression
Form Comment
Progress Due
Reminder

Approved Submission

21 September 2023, 16:10

Part 1 of 2023-09-08 Daily Record Summary was approved by Arcadis - william wong - william.

Approved Submission

21 September 2023, 12:30

Part 2 of 2023-09-04 Daily Record Summary was review by Arcadis - CoW1 UAT - Clerk of Works.

Approved Submission

21 September 2023, 11:25

Part 1 of 2023-09-04 Daily Record Summary was approved by Arcadis - CoW1 UAT - Clerk of Works.

Pending Submission

21 September 2023, 11:13

Part 1 of 2023-09-04 Daily Record Summary was rejected by

1) Project and User Set-up

1.1 Project Application
1.2 Account Activation
1.3 Invite Users to Organisation
1.4 Create Project
1.5 Invite Users to Project
1.6 Remove Users from Project

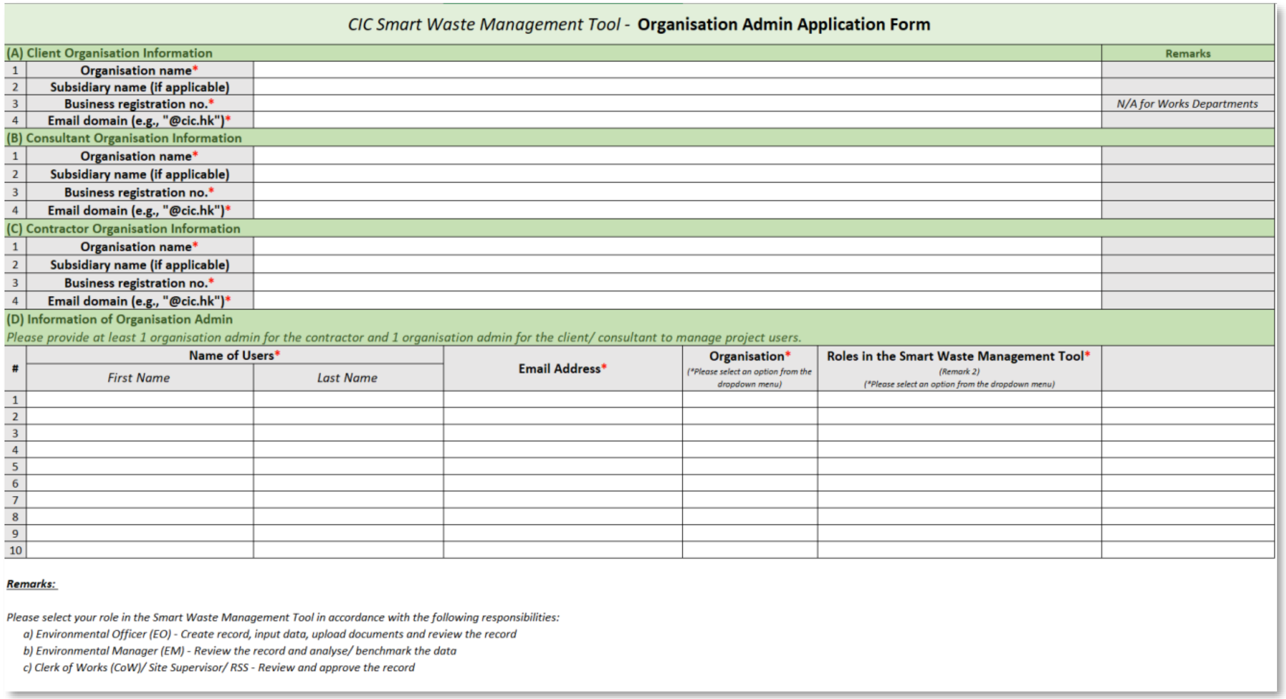
Fill in and Submit Application Form (1.1)

Organisation Admin

Step 1: Fill in the application form according to the instructions

Step 2: Submit the application form to smartwaste@cic.hk for review and approval

Step 3: Once the application is approved, an email will be sent to your mailbox to activate your account. Refer to the next page to activate your account



CIC Smart Waste Management Tool - **Organisation Admin Application Form**

(A) Client Organisation Information			**Remarks**
1	**Organisation name***		
2	**Subsidiary name (if applicable)**		
3	**Business registration no.***		*N/A for Works Departments*
4	**Email domain (e.g., "@cic.hk")***		
(B) Consultant Organisation Information			
1	**Organisation name***		
2	**Subsidiary name (if applicable)**		
3	**Business registration no.***		
4	**Email domain (e.g., "@cic.hk")***		
(C) Contractor Organisation Information			
1	**Organisation name***		
2	**Subsidiary name (if applicable)**		
3	**Business registration no.***		
4	**Email domain (e.g., "@cic.hk")***		

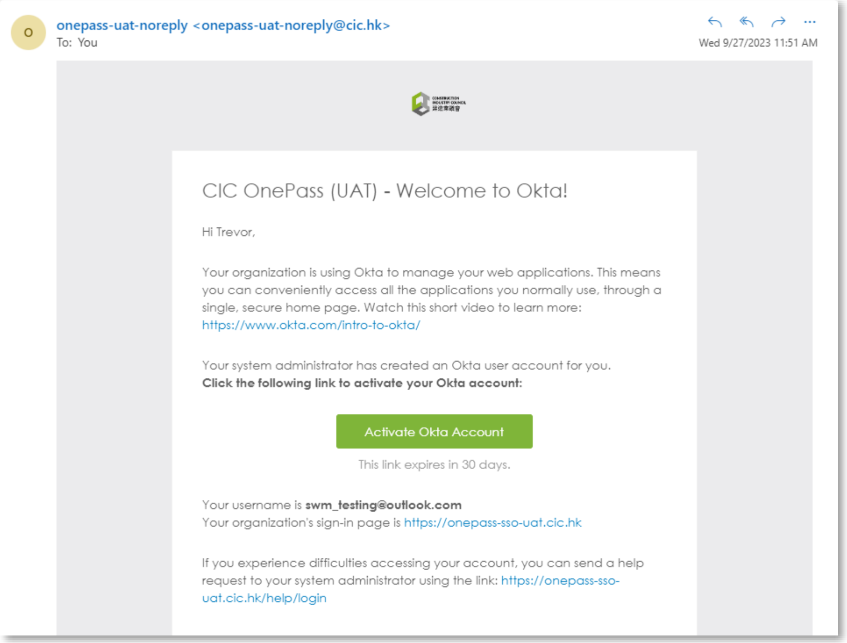
(D) Information of Organisation Admin

Please provide at least 1 organisation admin for the contractor and 1 organisation admin for the client/ consultant to manage project users.

#	**Name of Users***		**Email Address***	**Organisation*** *(*Please select an option from the dropdown menu)*	**Roles in the Smart Waste Management Tool*** *(Remark 2)* *(*Please select an option from the dropdown menu)*	
	First Name	*Last Name*				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Please select your role in the Smart Waste Management Tool in accordance with the following responsibilities:
a) Environmental Officer (EO) - Create record, input data, upload documents and review the record
b) Environmental Manager (EM) - Review the record and analyse/ benchmark the data
c) Clerk of Works (CoW)/ Site Supervisor/ RSS - Review and approve the record



onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Wed 9/27/2023 11:51 AM

CIC OnePass (UAT) - Welcome to Okta!

Hi Trevor,

Your organization is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: https://www.okta.com/intro-to-okta/

Your system administrator has created an Okta user account for you.
Click the following link to activate your Okta account:

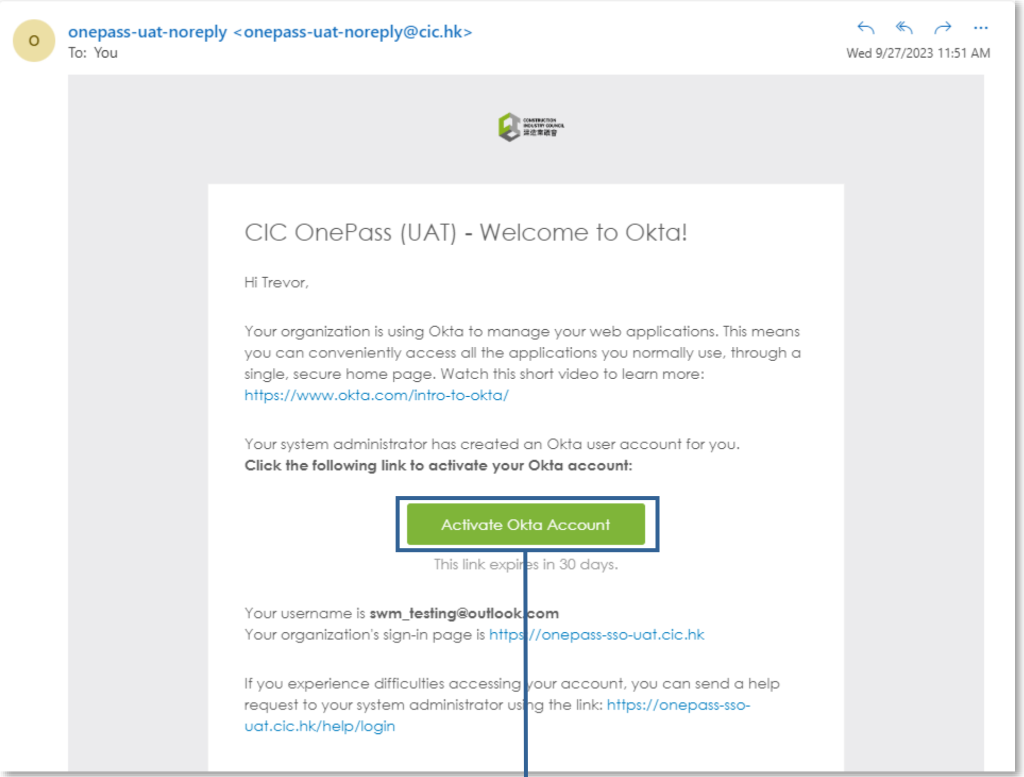
This link expires in 30 days.

Your username is **swm_testing@outlook.com**
Your organization's sign-in page is https://onepass-sso-uat.cic.hk

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: https://onepass-sso-uat.cic.hk/help/login

Activate Account (1.2.1)

All Users



onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Wed 9/27/2023 11:51 AM

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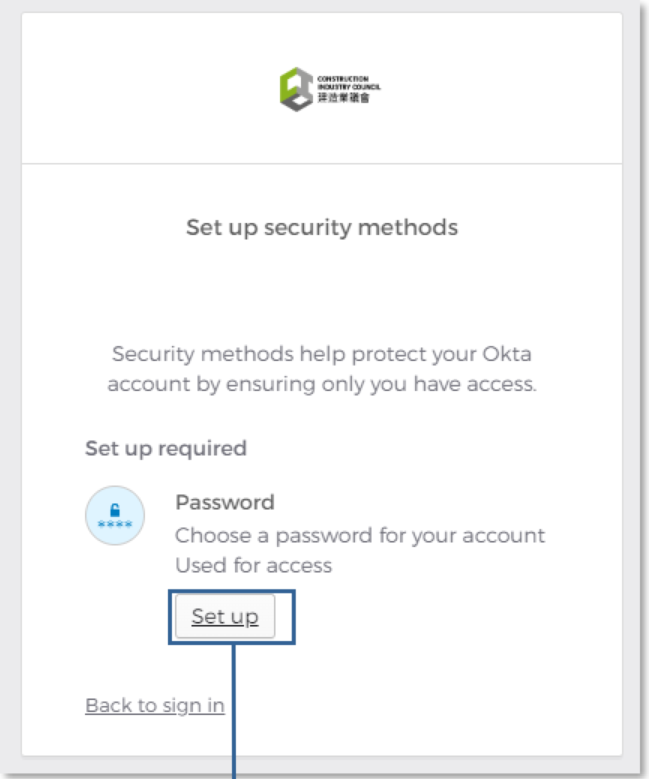


Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

Set up required

Password
Choose a password for your account
Used for access

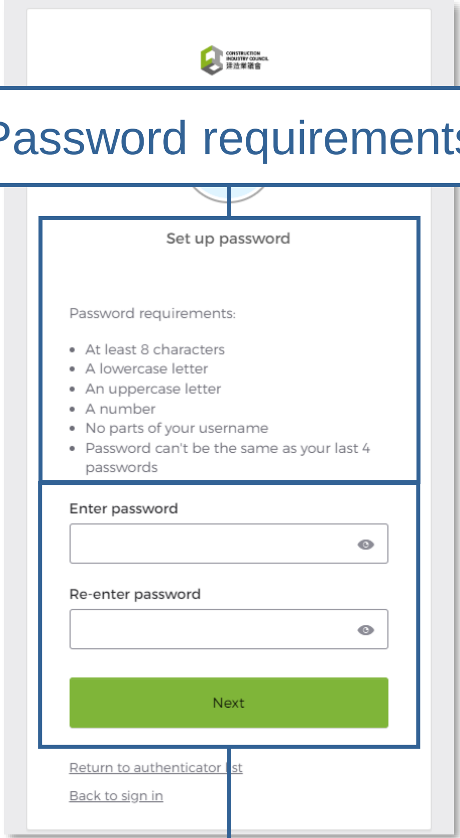
Step 1: After receiving the activation email, click "Activate Account"

Step 2: Click to set up your account password

Activate Account (1.2.2)

All Users

Password requirements



Set up password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 4 passwords

Enter password

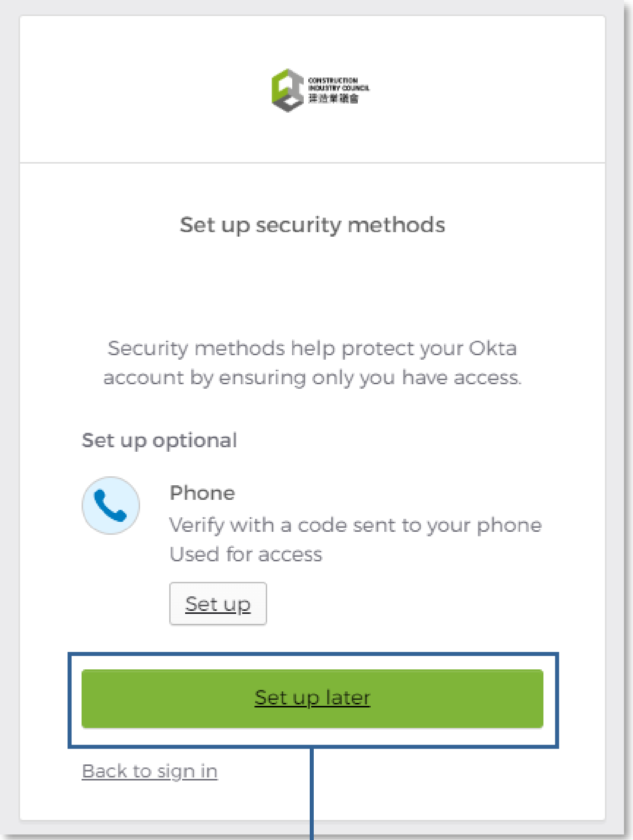
Re-enter password

Next

Return to authenticator list

Back to sign in

Step 3: Enter your password and re-enter your password, then click “Next”



Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

Set up optional

Phone

Verify with a code sent to your phone

Used for access

Set up

Set up later

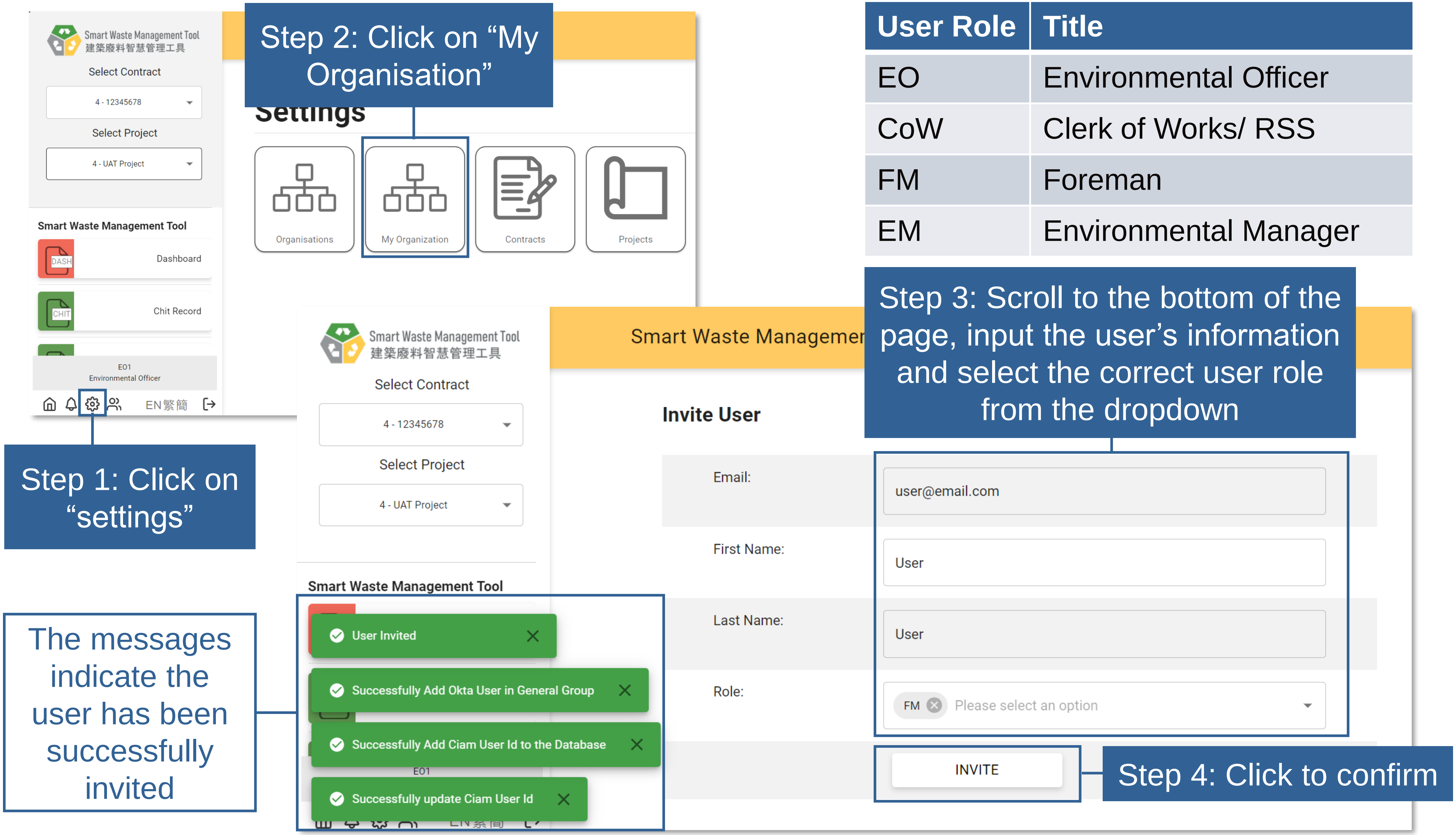
Back to sign in

Step 4: Click to continue, the activation process is complete. Please use this link to login

Invite Users to Organisation (1.3)

Organisation Admin

User Role	Title
EO	Environmental Officer
CoW	Clerk of Works/ RSS
FM	Foreman
EM	Environmental Manager


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
EO1
Environmental Officer
EN繁簡
Settings
Organisations
My Organization
Contracts
Projects
Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
EO1
Smart Waste Managemen
INVITE

Step 1: Click on “settings”

Step 2: Click on “My Organisation”

Step 3: Scroll to the bottom of the page, input the user’s information and select the correct user role from the dropdown

Invite User

Email: user@email.com

First Name: User

Last Name: User

Role: FM Please select an option

Step 4: Click to confirm

The messages indicate the user has been successfully invited

User Invited

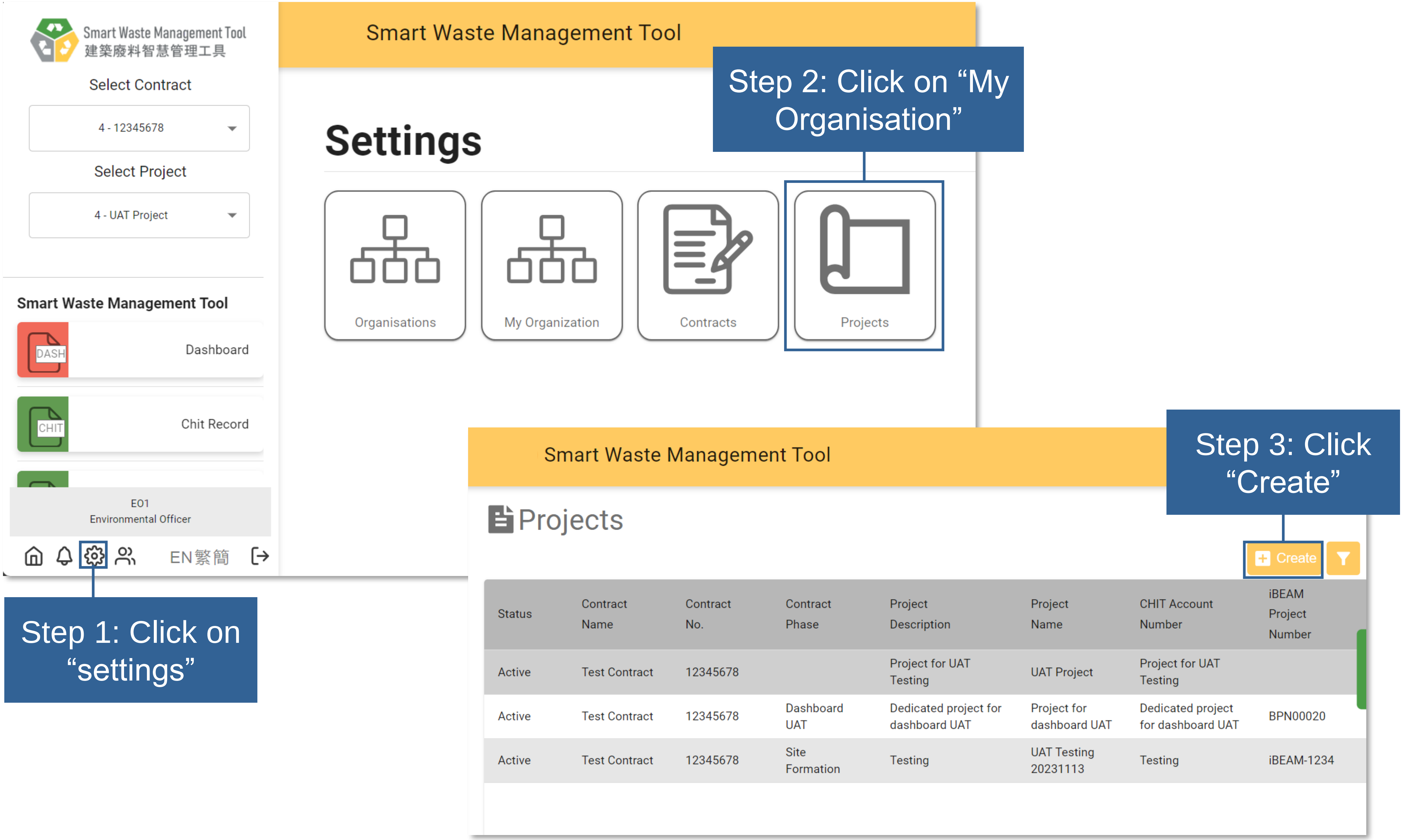
Successfully Add Okta User in General Group

Successfully Add Ciam User Id to the Database

Successfully update Ciam User Id

Create Project (1.4.1)

EO/EM


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
E01
Environmental Officer
EN繁簡
Smart Waste Management Tool
Settings
Organisations
My Organization
Contracts
Projects
Smart Waste Management Tool
Projects
Create

Step 1: Click on “settings”

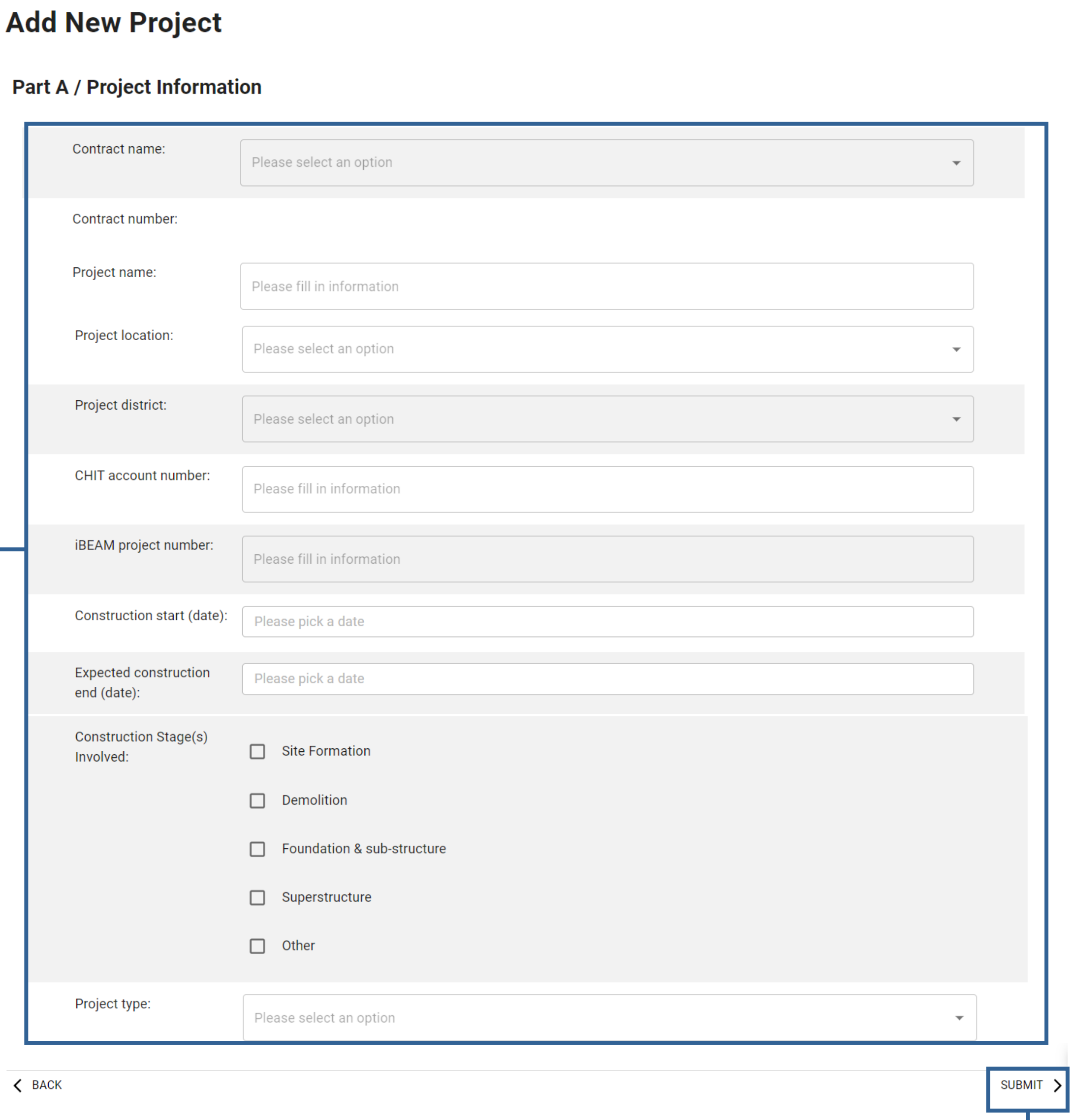
Step 2: Click on “My Organisation”

Step 3: Click “Create”

Status	Contract Name	Contract No.	Contract Phase	Project Description	Project Name	CHIT Account Number	iBEAM Project Number
Active	Test Contract	12345678		Project for UAT Testing	UAT Project	Project for UAT Testing	
Active	Test Contract	12345678	Dashboard UAT	Dedicated project for dashboard UAT	Project for dashboard UAT	Dedicated project for dashboard UAT	BPN00020
Active	Test Contract	12345678	Site Formation	Testing	UAT Testing 20231113	Testing	iBEAM-1234

Create Project (1.4.2)

EO/EM



Add New Project

Part A / Project Information

Contract name: Please select an option

Contract number:

Project name: Please fill in information

Project location: Please select an option

Project district: Please select an option

CHIT account number: Please fill in information

iBEAM project number: Please fill in information

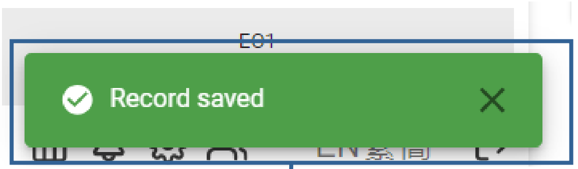
Construction start (date): Please pick a date

Expected construction end (date): Please pick a date

Construction Stage(s) Involved:
- ☐ Site Formation
- ☐ Demolition
- ☐ Foundation & sub-structure
- ☐ Superstructure
- ☐ Other

Project type: Please select an option

Step 4: Input all fields accordingly, the fields indicated on the right are compulsory



Record saved

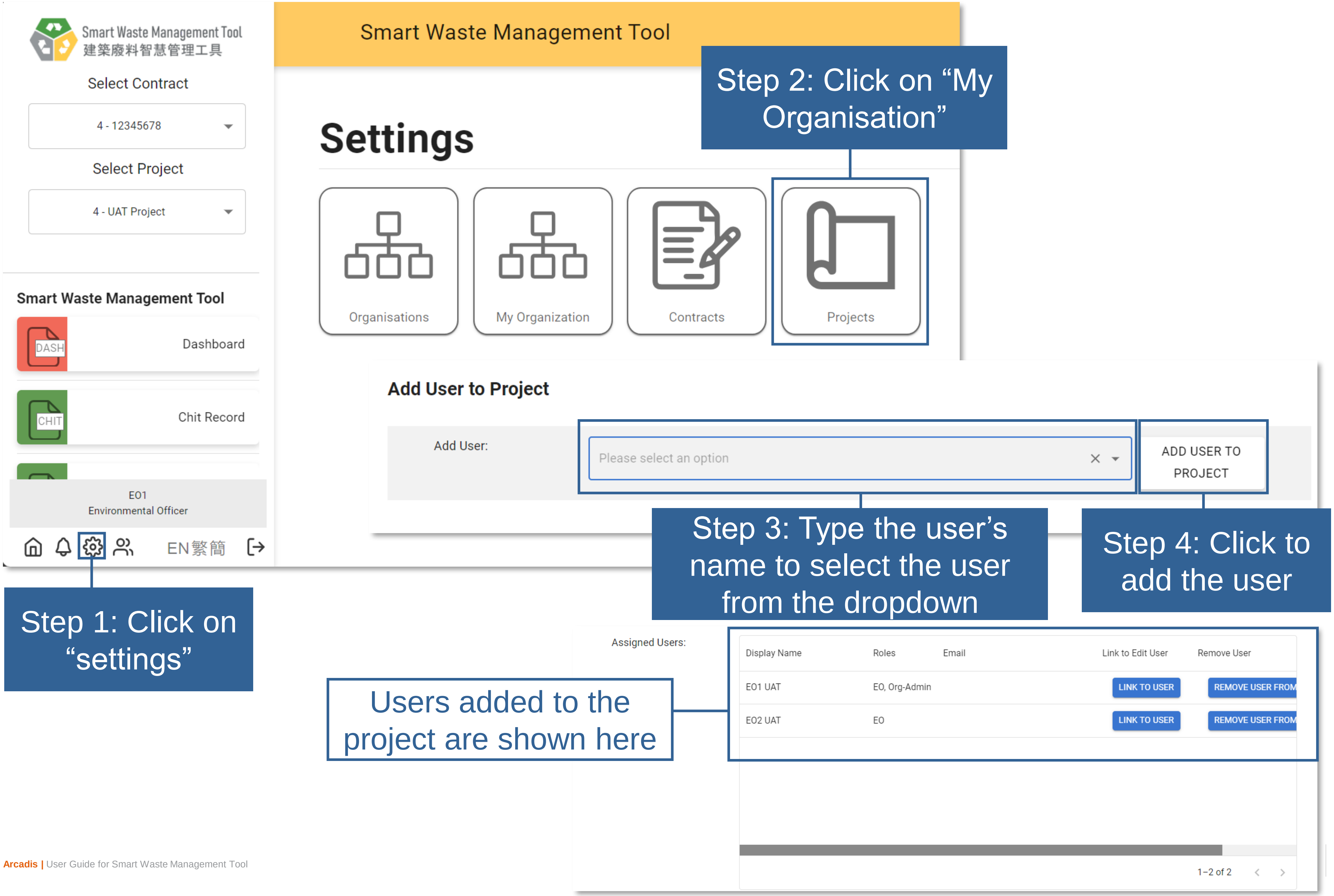
The project has been created

If project information has to be edited after project creation, please contract support

Step 5: Click to create the project

Add Users to Project (1.5)

EO/EM


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
EO1
Environmental Officer
EN繁簡
Smart Waste Management Tool
Settings
Organisations
My Organization
Contracts
Projects
Add User to Project
Add User:
Please select an option
ADD USER TO PROJECT
Assigned Users:
1–2 of 2

Display Name	Roles	Email	Link to Edit User	Remove User
EO1 UAT	EO, Org-Admin		LINK TO USER	REMOVE USER FROM
EO2 UAT	EO		LINK TO USER	REMOVE USER FROM

Step 1: Click on “settings”

Step 2: Click on “My Organisation”

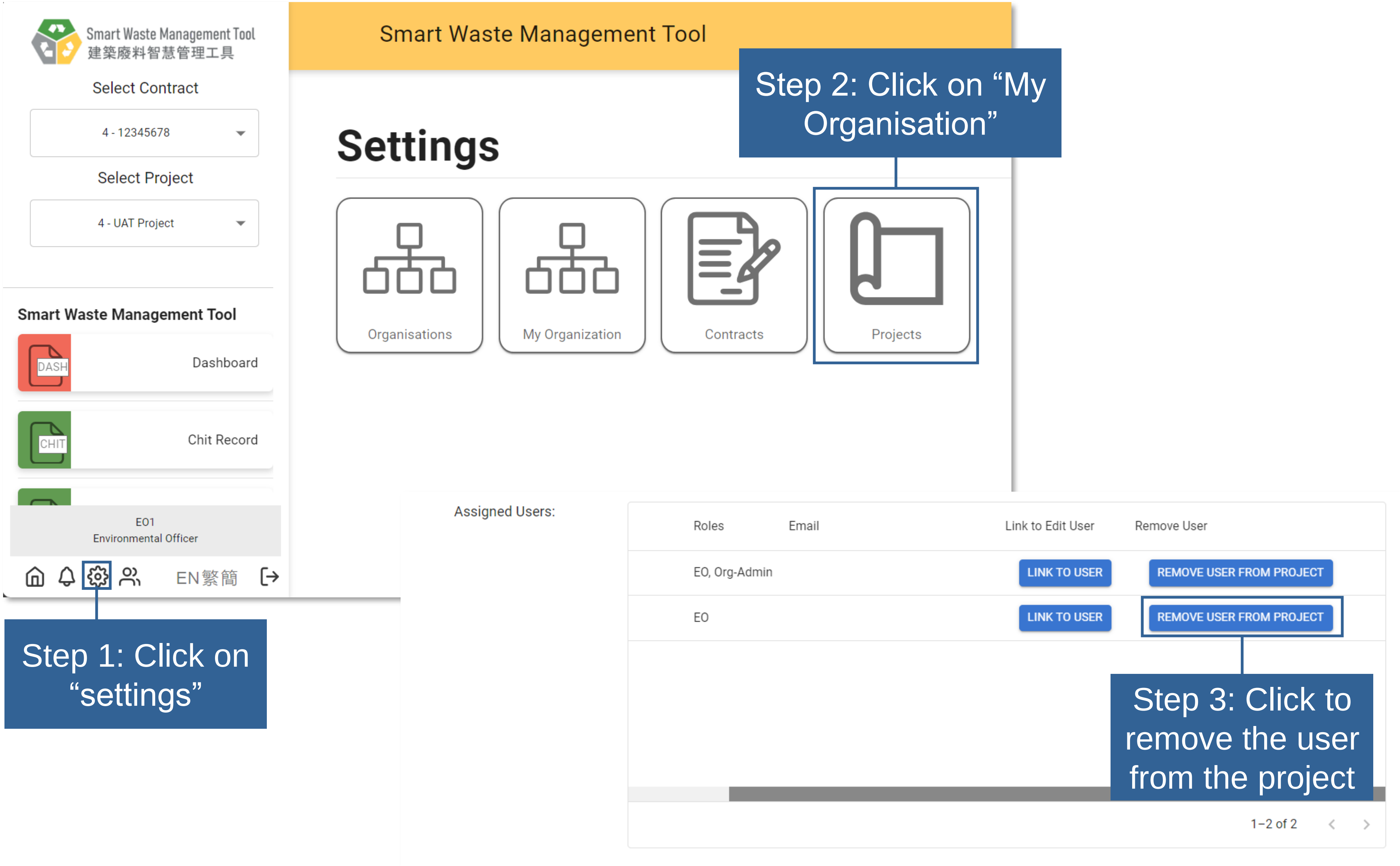
Step 3: Type the user’s name to select the user from the dropdown

Step 4: Click to add the user

Users added to the project are shown here

Delete Users from Project (1.6)

EO/EM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Smart Waste Management Tool
Settings
Organisations
My Organization
Contracts
Projects
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
EN繁簡
LINK TO USER
REMOVE USER FROM PROJECT
LINK TO USER
REMOVE USER FROM PROJECT
1–2 of 2

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

E01
Environmental Officer

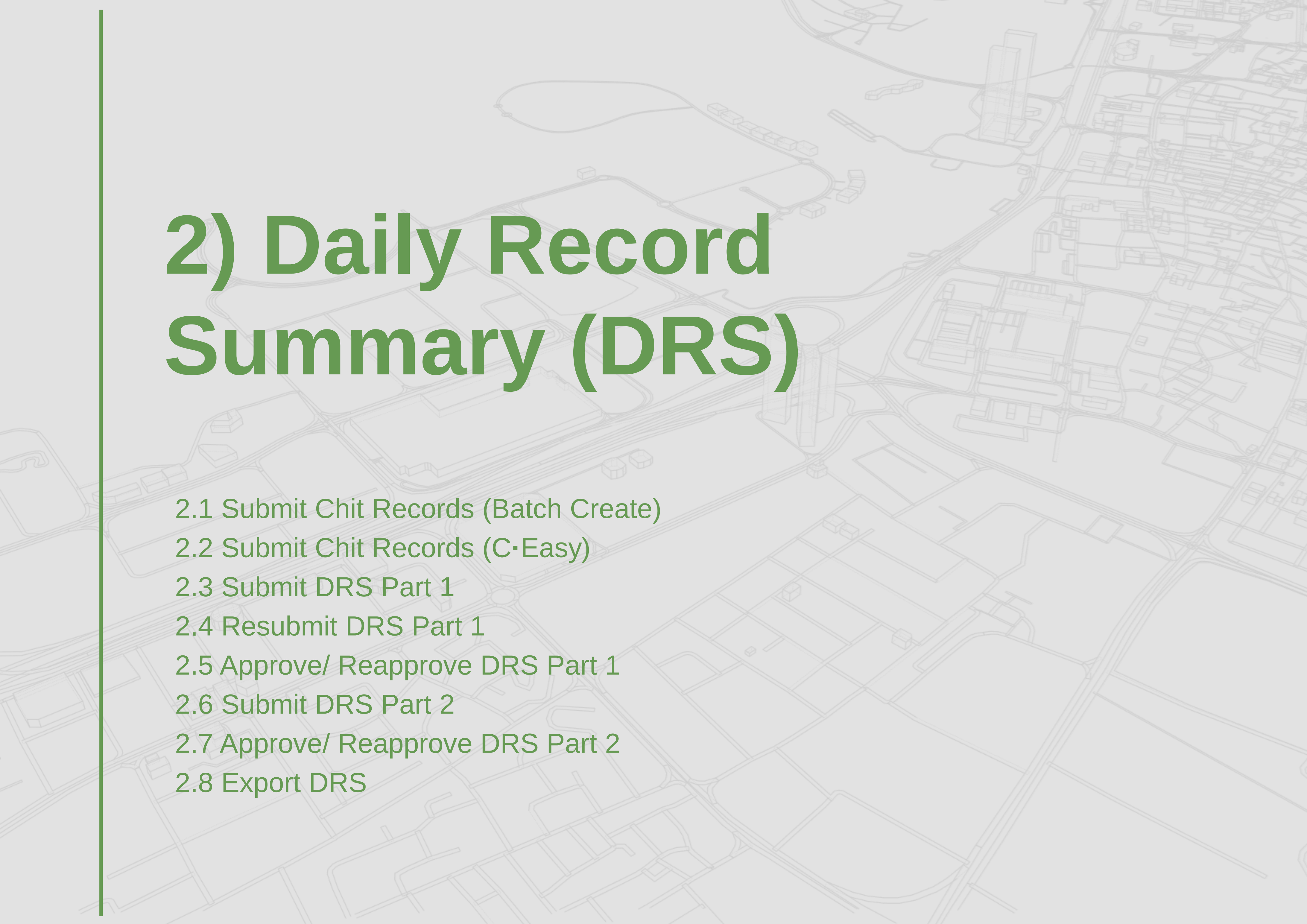
Assigned Users:

Roles	Email	Link to Edit User	Remove User
EO, Org-Admin		LINK TO USER	REMOVE USER FROM PROJECT
EO		LINK TO USER	REMOVE USER FROM PROJECT

Step 1: Click on “settings”

Step 2: Click on “My Organisation”

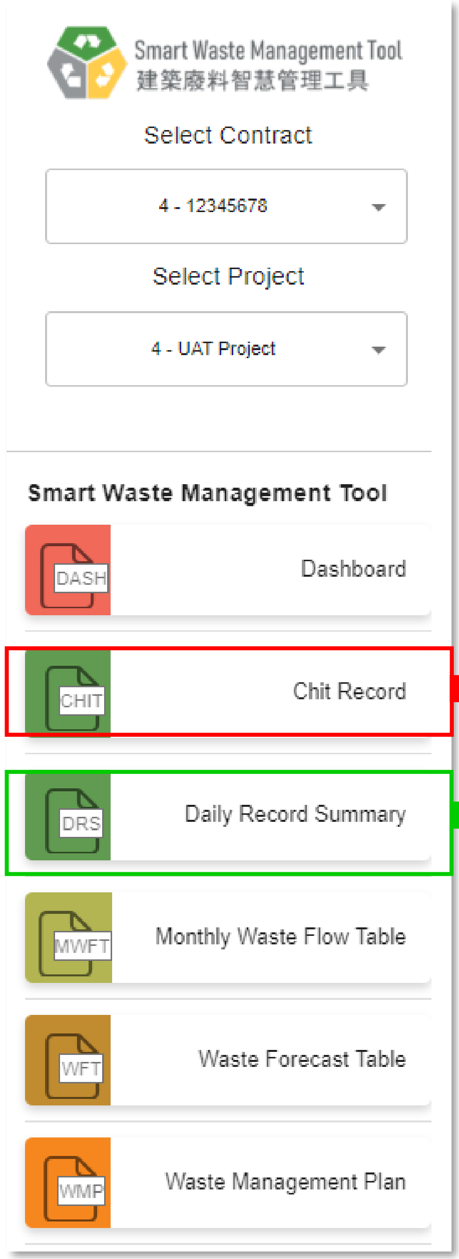
Step 3: Click to remove the user from the project



2) Daily Record Summary (DRS)

2.1 Submit Chit Records (Batch Create)
2.2 Submit Chit Records (C·Easy)
2.3 Submit DRS Part 1
2.4 Resubmit DRS Part 1
2.5 Approve/ Reapprove DRS Part 1
2.6 Submit DRS Part 2
2.7 Approve/ Reapprove DRS Part 2
2.8 Export DRS

Steps to prepare a DRS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Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool
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Dashboard
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Chit Record
DRS
Daily Record Summary
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Monthly Waste Flow Table
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Waste Forecast Table
WMP
Waste Management Plan

For input of Chit tickets

For consolidating all Chits for the date of disposal

Go to “Chit Record”

Input Chit tickets for e.g., 01-01-2023

Go to “Daily Record Summary”

Create DRS for 01-01-2023

Chit records will automatically appear in this DRS – Part 1

Submit Part 1 for approval

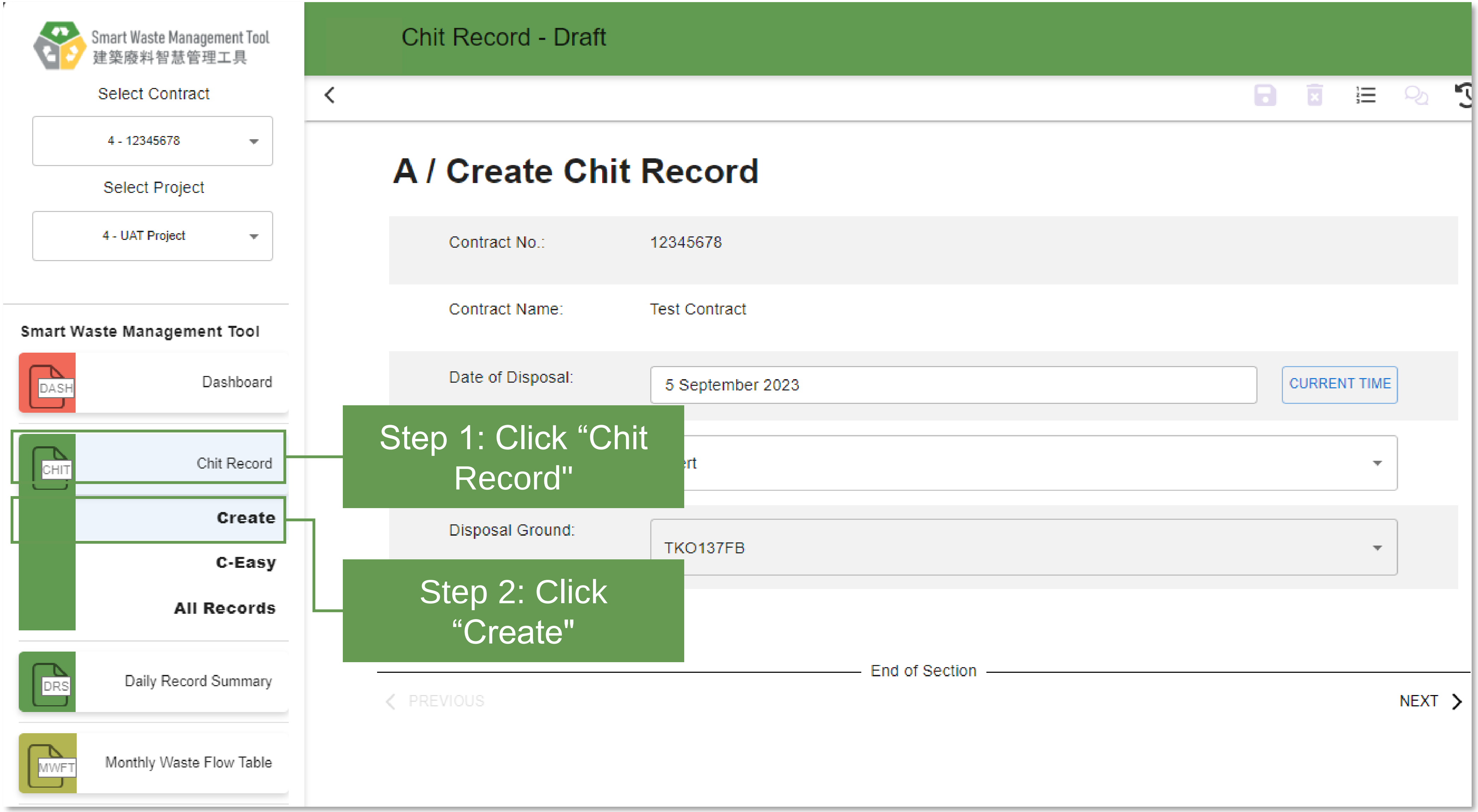
(When EPD transaction records are available) Open DRS for 01-01-2023 again

Click to autofill DRS Part 2

Submit Part 2 for approval

Submit Chit Records (Batch Create) (2.1.1)

Foreman / Environmental Officer



Smart Waste Management Tool
建築廢料智慧管理工具

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool

DASH
Dashboard
CHIT
Chit Record
Create
C-Easy
All Records
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Chit Record - Draft
CURRENT TIME
PREVIOUS
NEXT

A / Create Chit Record

Contract No.: 12345678

Contract Name: Test Contract

Date of Disposal: 5 September 2023

Disposal Ground: TKO137FB

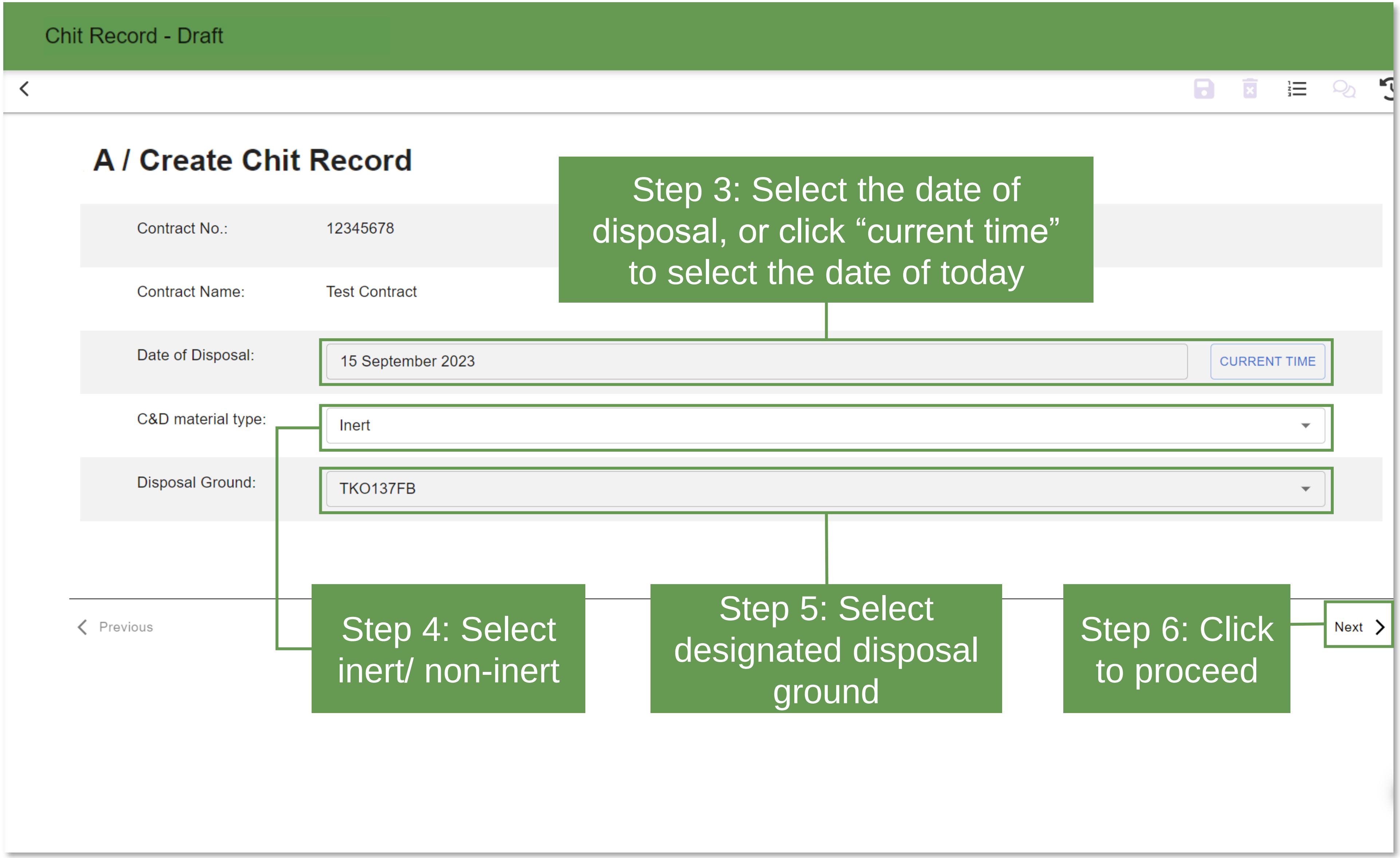
End of Section

Step 1: Click “Chit Record"

Step 2: Click “Create"

Submit Chit Records (Batch Create) (2.1.2)

Foreman / Environmental Officer



A / Create Chit Record

Contract No.: 12345678

Contract Name: Test Contract

Date of Disposal: 15 September 2023

C&D material type: Inert

Disposal Ground: TKO137FB

Step 3: Select the date of disposal, or click “current time” to select the date of today

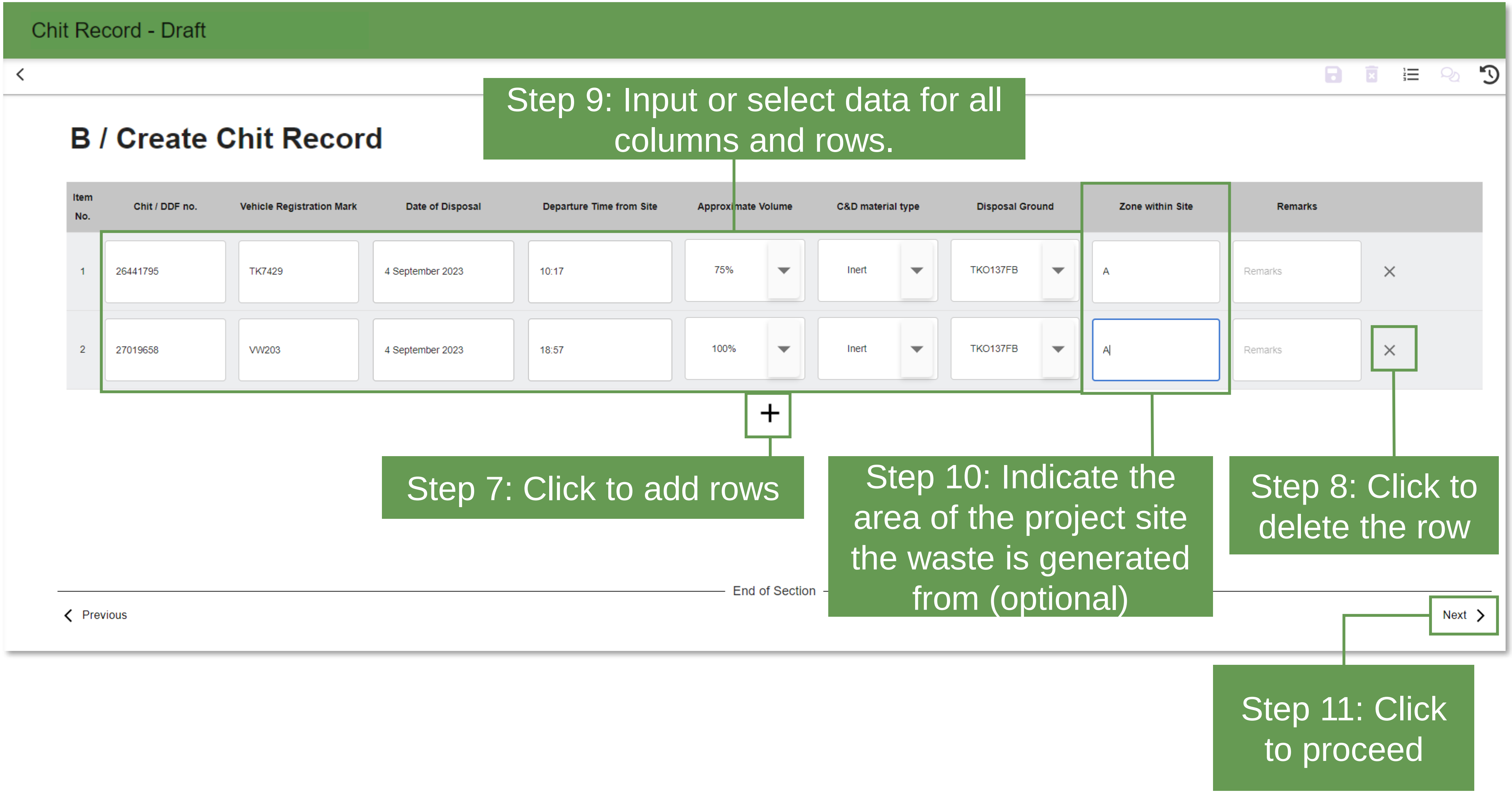
Step 4: Select inert/ non-inert

Step 5: Select designated disposal ground

Step 6: Click to proceed

Submit Chit Records (Batch Create) (2.1.3)

Foreman / Environmental Officer



Chit Record - Draft

B / Create Chit Record

Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remarks
1	26441795	TK7429	4 September 2023	10:17	75%	Inert	TKO137FB	A	Remarks
2	27019658	VW203	4 September 2023	18:57	100%	Inert	TKO137FB	A	Remarks

End of Section

Previous

Next

Step 9: Input or select data for all columns and rows.

Step 7: Click to add rows

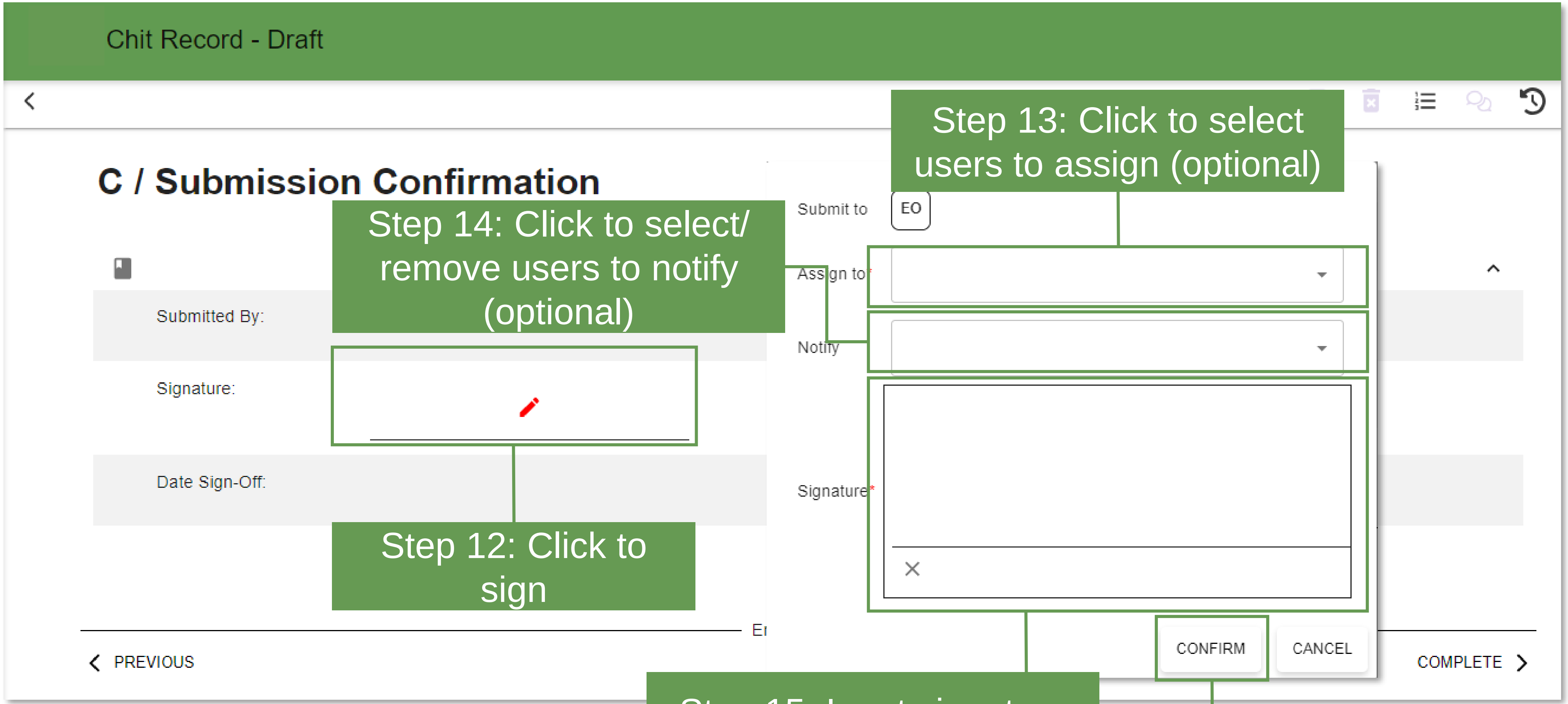
Step 10: Indicate the area of the project site the waste is generated from (optional)

Step 8: Click to delete the row

Step 11: Click to proceed

Submit Chit Records (Batch Create) (2.1.4)

Foreman / Environmental Officer



Chit Record - Draft

C / Submission Confirmation

Submitted By:

Signature:

Date Sign-Off:

Submit to: EO

Assign to*

Notify

Signature*

Step 12: Click to sign

Step 13: Click to select users to assign (optional)

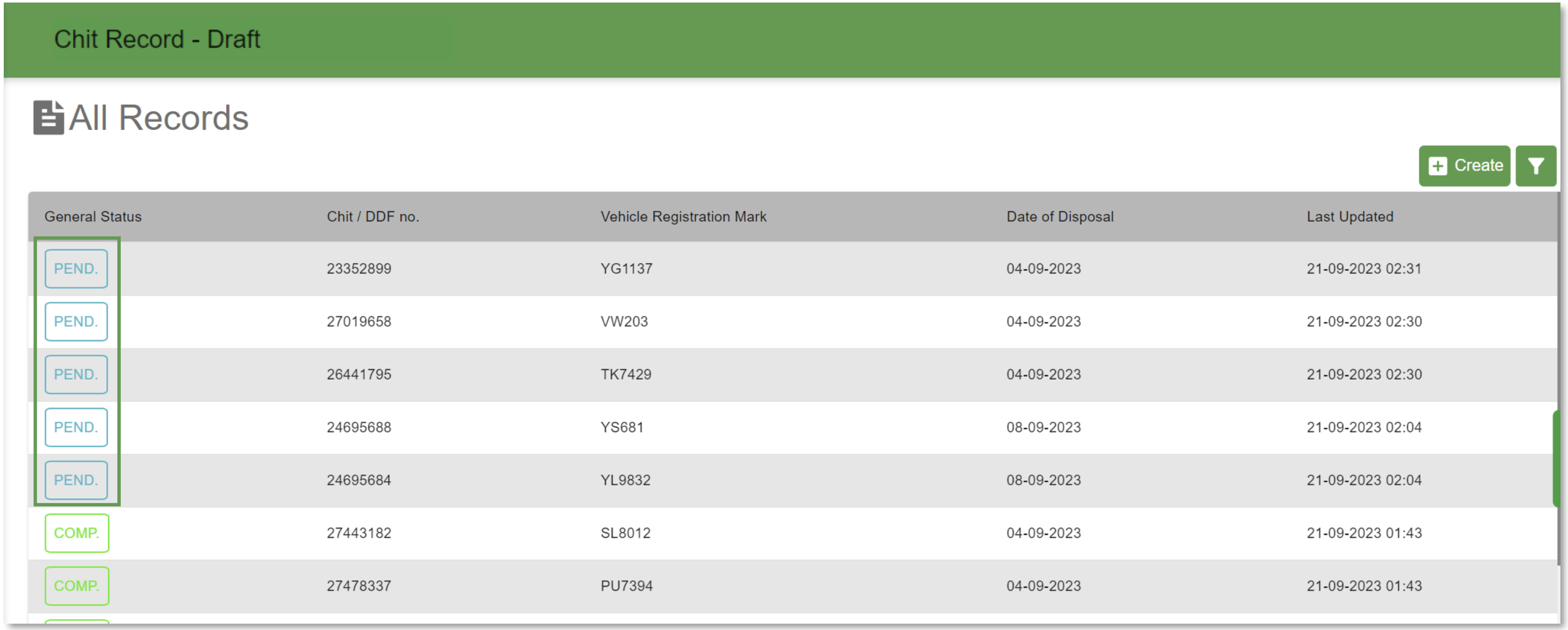
Step 14: Click to select/ remove users to notify (optional)

Step 15: Input signature

Step 16: Click to submit

Submit Chit Records (Batch Create) (2.1.5)

Foreman / Environmental Officer



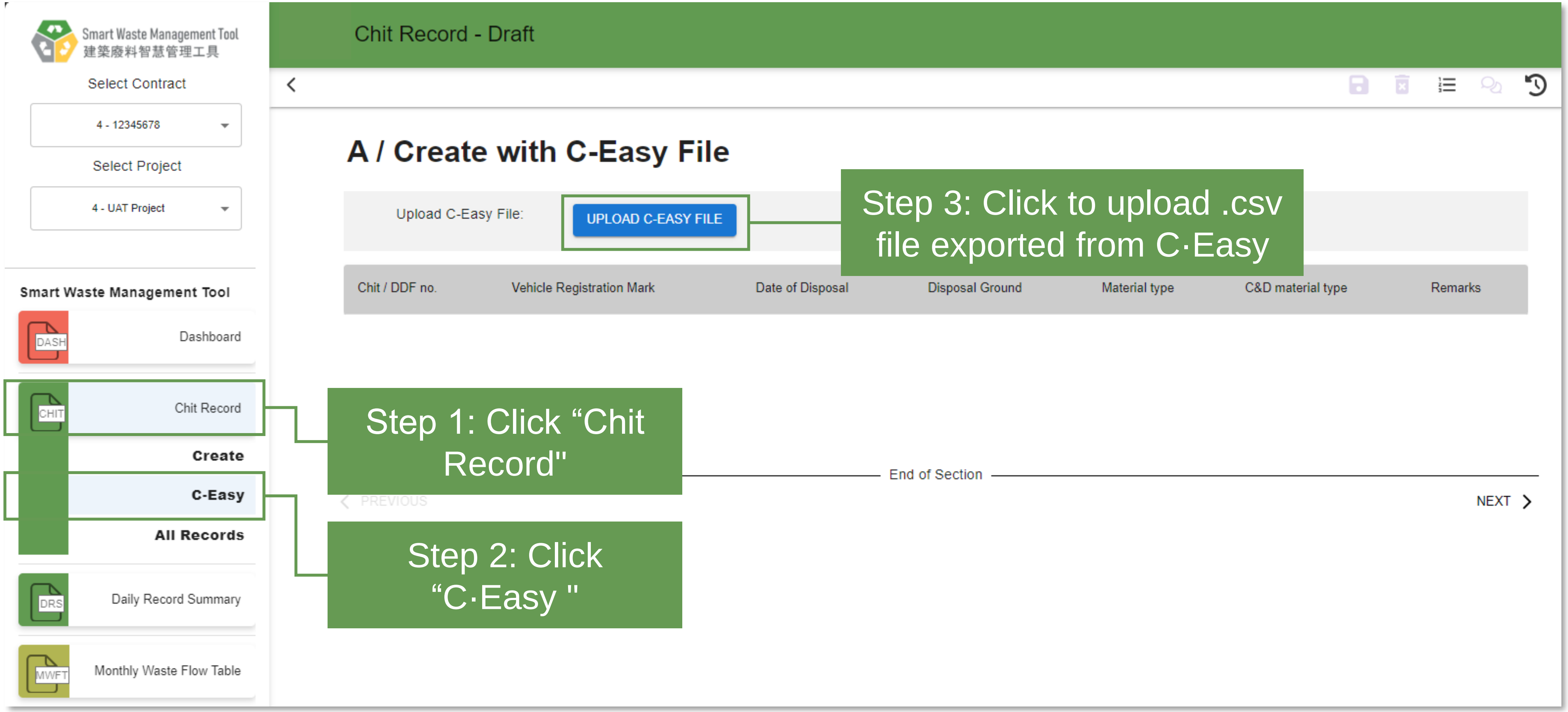
General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.	23352899	YG1137	04-09-2023	21-09-2023 02:31
PEND.	27019658	VW203	04-09-2023	21-09-2023 02:30
PEND.	26441795	TK7429	04-09-2023	21-09-2023 02:30
PEND.	24695688	YS681	08-09-2023	21-09-2023 02:04
PEND.	24695684	YL9832	08-09-2023	21-09-2023 02:04
COMP.	27443182	SL8012	04-09-2023	21-09-2023 01:43
COMP.	27478337	PU7394	04-09-2023	21-09-2023 01:43

Chit tickets have been successfully submitted

Repeat steps 1-16 to submit other Chit tickets

Submit Chit Records (C·Easy) (2.2.1)

Foreman / Environmental Officer


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
Create
C-Easy
All Records
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Chit Record - Draft
A / Create with C-Easy File
Upload C-Easy File:
UPLOAD C-EASY FILE
Chit / DDF no.
Vehicle Registration Mark
Date of Disposal
Disposal Ground
Material type
C&D material type
Remarks
End of Section
PREVIOUS
NEXT

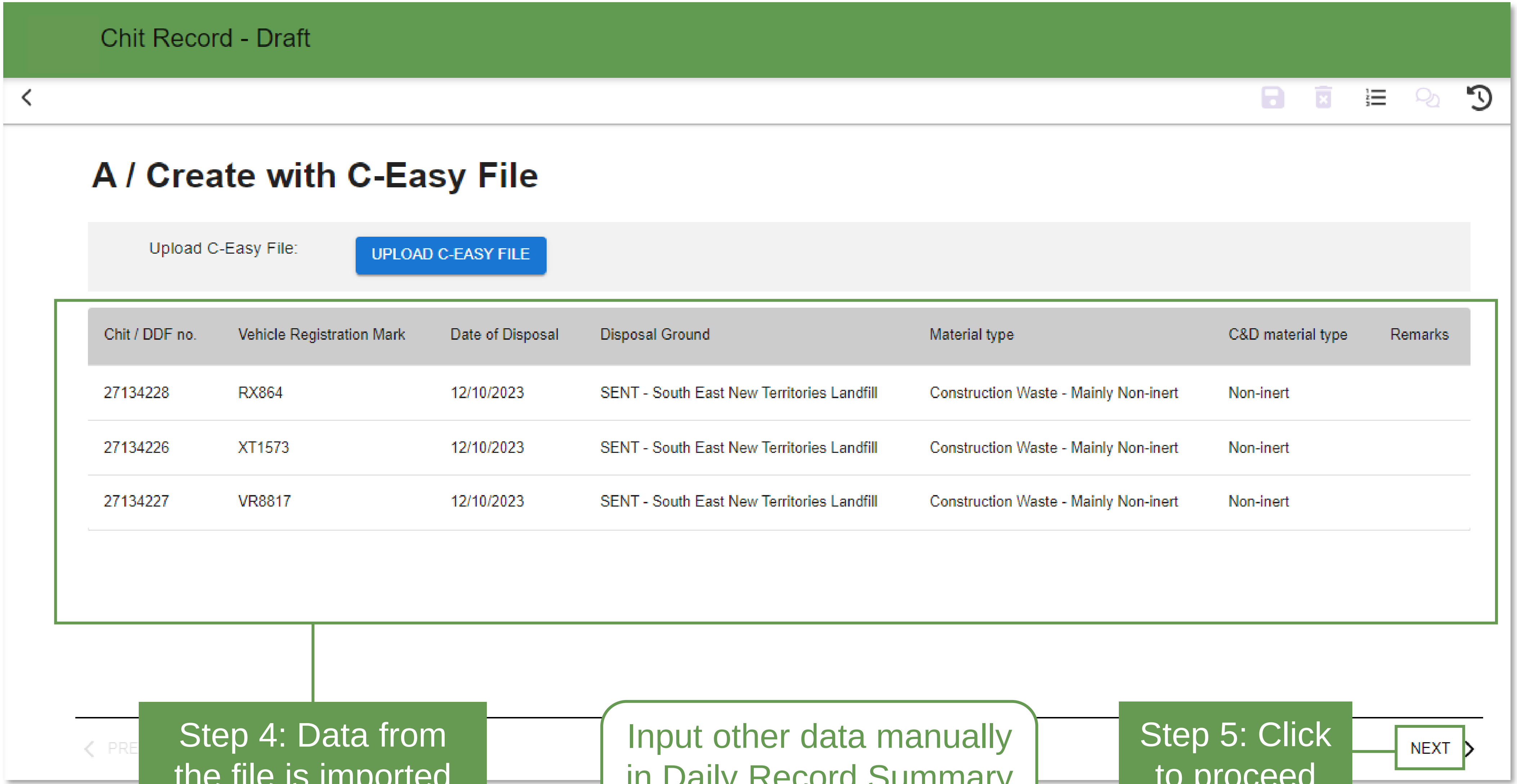
Step 1: Click “Chit Record"

Step 2: Click “C·Easy "

Step 3: Click to upload .csv file exported from C·Easy

Submit Chit Records (C·Easy) (2.2.2)

Foreman / Environmental Officer



Chit Record - Draft

A / Create with C-Easy File

Upload C-Easy File:

Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Disposal Ground	Material type	C&D material type	Remarks
27134228	RX864	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	
27134226	XT1573	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	
27134227	VR8817	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	

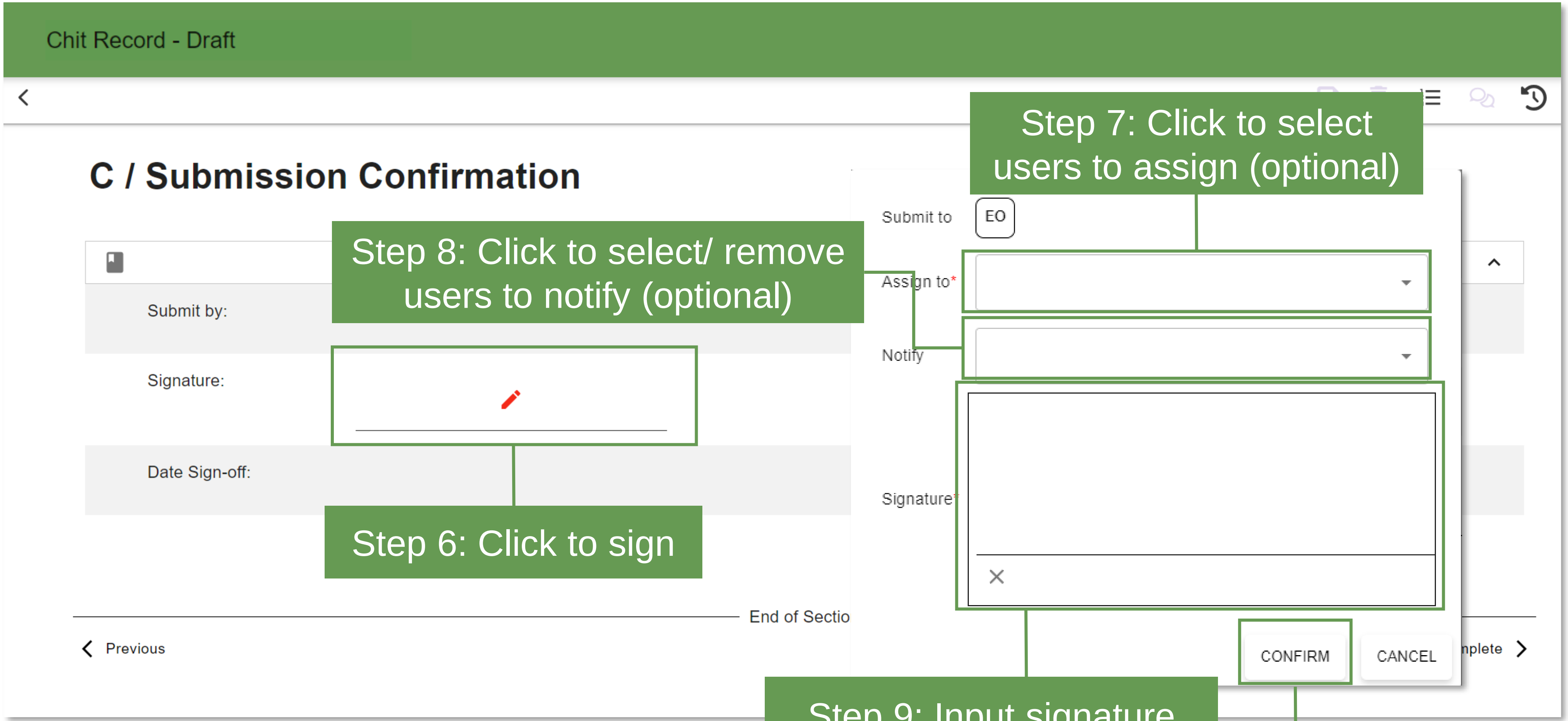
Step 4: Data from the file is imported

Input other data manually in Daily Record Summary Part 1 (2.3)

Step 5: Click to proceed

Submit Chit Records (C·Easy) (2.2.3)

Foreman / Environmental Officer



Chit Record - Draft

C / Submission Confirmation

Submit by:

Signature:

Date Sign-off:

End of Sectio

Submit to: EO

Assign to*

Notify

Signature*

Step 7: Click to select users to assign (optional)

Step 8: Click to select/ remove users to notify (optional)

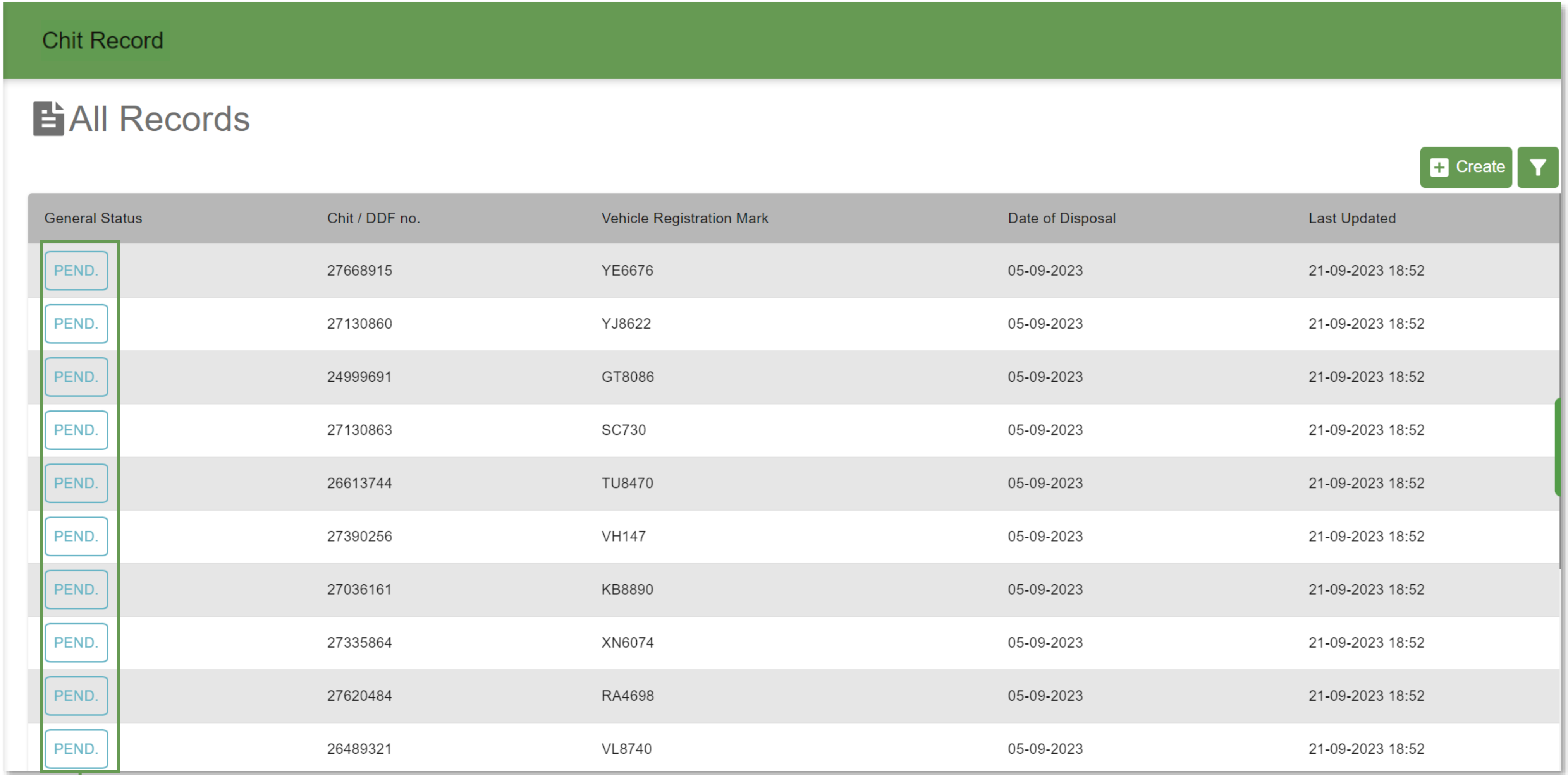
Step 6: Click to sign

Step 9: Input signature

Step 10: Click to submit

Submit Chit Records (C·Easy) (2.2.4)

Foreman / Environmental Officer



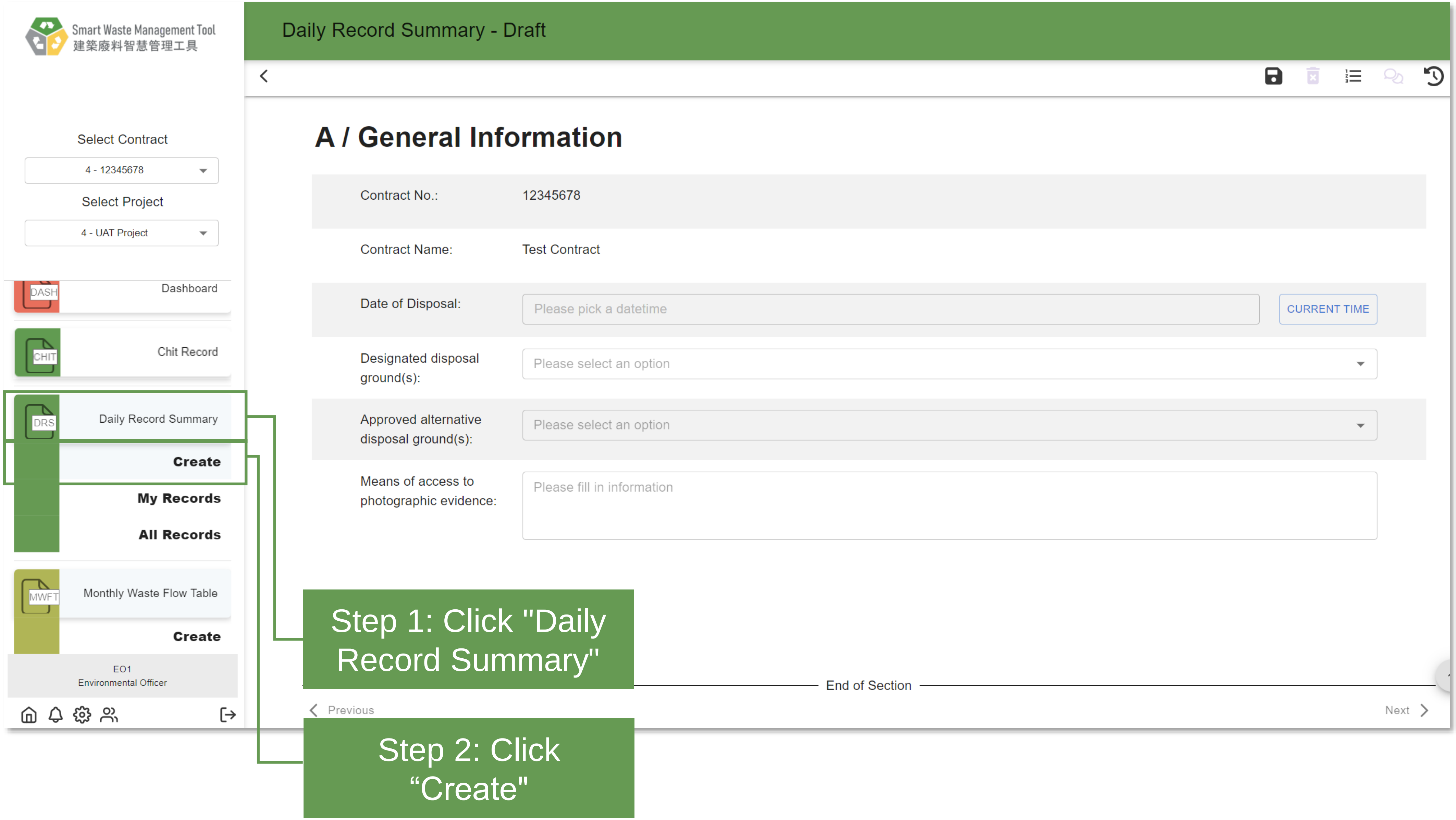
General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.	27668915	YE6676	05-09-2023	21-09-2023 18:52
PEND.	27130860	YJ8622	05-09-2023	21-09-2023 18:52
PEND.	24999691	GT8086	05-09-2023	21-09-2023 18:52
PEND.	27130863	SC730	05-09-2023	21-09-2023 18:52
PEND.	26613744	TU8470	05-09-2023	21-09-2023 18:52
PEND.	27390256	VH147	05-09-2023	21-09-2023 18:52
PEND.	27036161	KB8890	05-09-2023	21-09-2023 18:52
PEND.	27335864	XN6074	05-09-2023	21-09-2023 18:52
PEND.	27620484	RA4698	05-09-2023	21-09-2023 18:52
PEND.	26489321	VL8740	05-09-2023	21-09-2023 18:52

Chit tickets have been successfully submitted

If the C·Easy export does not include all Chit tickets, follow the procedures **here** to submit Chit tickets manually

Submit DRS Part 1 (2.3.1)

Foreman / Environmental Officer


Smart Waste Management Tool
建築廢料智慧管理工具
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
Create
My Records
All Records
MWFT
Monthly Waste Flow Table
Create
CURRENT TIME
Previous
Next

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

EO1
Environmental Officer

Daily Record Summary - Draft

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	Please pick a datetime
Designated disposal ground(s):	Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	Please fill in information

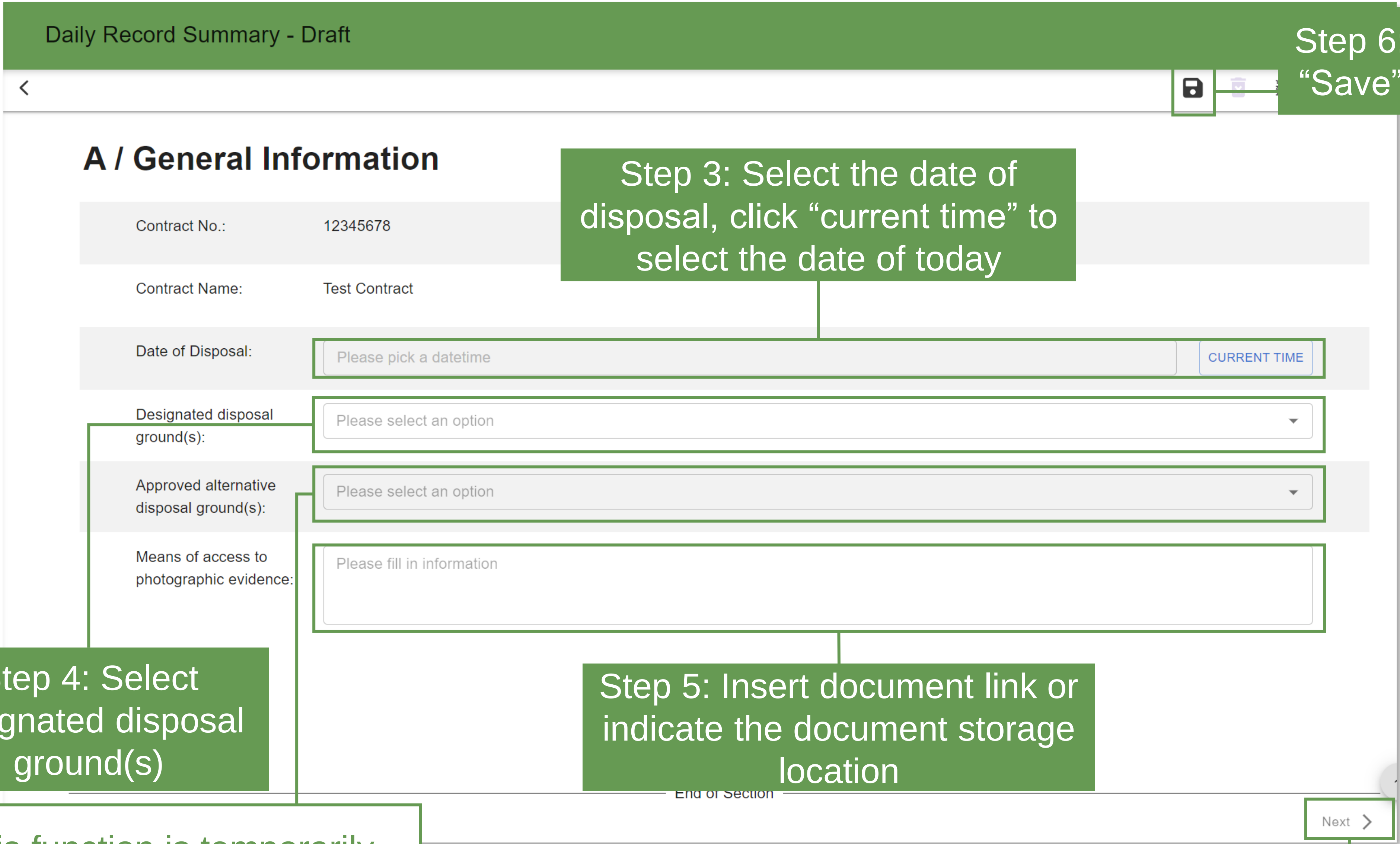
End of Section

Step 1: Click "Daily Record Summary"

Step 2: Click “Create"

Submit DRS Part 1 (2.3.2)

Foreman / Environmental Officer



Daily Record Summary - Draft

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	Please pick a datetime
Designated disposal ground(s):	Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	Please fill in information

Step 3: Select the date of disposal, click “current time” to select the date of today

Step 4: Select designated disposal ground(s)

This function is temporarily unavailable

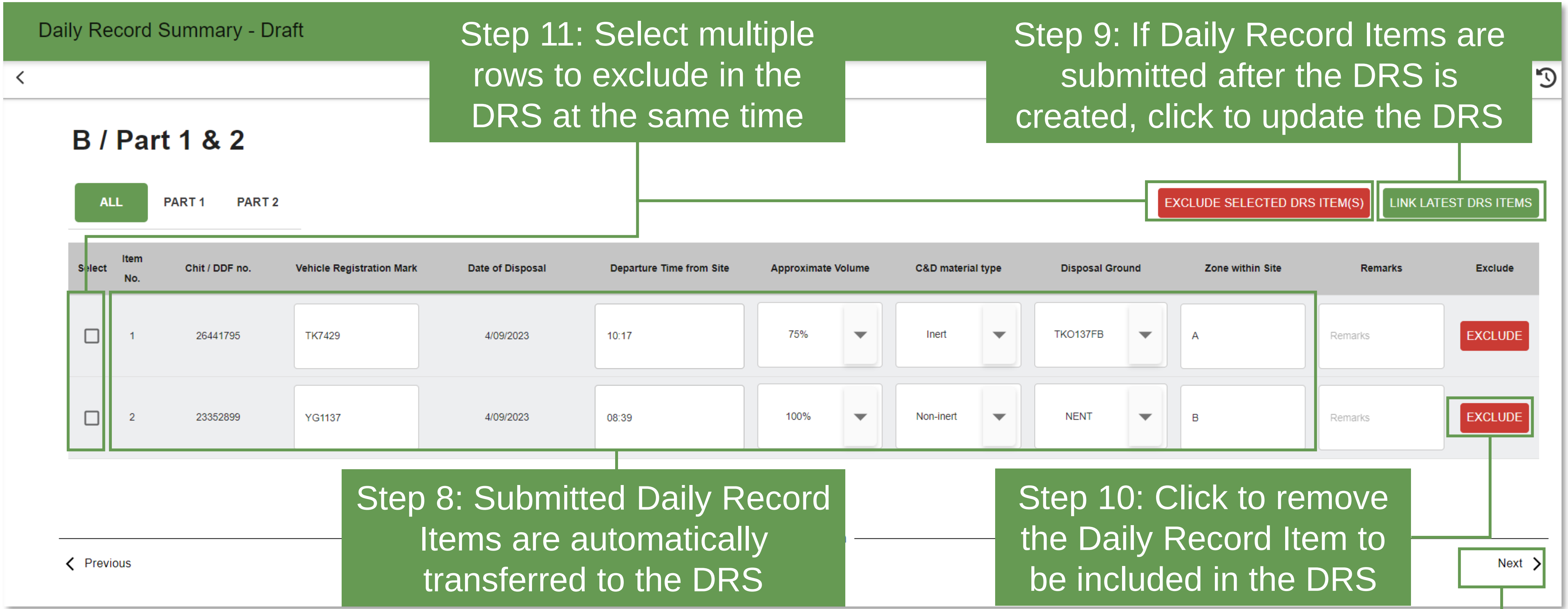
Step 5: Insert document link or indicate the document storage location

Step 6: Click “Save” once

Step 7: Click to proceed

Submit DRS Part 1 (2.3.3)

Foreman / Environmental Officer



Daily Record Summary - Draft

B / Part 1 & 2

Select	Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remarks	Exclude
☐	1	26441795	TK7429	4/09/2023	10:17	75%	Inert	TKO137FB	A	Remarks	EXCLUDE
☐	2	23352899	YG1137	4/09/2023	08:39	100%	Non-inert	NENT	B	Remarks	EXCLUDE

Step 11: Select multiple rows to exclude in the DRS at the same time

Step 9: If Daily Record Items are submitted after the DRS is created, click to update the DRS

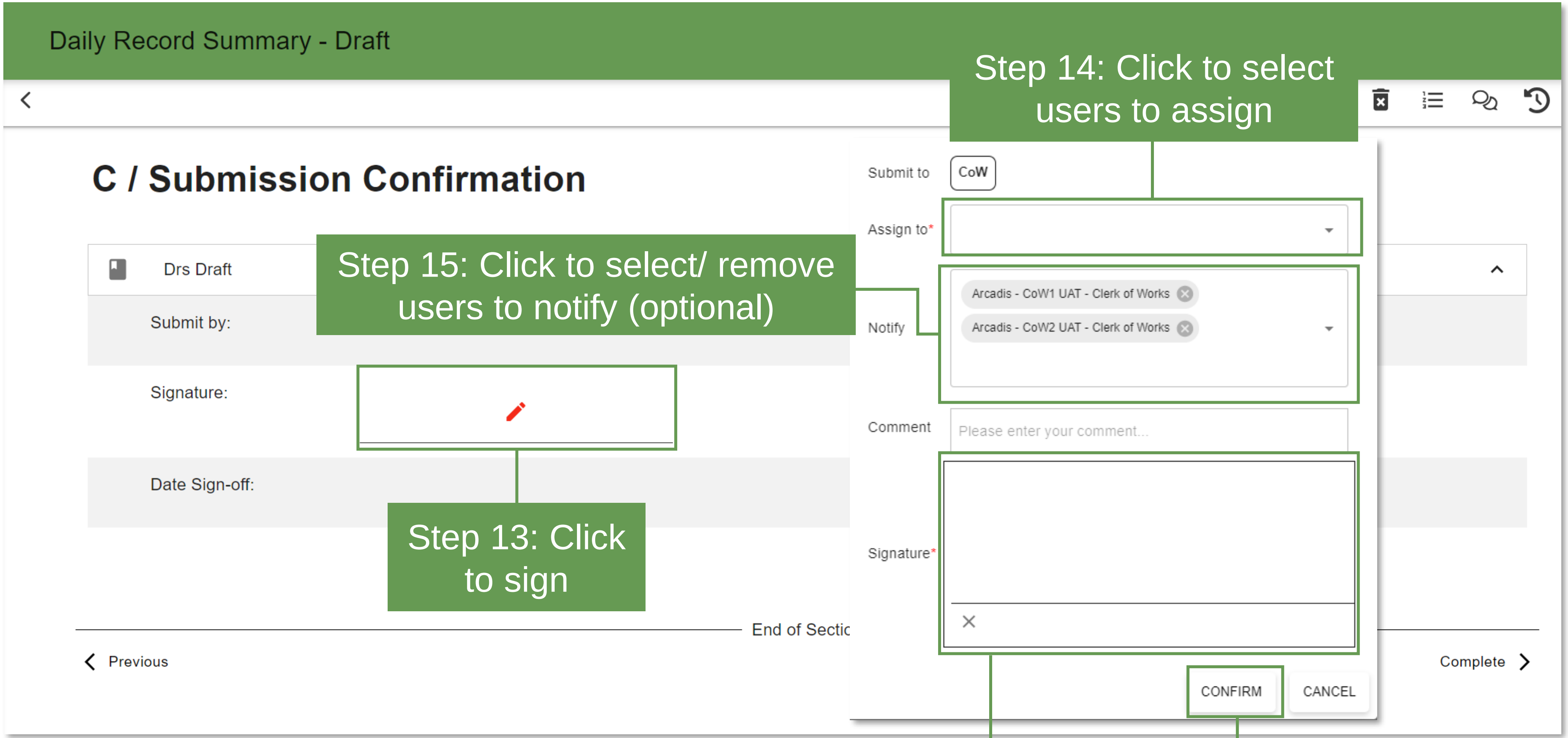
Step 8: Submitted Daily Record Items are automatically transferred to the DRS

Step 10: Click to remove the Daily Record Item to be included in the DRS

Step 12: Click to proceed

Submit DRS Part 1 (2.3.4)

Foreman / Environmental Officer



Daily Record Summary - Draft

C / Submission Confirmation

Drs Draft

Submit by:

Signature:

Date Sign-off:

End of Sectic

Previous

Complete

Submit to: CoW

Assign to*

Notify: Arcadis - CoW1 UAT - Clerk of Works; Arcadis - CoW2 UAT - Clerk of Works

Comment: Please enter your comment...

Signature*

Step 13: Click to sign

Step 14: Click to select users to assign

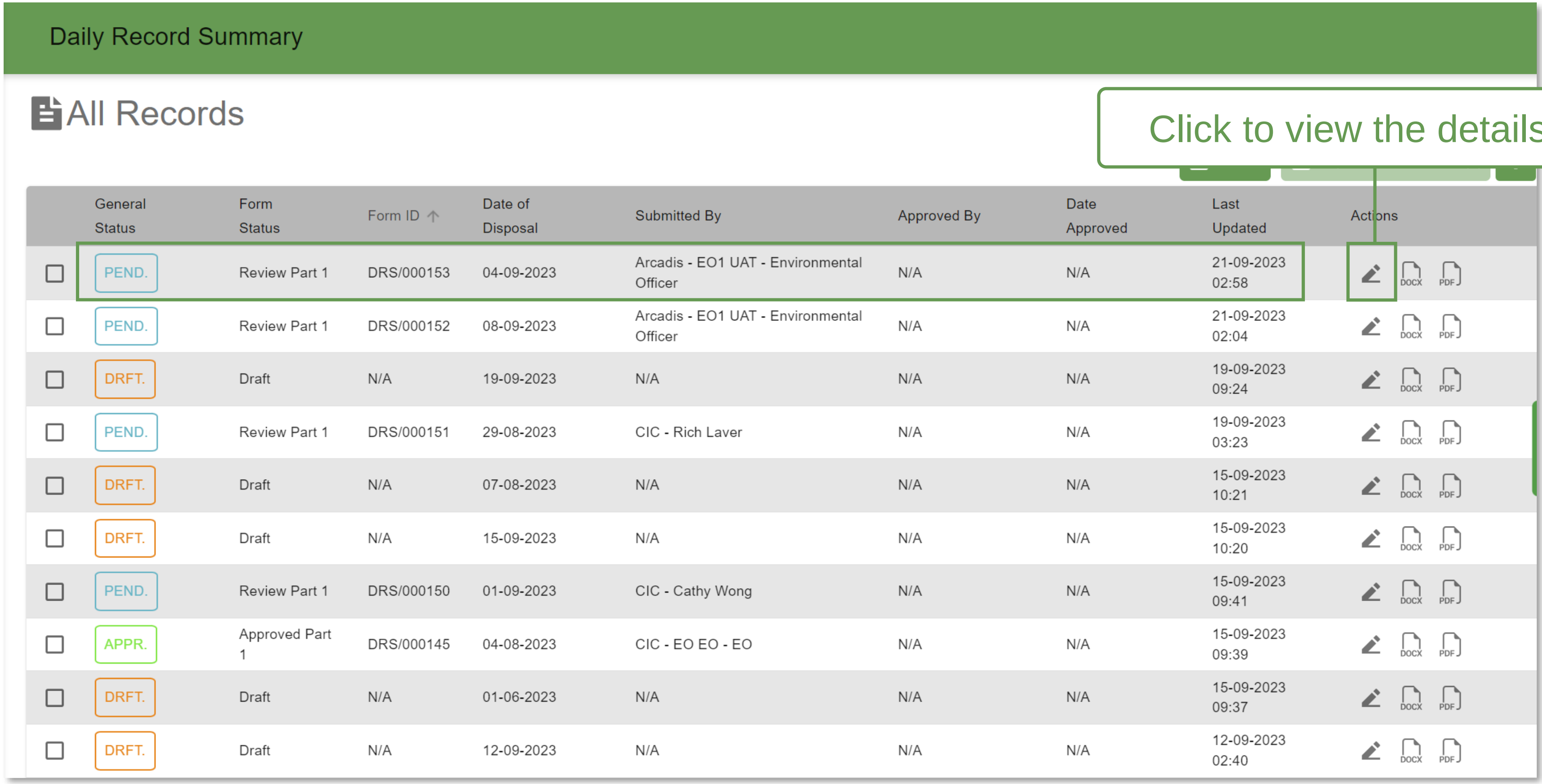
Step 15: Click to select/ remove users to notify (optional)

Step 16: Insert signature

Step 17: Click to submit

Submit DRS Part 1 (2.3.5)

Foreman / Environmental Officer



Daily Record Summary

All Records

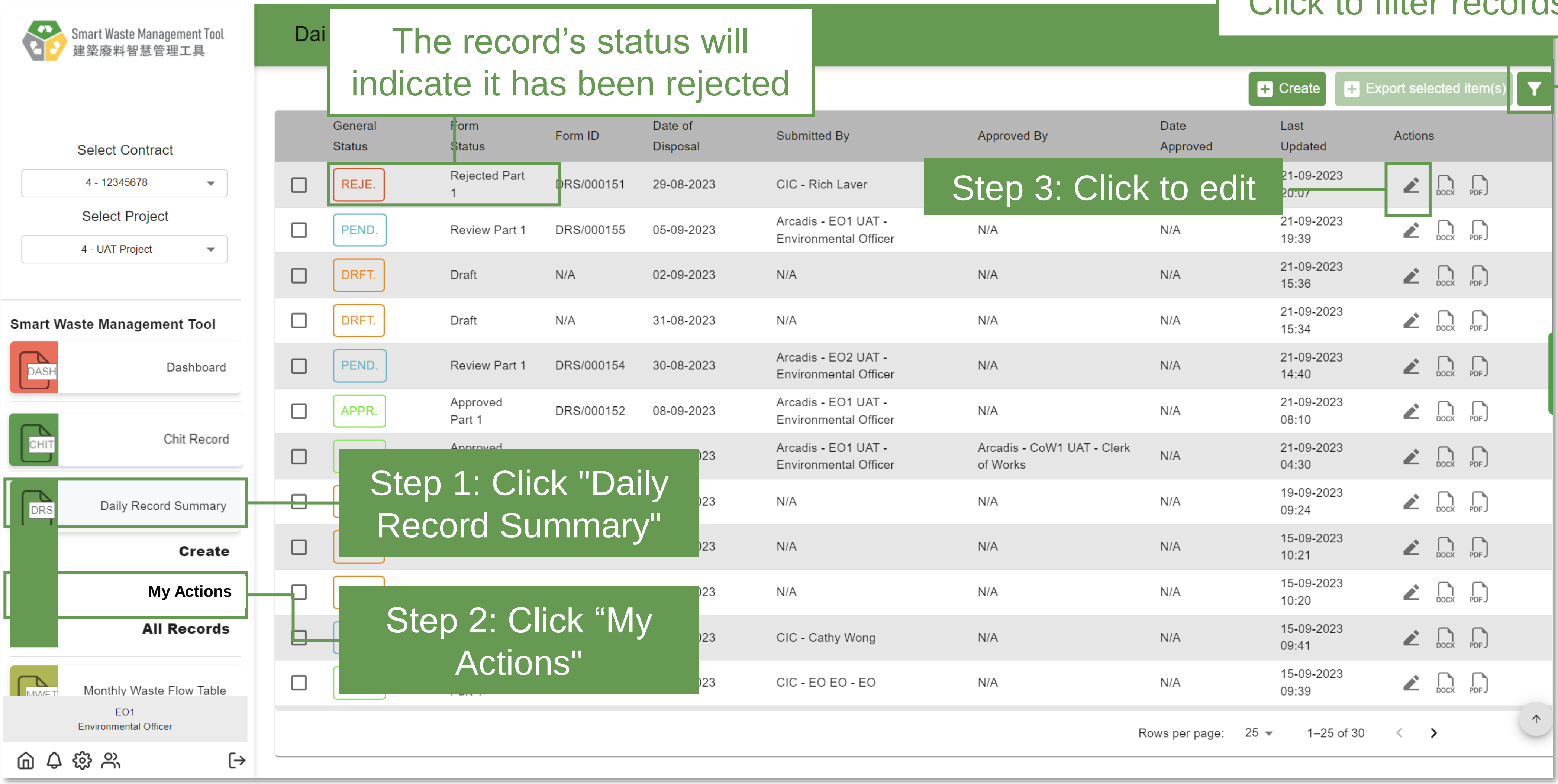
Click to view the details

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	Review Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:58	DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	19-09-2023 03:23	DOCX PDF
☐	DRFT.	Draft	N/A	07-08-2023	N/A	N/A	N/A	15-09-2023 10:21	DOCX PDF
☐	DRFT.	Draft	N/A	15-09-2023	N/A	N/A	N/A	15-09-2023 10:20	DOCX PDF
☐	PEND.	Review Part 1	DRS/000150	01-09-2023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	DOCX PDF
☐	APPR.	Approved Part 1	DRS/000145	04-08-2023	CIC - EO EO - EO	N/A	N/A	15-09-2023 09:39	DOCX PDF
☐	DRFT.	Draft	N/A	01-06-2023	N/A	N/A	N/A	15-09-2023 09:37	DOCX PDF
☐	DRFT.	Draft	N/A	12-09-2023	N/A	N/A	N/A	12-09-2023 02:40	DOCX PDF

DRS Part 1 has been successfully submitted

Resubmit DRS Part 1 (2.4.1)

Environmental Officer



Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
Create
My Actions
All Records
MWFT
Monthly Waste Flow Table
EO1
Environmental Officer
Dai
Create
Export selected item(s)
Rows per page:
25
1–25 of 30

Click to filter records

The record's status will indicate it has been rejected

Step 3: Click to edit

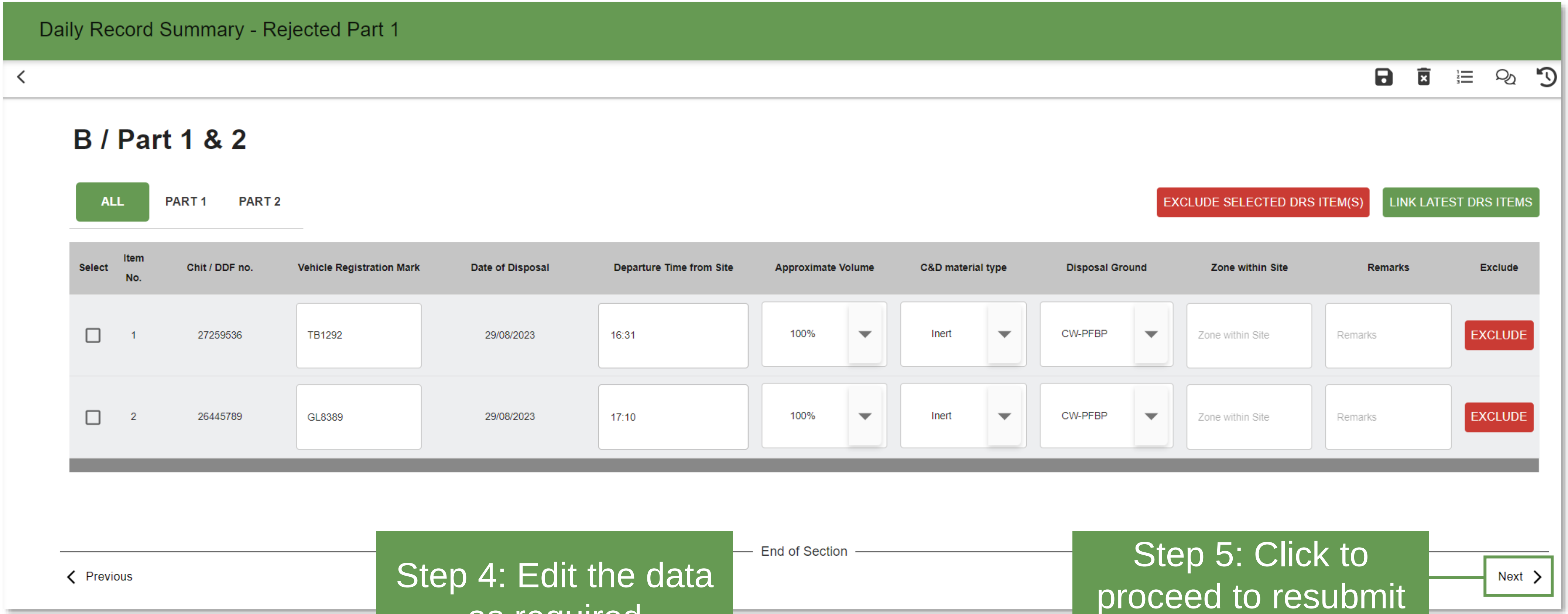
Step 1: Click "Daily Record Summary"

Step 2: Click "My Actions"

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	REJE.	Rejected Part 1	DRS/000151	29-08-2023	CIC - Rich Laver			21-09-2023 20:07	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 19:39	✎ DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	✎ DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	✎ DOCX PDF
☐		Approved		023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	✎ DOCX PDF
☐				023	N/A	N/A	N/A	19-09-2023 09:24	✎ DOCX PDF
☐				023	N/A	N/A	N/A	15-09-2023 10:21	✎ DOCX PDF
☐				023	N/A	N/A	N/A	15-09-2023 10:20	✎ DOCX PDF
☐				023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	✎ DOCX PDF
☐				023	CIC - EO EO - EO	N/A	N/A	15-09-2023 09:39	✎ DOCX PDF

Resubmit DRS Part 1 (2.4.2)

Environmental Officer



Daily Record Summary - Rejected Part 1

B / Part 1 & 2

ALL
PART 1
PART 2
EXCLUDE SELECTED DRS ITEM(S)
LINK LATEST DRS ITEMS

Select	Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remarks	Exclude
☐	1	27259536	TB1292	29/08/2023	16:31	100%	Inert	CW-PFBP	Zone within Site	Remarks	EXCLUDE
☐	2	26445789	GL8389	29/08/2023	17:10	100%	Inert	CW-PFBP	Zone within Site	Remarks	EXCLUDE

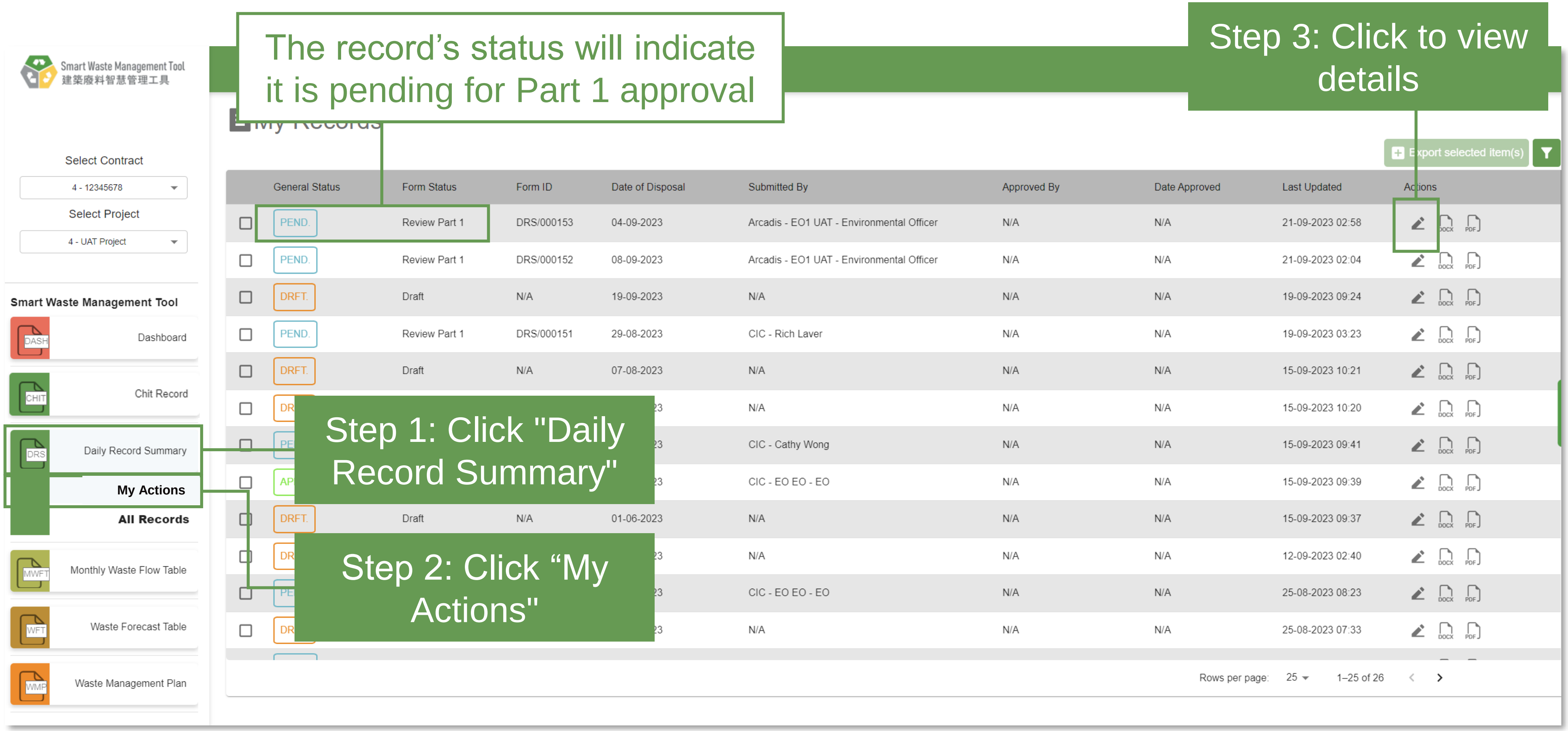
End of Section
Previous
Next

Step 4: Edit the data as required

Step 5: Click to proceed to resubmit the record

Approve/ Reapprove DRS Part 1 (2.5.1)

Clerk of Works


Smart Waste Management Tool
建築廢料智慧管理工具
My Records
Export selected item(s)
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
My Actions
All Records
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Rows per page: 25
1–25 of 26

The record's status will indicate it is pending for Part 1 approval

Step 3: Click to view details

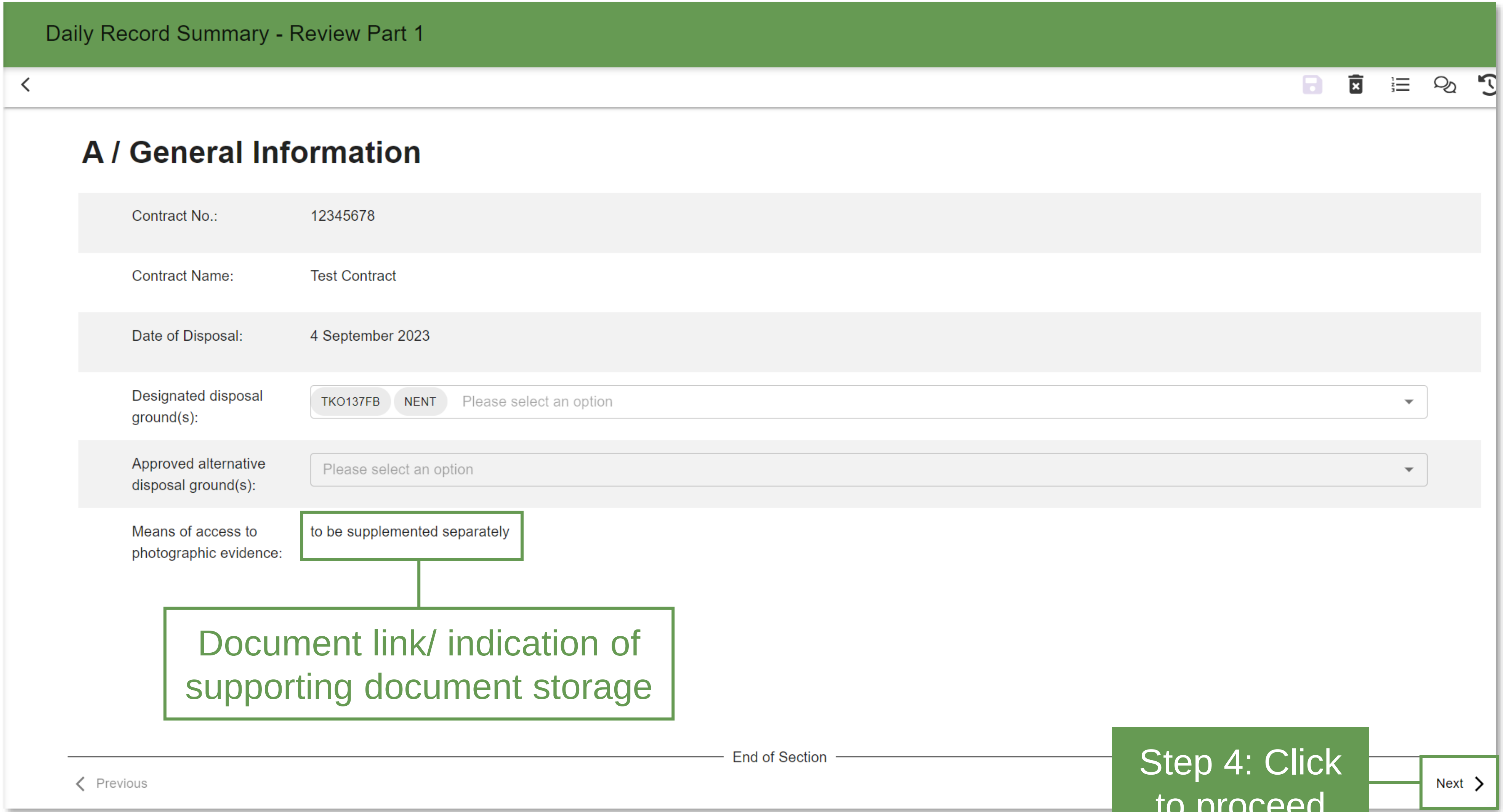
Step 1: Click "Daily Record Summary"

Step 2: Click "My Actions"

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	Review Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:58	DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	19-09-2023 03:23	DOCX PDF
☐	DRFT.	Draft	N/A	07-08-2023	N/A	N/A	N/A	15-09-2023 10:21	DOCX PDF
☐	DR			23	N/A	N/A	N/A	15-09-2023 10:20	DOCX PDF
☐	PE			23	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	DOCX PDF
☐	AP			23	CIC - EO EO - EO	N/A	N/A	15-09-2023 09:39	DOCX PDF
☐	DRFT.	Draft	N/A	01-06-2023	N/A	N/A	N/A	15-09-2023 09:37	DOCX PDF
☐	DR			23	N/A	N/A	N/A	12-09-2023 02:40	DOCX PDF
☐	PE			23	CIC - EO EO - EO	N/A	N/A	25-08-2023 08:23	DOCX PDF
☐	DR			23	N/A	N/A	N/A	25-08-2023 07:33	DOCX PDF

Approve/ Reapprove DRS Part 1 (2.5.2)

Clerk of Works



Daily Record Summary - Review Part 1

A / General Information

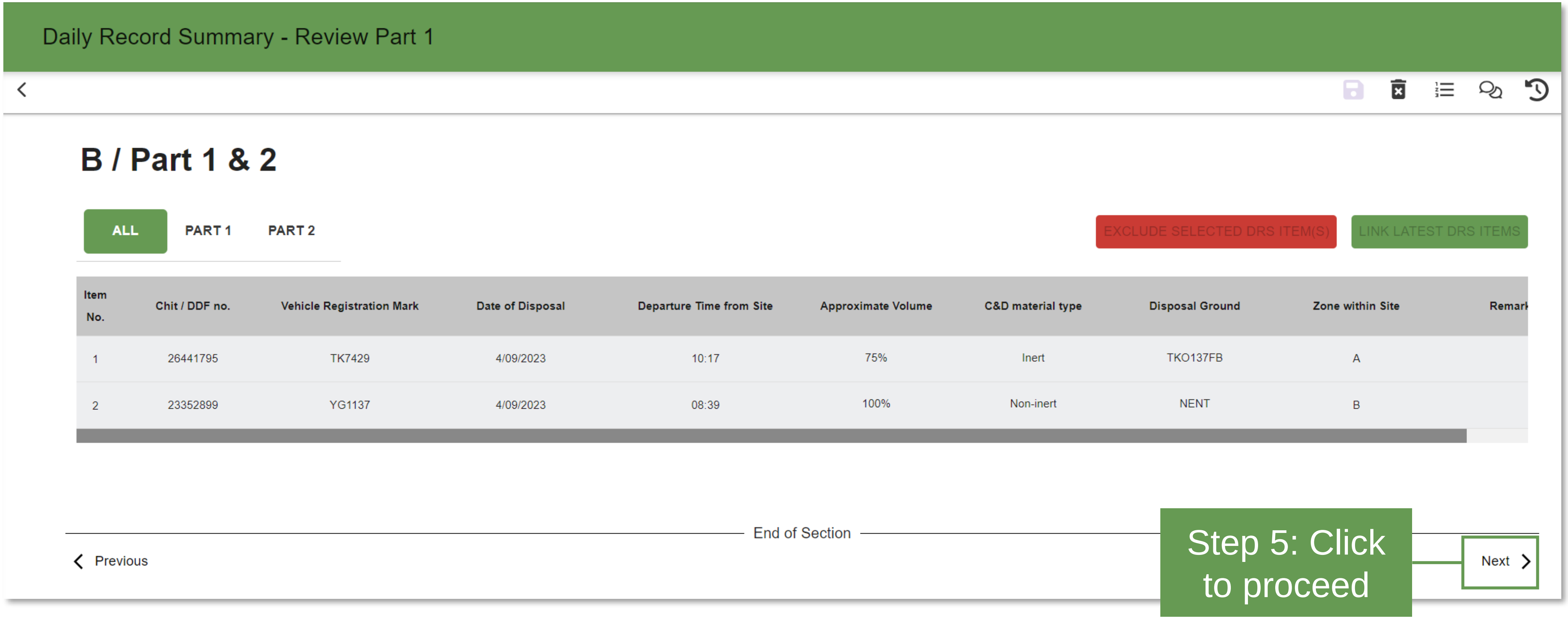
Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	4 September 2023
Designated disposal ground(s):	TKO137FB NENT
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	to be supplemented separately

Document link/ indication of supporting document storage

Step 4: Click to proceed

Approve/ Reapprove DRS Part 1 (2.5.3)

Clerk of Works



Daily Record Summary - Review Part 1

B / Part 1 & 2

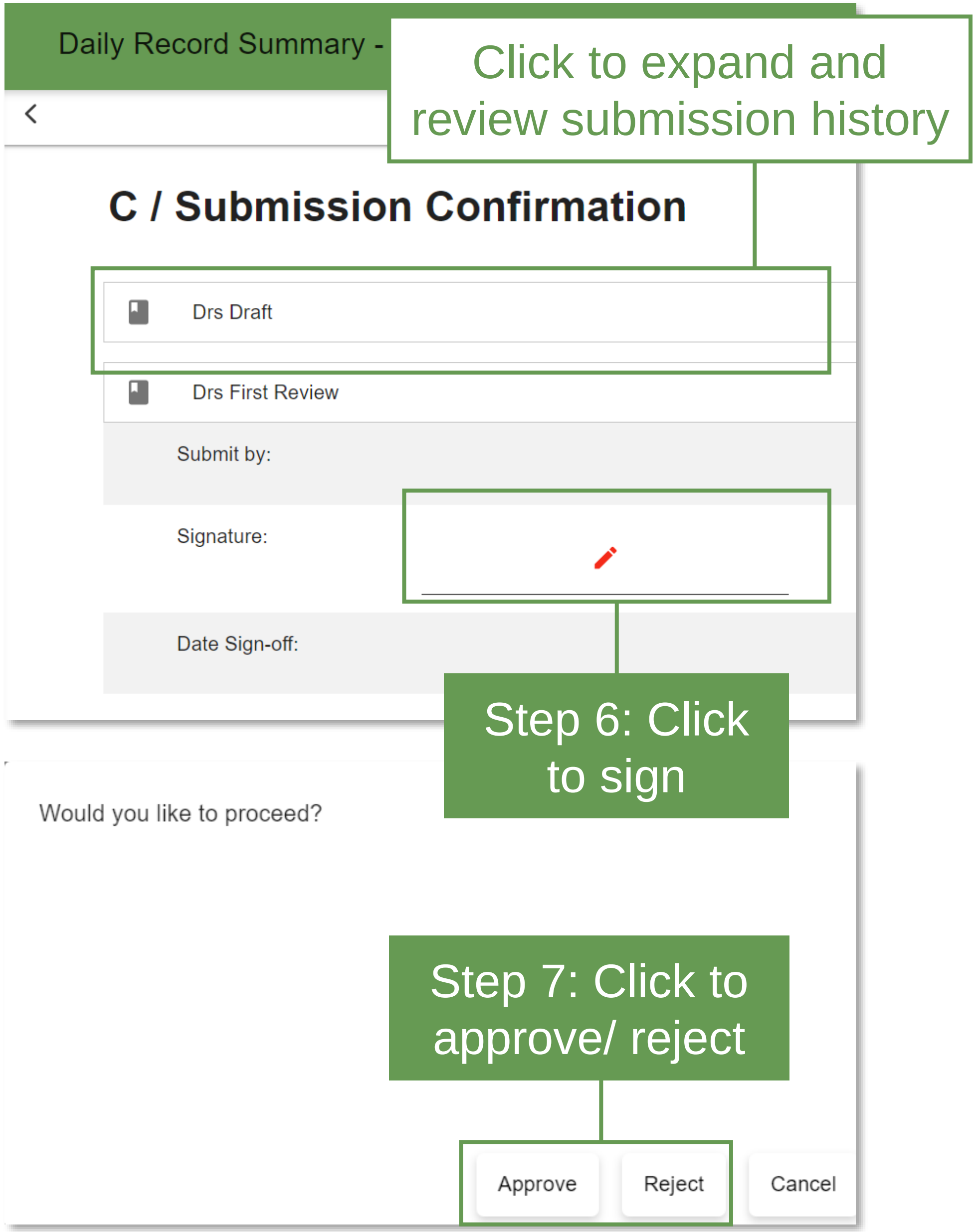
ALL
PART 1
PART 2
EXCLUDE SELECTED DRS ITEM(S)
LINK LATEST DRS ITEMS
End of Section
Previous
Next

Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remark
1	26441795	TK7429	4/09/2023	10:17	75%	Inert	TKO137FB	A	
2	23352899	YG1137	4/09/2023	08:39	100%	Non-inert	NENT	B	

Step 5: Click to proceed

Approve/ Reapprove DRS Part 1 (2.5.4)

Clerk of Works



Daily Record Summary -

C / Submission Confirmation

Drs Draft

Drs First Review

Submit by:

Signature:

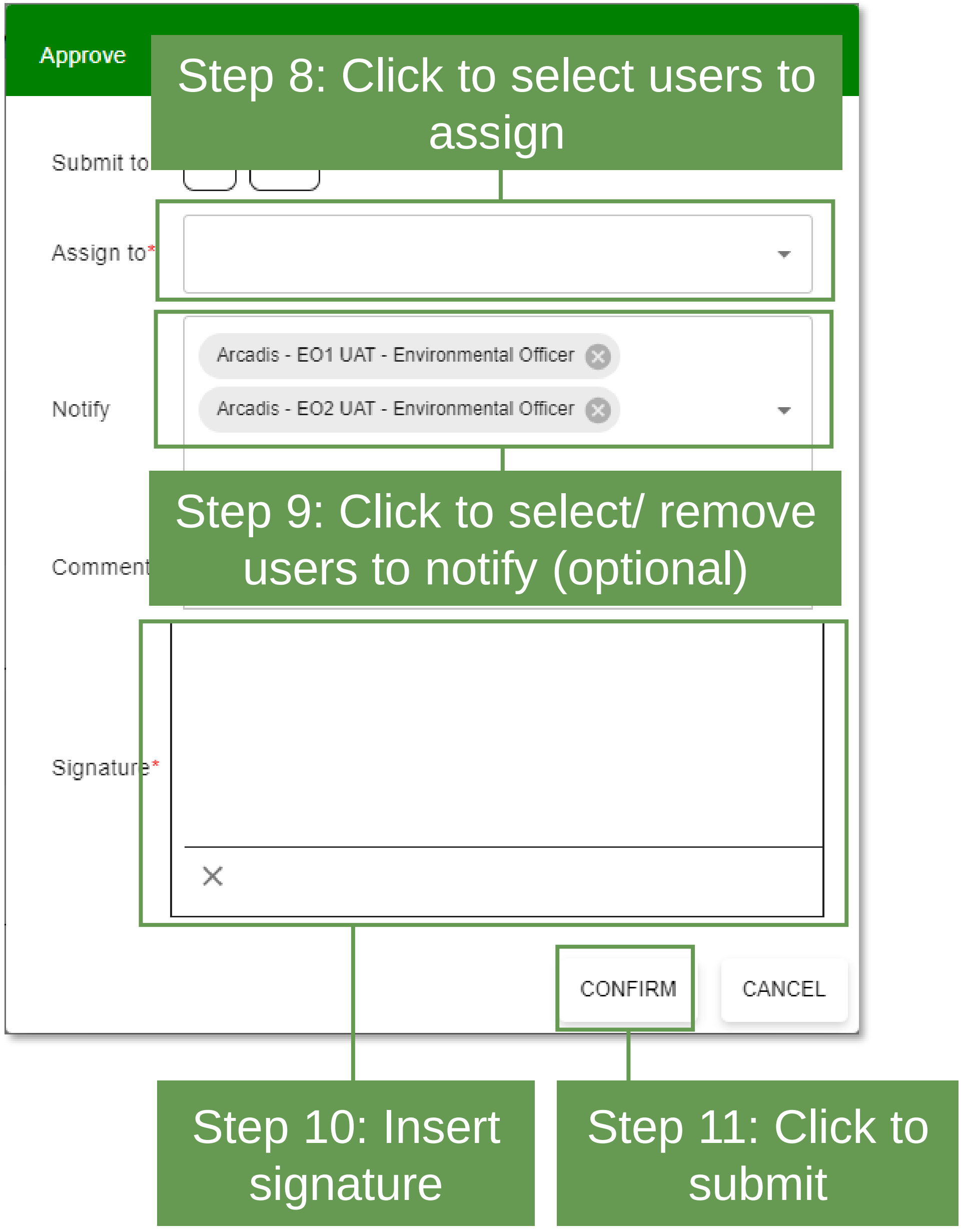
Date Sign-off:

Would you like to proceed?

Click to expand and review submission history

Step 6: Click to sign

Step 7: Click to approve/ reject



Submit to

Assign to*

Notify: Arcadis - EO1 UAT - Environmental Officer, Arcadis - EO2 UAT - Environmental Officer

Comment

Signature*

Step 8: Click to select users to assign

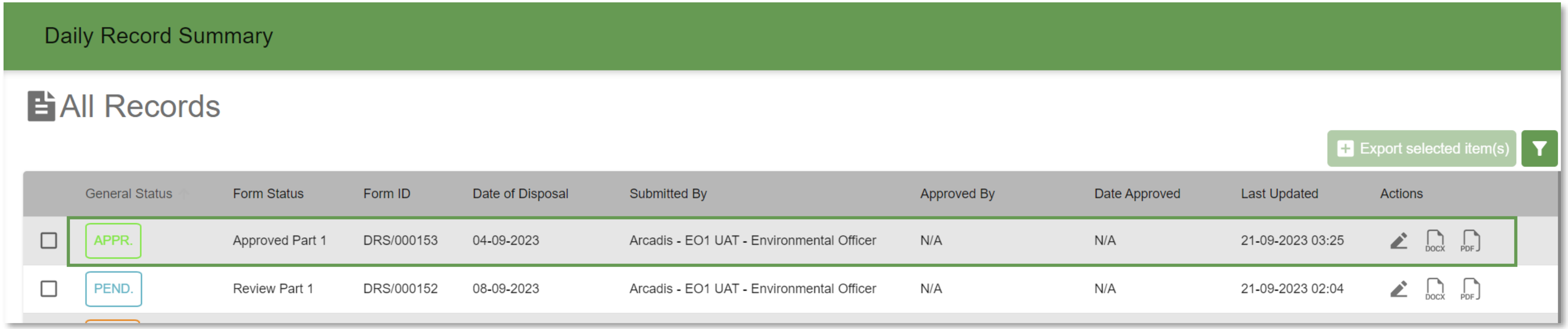
Step 9: Click to select/ remove users to notify (optional)

Step 10: Insert signature

Step 11: Click to submit

Approve/ Reapprove DRS Part 1 (2.5.5)

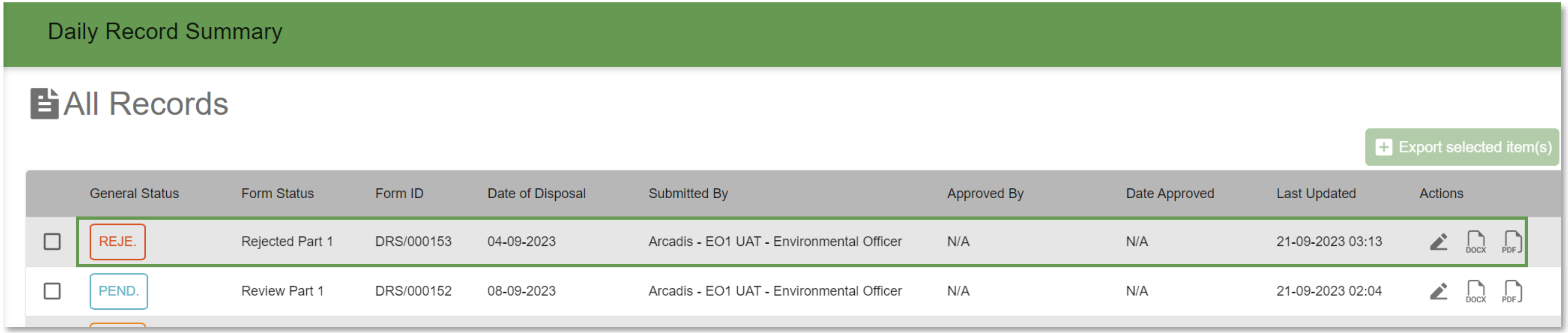
Clerk of Works



Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	APPR.	Approved Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 03:25	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	✎ DOCX PDF



Daily Record Summary

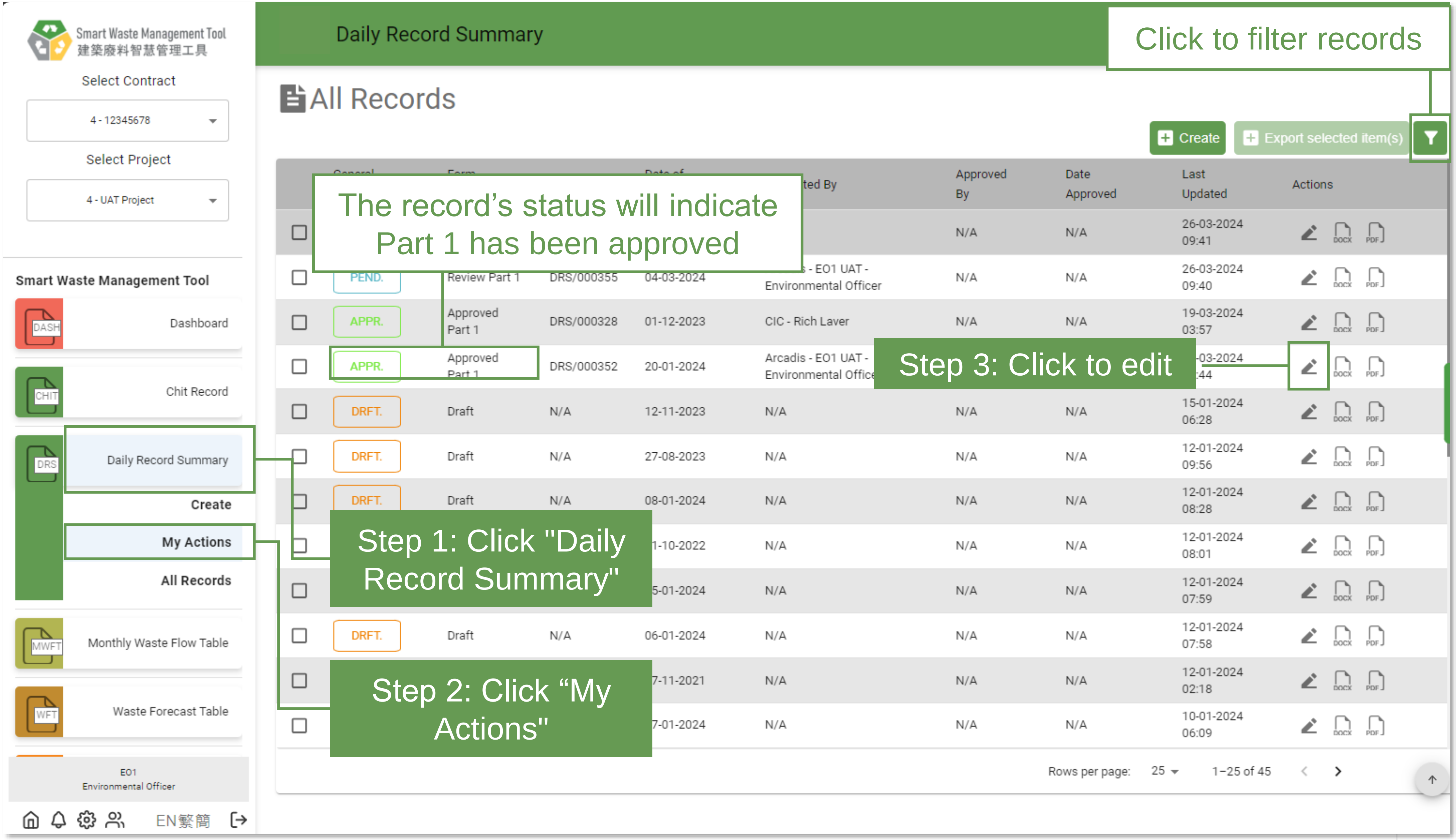
All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	REJE.	Rejected Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 03:13	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	✎ DOCX PDF

The record's status is updated

Submit DRS Part 2 (2.6.1)

Environmental Officer


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
Create
My Actions
All Records
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
EO1
Environmental Officer
EN 繁 簡
Daily Record Summary
All Records
Create
Export selected item(s)

					ted By	Approved By	Date Approved	Last Updated	Actions
☐						N/A	N/A	26-03-2024 09:41	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000355	04-03-2024	s - EO1 UAT - Environmental Officer	N/A	N/A	26-03-2024 09:40	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000328	01-12-2023	CIC - Rich Laver	N/A	N/A	19-03-2024 03:57	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000352	20-01-2024	Arcadis - EO1 UAT - Environmental Office			-03-2024 :44	✎ DOCX PDF
☐	DRFT.	Draft	N/A	12-11-2023	N/A	N/A	N/A	15-01-2024 06:28	✎ DOCX PDF
☐	DRFT.	Draft	N/A	27-08-2023	N/A	N/A	N/A	12-01-2024 09:56	✎ DOCX PDF
☐	DRFT.	Draft	N/A	08-01-2024	N/A	N/A	N/A	12-01-2024 08:28	✎ DOCX PDF
☐				1-10-2022	N/A	N/A	N/A	12-01-2024 08:01	✎ DOCX PDF
☐				5-01-2024	N/A	N/A	N/A	12-01-2024 07:59	✎ DOCX PDF
☐	DRFT.	Draft	N/A	06-01-2024	N/A	N/A	N/A	12-01-2024 07:58	✎ DOCX PDF
☐				7-11-2021	N/A	N/A	N/A	12-01-2024 02:18	✎ DOCX PDF
☐				7-01-2024	N/A	N/A	N/A	10-01-2024 06:09	✎ DOCX PDF

Rows per page: 25 1–25 of 45

Click to filter records

The record's status will indicate Part 1 has been approved

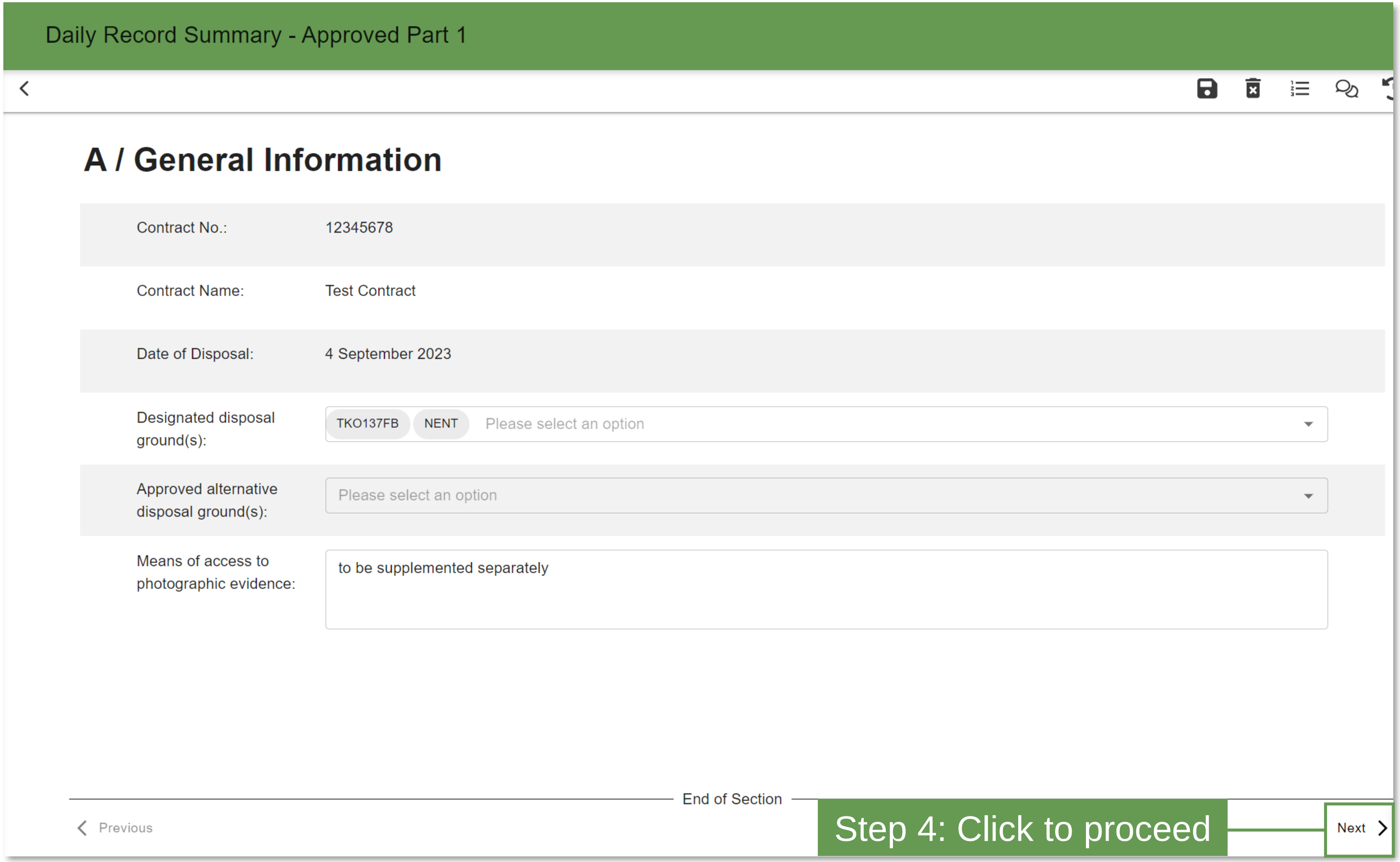
Step 3: Click to edit

Step 1: Click "Daily Record Summary"

Step 2: Click "My Actions"

Submit DRS Part 2 (2.6.2)

Environmental Officer



Daily Record Summary - Approved Part 1

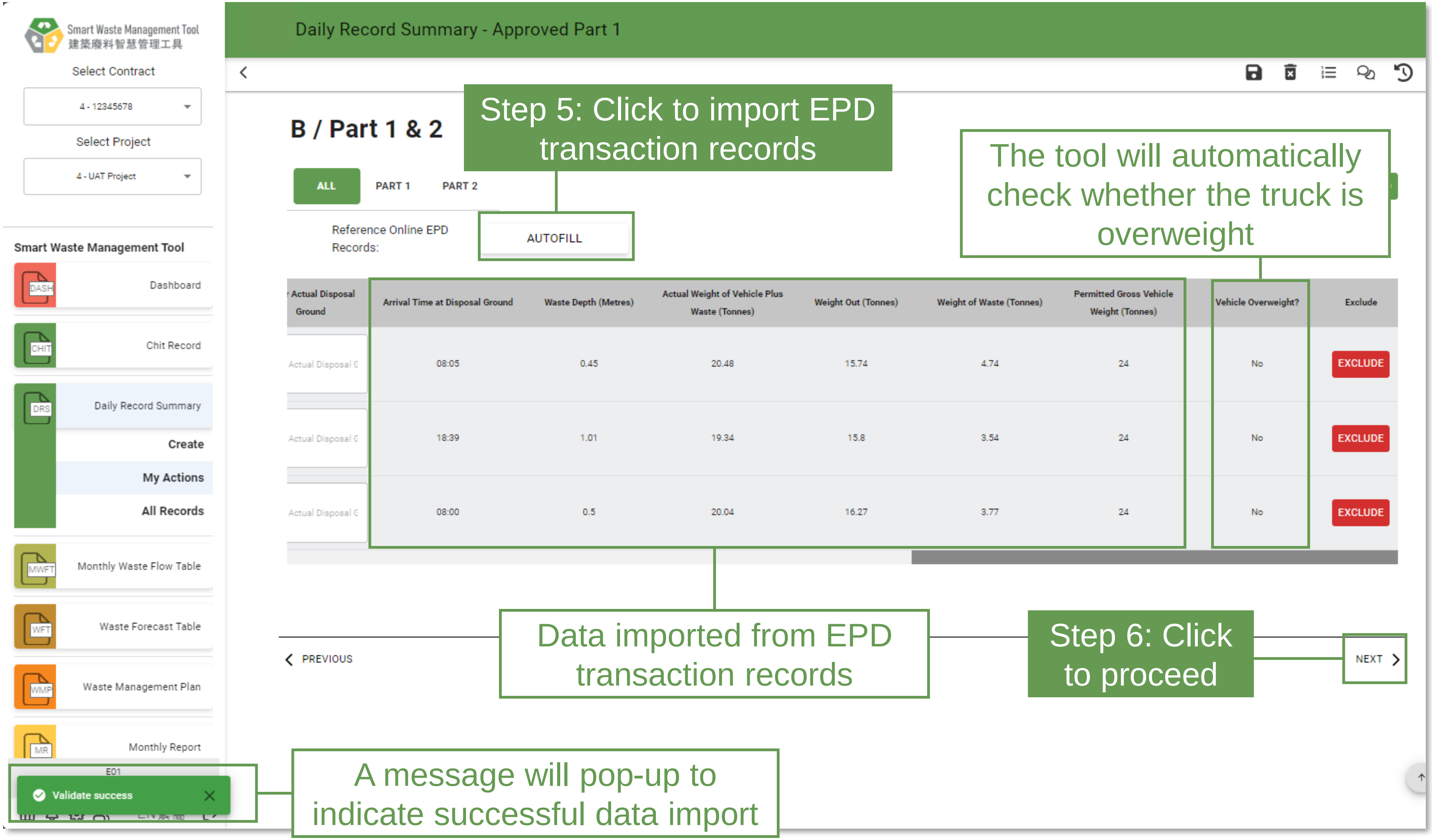
A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	4 September 2023
Designated disposal ground(s):	TKO137FB NENT Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	to be supplemented separately

Step 4: Click to proceed

Submit DRS Part 2 (2.6.3)

Environmental Officer


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
Dashboard
Chit Record
Daily Record Summary
Create
My Actions
All Records
Monthly Waste Flow Table
Waste Forecast Table
Waste Management Plan
Monthly Report
E01
ALL
PART 1
PART 2
AUTOFILL
PREVIOUS
NEXT

Daily Record Summary - Approved Part 1

B / Part 1 & 2

Reference Online EPD Records: AUTOFILL

Actual Disposal Ground	Arrival Time at Disposal Ground	Waste Depth (Metres)	Actual Weight of Vehicle Plus Waste (Tonnes)	Weight Out (Tonnes)	Weight of Waste (Tonnes)	Permitted Gross Vehicle Weight (Tonnes)	Vehicle Overweight?	Exclude
Actual Disposal G	08:05	0.45	20.48	15.74	4.74	24	No	EXCLUDE
Actual Disposal G	18:39	1.01	19.34	15.8	3.54	24	No	EXCLUDE
Actual Disposal G	08:00	0.5	20.04	16.27	3.77	24	No	EXCLUDE

Validate success

Step 5: Click to import EPD transaction records

The tool will automatically check whether the truck is overweight

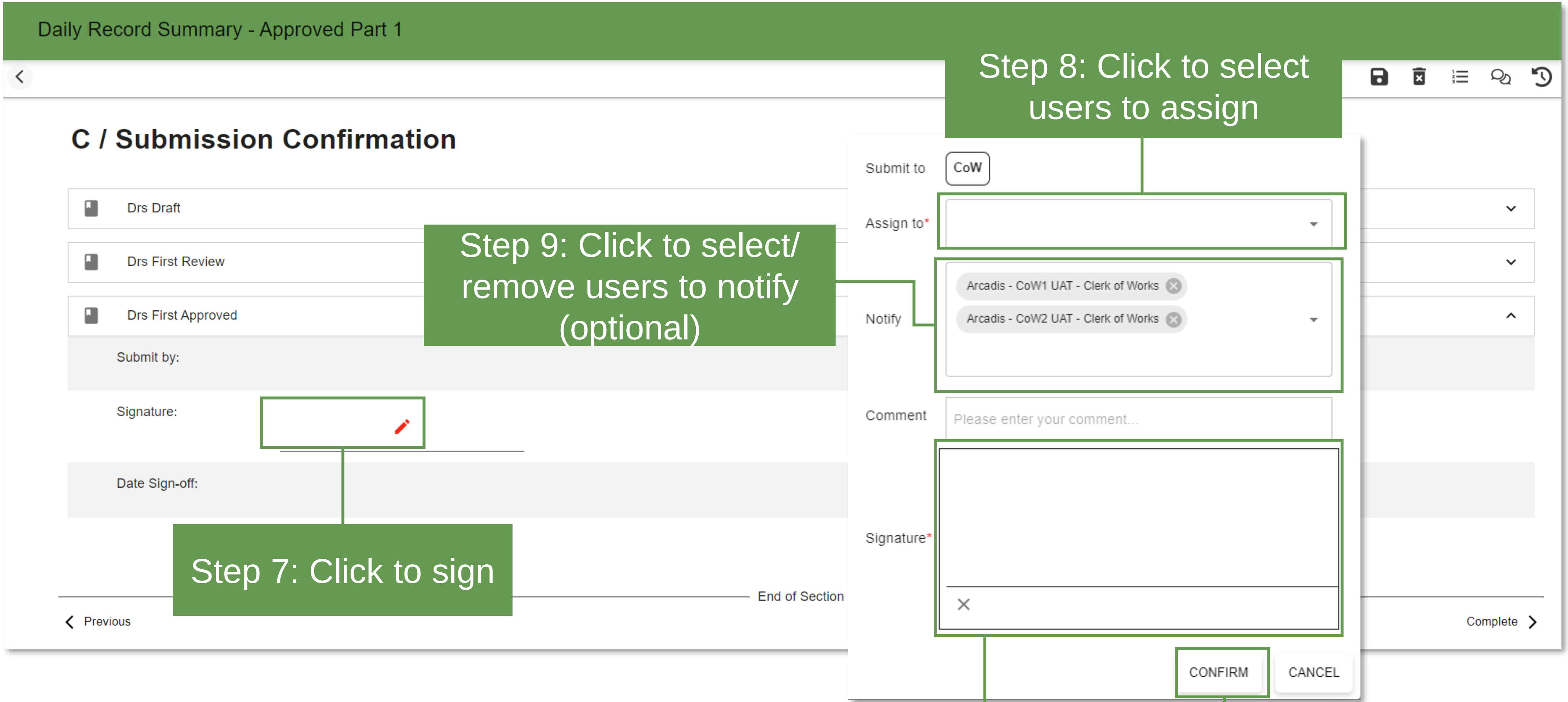
Data imported from EPD transaction records

Step 6: Click to proceed

A message will pop-up to indicate successful data import

Submit DRS Part 2 (2.6.4)

Environmental Officer



Daily Record Summary - Approved Part 1

C / Submission Confirmation

Drs Draft
Drs First Review
Drs First Approved
Submit by:
Signature:
Date Sign-off:
End of Section
Previous
Complete
Submit to
CoW
Assign to*
Notify
Arcadis - CoW1 UAT - Clerk of Works
Arcadis - CoW2 UAT - Clerk of Works
Comment
Please enter your comment...
Signature*
CONFIRM
CANCEL

Step 7: Click to sign

Step 8: Click to select users to assign

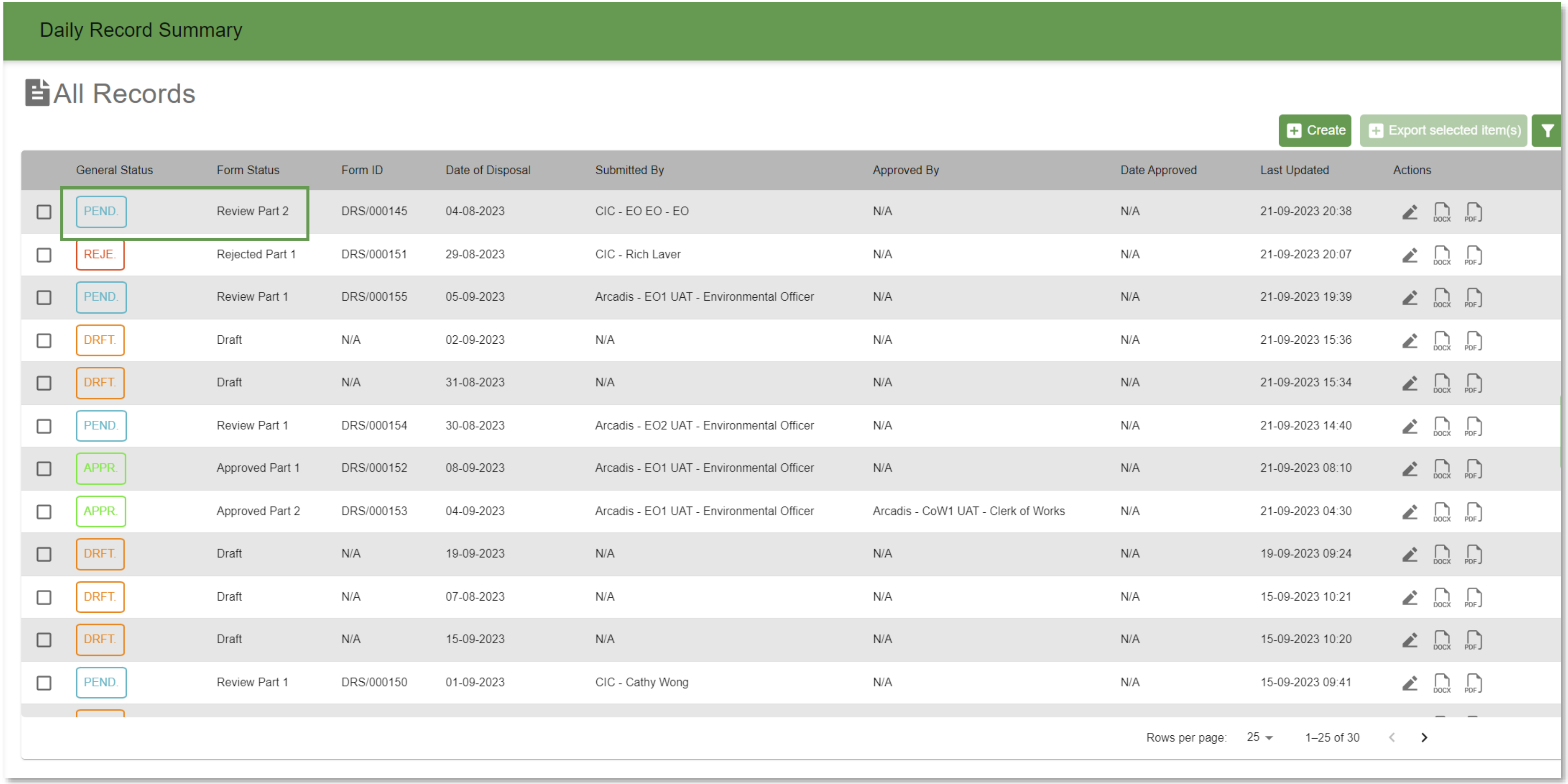
Step 9: Click to select/ remove users to notify (optional)

Step 10: Insert signature

Step 11: Click to submit

Submit DRS Part 2 (2.6.5)

Environmental Officer



Daily Record Summary

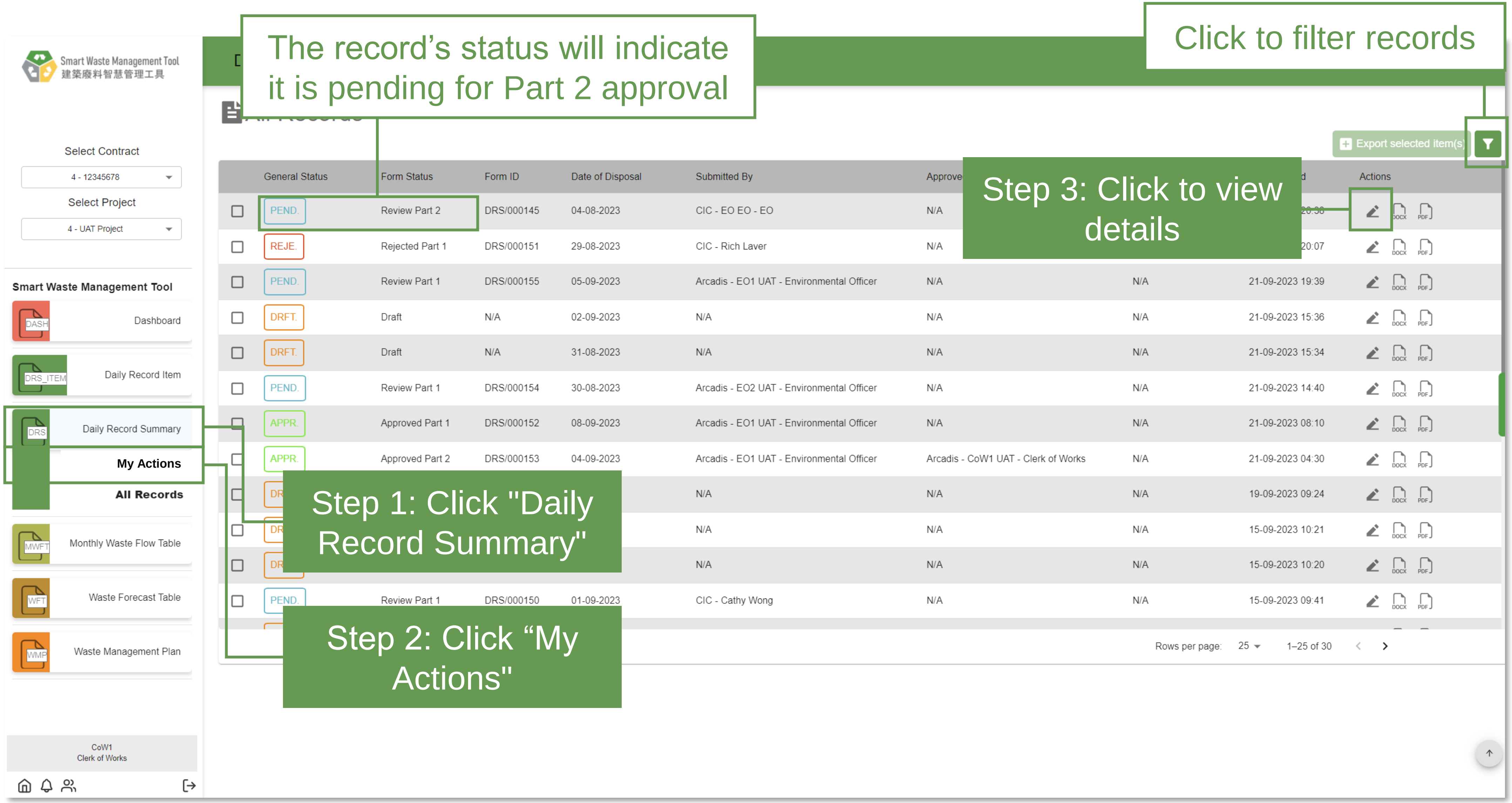
All Records

☐	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	Review Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	N/A	N/A	21-09-2023 20:38	DOCX PDF
☐	REJE.	Rejected Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	21-09-2023 20:07	DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 19:39	DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	DOCX PDF
☐	DRFT.	Draft	N/A	07-08-2023	N/A	N/A	N/A	15-09-2023 10:21	DOCX PDF
☐	DRFT.	Draft	N/A	15-09-2023	N/A	N/A	N/A	15-09-2023 10:20	DOCX PDF
☐	PEND.	Review Part 1	DRS/000150	01-09-2023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	DOCX PDF

The record’s status is submitted

Approve/ Reapprove Part 2 (2.7.1)

Clerk of Works


The record's status will indicate it is pending for Part 2 approval

Click to filter records

Step 3: Click to view details

Step 1: Click "Daily Record Summary"

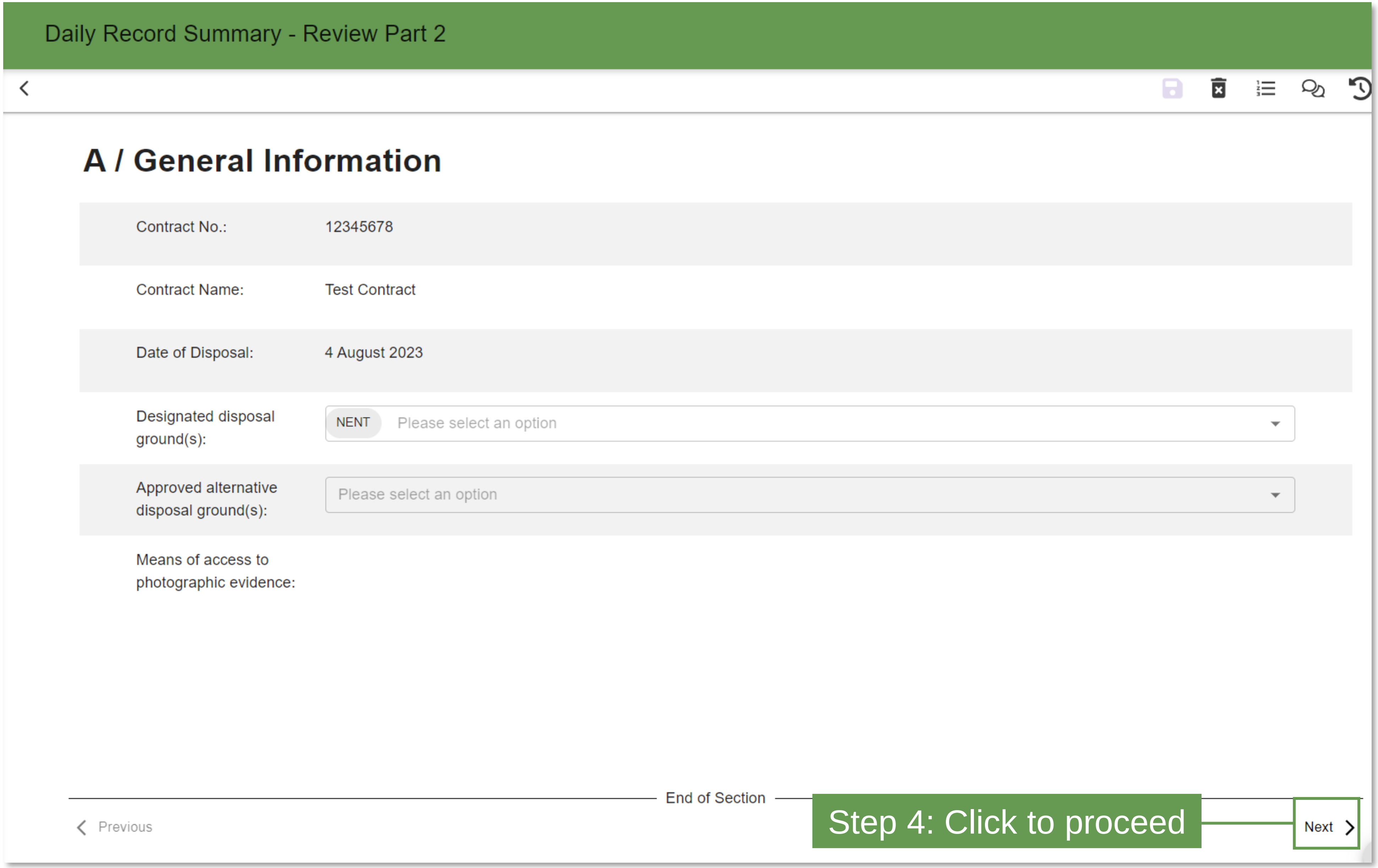
Step 2: Click "My Actions"

Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
My Actions
All Records
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
CoW1
Clerk of Works
Export selected item(s)
Rows per page: 25
1–25 of 30

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approve		d	Actions
☐	PEND.	Review Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	N/A		20:36	
☐	REJE.	Rejected Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A		20:07	
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 19:39	
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	
☐	DR				N/A	N/A	N/A	19-09-2023 09:24	
☐	DR				N/A	N/A	N/A	15-09-2023 10:21	
☐	DR				N/A	N/A	N/A	15-09-2023 10:20	
☐	PEND.	Review Part 1	DRS/000150	01-09-2023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	

Approve/ Reapprove Part 2 (2.7.2)

Clerk of Works



Daily Record Summary - Review Part 2

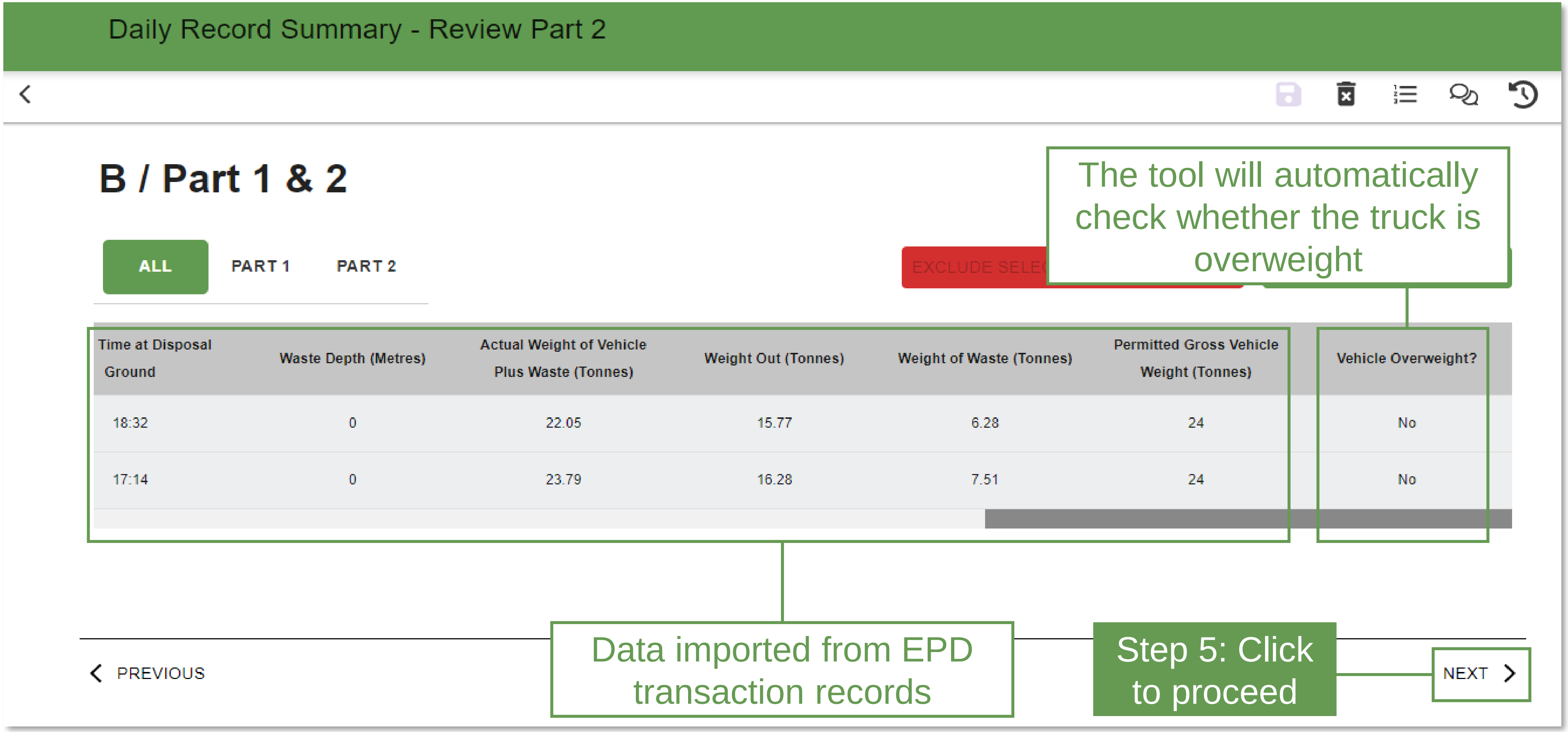
A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	4 August 2023
Designated disposal ground(s):	NENT Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	

Step 4: Click to proceed

Approve/ Reapprove Part 2 (2.7.3)

Clerk of Works



Daily Record Summary - Review Part 2

B / Part 1 & 2

Time at Disposal Ground	Waste Depth (Metres)	Actual Weight of Vehicle Plus Waste (Tonnes)	Weight Out (Tonnes)	Weight of Waste (Tonnes)	Permitted Gross Vehicle Weight (Tonnes)	Vehicle Overweight?
18:32	0	22.05	15.77	6.28	24	No
17:14	0	23.79	16.28	7.51	24	No

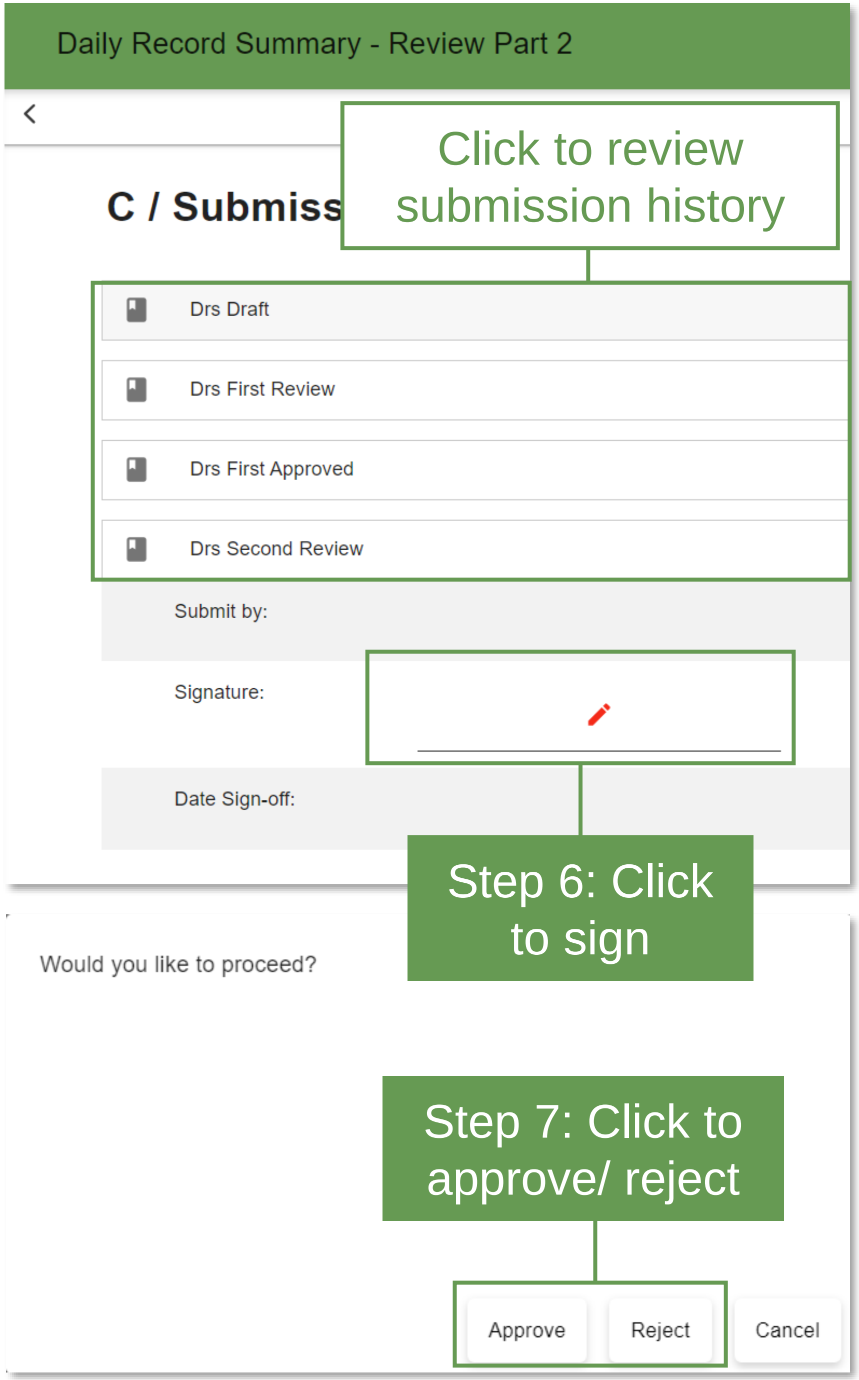
The tool will automatically check whether the truck is overweight

Data imported from EPD transaction records

Step 5: Click to proceed

Approve/ Reapprove Part 2 (2.7.4)

Clerk of Works



Daily Record Summary - Review Part 2

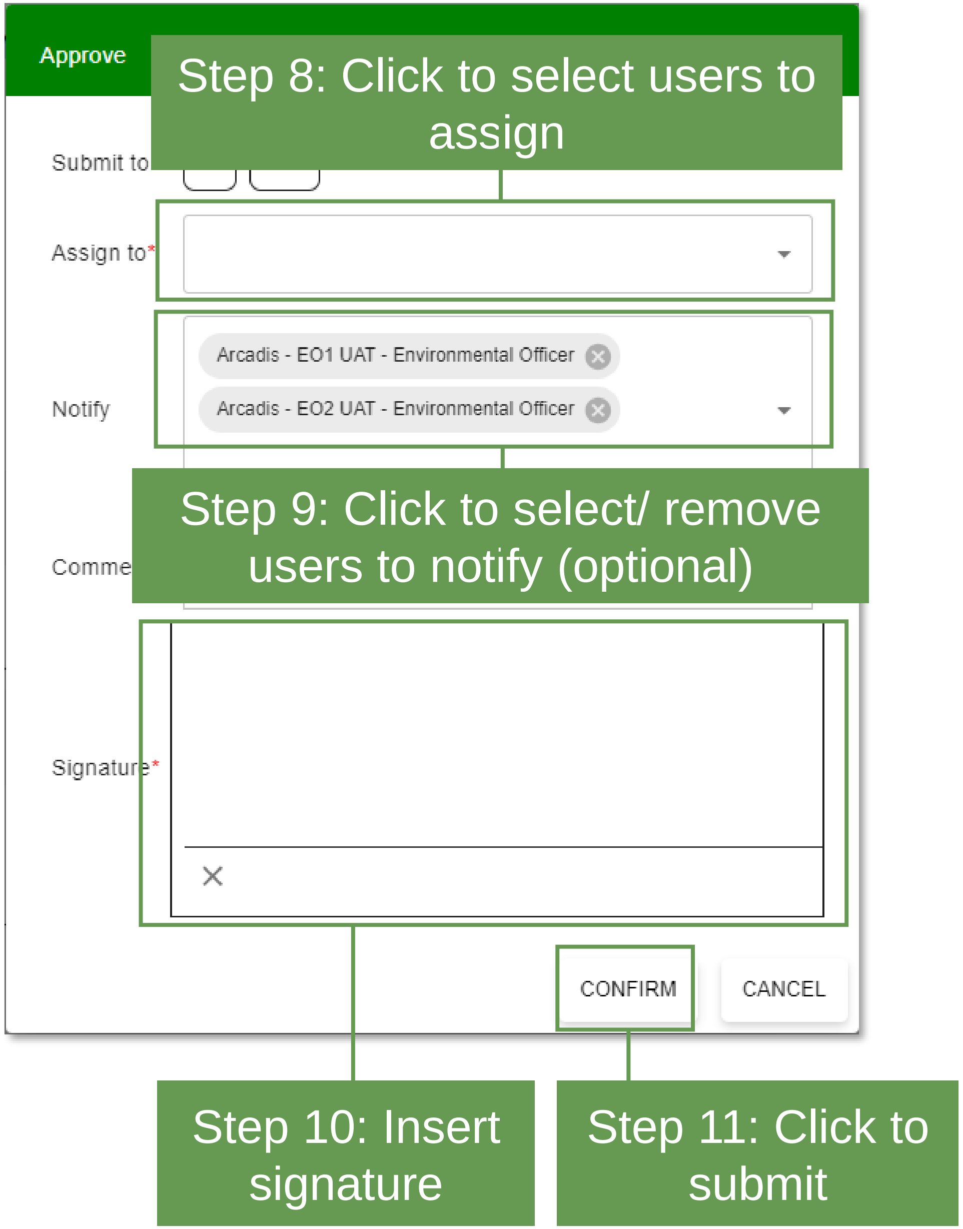
C / Submiss

Drs Draft
Drs First Review
Drs First Approved
Drs Second Review
Submit by:
Signature:
Date Sign-off:
Would you like to proceed?
Approve
Reject
Cancel

Click to review submission history

Step 6: Click to sign

Step 7: Click to approve/ reject



Approve

Submit to
Assign to*
Notify
Arcadis - EO1 UAT - Environmental Officer
Arcadis - EO2 UAT - Environmental Officer
Comme
Signature*
CONFIRM
CANCEL

Step 8: Click to select users to assign

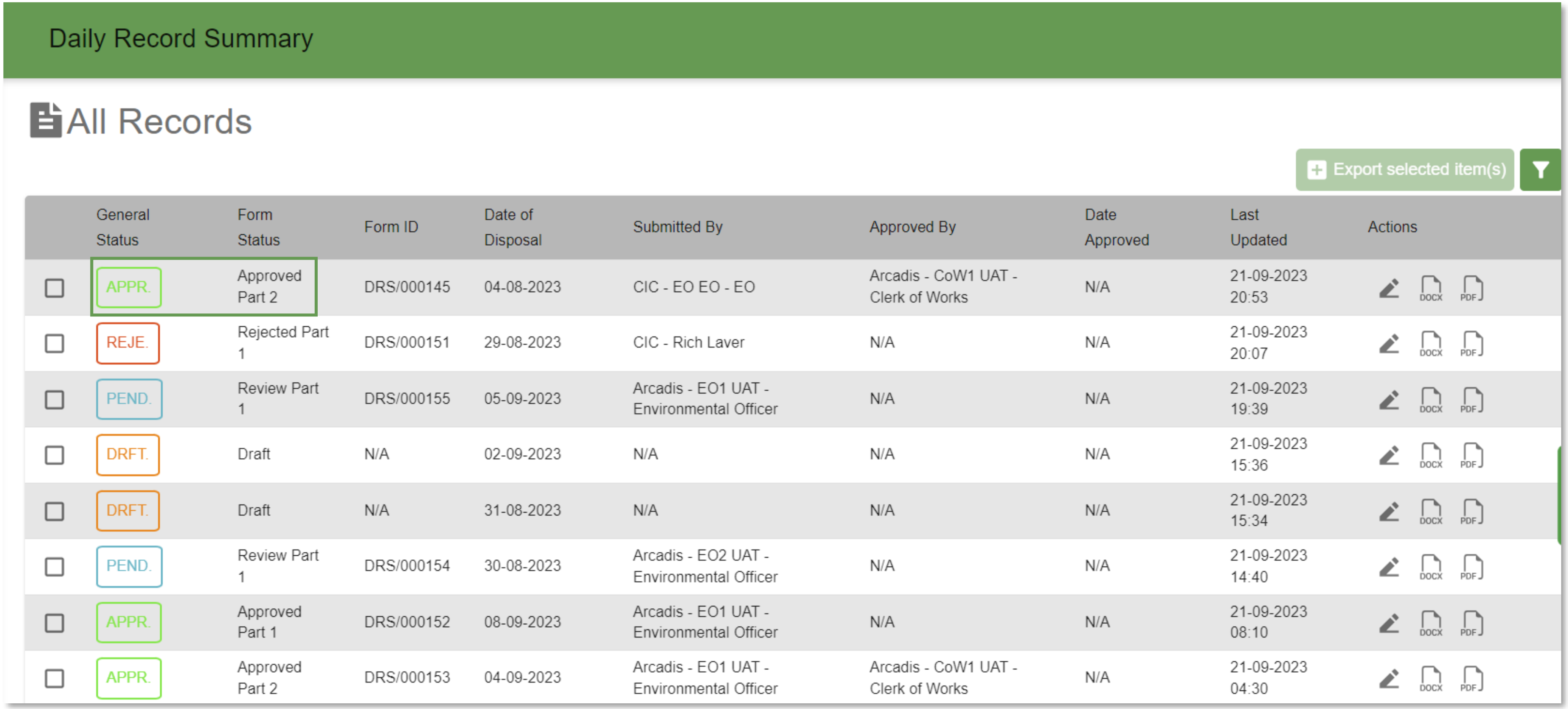
Step 9: Click to select/ remove users to notify (optional)

Step 10: Insert signature

Step 11: Click to submit

Approve/ Reapprove Part 2 (2.7.5)

Clerk of Works



Daily Record Summary

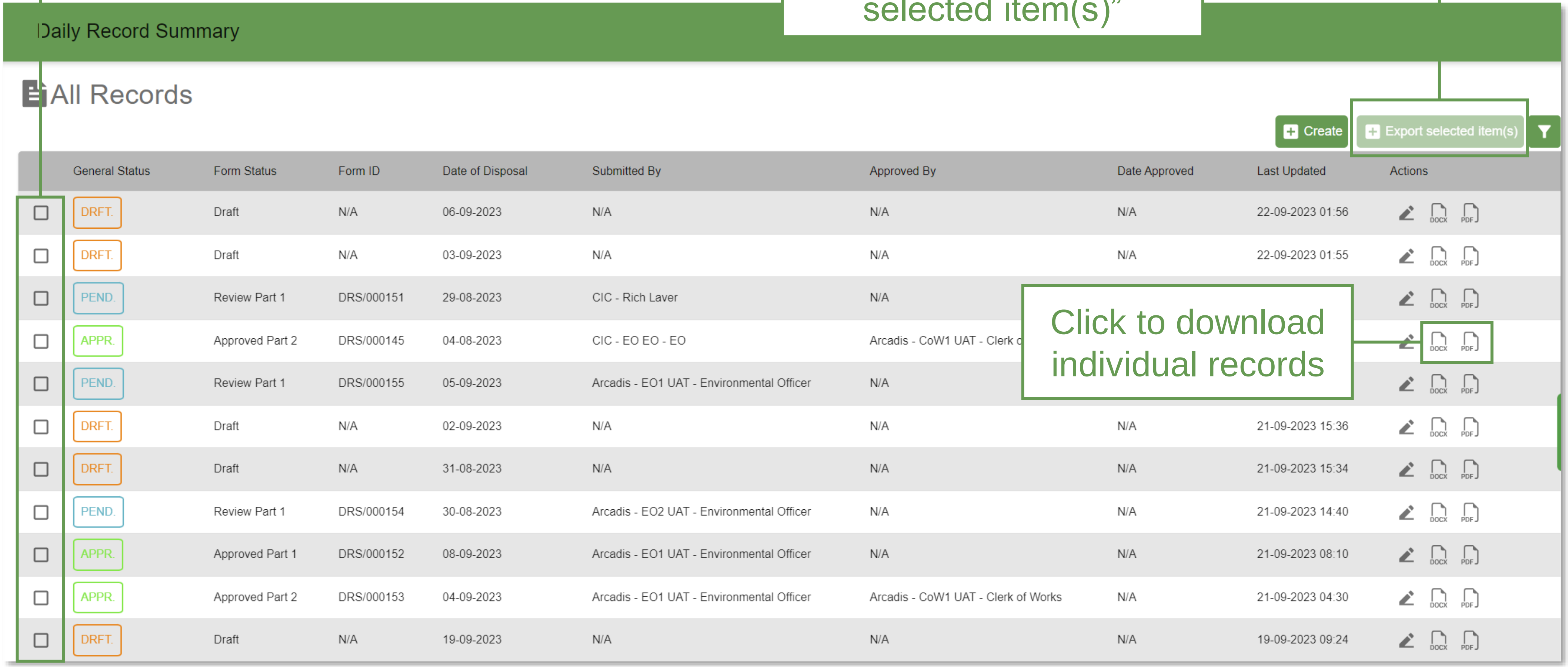
All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	APPR.	Approved Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 20:53	✎ DOCX PDF
☐	REJE.	Rejected Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	21-09-2023 20:07	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 19:39	✎ DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	✎ DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	✎ DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	✎ DOCX PDF

The record’s status is updated

Export Records (2.8.1)

All



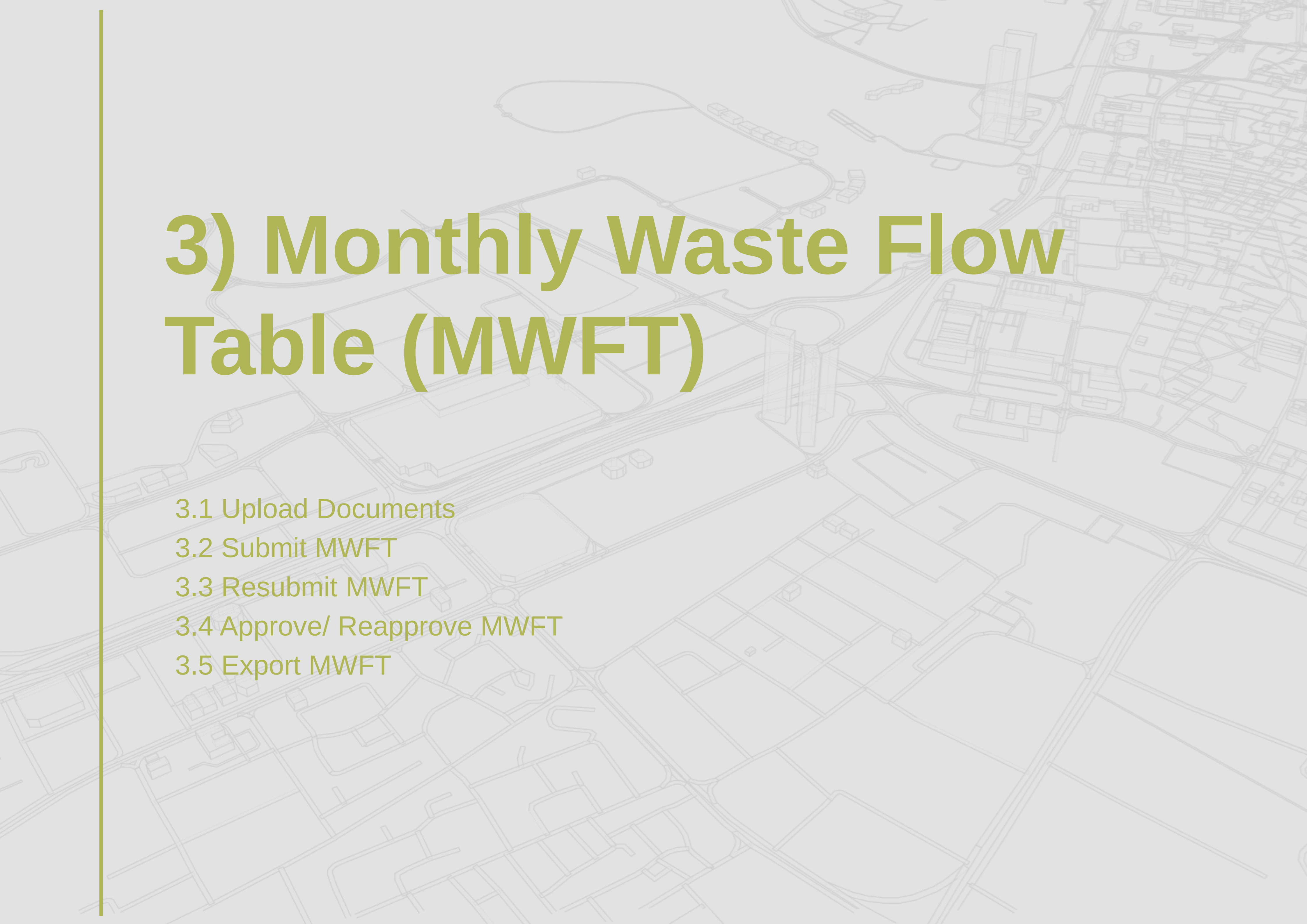
Select multiple records, then select “Export selected item(s)”

Click to download individual records

Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	DRFT.	Draft	N/A	06-09-2023	N/A	N/A	N/A	22-09-2023 01:56	✎ DOCX PDF
☐	DRFT.	Draft	N/A	03-09-2023	N/A	N/A	N/A	22-09-2023 01:55	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A			✎ DOCX PDF
☐	APPR.	Approved Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	Arcadis - CoW1 UAT - Clerk c			✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A			✎ DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	✎ DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	✎ DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	✎ DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	✎ DOCX PDF

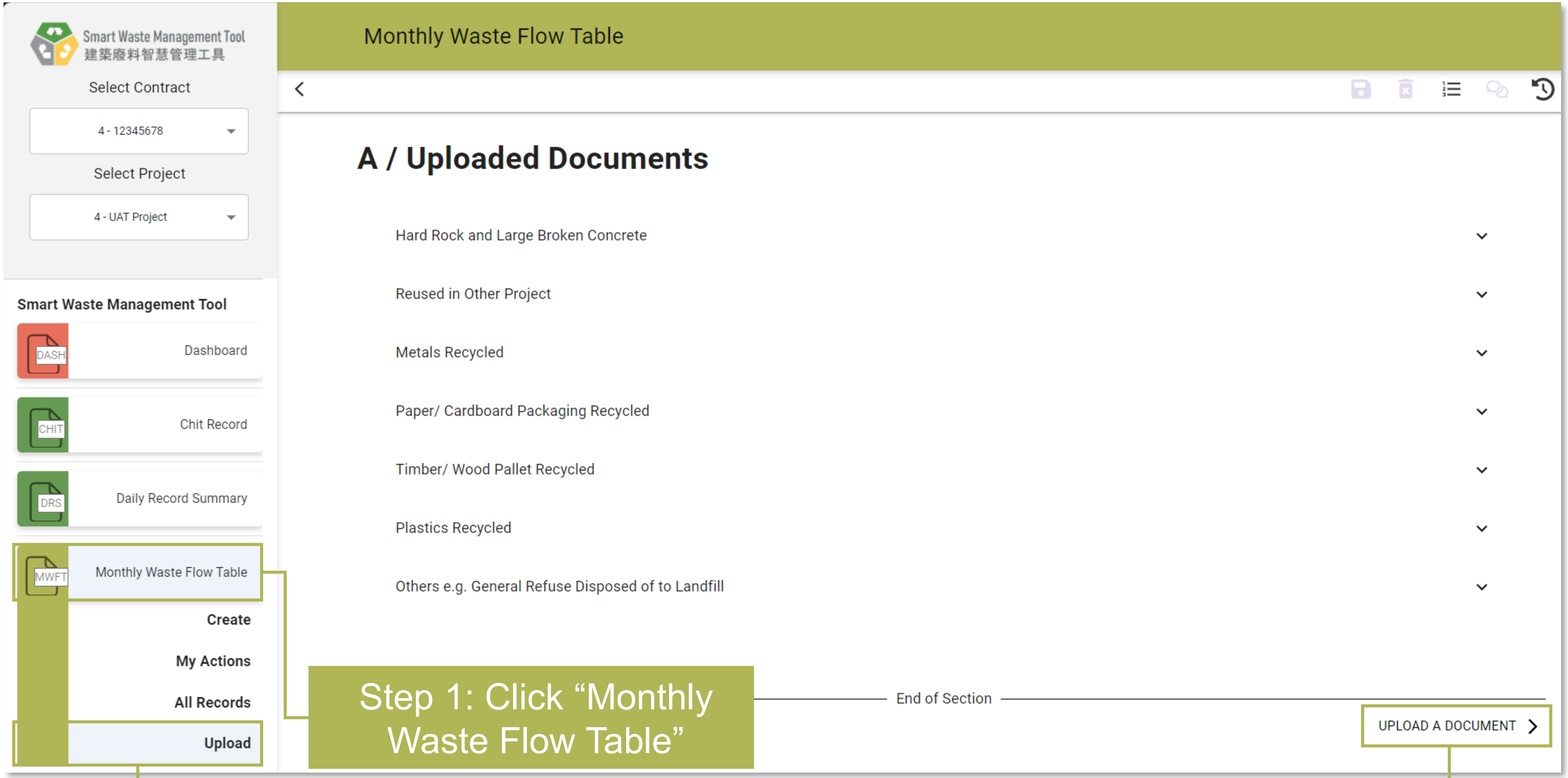


3) Monthly Waste Flow Table (MWFT)

3.1 Upload Documents
3.2 Submit MWFT
3.3 Resubmit MWFT
3.4 Approve/ Reapprove MWFT
3.5 Export MWFT

Upload Documents (3.1.1)

Foreman /
Environmental Officer



Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Create
My Actions
All Records
Upload
Monthly Waste Flow Table

A / Uploaded Documents

- Hard Rock and Large Broken Concrete
- Reused in Other Project
- Metals Recycled
- Paper/ Cardboard Packaging Recycled
- Timber/ Wood Pallet Recycled
- Plastics Recycled
- Others e.g. General Refuse Disposed of to Landfill

End of Section
UPLOAD A DOCUMENT

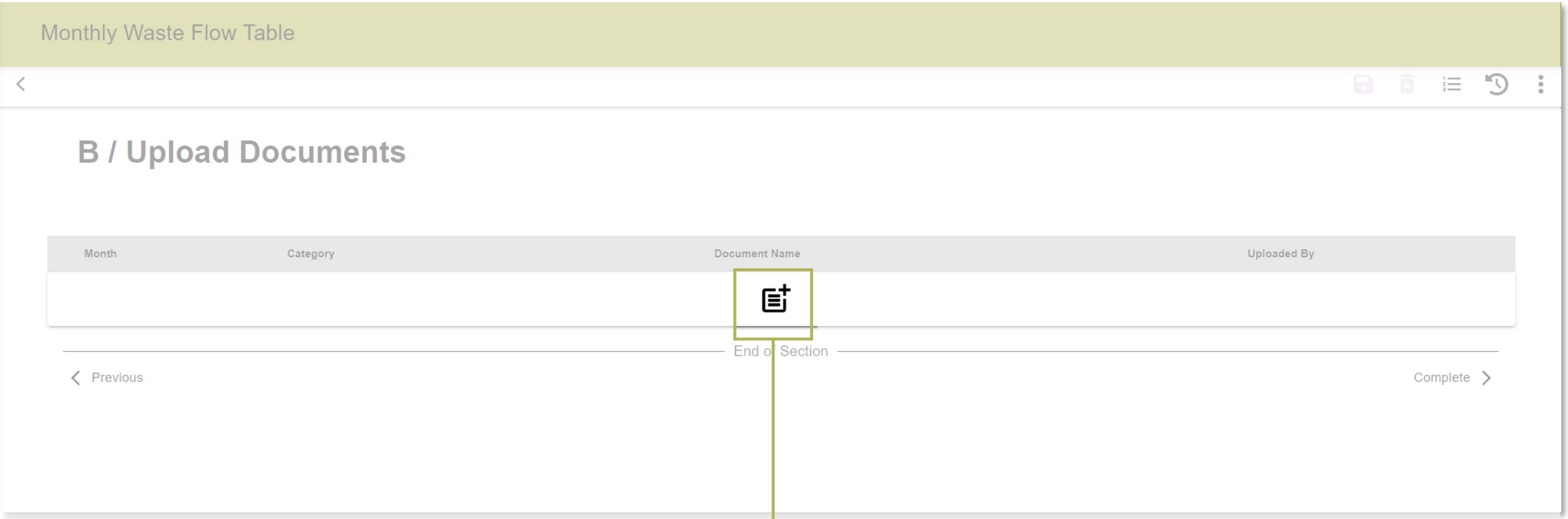
Step 1: Click "Monthly Waste Flow Table"

Step 2: Click "Upload"

Step 3: Click to upload documents

Upload Documents (3.1.2)

Foreman / Environmental Officer



Monthly Waste Flow Table

B / Upload Documents

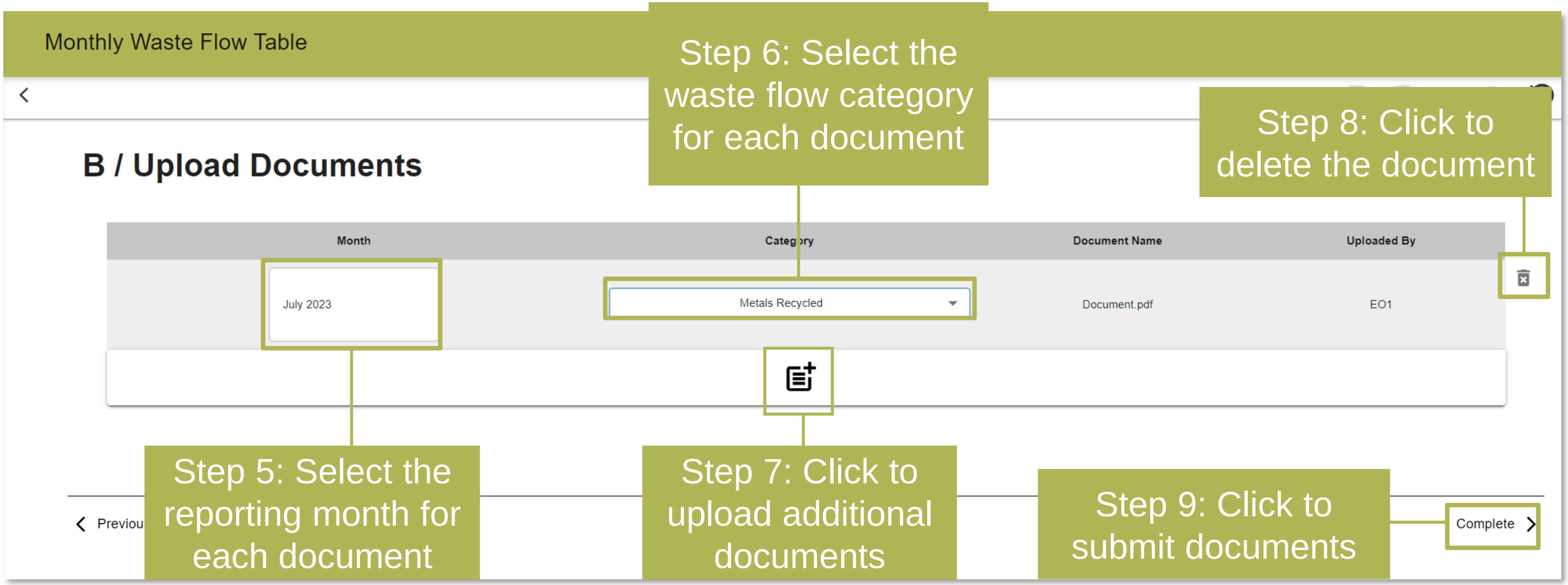
Month	Category	Document Name	Uploaded By

End of Section
Previous
Complete

Step 4: Click to upload documents
Acceptable file format: JPG/ PNG/ PDF

Upload Documents (3.1.3)

Foreman /
Environmental Officer



Monthly Waste Flow Table

B / Upload Documents

Month	Category	Document Name	Uploaded By
July 2023	Metals Recycled	Document.pdf	EO1

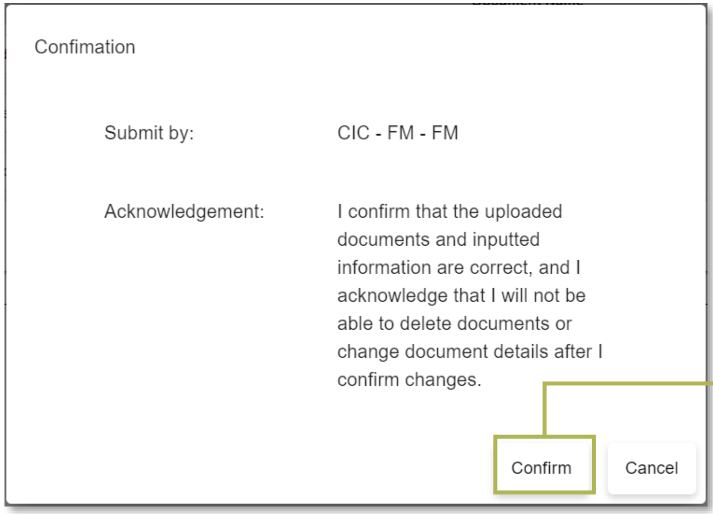
Step 5: Select the reporting month for each document

Step 6: Select the waste flow category for each document

Step 7: Click to upload additional documents

Step 8: Click to delete the document

Step 9: Click to submit documents



Confirmation

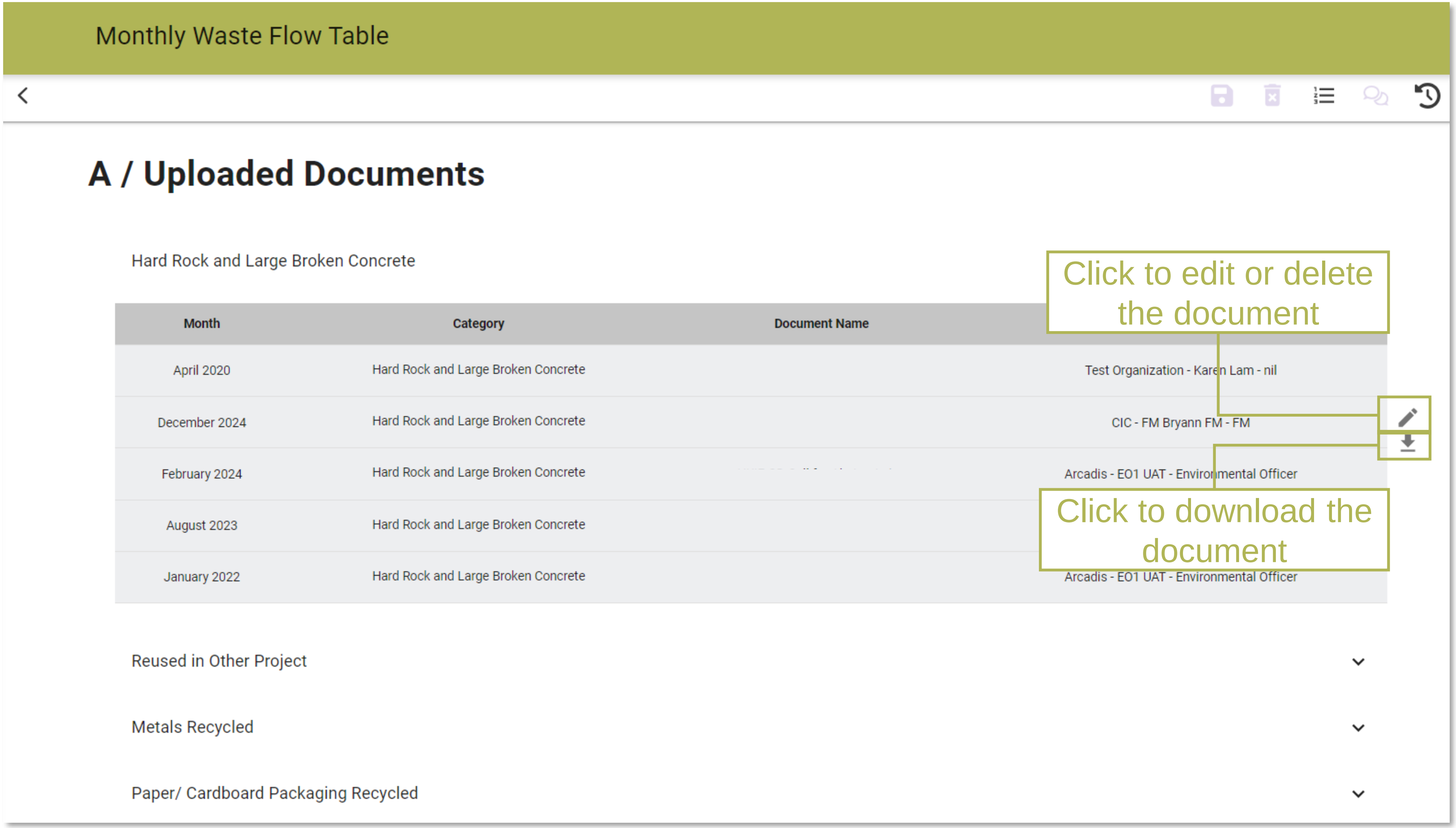
Submit by: CIC - FM - FM

Acknowledgement: I confirm that the uploaded documents and inputted information are correct, and I acknowledge that I will not be able to delete documents or change document details after I confirm changes.

Step 10: Click to confirm submission

Upload Documents (3.1.4)

Foreman / Environmental Officer



Monthly Waste Flow Table

A / Uploaded Documents

Hard Rock and Large Broken Concrete

Month	Category	Document Name	
April 2020	Hard Rock and Large Broken Concrete		Test Organization - Karen Lam - nil
December 2024	Hard Rock and Large Broken Concrete		CIC - FM Bryann FM - FM
February 2024	Hard Rock and Large Broken Concrete		Arcadis - E01 UAT - Environmental Officer
August 2023	Hard Rock and Large Broken Concrete		
January 2022	Hard Rock and Large Broken Concrete		Arcadis - E01 UAT - Environmental Officer

Click to edit or delete the document

Click to download the document

Reused in Other Project

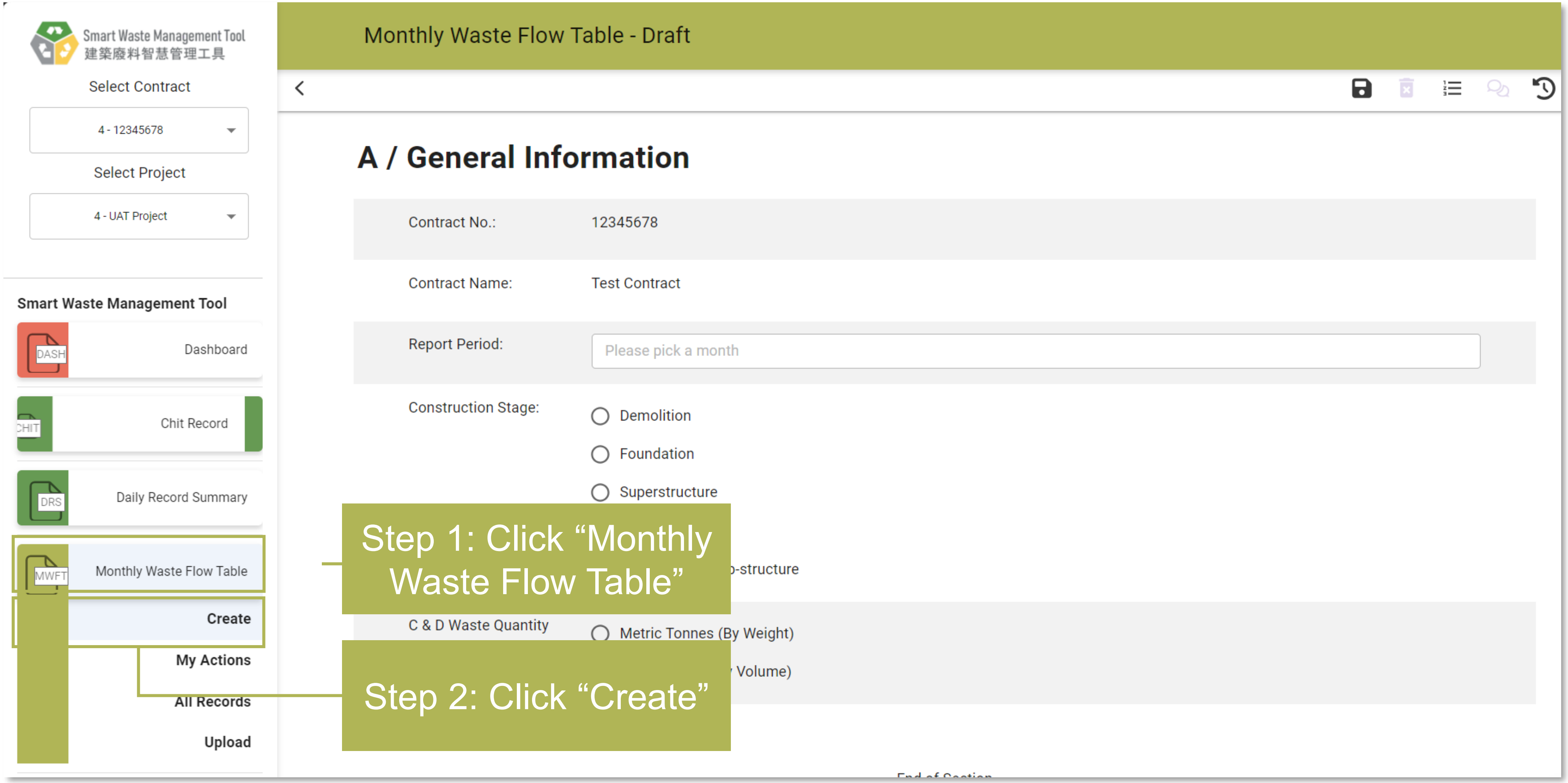
Metals Recycled

Paper/ Cardboard Packaging Recycled

All documents uploaded are displayed here

Submit MWFT (3.2.1)

Environmental Officer


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Create
My Actions
All Records
Upload

Monthly Waste Flow Table - Draft

A / General Information

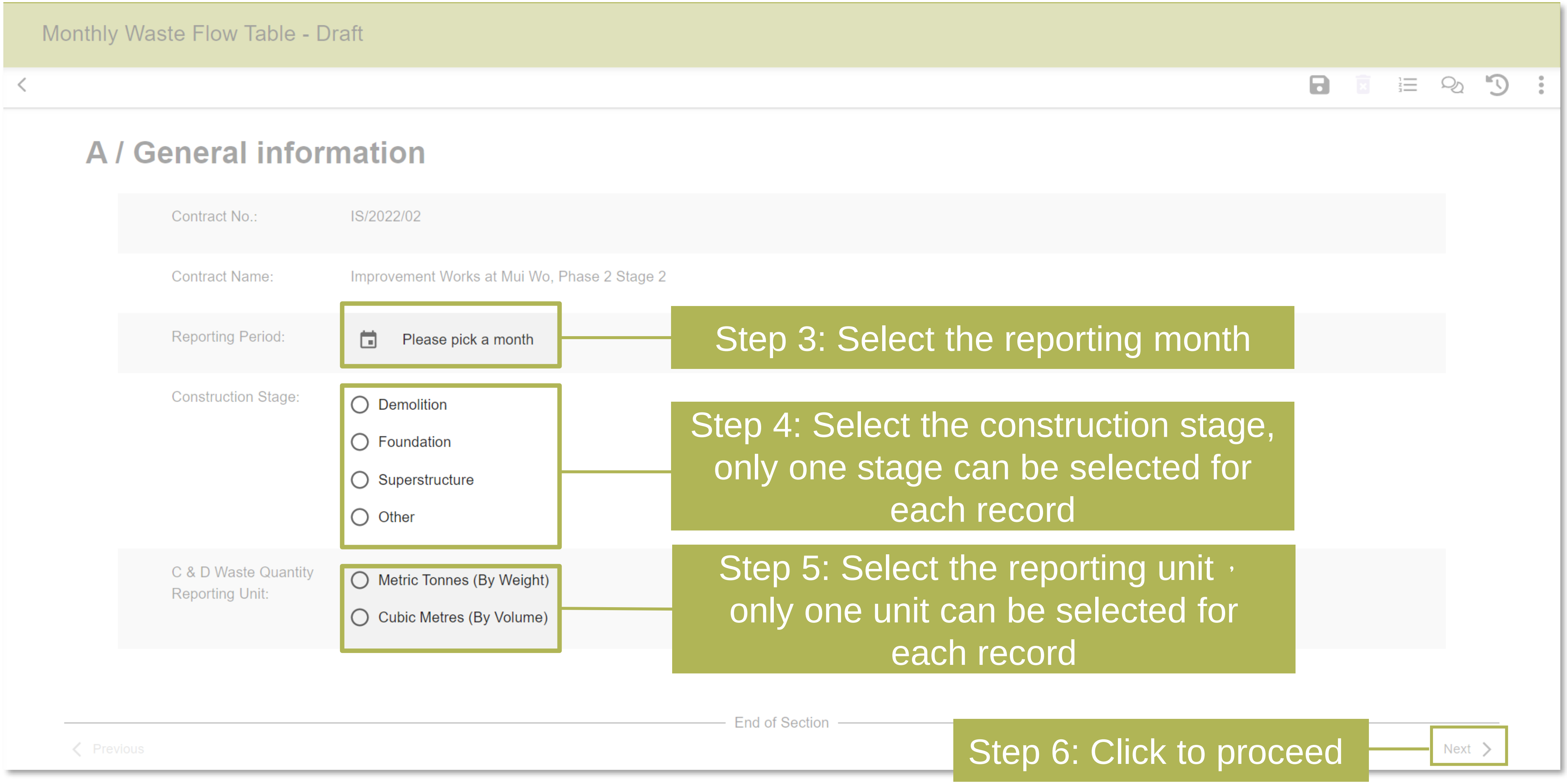
Contract No.:	12345678
Contract Name:	Test Contract
Report Period:	Please pick a month
Construction Stage:	○ Demolition ○ Foundation ○ Superstructure -structure
C & D Waste Quantity	○ Metric Tonnes (By Weight) Volume)

Step 1: Click “Monthly Waste Flow Table”

Step 2: Click “Create”

Submit MWFT (3.2.2)

Environmental Officer



Monthly Waste Flow Table - Draft

A / General information

Contract No.: IS/2022/02

Contract Name: Improvement Works at Mui Wo, Phase 2 Stage 2

Reporting Period: Please pick a month

Construction Stage:
- ○ Demolition
- ○ Foundation
- ○ Superstructure
- ○ Other

C & D Waste Quantity Reporting Unit:
- ○ Metric Tonnes (By Weight)
- ○ Cubic Metres (By Volume)

Step 3: Select the reporting month

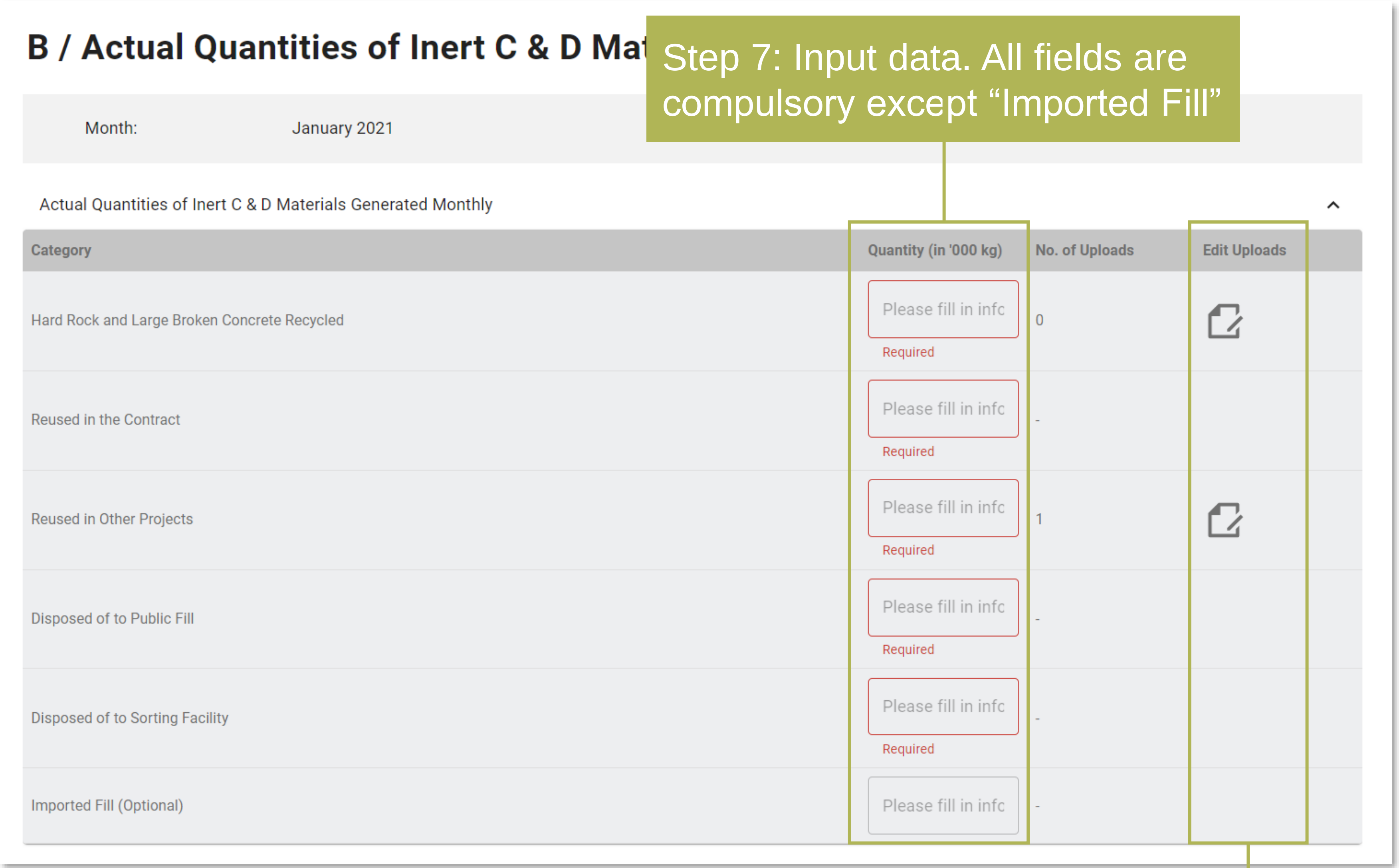
Step 4: Select the construction stage, only one stage can be selected for each record

Step 5: Select the reporting unit, only one unit can be selected for each record

Step 6: Click to proceed

Submit MWFT (3.2.3)

Environmental Officer



B / Actual Quantities of Inert C & D Mat

Month:	January 2021

Actual Quantities of Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Hard Rock and Large Broken Concrete Recycled	Please fill in infc Required	0	
Reused in the Contract	Please fill in infc Required	-	
Reused in Other Projects	Please fill in infc Required	1	
Disposed of to Public Fill	Please fill in infc Required	-	
Disposed of to Sorting Facility	Please fill in infc Required	-	
Imported Fill (Optional)	Please fill in infc	-	

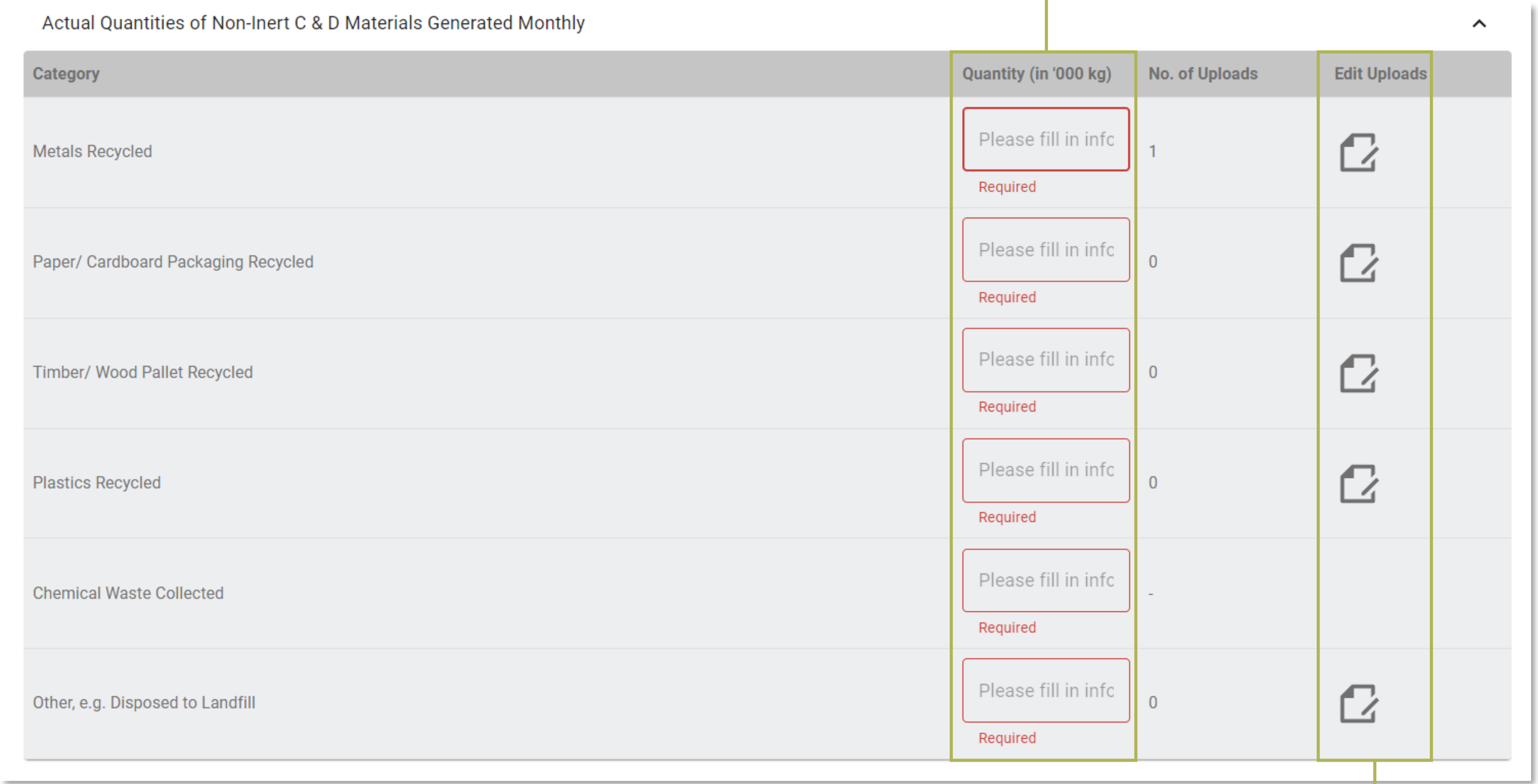
Step 7: Input data. All fields are compulsory except “Imported Fill”

Click to upload additional documents if needed

Submit MWFT (3.2.4)

Environmental Officer

Step 8: Input data. All fields are compulsory



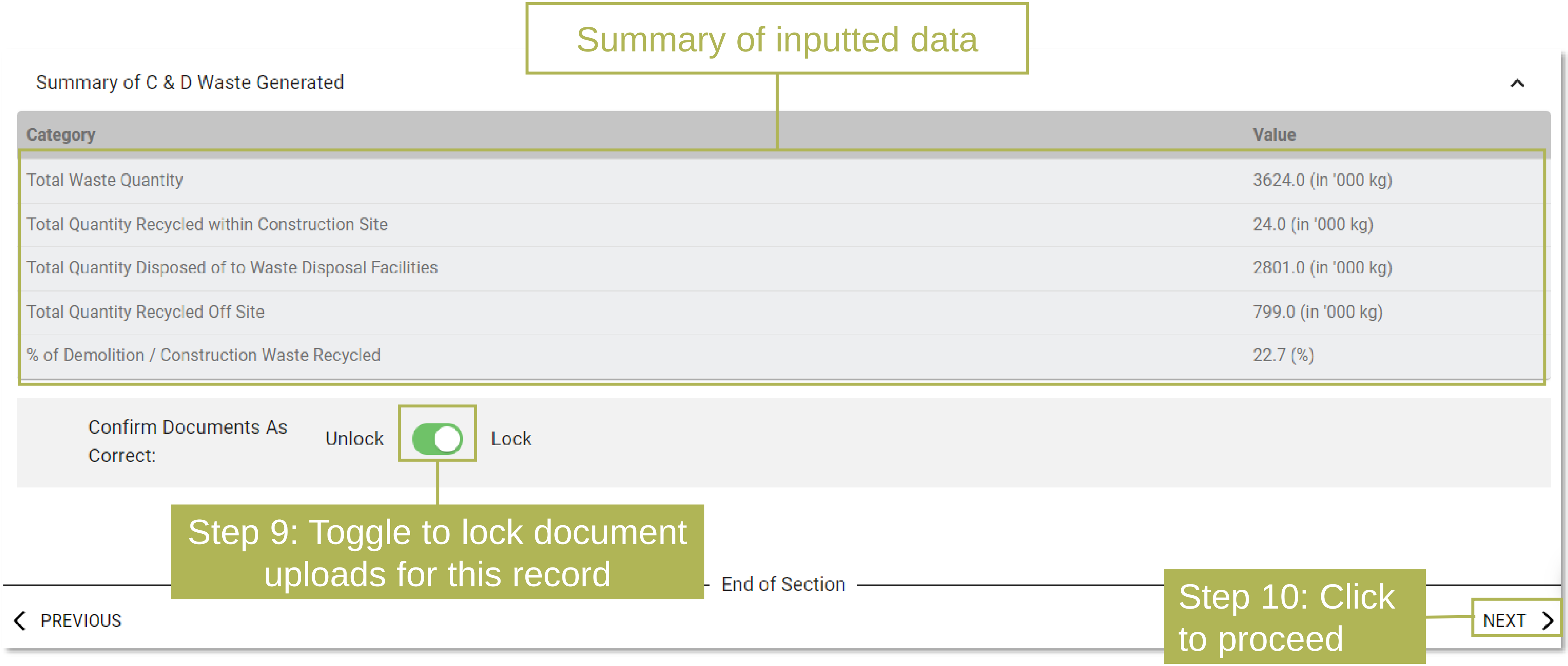
Actual Quantities of Non-Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Metals Recycled	Please fill in info Required	1	
Paper/ Cardboard Packaging Recycled	Please fill in info Required	0	
Timber/ Wood Pallet Recycled	Please fill in info Required	0	
Plastics Recycled	Please fill in info Required	0	
Chemical Waste Collected	Please fill in info Required	-	
Other, e.g. Disposed to Landfill	Please fill in info Required	0	

Click to upload additional documents if needed

Submit MWFT (3.2.5)

Environmental Officer



Summary of inputted data

Summary of C & D Waste Generated

Category	Value
Total Waste Quantity	3624.0 (in '000 kg)
Total Quantity Recycled within Construction Site	24.0 (in '000 kg)
Total Quantity Disposed of to Waste Disposal Facilities	2801.0 (in '000 kg)
Total Quantity Recycled Off Site	799.0 (in '000 kg)
% of Demolition / Construction Waste Recycled	22.7 (%)

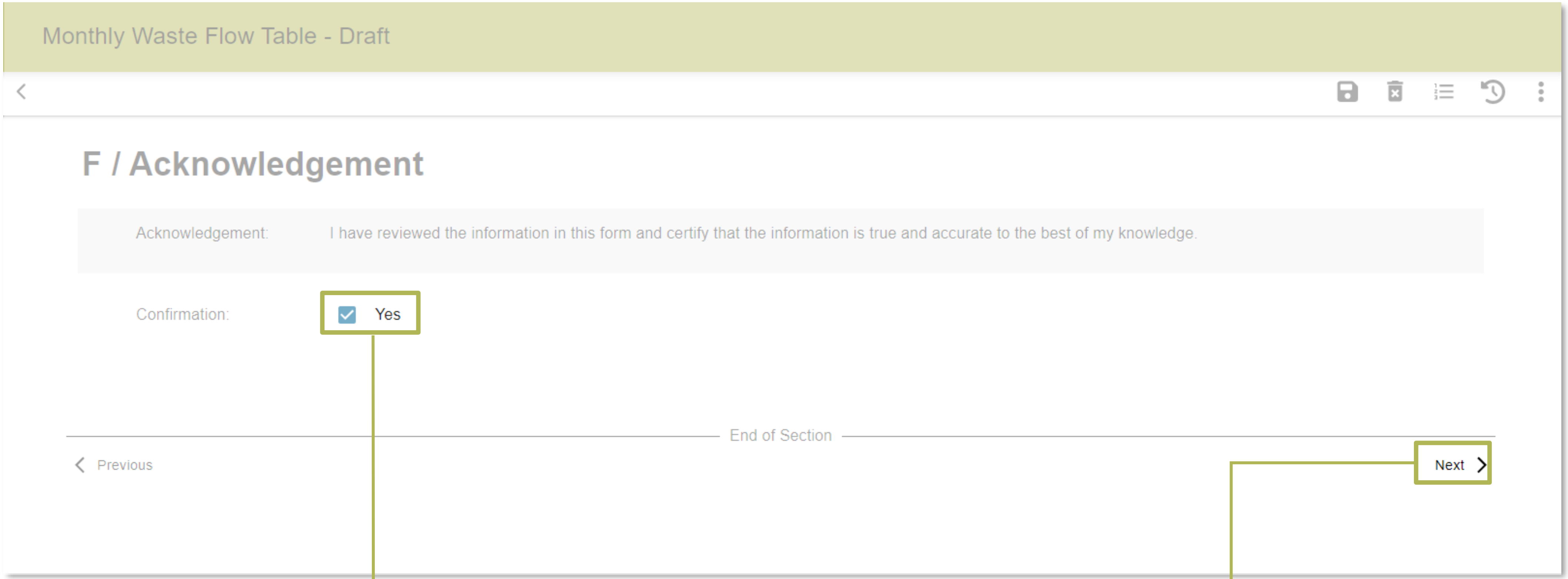
Confirm Documents As Correct: Unlock ● Lock

Step 9: Toggle to lock document uploads for this record

Step 10: Click to proceed

Submit MWFT (3.2.6)

Environmental Officer


Monthly Waste Flow Table - Draft

F / Acknowledgement

Acknowledgement: I have reviewed the information in this form and certify that the information is true and accurate to the best of my knowledge.

Confirmation: ☑ Yes

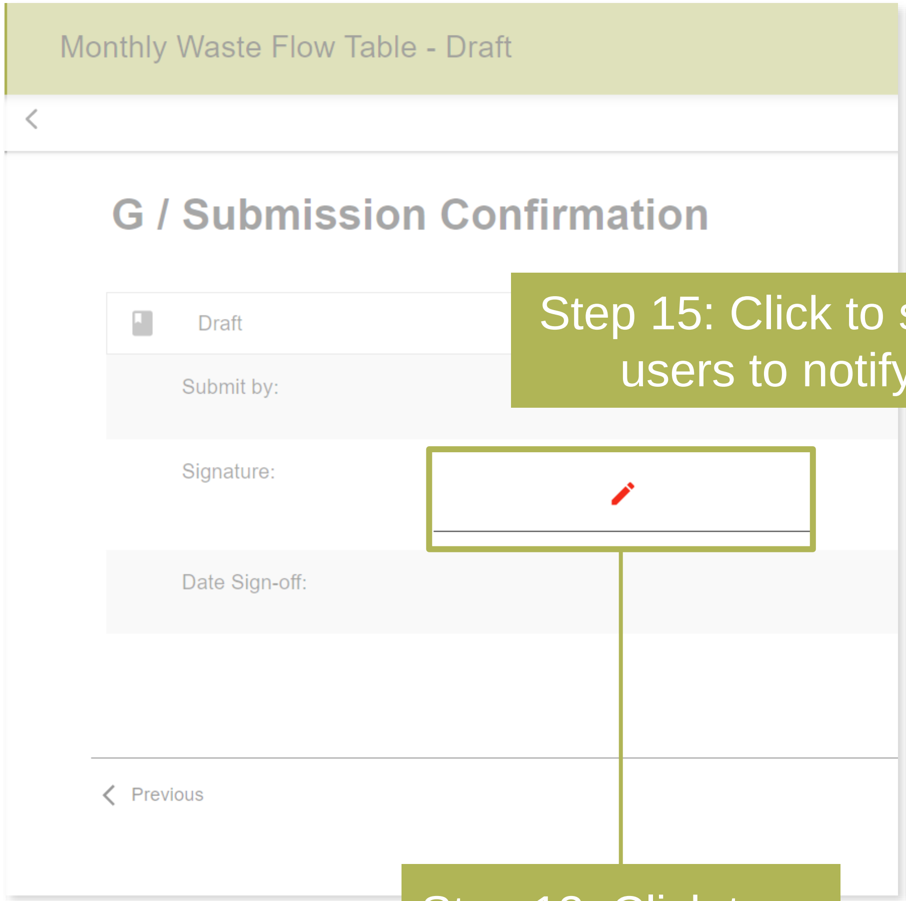
End of Section
Previous
Next

Step 11: Tick the box

Step 12: Click to proceed

Submit MWFT (3.2.7)

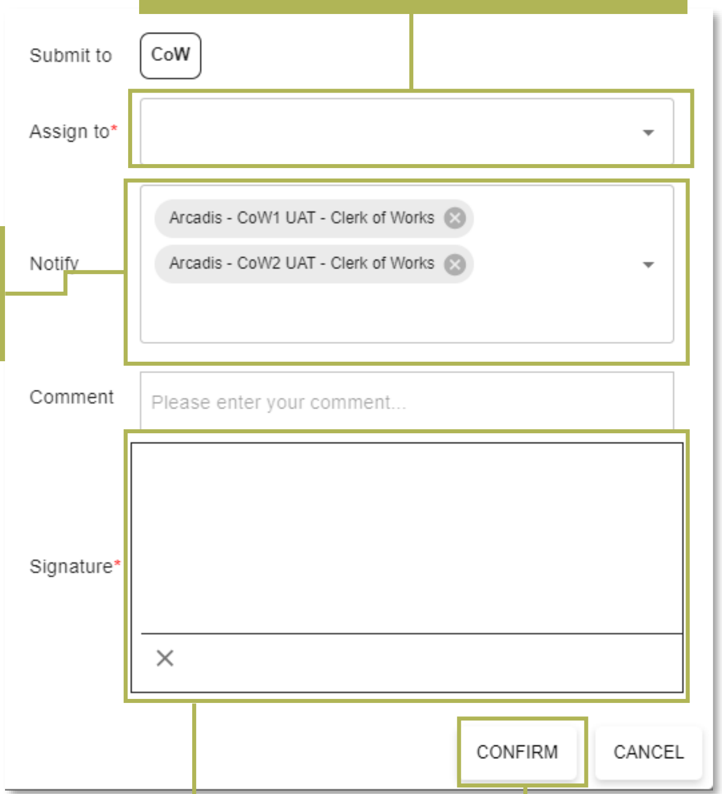
Environmental Officer


Monthly Waste Flow Table - Draft
G / Submission Confirmation
Draft
Submit by:
Signature:
Date Sign-off:
Previous

Step 13: Click to sign

Step 15: Click to select/ remove users to notify (optional)

Step 14: Click to select users to assign


Submit to
CoW
Assign to*
Notify
Comment
Please enter your comment...
Signature*
CONFIRM
CANCEL

Notify: Arcadis - CoW1 UAT - Clerk of Works; Arcadis - CoW2 UAT - Clerk of Works

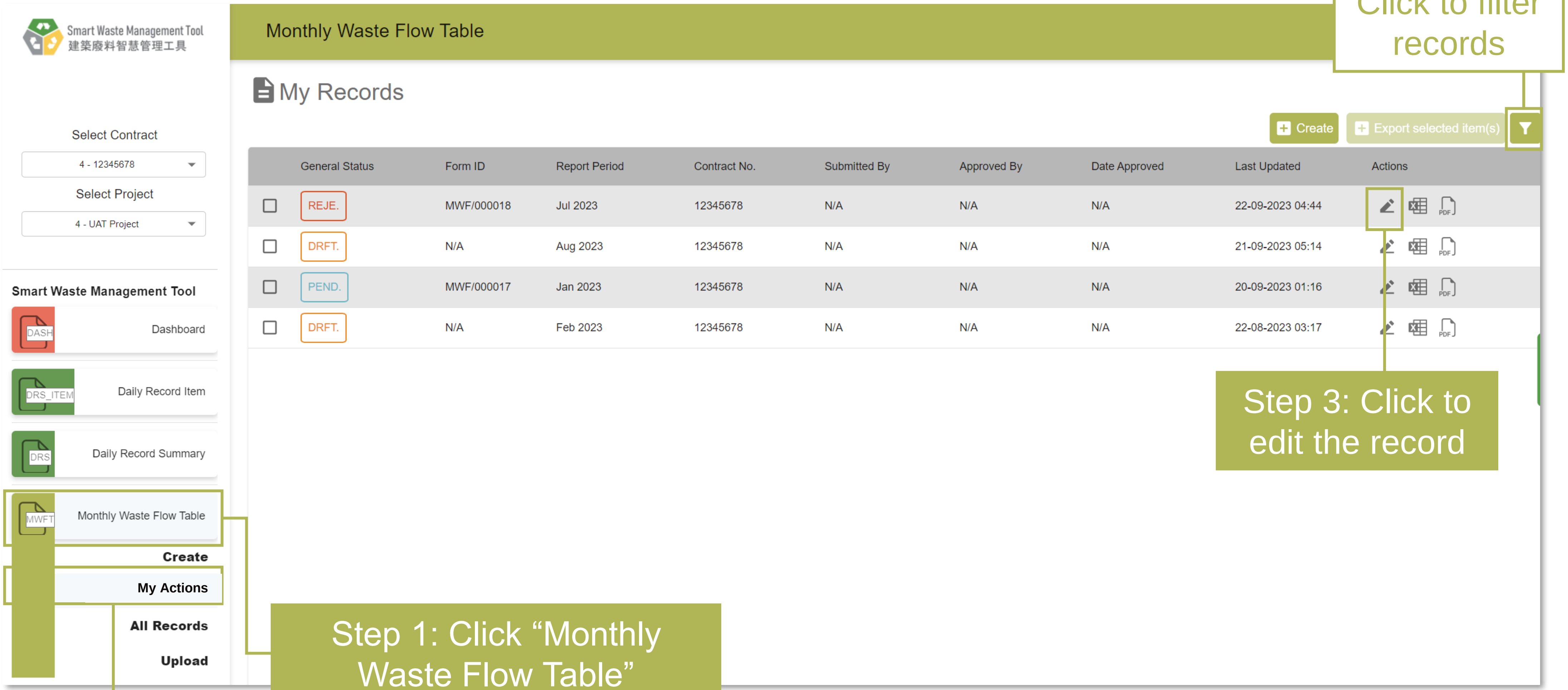
Step 16: Insert signature

Step 17: Click to submit

Record status is updated to pending

Resubmit MWFT (3.3.1)

Environmental Officer



Smart Waste Management Tool
建築廢料智慧管理工具

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Create
My Actions
All Records
Upload
Monthly Waste Flow Table
My Records
Create
Export selected item(s)

	General Status	Form ID	Report Period	Contract No.	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	REJE.	MWF/000018	Jul 2023	12345678	N/A	N/A	N/A	22-09-2023 04:44	
☐	DRFT.	N/A	Aug 2023	12345678	N/A	N/A	N/A	21-09-2023 05:14	
☐	PEND.	MWF/000017	Jan 2023	12345678	N/A	N/A	N/A	20-09-2023 01:16	
☐	DRFT.	N/A	Feb 2023	12345678	N/A	N/A	N/A	22-08-2023 03:17	

Click to filter records

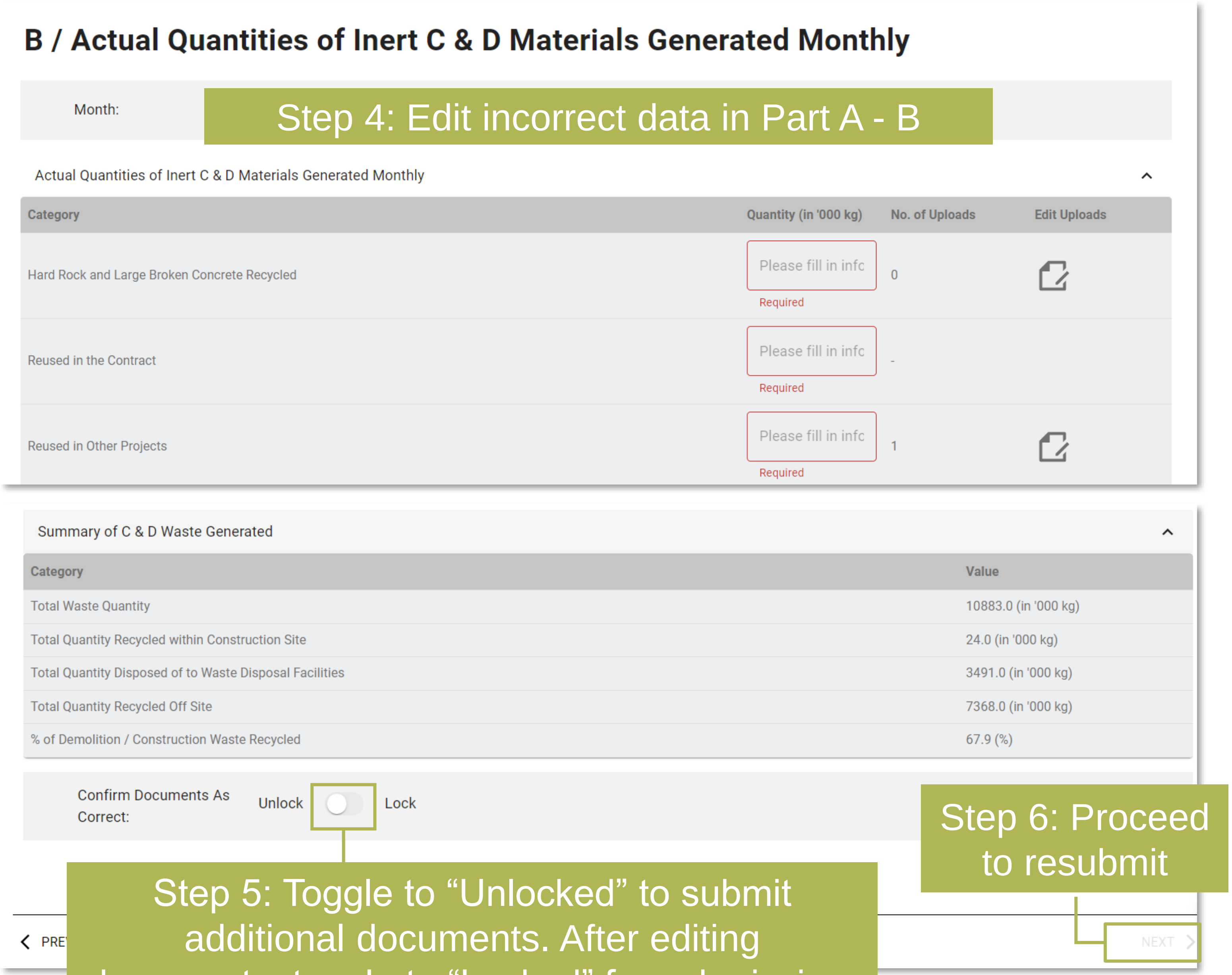
Step 3: Click to edit the record

Step 1: Click "Monthly Waste Flow Table"

Step 2: Click "My Actions"

Resubmit MWFT (3.3.2)

Environmental Officer



Step 4: Edit incorrect data in Part A - B

Step 5: Toggle to “Unlocked” to submit additional documents. After editing documents, toggle to “Locked” for submission.

Step 6: Proceed to resubmit

B / Actual Quantities of Inert C & D Materials Generated Monthly

Month:

Actual Quantities of Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Hard Rock and Large Broken Concrete Recycled	Please fill in infc Required	0	
Reused in the Contract	Please fill in infc Required	-	
Reused in Other Projects	Please fill in infc Required	1	

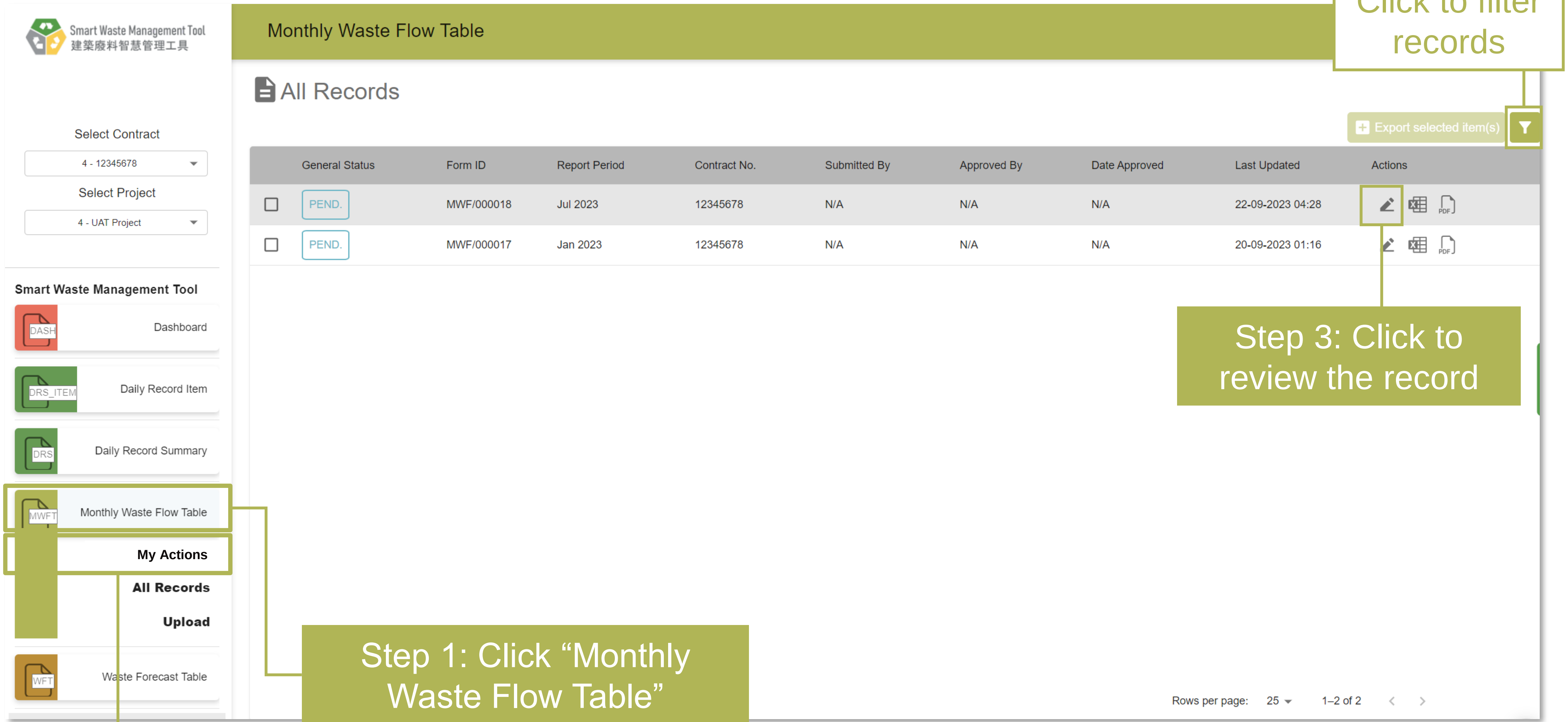
Summary of C & D Waste Generated

Category	Value
Total Waste Quantity	10883.0 (in '000 kg)
Total Quantity Recycled within Construction Site	24.0 (in '000 kg)
Total Quantity Disposed of to Waste Disposal Facilities	3491.0 (in '000 kg)
Total Quantity Recycled Off Site	7368.0 (in '000 kg)
% of Demolition / Construction Waste Recycled	67.9 (%)

Confirm Documents As Correct: Unlock ○ Lock

Approve / Reapprove MWFT (3.4.1)

Clerk of Works


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
My Actions
All Records
Upload
WFT
Waste Forecast Table
Monthly Waste Flow Table
All Records
Export selected item(s)
Rows per page: 25
1–2 of 2

	General Status	Form ID	Report Period	Contract No.	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	MWF/000018	Jul 2023	12345678	N/A	N/A	N/A	22-09-2023 04:28	
☐	PEND.	MWF/000017	Jan 2023	12345678	N/A	N/A	N/A	20-09-2023 01:16	

Click to filter records

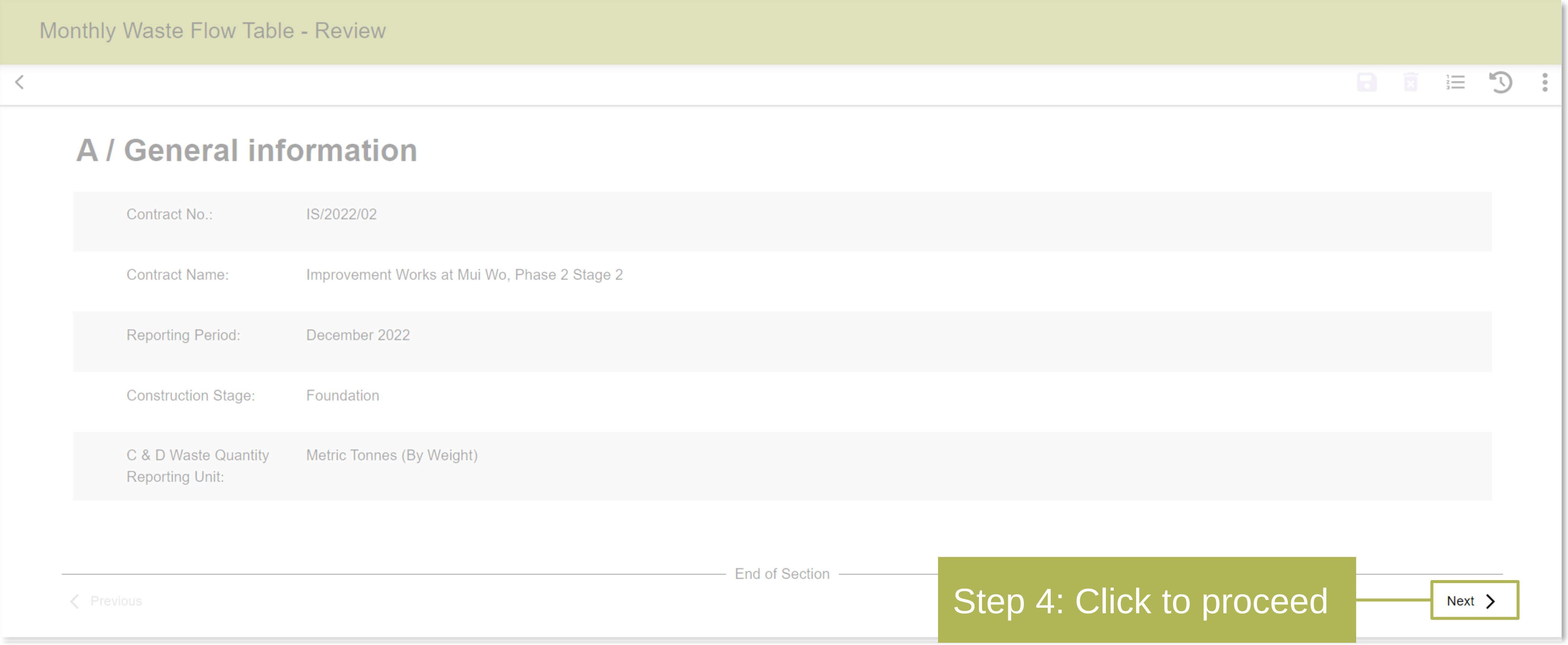
Step 3: Click to review the record

Step 1: Click “Monthly Waste Flow Table”

Step 2: Click ”My Actions”

Approve / Reapprove MWFT (3.4.2)

Clerk of Works



Monthly Waste Flow Table - Review

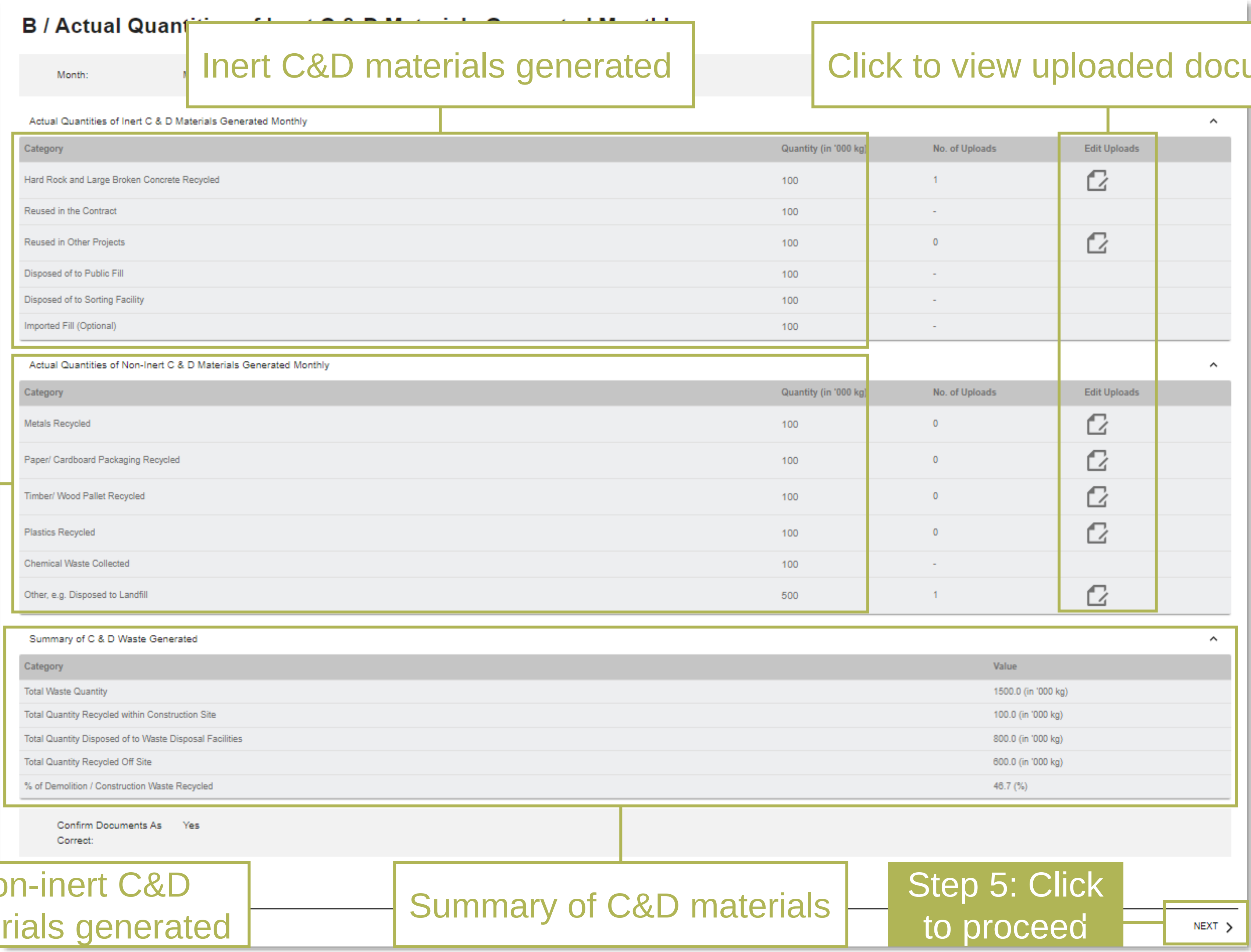
A / General information

Contract No.:	IS/2022/02
Contract Name:	Improvement Works at Mui Wo, Phase 2 Stage 2
Reporting Period:	December 2022
Construction Stage:	Foundation
C & D Waste Quantity Reporting Unit:	Metric Tonnes (By Weight)

Step 4: Click to proceed

Approve / Reapprove MWFT (3.4.3)

Clerk of Works



B / Actual Quant

Month:

Actual Quantities of Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Hard Rock and Large Broken Concrete Recycled	100	1	✎
Reused in the Contract	100	-	
Reused in Other Projects	100	0	✎
Disposed of to Public Fill	100	-	
Disposed of to Sorting Facility	100	-	
Imported Fill (Optional)	100	-	

Actual Quantities of Non-Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Metals Recycled	100	0	✎
Paper/ Cardboard Packaging Recycled	100	0	✎
Timber/ Wood Pallet Recycled	100	0	✎
Plastics Recycled	100	0	✎
Chemical Waste Collected	100	-	
Other, e.g. Disposed to Landfill	500	1	✎

Summary of C & D Waste Generated

Category	Value
Total Waste Quantity	1500.0 (in '000 kg)
Total Quantity Recycled within Construction Site	100.0 (in '000 kg)
Total Quantity Disposed of to Waste Disposal Facilities	800.0 (in '000 kg)
Total Quantity Recycled Off Site	600.0 (in '000 kg)
% of Demolition / Construction Waste Recycled	46.7 (%)

Confirm Documents As Correct: Yes

Inert C&D materials generated

Click to view uploaded documents

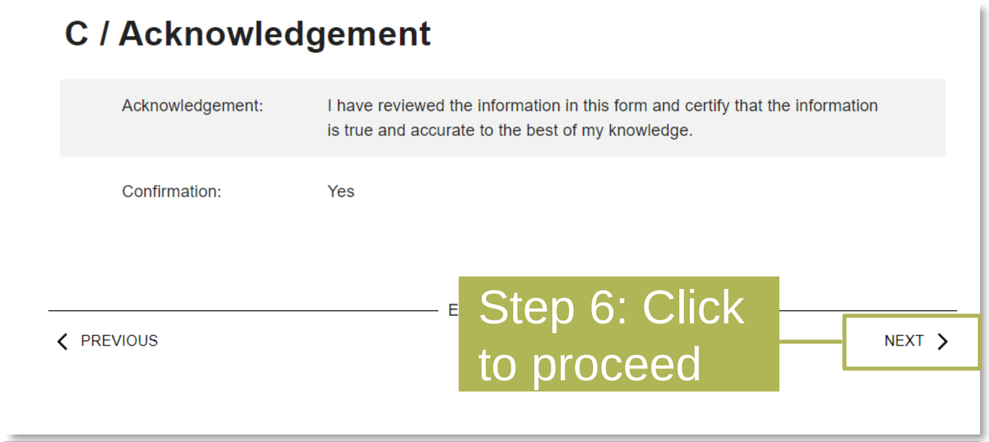
Non-inert C&D materials generated

Summary of C&D materials

Step 5: Click to proceed

Approve / Reapprove MWFT (3.4.4)

Clerk of Works

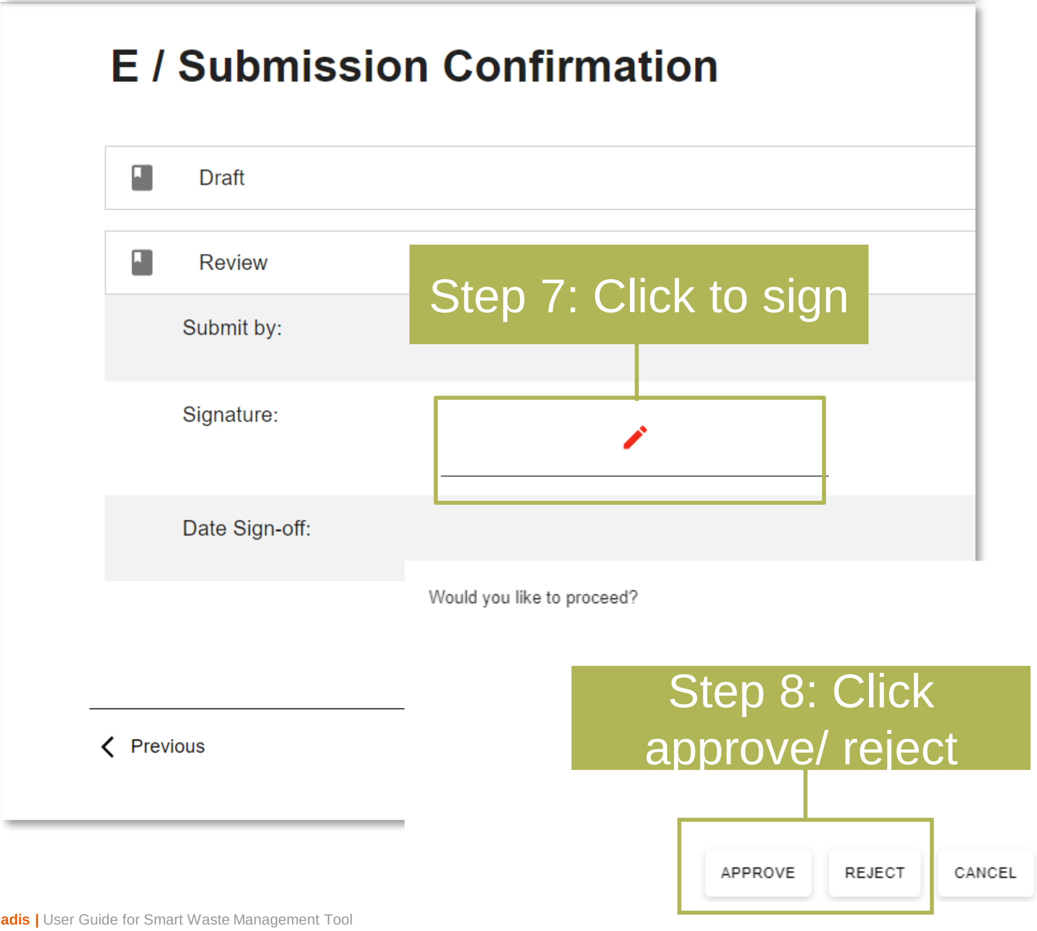


C / Acknowledgement

Acknowledgement:	I have reviewed the information in this form and certify that the information is true and accurate to the best of my knowledge.
Confirmation:	Yes

PREVIOUS
NEXT

Step 6: Click to proceed



E / Submission Confirmation

Draft
Review

Submit by:

Signature:

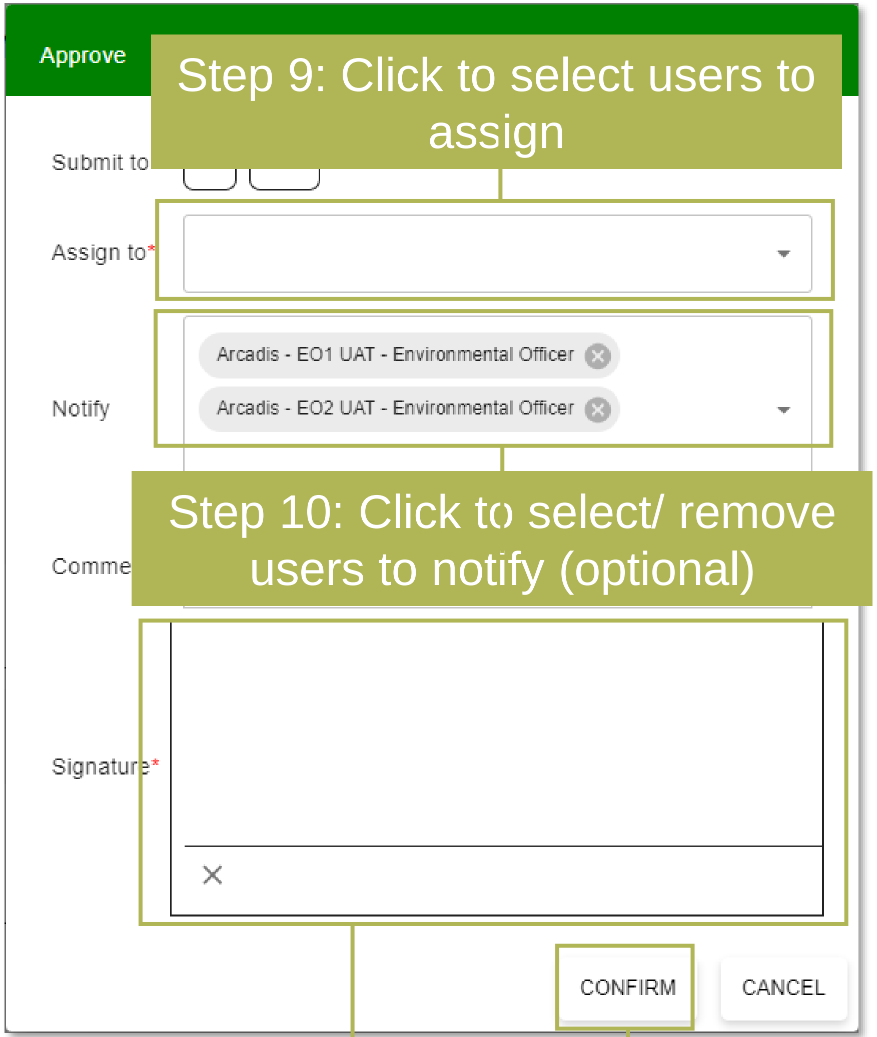
Date Sign-off:

Would you like to proceed?

Previous
APPROVE
REJECT
CANCEL

Step 7: Click to sign

Step 8: Click approve/ reject



Approve

Submit to

Assign to*

Notify: Arcadis - EO1 UAT - Environmental Officer; Arcadis - EO2 UAT - Environmental Officer

Comme

Signature*

CONFIRM
CANCEL

Step 9: Click to select users to assign

Step 10: Click to select/ remove users to notify (optional)

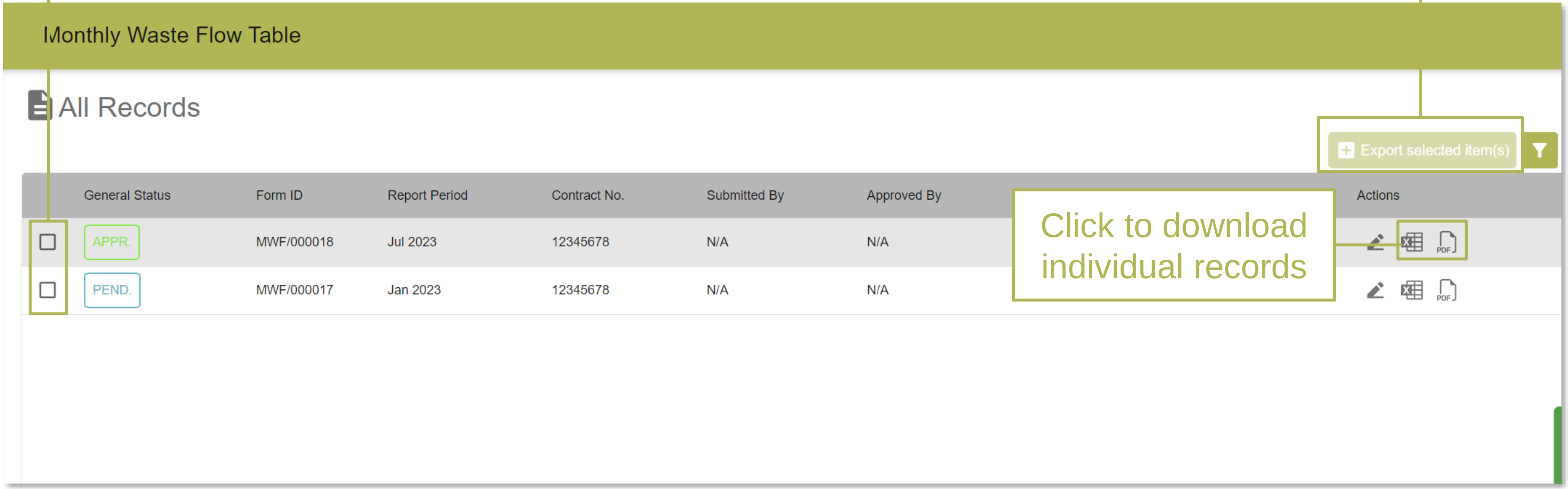
Step 11: Insert signature

Step 12: Click to submit

Record status is updated

Export MWFT (3.5.1)

All



Select multiple records, then select "Export selected item(s)"

Click to download individual records

Monthly Waste Flow Table
All Records
Export selected item(s)

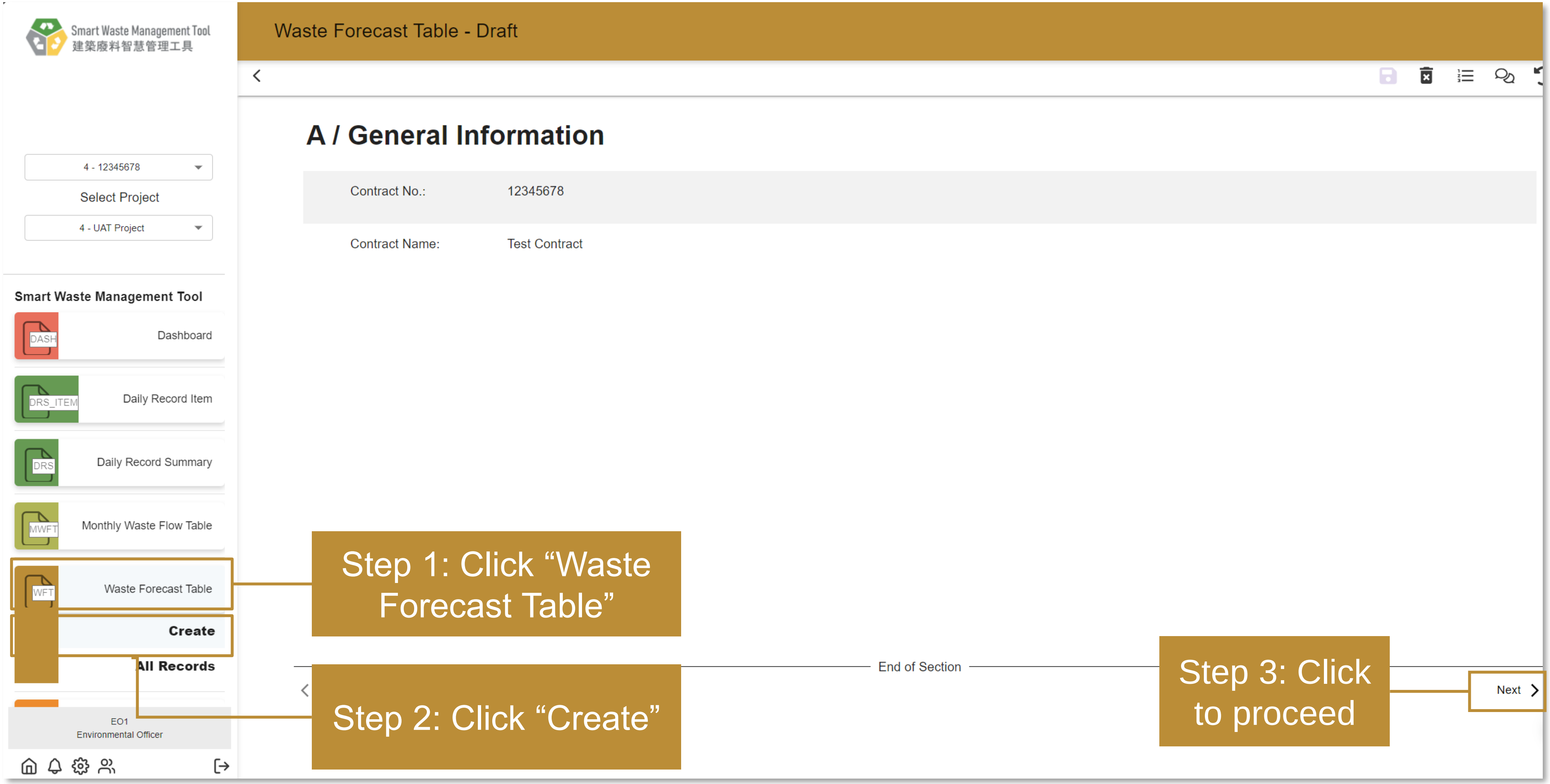
	General Status	Form ID	Report Period	Contract No.	Submitted By	Approved By	Actions
☐	APPR.	MWF/000018	Jul 2023	12345678	N/A	N/A	
☐	PEND.	MWF/000017	Jan 2023	12345678	N/A	N/A	

4) Waste Forecast Table

- 4.1 Submit/ Resubmit WFT
- 4.2 Export WFT

Submit/ Resubmit WFT (4.1.1)

Environmental Officer



Smart Waste Management Tool
建築廢料智慧管理工具

4 - 12345678

Select Project

4 - UAT Project

Smart Waste Management Tool

DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
Create
All Records
EO1
Environmental Officer

Waste Forecast Table - Draft

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract

End of Section

Next

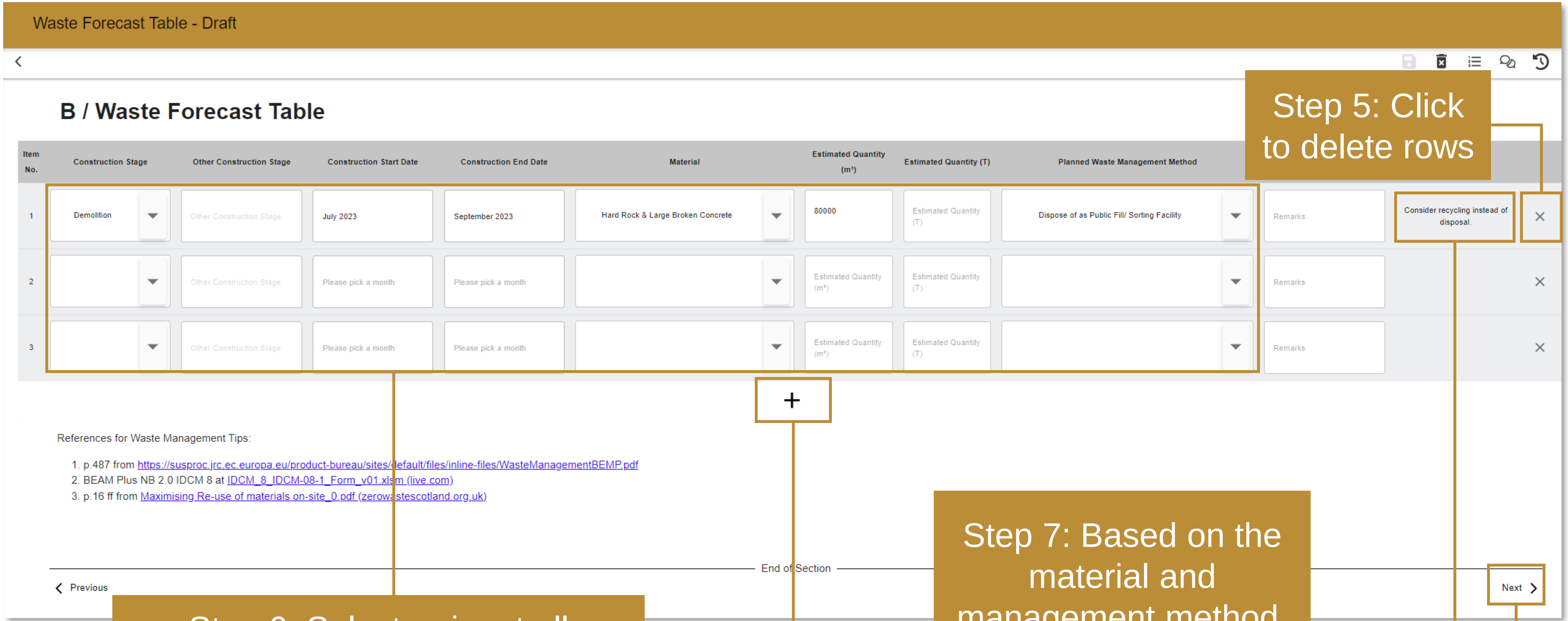
Step 1: Click “Waste Forecast Table”

Step 2: Click “Create”

Step 3: Click to proceed

Submit/ Resubmit WFT (4.1.2)

Environmental Officer



B / Waste Forecast Table

Item No.	Construction Stage	Other Construction Stage	Construction Start Date	Construction End Date	Material	Estimated Quantity (m^3)	Estimated Quantity (T)	Planned Waste Management Method			
1	Demolition	Other Construction Stage	July 2023	September 2023	Hard Rock & Large Broken Concrete	80000	Estimated Quantity (T)	Dispose of as Public Fill/ Sorting Facility	Remarks	Consider recycling instead of disposal.	×
2		Other Construction Stage	Please pick a month	Please pick a month		Estimated Quantity (m^3)	Estimated Quantity (T)		Remarks		×
3		Other Construction Stage	Please pick a month	Please pick a month		Estimated Quantity (m^3)	Estimated Quantity (T)		Remarks		×

References for Waste Management Tips:

1. p.487 from https://susproc.jrc.ec.europa.eu/product-bureau/sites/default/files/inline-files/WasteManagementBEMP.pdf
2. BEAM Plus NB 2.0 IDCM 8 at IDCM_8_IDCM-08-1_Form_v01.xlsm (live.com)
3. p.16 ff from Maximising Re-use of materials on-site_0.pdf (zerowastescotland.org.uk)

Step 5: Click to delete rows

Step 6: Select or input all columns. For estimated quantity, fill in either by weight (tonnes) or volume (cubic metres)

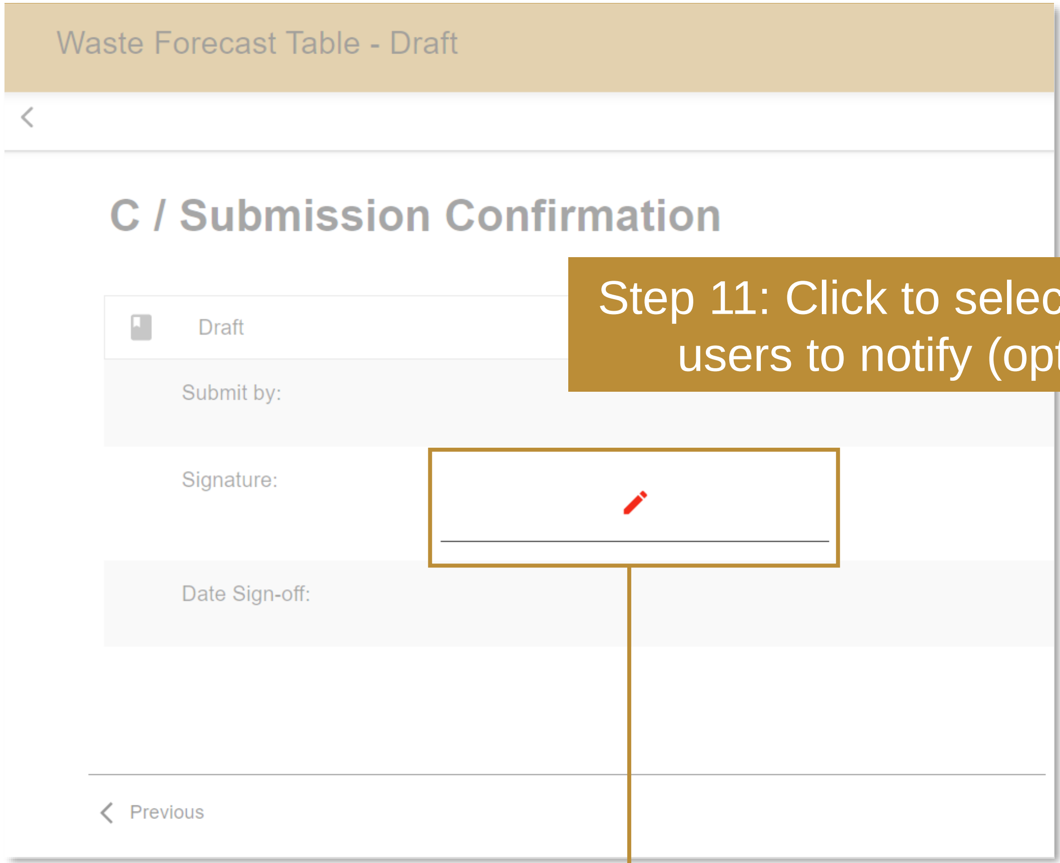
Step 4: Click to add rows

Step 7: Based on the material and management method, the tool will suggest waste management tips

Step 8: Click to proceed

Submit/ Resubmit WFT (4.1.3)

Environmental Officer



Waste Forecast Table - Draft

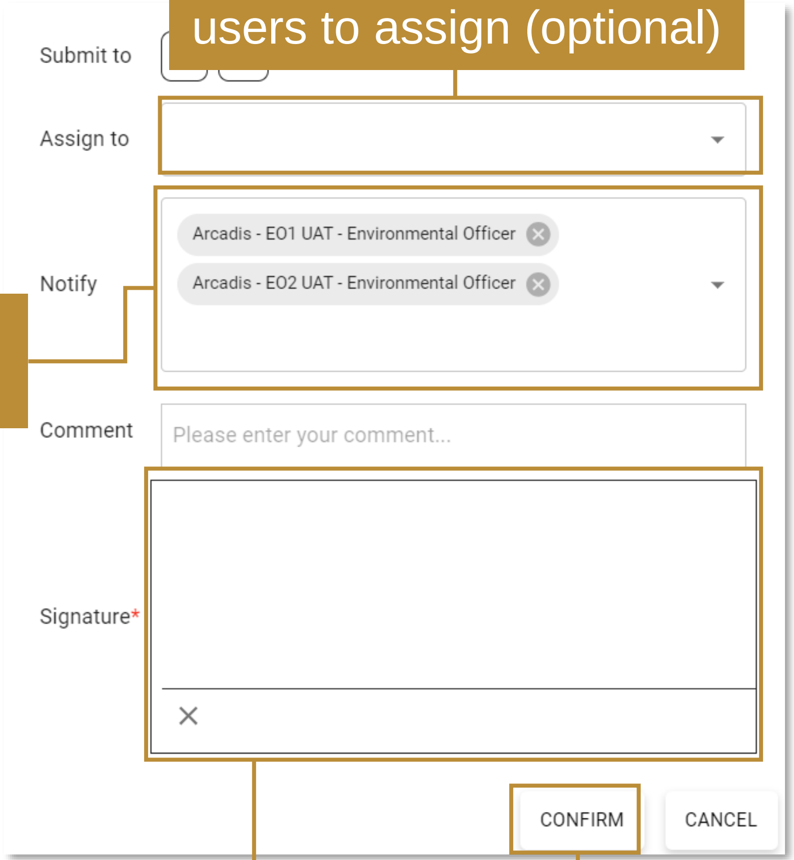
C / Submission Confirmation

Draft

Submit by:

Signature:

Date Sign-off:



Submit to

Assign to

Notify: Arcadis - E01 UAT - Environmental Officer
Arcadis - E02 UAT - Environmental Officer

Comment: Please enter your comment...

Signature*

Step 10: Click to select users to assign (optional)

Step 11: Click to select/ remove users to notify (optional)

Step 9: Click to sign

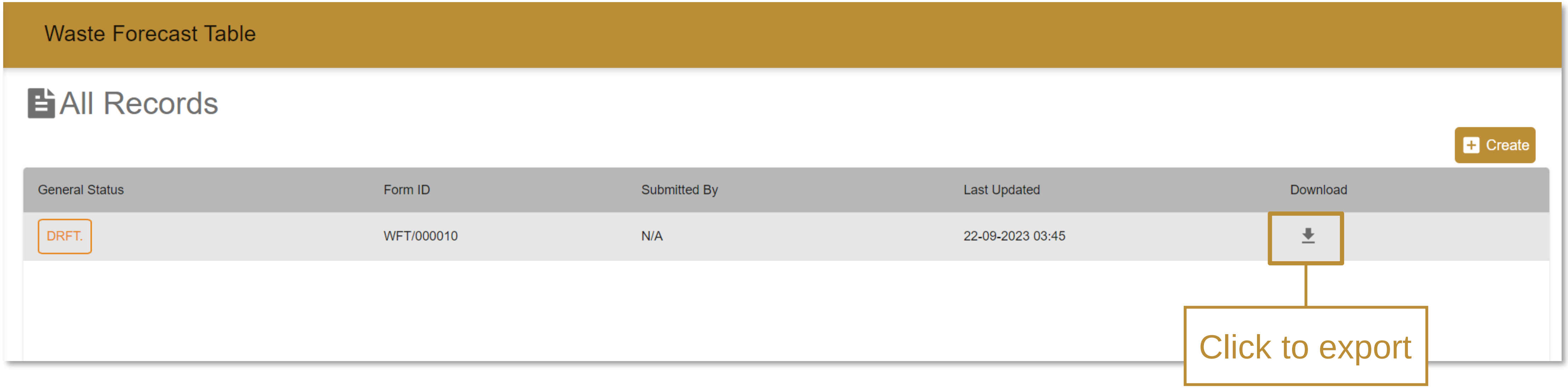
Step 12: Insert signature

Step 13: Click to submit

Record is submitted. Repeat steps 1-13 to submit a new version of the Waste Forecast Table

Export WFT (4.2.1)

Environmental Officer



Waste Forecast Table

All Records

General Status	Form ID	Submitted By	Last Updated	Download
DRFT.	WFT/000010	N/A	22-09-2023 03:45	

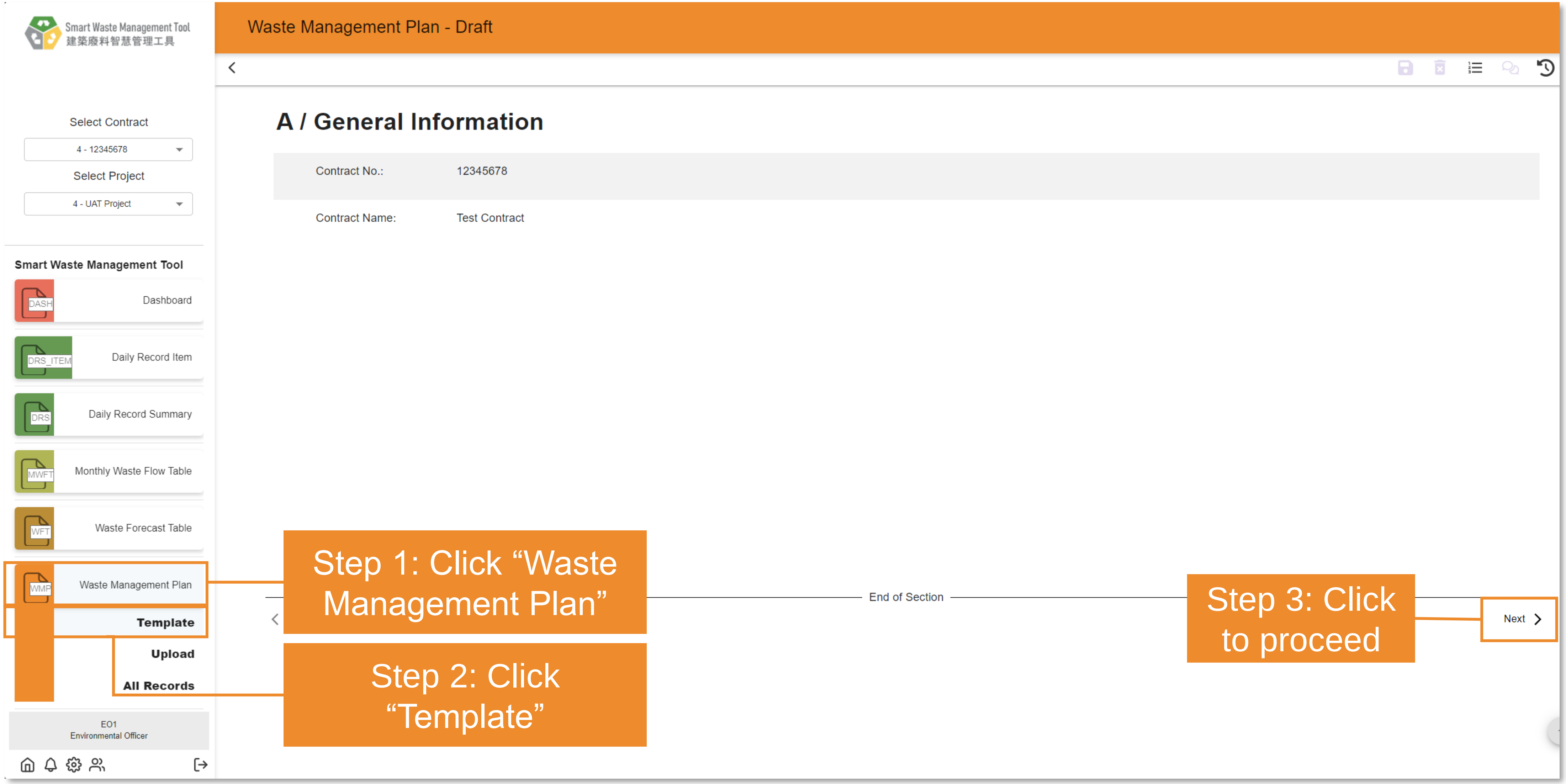
Click to export

5) Waste Management Plan

5.1 Download WMP Template
5.2 Submit/ Resubmit WMP
5.3 Export submitted WMP

Download WMP Template (5.1.1)

Environmental Officer



Waste Management Plan - Draft

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool
建築廢料智慧管理工具
Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
Upload
All Records
EO1
Environmental Officer
End of Section
Next

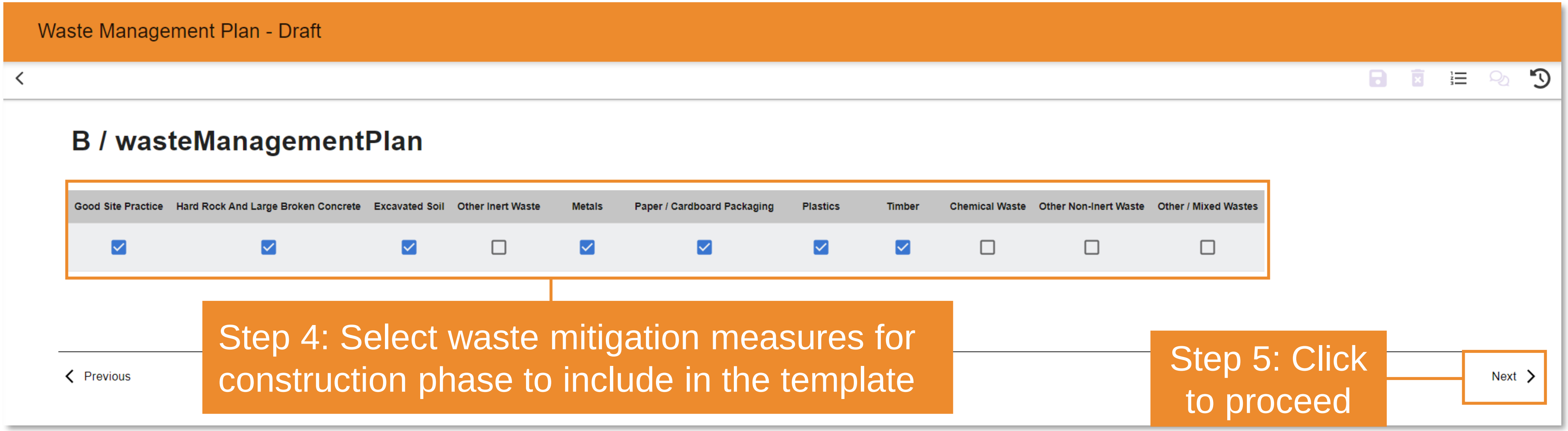
Step 1: Click “Waste Management Plan”

Step 2: Click “Template”

Step 3: Click to proceed

Download WMP Template (5.1.2)

Environmental Officer



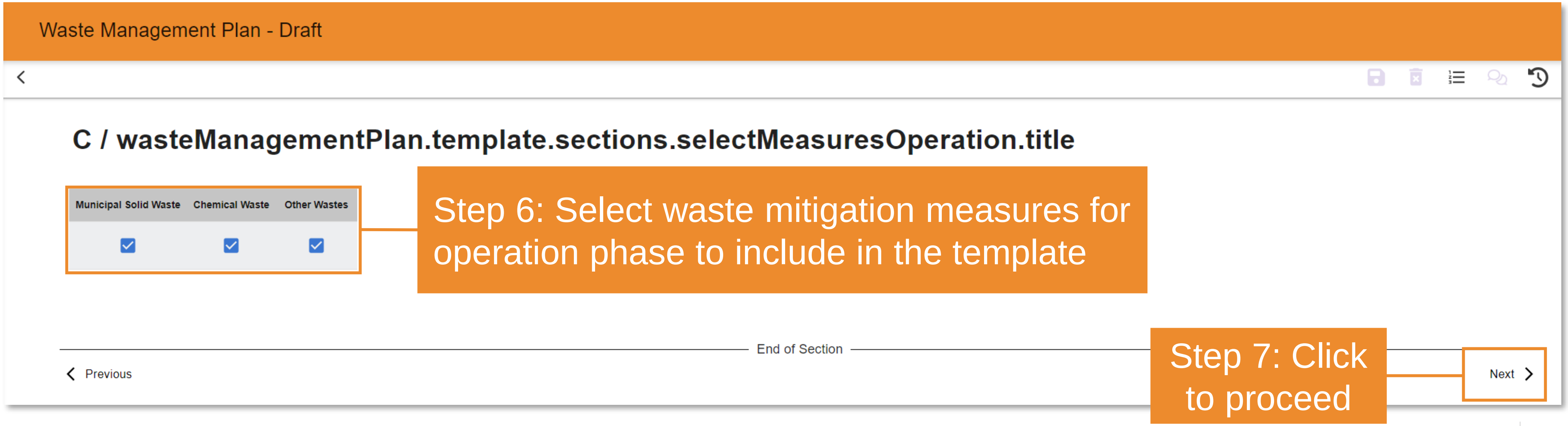
Waste Management Plan - Draft

B / wasteManagementPlan

Good Site Practice	Hard Rock And Large Broken Concrete	Excavated Soil	Other Inert Waste	Metals	Paper / Cardboard Packaging	Plastics	Timber	Chemical Waste	Other Non-Inert Waste	Other / Mixed Wastes
☑	☑	☑	☐	☑	☑	☑	☑	☐	☐	☐

Step 4: Select waste mitigation measures for construction phase to include in the template

Step 5: Click to proceed



Waste Management Plan - Draft

C / wasteManagementPlan.template.sections.selectMeasuresOperation.title

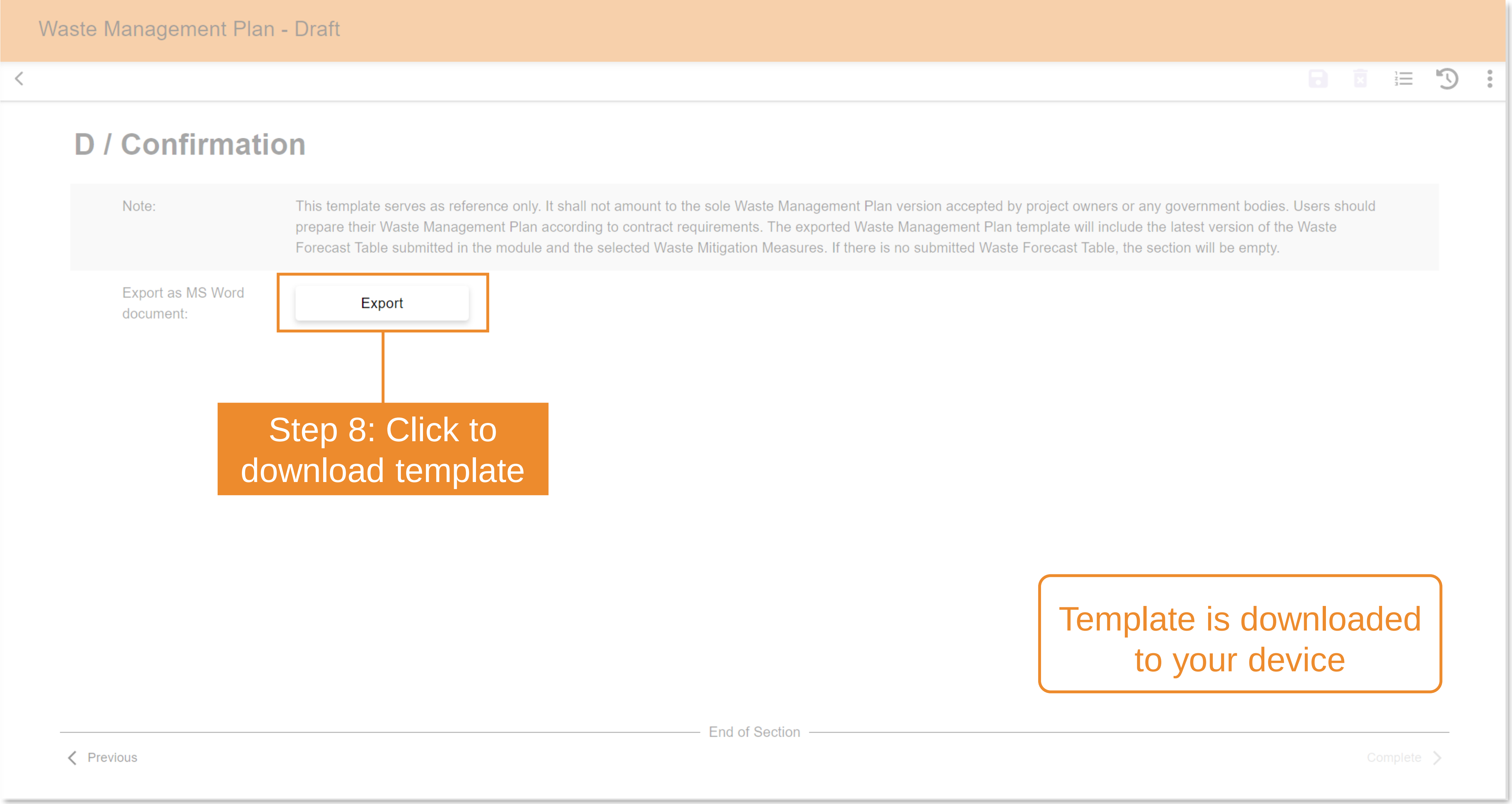
Municipal Solid Waste	Chemical Waste	Other Wastes
☑	☑	☑

Step 6: Select waste mitigation measures for operation phase to include in the template

Step 7: Click to proceed

Download WMP Template (5.1.3)

Environmental Officer



D / Confirmation

Note: This template serves as reference only. It shall not amount to the sole Waste Management Plan version accepted by project owners or any government bodies. Users should prepare their Waste Management Plan according to contract requirements. The exported Waste Management Plan template will include the latest version of the Waste Forecast Table submitted in the module and the selected Waste Mitigation Measures. If there is no submitted Waste Forecast Table, the section will be empty.

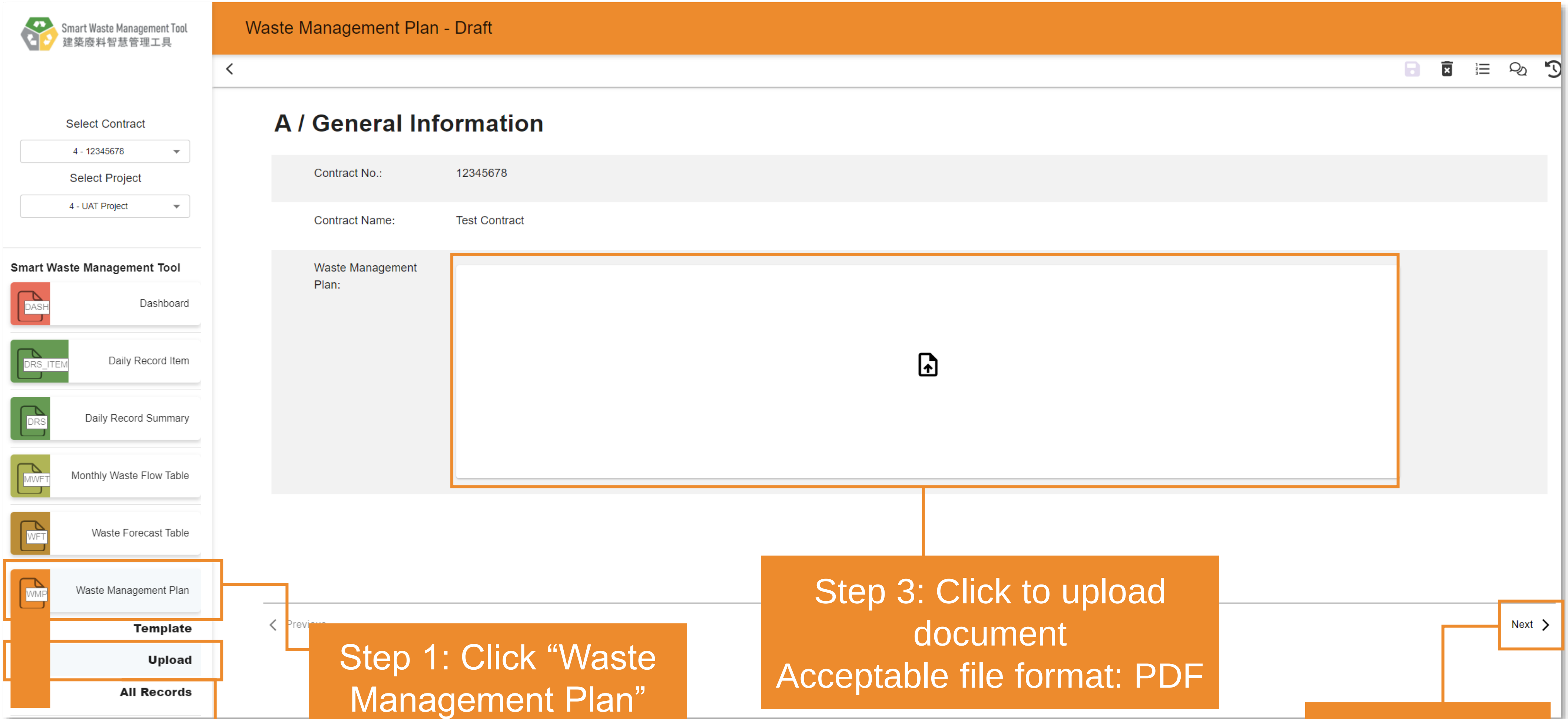
Export as MS Word document:

Step 8: Click to download template

Template is downloaded to your device

Submit/ Resubmit WMP (5.2.1)

Environmental Officer


Smart Waste Management Tool
建築廢料智慧管理工具
Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
Upload
All Records
Previous
Next

Waste Management Plan - Draft

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

A / General Information

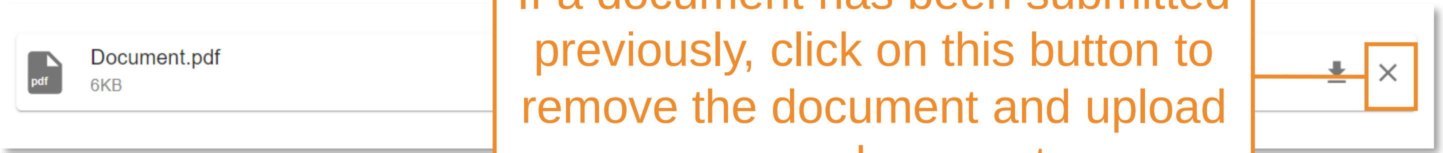
Contract No.:	12345678
Contract Name:	Test Contract
Waste Management Plan:	

Step 1: Click “Waste Management Plan”

Step 2: Click “Upload”

Step 3: Click to upload document
Acceptable file format: PDF

Step 4: Click to proceed

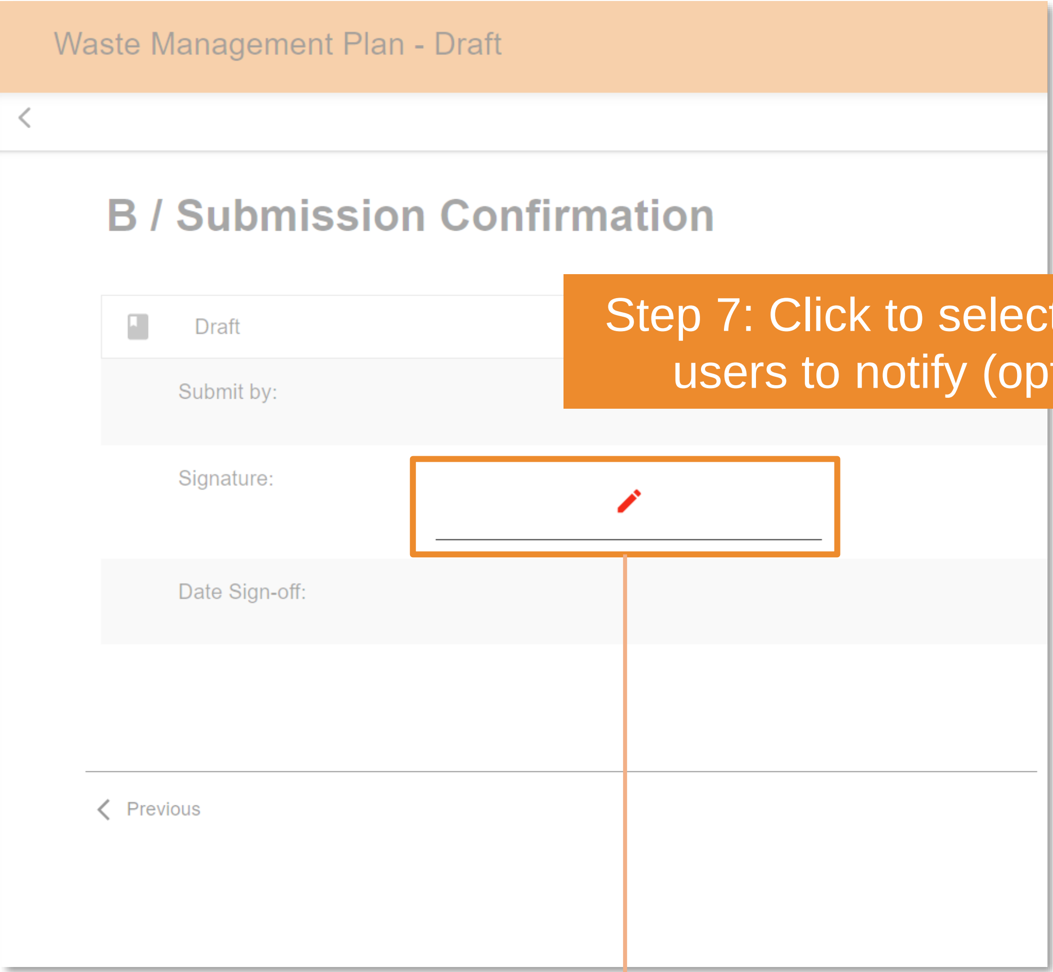


Document.pdf
6KB

If a document has been submitted previously, click on this button to remove the document and upload a new document

Submit/ Resubmit WMP (5.2.2)

Environmental Officer



Waste Management Plan - Draft

B / Submission Confirmation

Draft

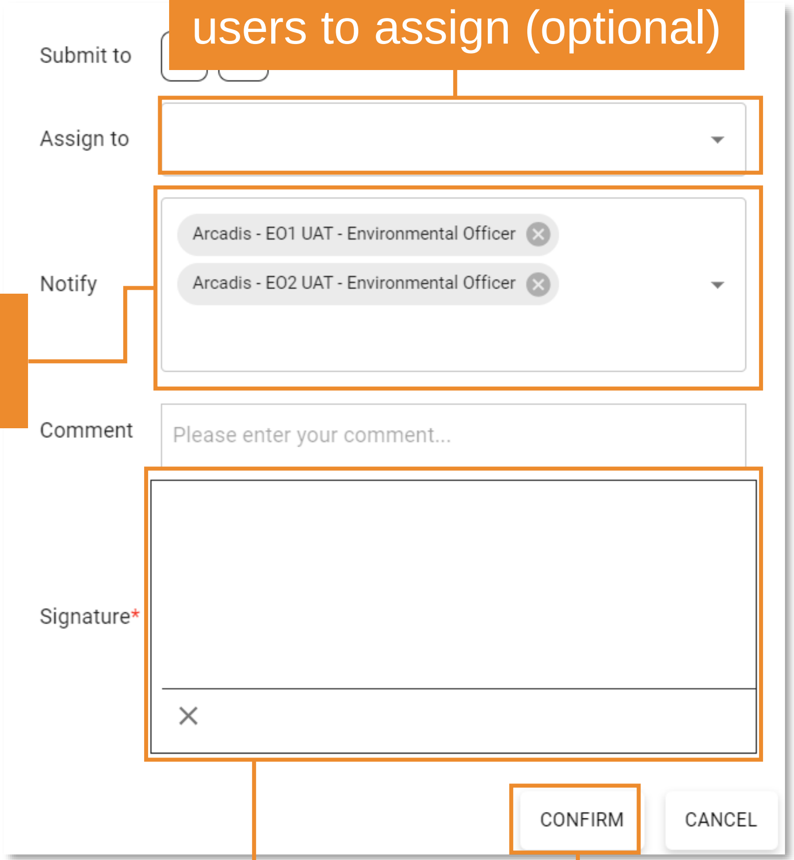
Submit by:

Signature:

Date Sign-off:

Step 5: Click to sign

Step 7: Click to select/ remove users to notify (optional)



Submit to:

Assign to:

Notify: Arcadis - E01 UAT - Environmental Officer; Arcadis - E02 UAT - Environmental Officer

Comment: Please enter your comment...

Signature*

Step 6: Click to select users to assign (optional)

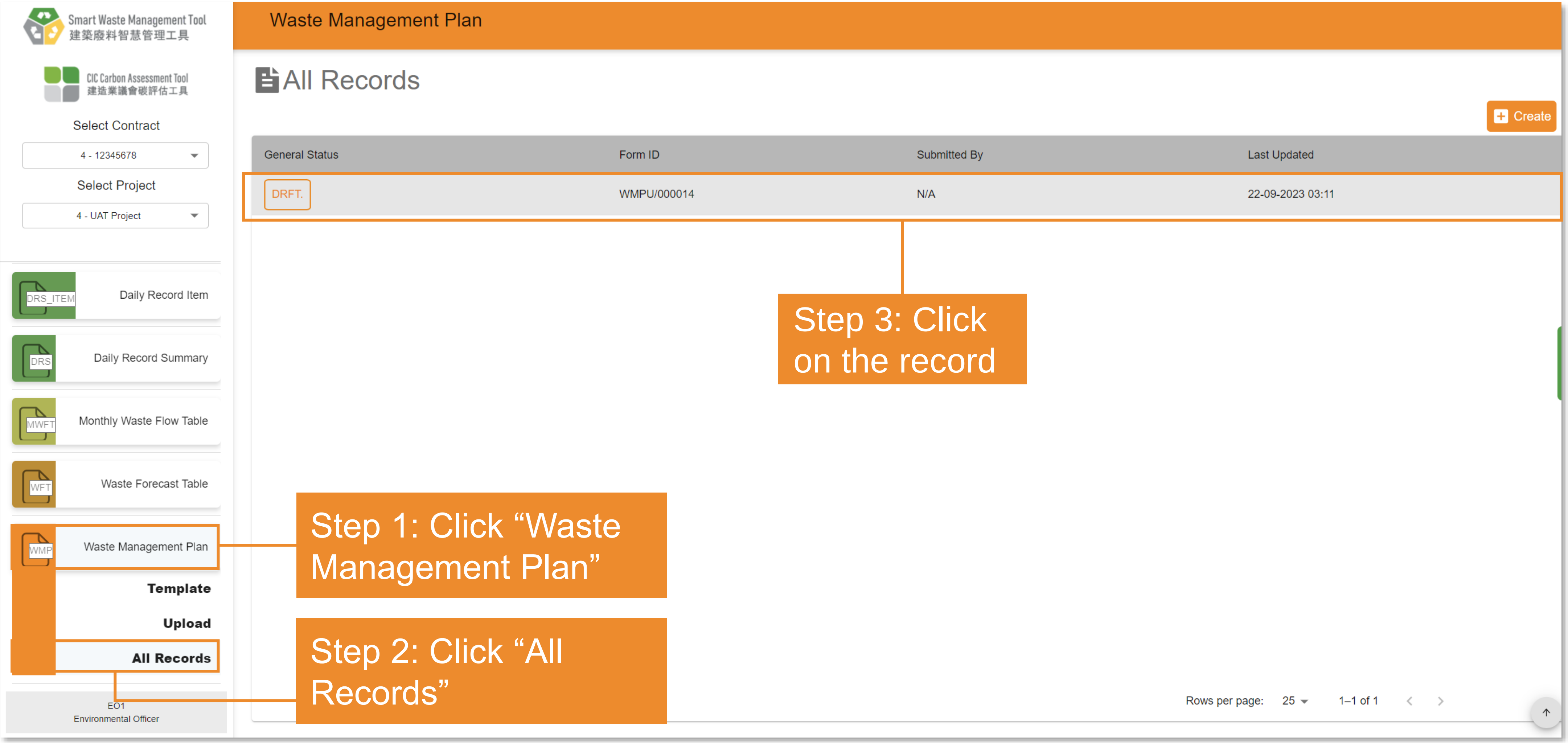
Step 8: Insert signature

Step 9: Click to submit

Document is submitted

Export submitted WMP (5.3.1)

Environmental Officer



Waste Management Plan

All Records

General Status	Form ID	Submitted By	Last Updated
DRFT.	WMPU/000014	N/A	22-09-2023 03:11

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

EO1
Environmental Officer

Smart Waste Management Tool
建築廢料智慧管理工具
CIC Carbon Assessment Tool
建造業議會碳評估工具
Create
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
Upload
All Records
Rows per page:
25
1–1 of 1

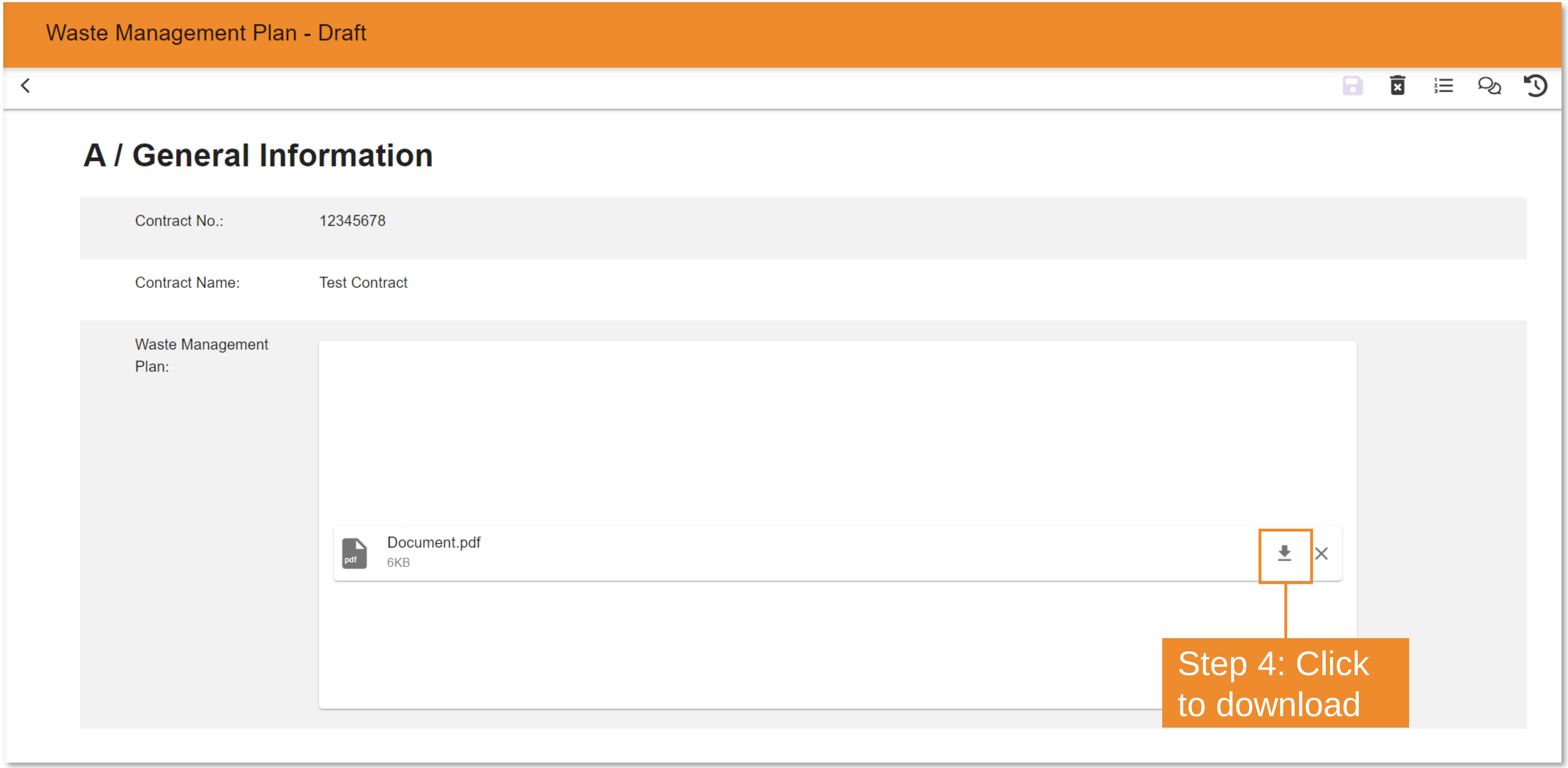
Step 1: Click "Waste Management Plan"

Step 2: Click "All Records"

Step 3: Click on the record

Export submitted WMP (5.3.2)

Environmental Officer



Waste Management Plan - Draft

A / General Information

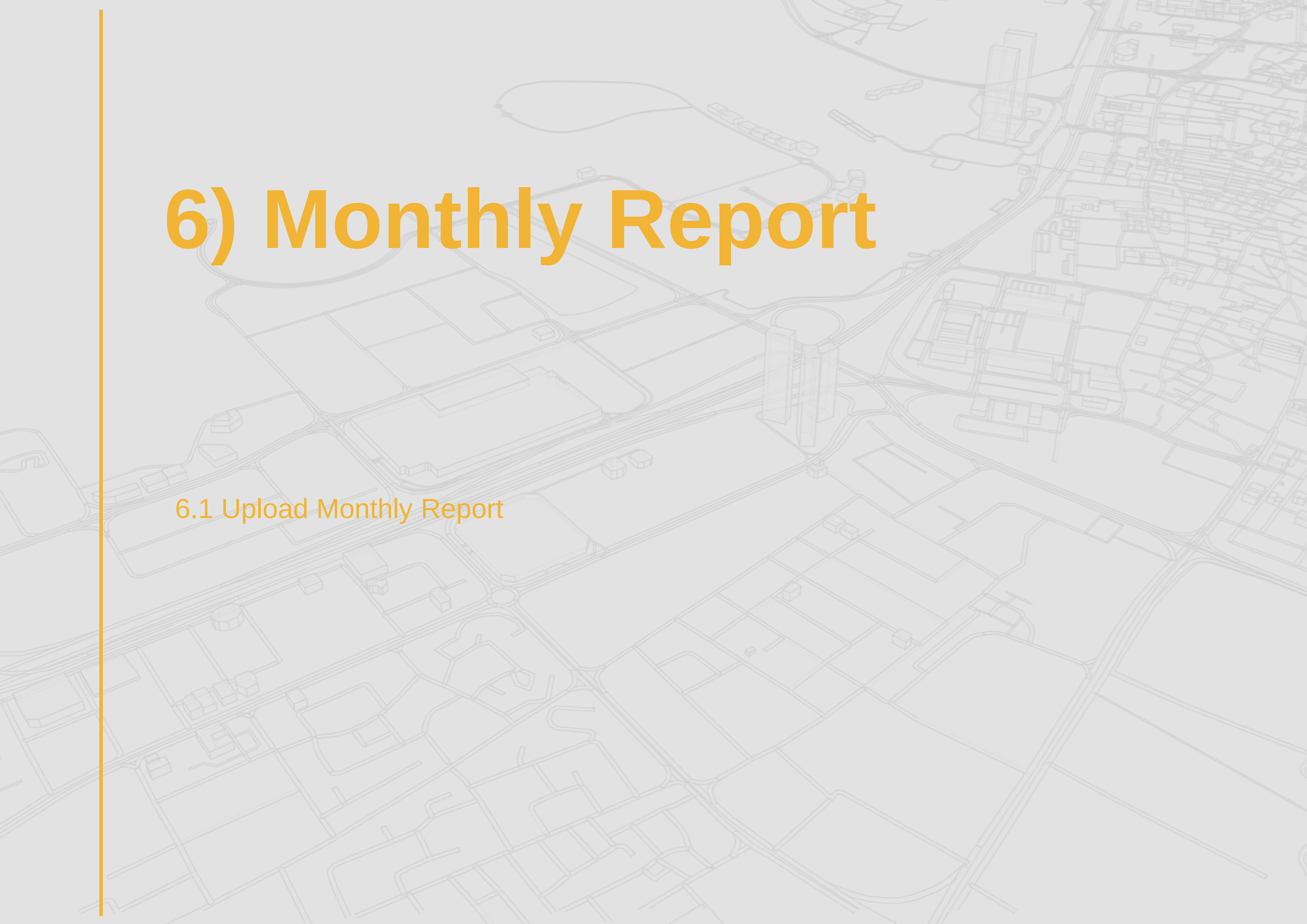
Contract No.: 12345678

Contract Name: Test Contract

Waste Management Plan:

Step 4: Click to download

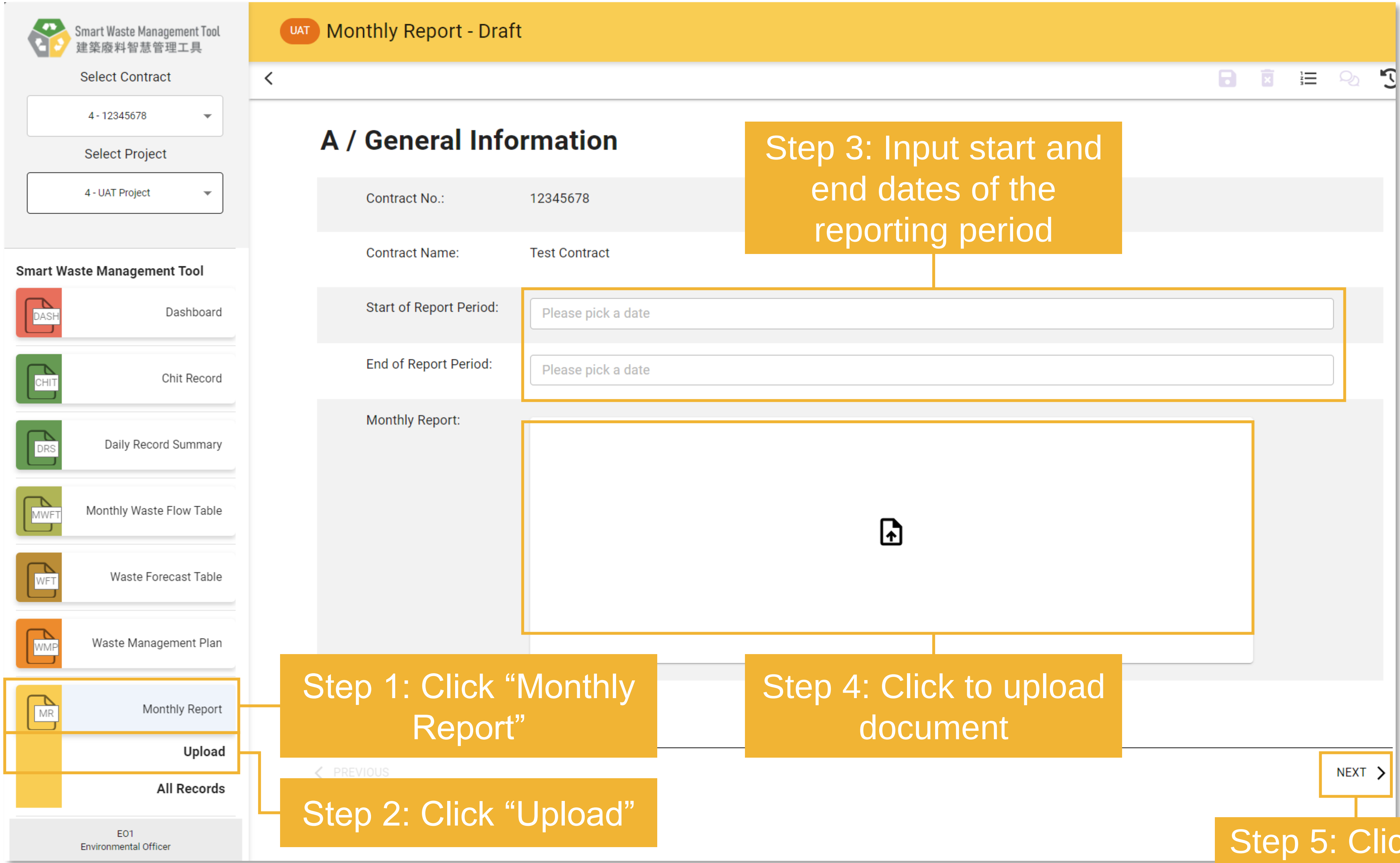
6) Monthly Report



6.1 Upload Monthly Report

Upload Monthly Report (6.1.1)

EO


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
Upload
All Records
EO1
Environmental Officer
UAT
Monthly Report - Draft
PREVIOUS
NEXT

A / General Information

Contract No.: 12345678

Contract Name: Test Contract

Start of Report Period: Please pick a date

End of Report Period: Please pick a date

Monthly Report:

Step 1: Click "Monthly Report"

Step 2: Click "Upload"

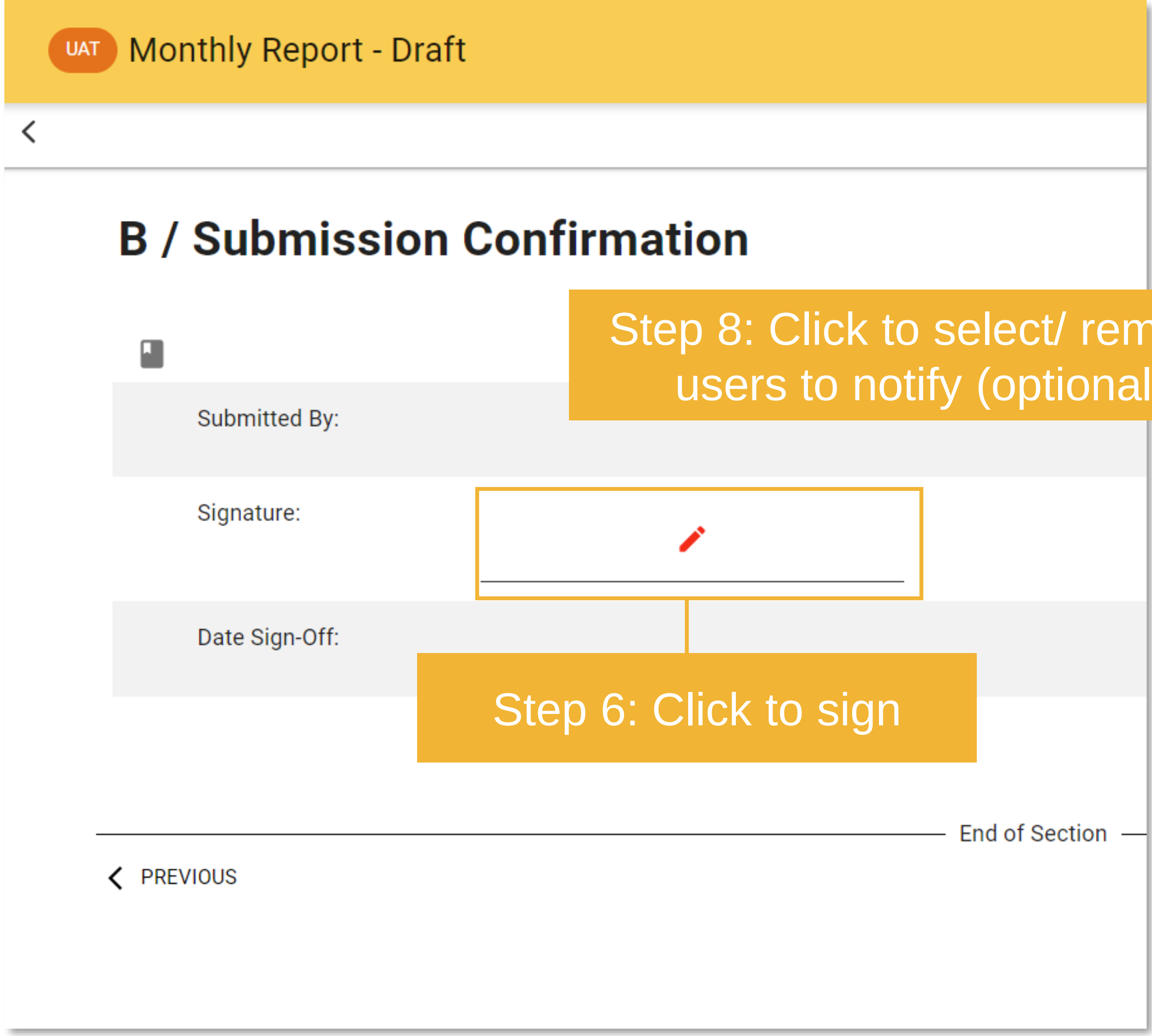
Step 3: Input start and end dates of the reporting period

Step 4: Click to upload document

Step 5: Click to proceed

Upload Monthly Report (6.1.2)

EO



UAT Monthly Report - Draft

B / Submission Confirmation

Submitted By:

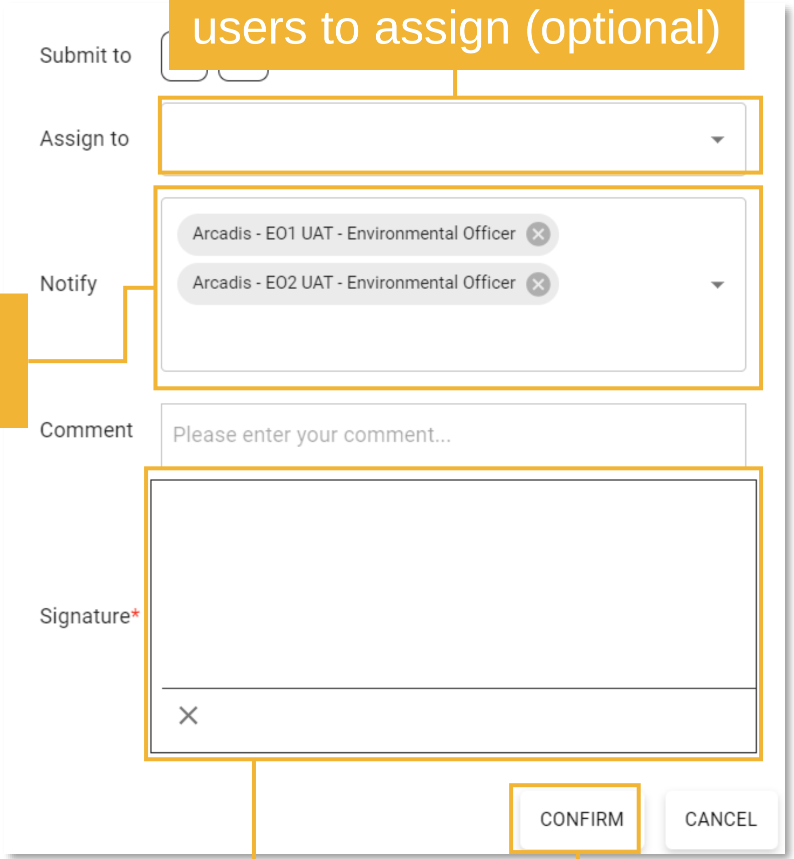
Signature:

Date Sign-Off:

End of Section

Step 6: Click to sign

Step 8: Click to select/ remove users to notify (optional)



Submit to

Assign to

Notify: Arcadis - E01 UAT - Environmental Officer; Arcadis - E02 UAT - Environmental Officer

Comment: Please enter your comment...

Signature*

Step 7: Click to select users to assign (optional)

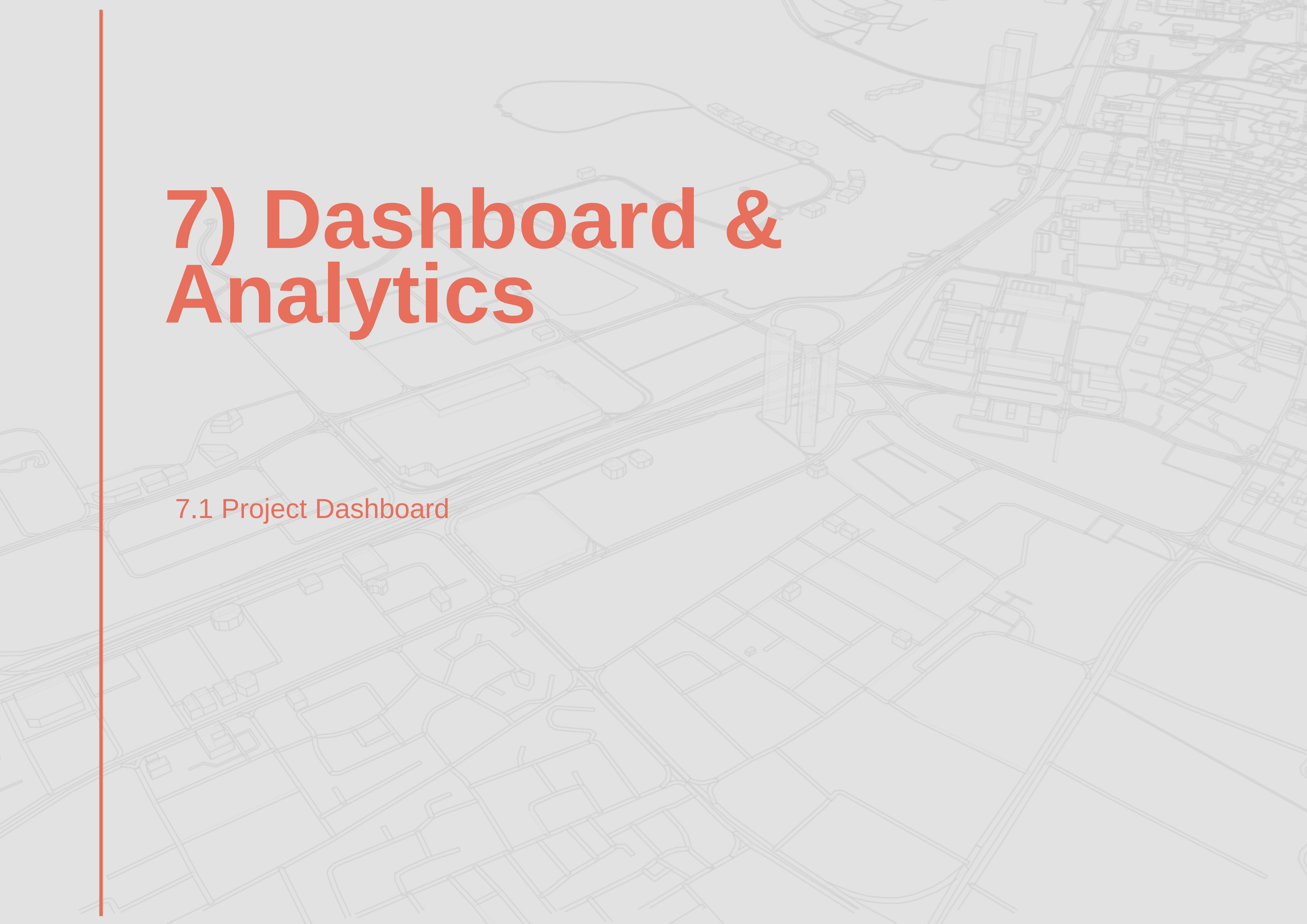
Step 9: Insert signature

Step 10: Click to submit

Document is submitted

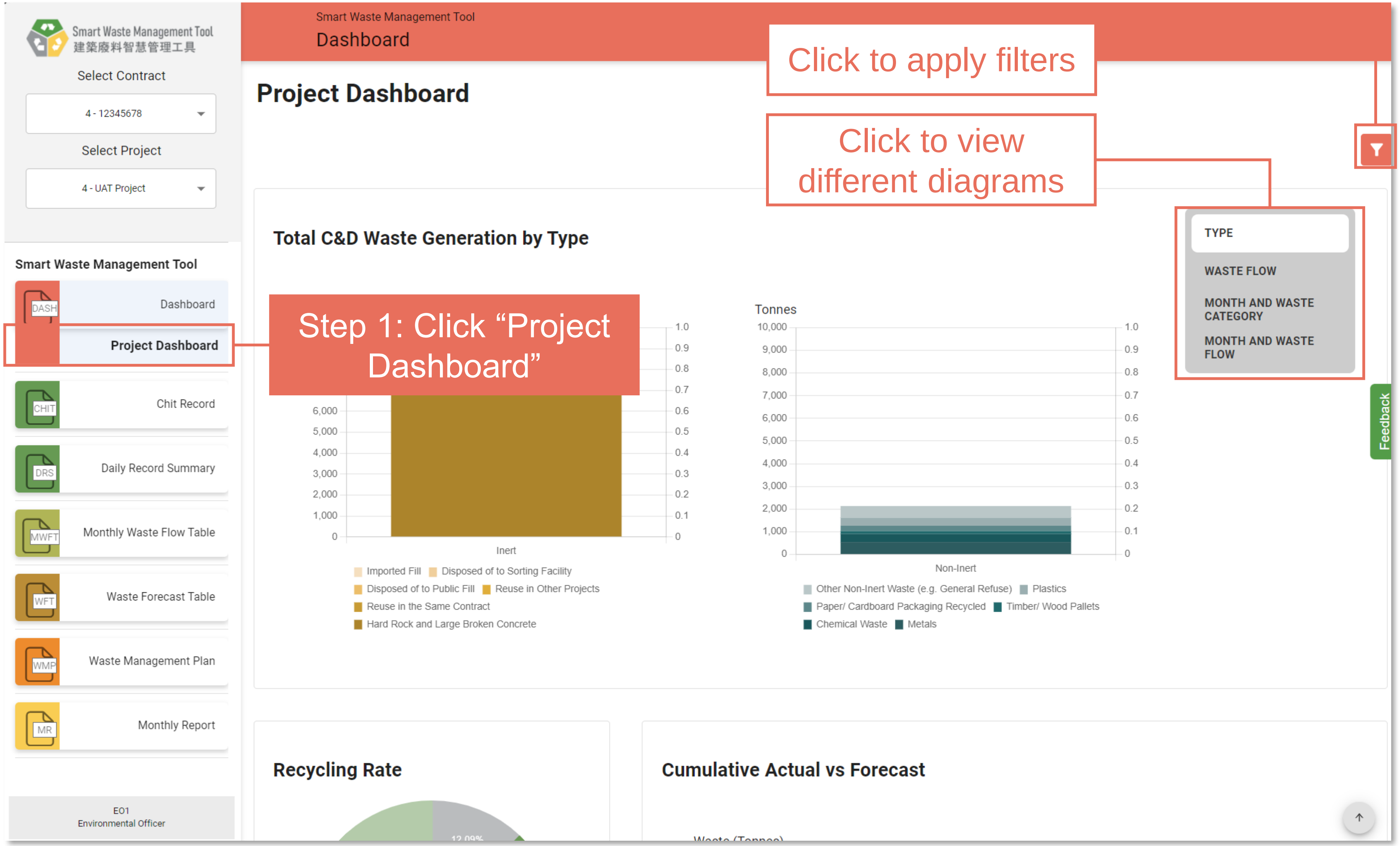
7) Dashboard & Analytics

7.1 Project Dashboard



Project Dashboard (7.1.1)

All users


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
Project Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
EO1
Environmental Officer
Smart Waste Management Tool
Dashboard
Project Dashboard
Total C&D Waste Generation by Type
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Inert
Imported Fill
Disposed of to Sorting Facility
Disposed of to Public Fill
Reuse in Other Projects
Reuse in the Same Contract
Hard Rock and Large Broken Concrete
Tonnes
10,000
9,000
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Non-Inert
Other Non-Inert Waste (e.g. General Refuse)
Plastics
Paper/ Cardboard Packaging Recycled
Timber/ Wood Pallets
Chemical Waste
Metals
TYPE
WASTE FLOW
MONTH AND WASTE CATEGORY
MONTH AND WASTE FLOW
Feedback
Recycling Rate
12.09%
Cumulative Actual vs Forecast
Waste (Tonnes)

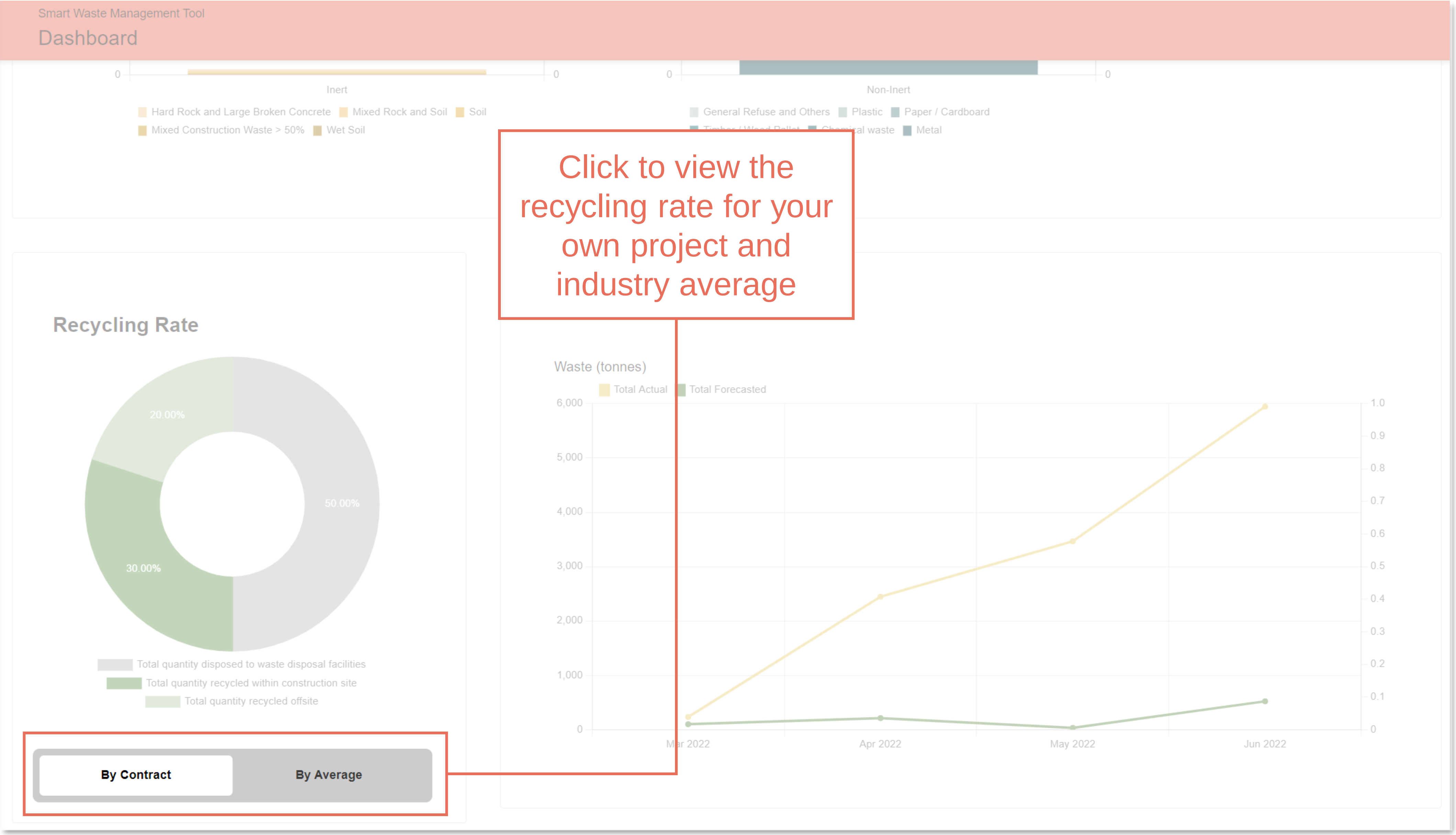
Click to apply filters

Click to view different diagrams

Step 1: Click “Project Dashboard”

Project Dashboard (7.1.2)

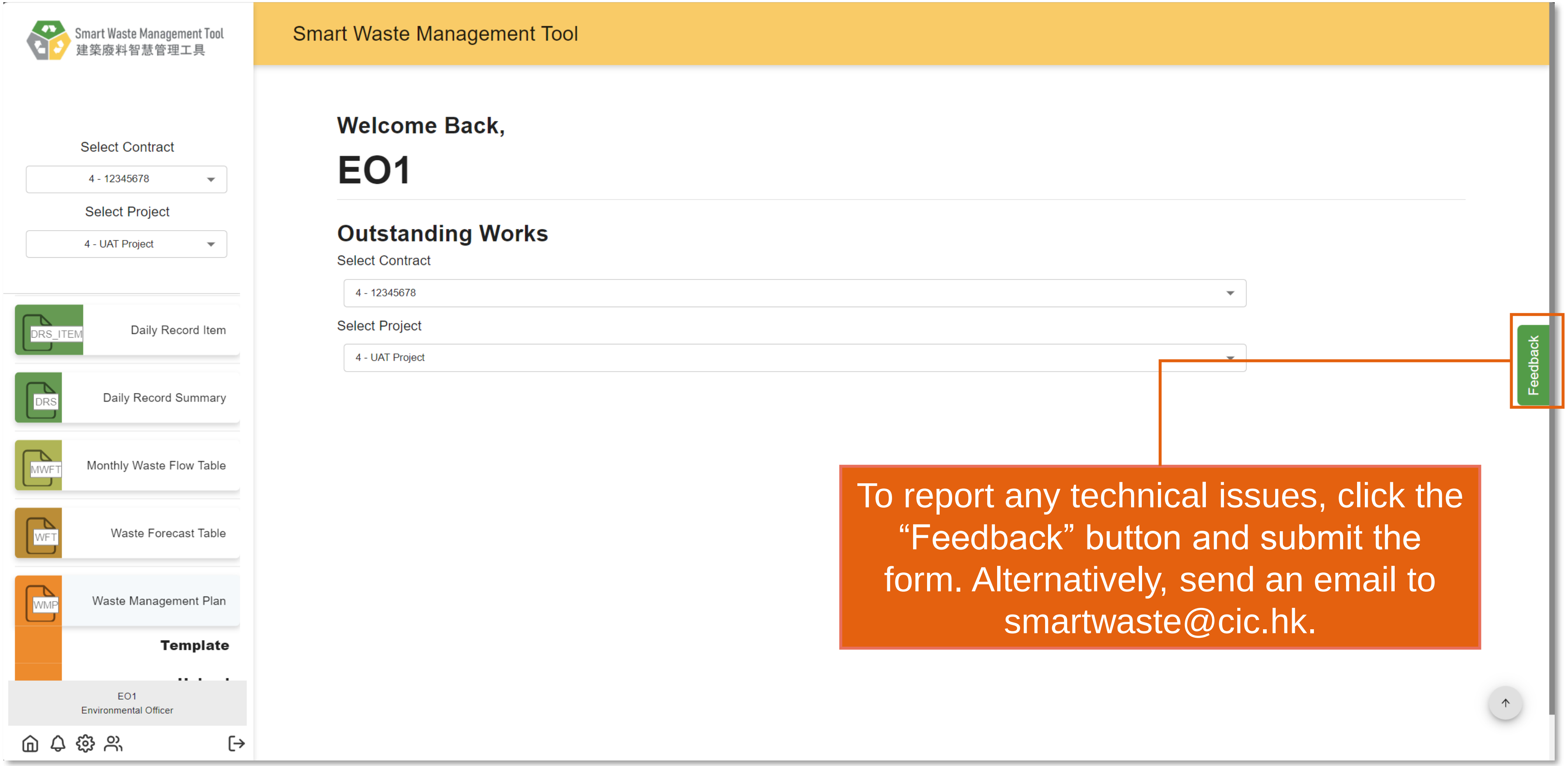
All users


Smart Waste Management Tool
Dashboard
0
0
Inert
0
0
Non-Inert
Hard Rock and Large Broken Concrete
Mixed Rock and Soil
Soil
Mixed Construction Waste > 50%
Wet Soil
General Refuse and Others
Plastic
Paper / Cardboard
Timber / Wood Pallet
Chemical waste
Metal
Recycling Rate
20.00%
50.00%
30.00%
Total quantity disposed to waste disposal facilities
Total quantity recycled within construction site
Total quantity recycled offsite
By Contract
By Average
Waste (tonnes)
Total Actual
Total Forecasted
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Mar 2022
Apr 2022
May 2022
Jun 2022

Click to view the recycling rate for your own project and industry average

8) Support

Support



Smart Waste Management Tool

Welcome Back,

EO1

Outstanding Works

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
EO1
Environmental Officer
Feedback

To report any technical issues, click the “Feedback” button and submit the form. Alternatively, send an email to smartwaste@cic.hk.

Arcadis. **Improving quality of life.**

www.arcadis.com

CONSTRUCTION INDUSTRY COUNCIL
建造業議會

ARCADIS

Construction Industry Council (CIC)

User Guide for Smart Waste Management Tool

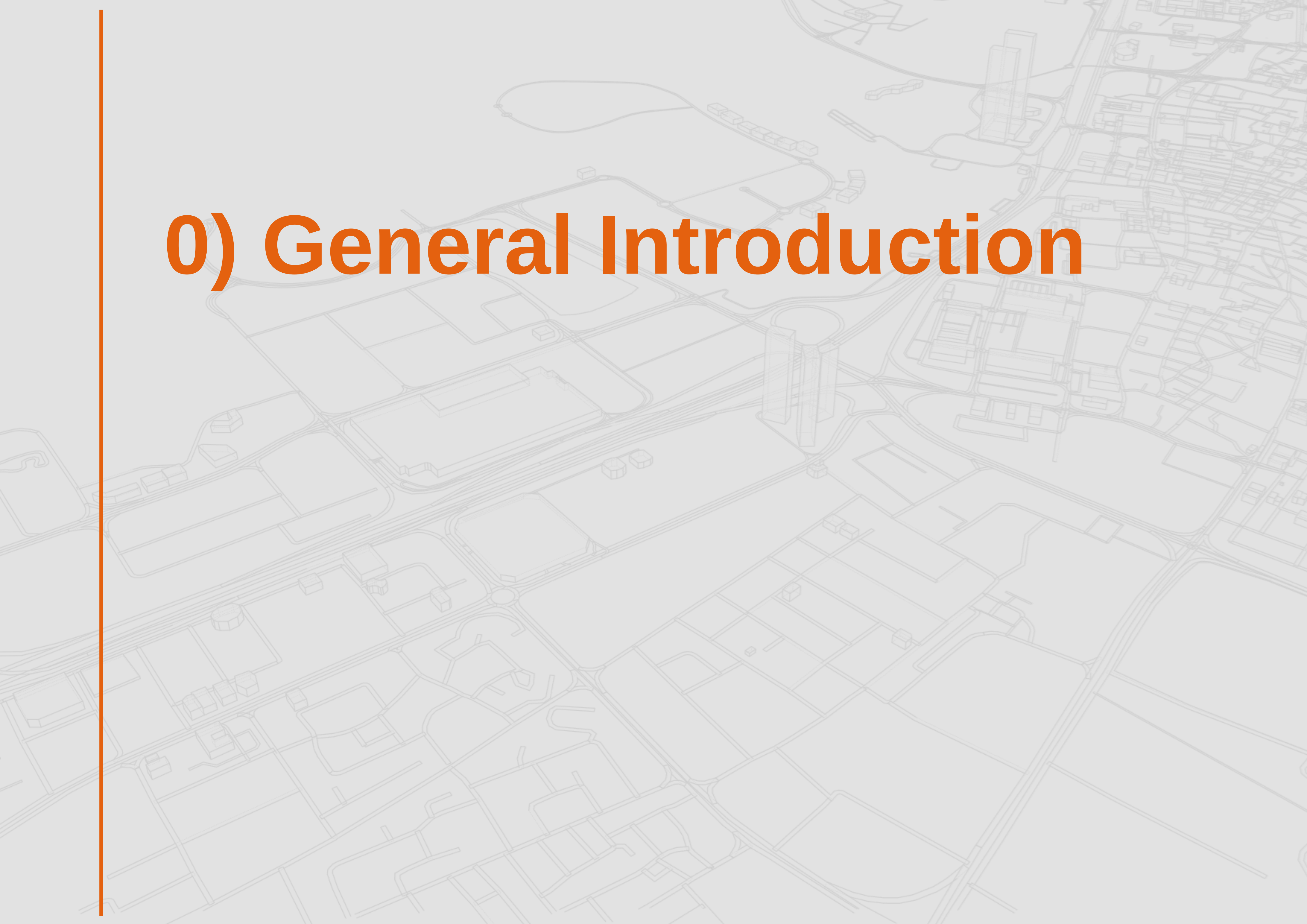
Clerk of Works (CoW) / Site Supervisor/ Resident Site Staff (RSS)

V4
15 April 2024

Table of Contents

00 General Introduction
01 Project and User Set-up
02 Daily Record Summary (DRS)
03 Monthly Waste Flow Table (MWFT)
04 Dashboard & Analytics
05 Support

0) General Introduction



Smart Waste Management Tool

The Smart Waste Management Tool (建築廢料智慧管理工具) is a web portal that digitalises input, analysis, validation and storage of C&D waste data on construction sites.

Daily Record Summary

- Allow client/ consultant and contractor to input, review and approve daily disposal records
- Support data validation and error detection

Waste Forecast Table

- Update waste forecast
- Suggest waste reduction strategies and tips based on forecast

Monthly Report

- Support submission to iBEAM (for BEAM+ projects)

Monthly Waste Flow Table

- Consolidate daily record to compile the monthly summary
- Support submission to iBEAM (for BEAM+ projects)

Waste Management Plan

- Provide waste management plan template
- Support submission to iBEAM (for BEAM+ projects)

Analytics & Dashboard

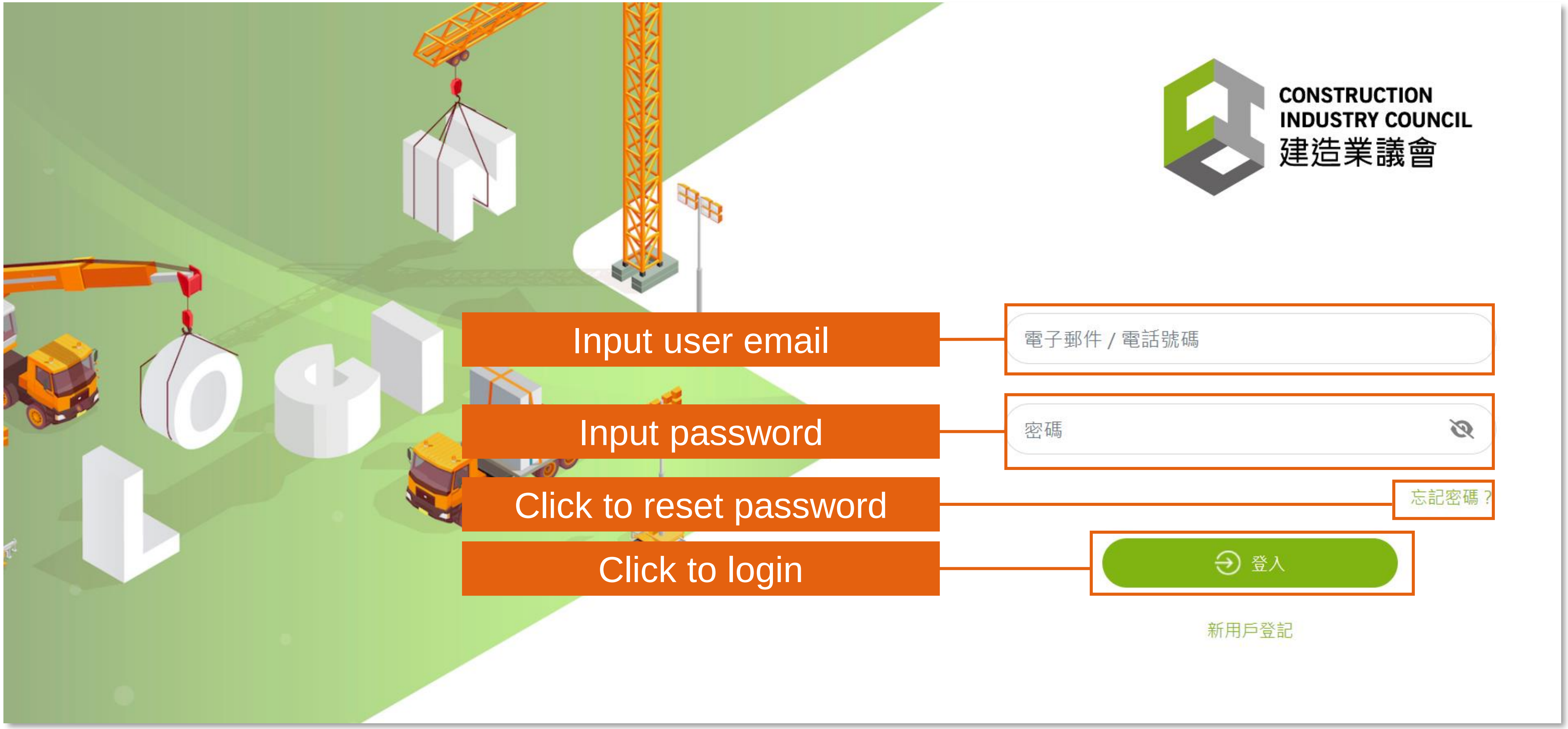
- Visualise waste disposal data for easy monitoring and tracking
- Provide industry benchmark

Tool Functions and Roles

Functional modules	Users				
	Contractors			Consultant/ Client	
	Foreman	Environmental Officer	Environmental Manager	Clerk of Works	BEAM Pro
1. Daily Record Summary	Input data and upload documents	Input data, upload documents and review	View	Review and approve	View
2. Monthly Waste Flow Table	Upload documents	Input data, upload documents and review	View	Review and approve	View and share with iBEAM
3. Waste Forecast Table	-	Input forecast table and obtain good practice tips	Review	View	View
4. Waste Management Plan	-	Download template and upload waste management plan	Review	View	View and share with iBEAM
5. Monthly Report	-	Upload monthly report	Review	View	View
6. Analytics & Dashboard	-	Analyse and benchmark	Analyse and benchmark	-	Analyse and benchmark

Serves as admin to set up project and add users to the project

Login (1/2)


CONSTRUCTION
INDUSTRY COUNCIL
建造業議會
電子郵件 / 電話號碼
密碼
忘記密碼？
登入
新用戶登記

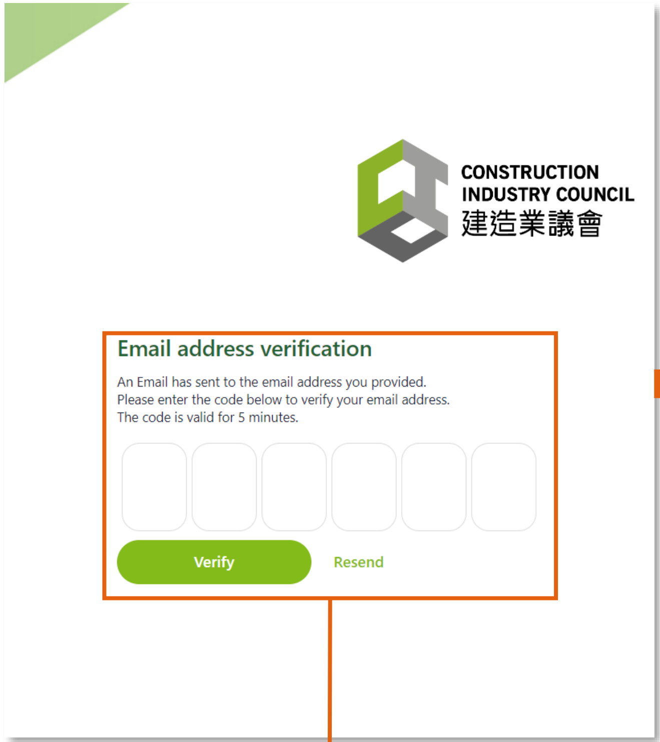
Input user email

Input password

Click to reset password

Click to login

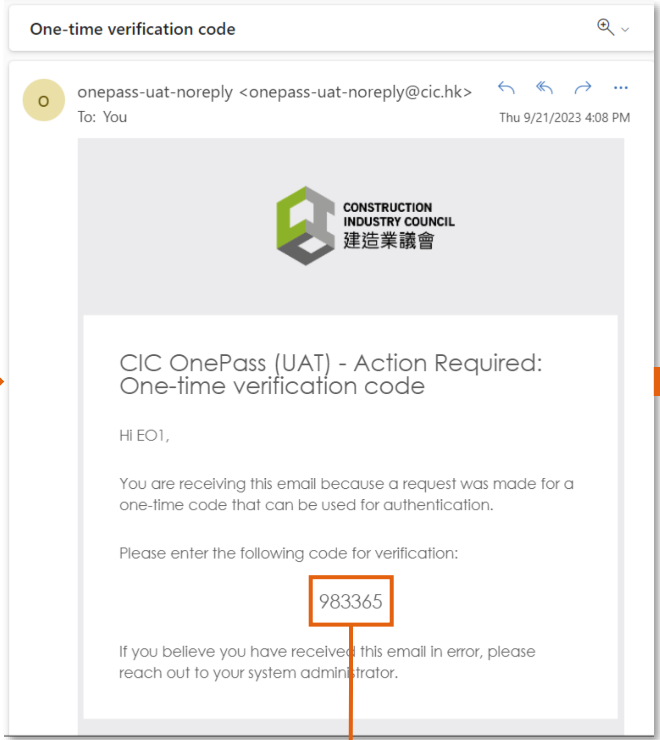
Login (2/2)


CONSTRUCTION
INDUSTRY COUNCIL
建造業議會
Verify
Resend

Email address verification

An Email has sent to the email address you provided.
Please enter the code below to verify your email address.
The code is valid for 5 minutes.

The tool will send a one-time password to your email mailbox


O
CONSTRUCTION
INDUSTRY COUNCIL
建造業議會

One-time verification code

onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Thu 9/21/2023 4:08 PM

CIC OnePass (UAT) - Action Required: One-time verification code

Hi EO1,

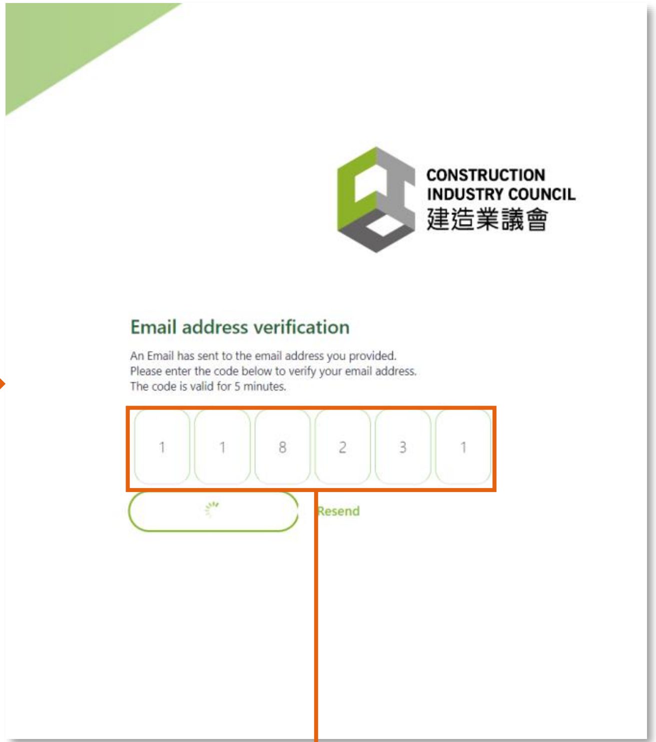
You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

983365

If you believe you have received this email in error, please reach out to your system administrator.

Login to your email mailbox and copy the one-time password


CONSTRUCTION
INDUSTRY COUNCIL
建造業議會
Resend

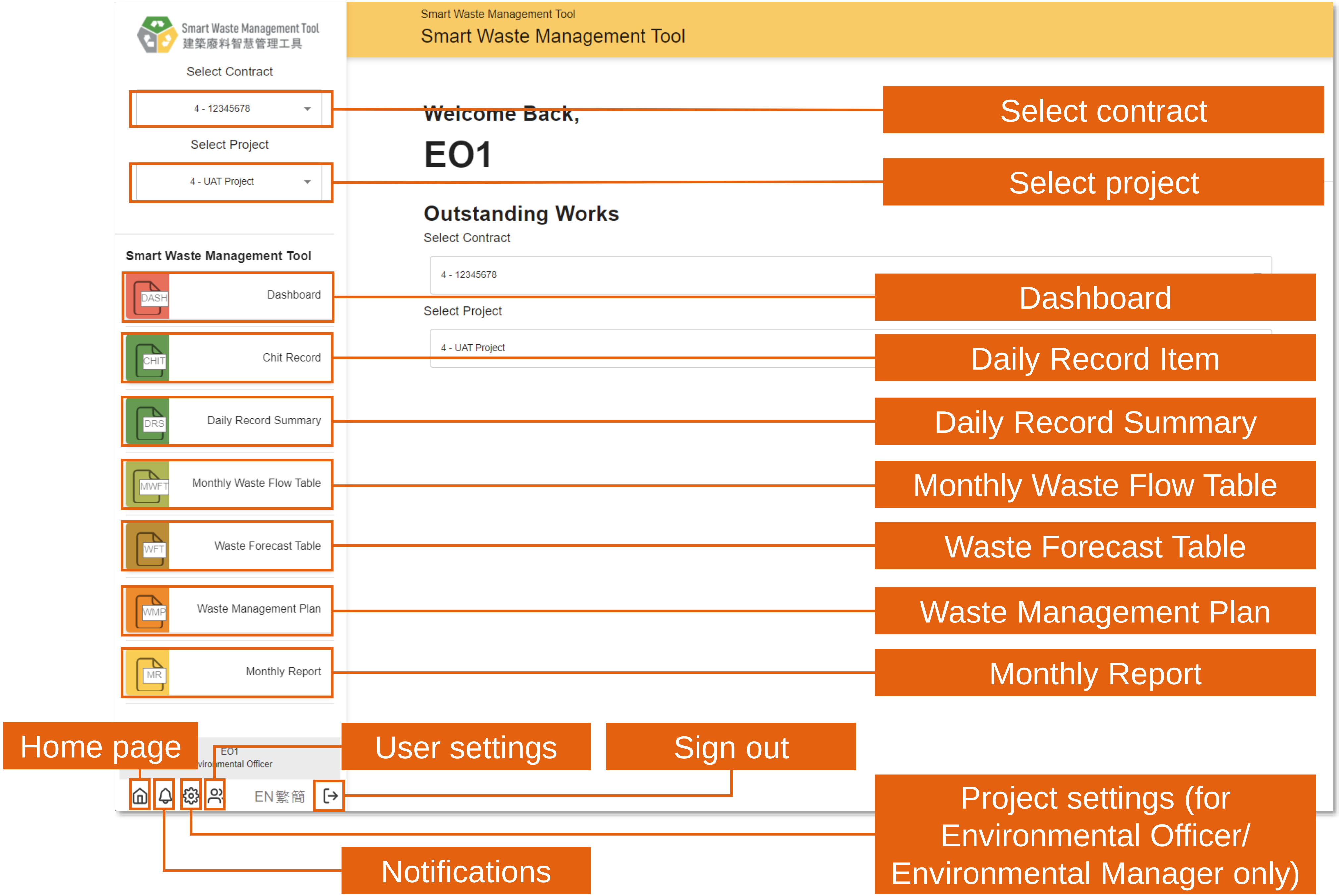
Email address verification

An Email has sent to the email address you provided.
Please enter the code below to verify your email address.
The code is valid for 5 minutes.

1 1 8 2 3 1

Insert the one-time password, the tool will redirect to the home page

Navigation (1/2)


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
EO1
Environmental Officer
EN 繁 簡
Smart Waste Management Tool
Smart Waste Management Tool

Welcome Back,

EO1

Outstanding Works

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Select contract

Select project

Dashboard

Daily Record Item

Daily Record Summary

Monthly Waste Flow Table

Waste Forecast Table

Waste Management Plan

Monthly Report

Home page

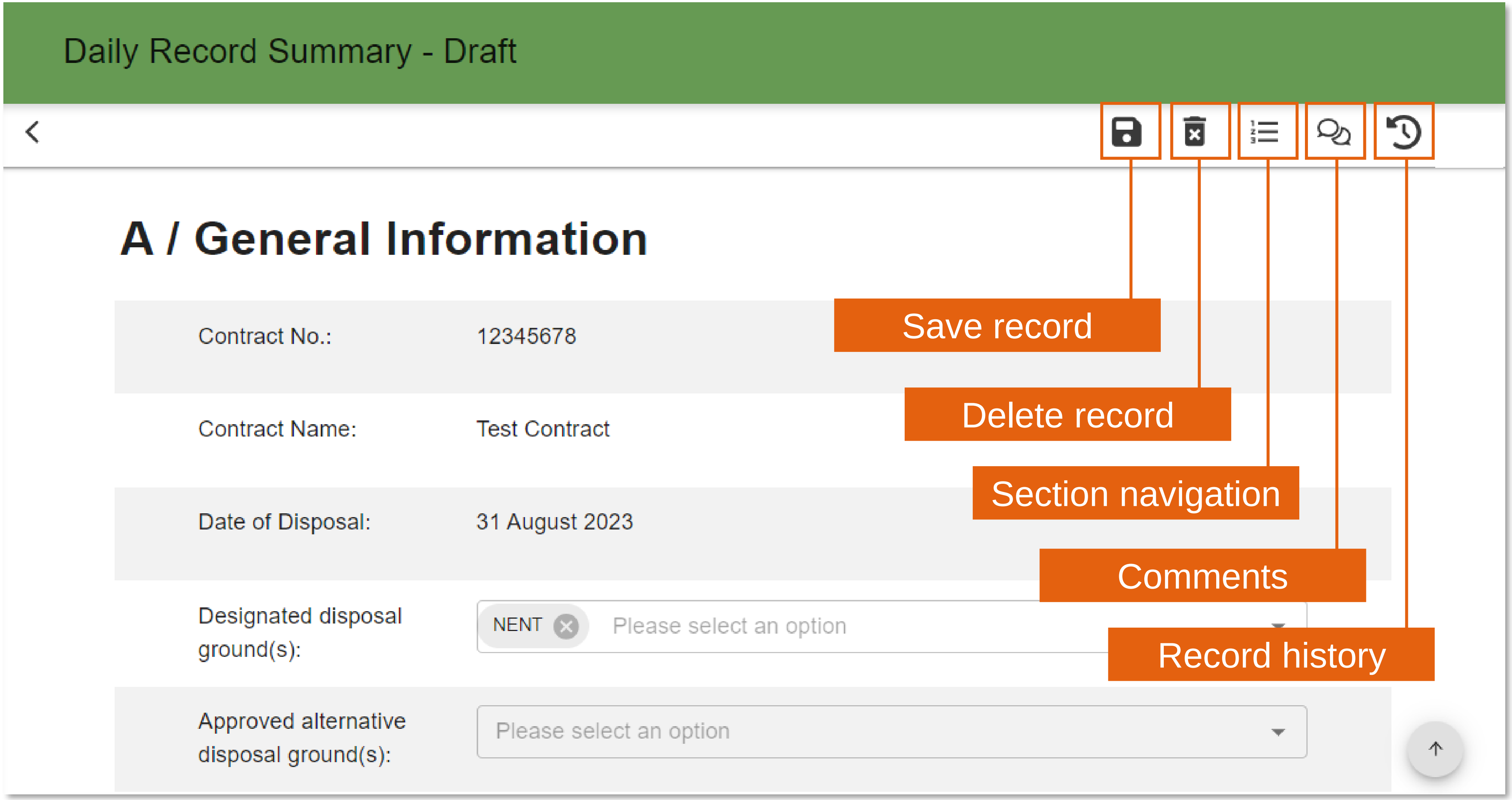
User settings

Sign out

Notifications

Project settings (for Environmental Officer/ Environmental Manager only)

Navigation (2/2)



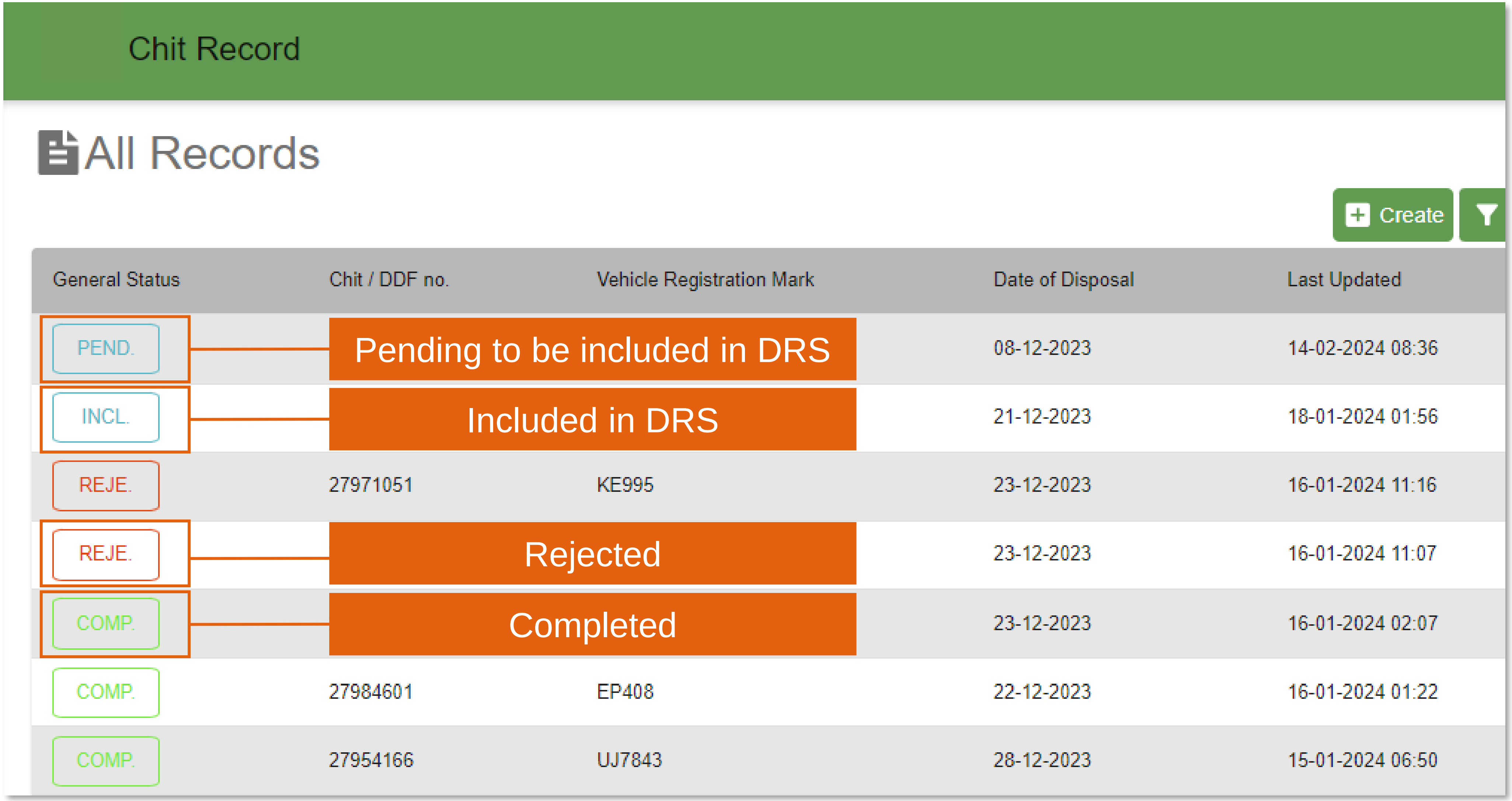
Daily Record Summary - Draft

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	31 August 2023
Designated disposal ground(s):	NENT ⊗ Please select an option
Approved alternative disposal ground(s):	Please select an option

Save record
Delete record
Section navigation
Comments
Record history

Record Status (Chit Record)

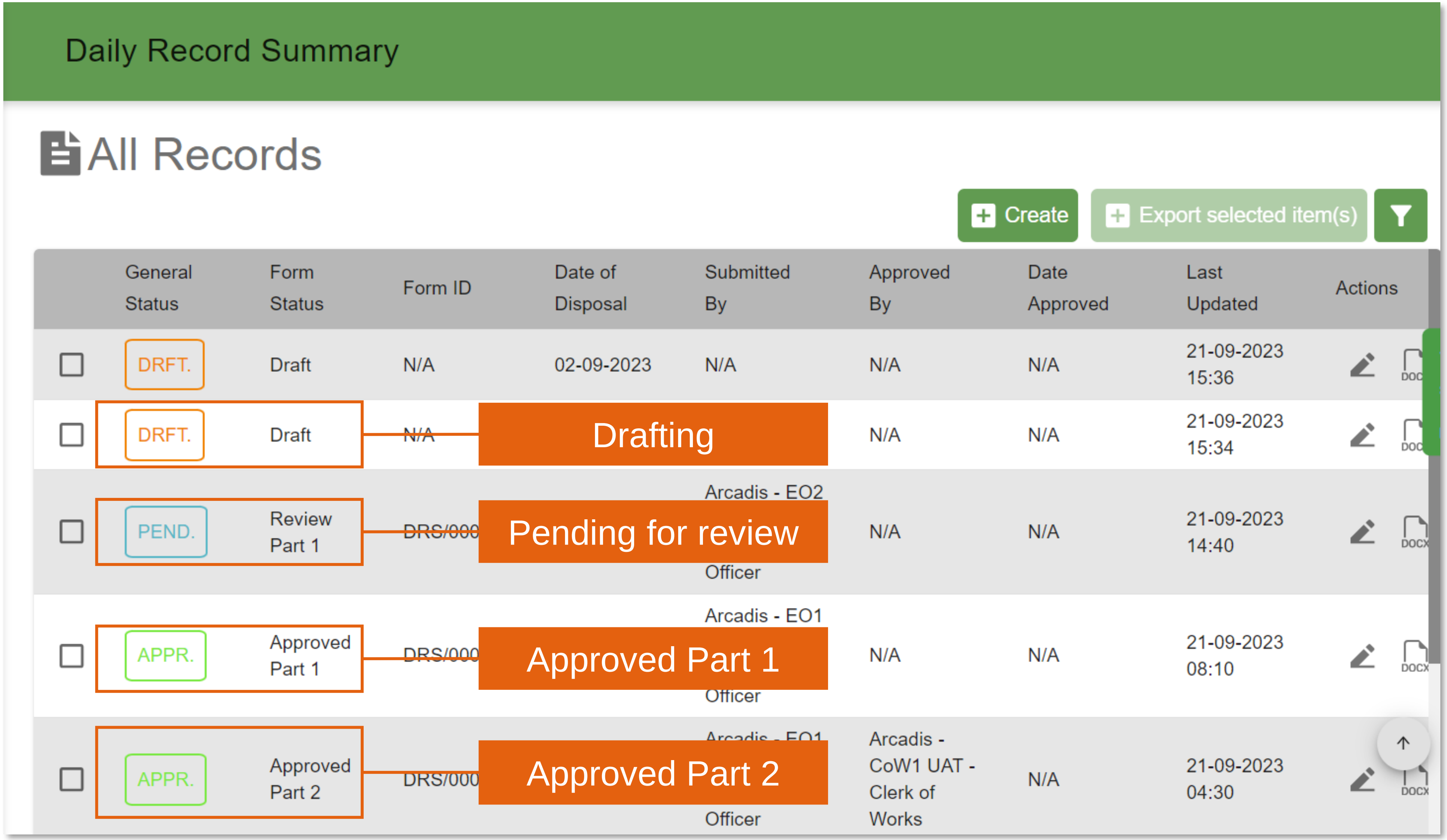


Chit Record

All Records

General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.	Pending to be included in DRS		08-12-2023	14-02-2024 08:36
INCL.	Included in DRS		21-12-2023	18-01-2024 01:56
REJE.	27971051	KE995	23-12-2023	16-01-2024 11:16
REJE.	Rejected		23-12-2023	16-01-2024 11:07
COMP.	Completed		23-12-2023	16-01-2024 02:07
COMP.	27984601	EP408	22-12-2023	16-01-2024 01:22
COMP.	27954166	UJ7843	28-12-2023	15-01-2024 06:50

Record Status (Daily Record System)



Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	
☐	DRFT.	Draft	N/A			N/A	N/A	21-09-2023 15:34	
☐	PEND.	Review Part 1	DRS/000		Arcadis - EO2 Officer	N/A	N/A	21-09-2023 14:40	DOCX
☐	APPR.	Approved Part 1	DRS/000		Arcadis - EO1 Officer	N/A	N/A	21-09-2023 08:10	DOCX
☐	APPR.	Approved Part 2	DRS/000		Arcadis - EO1 Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX

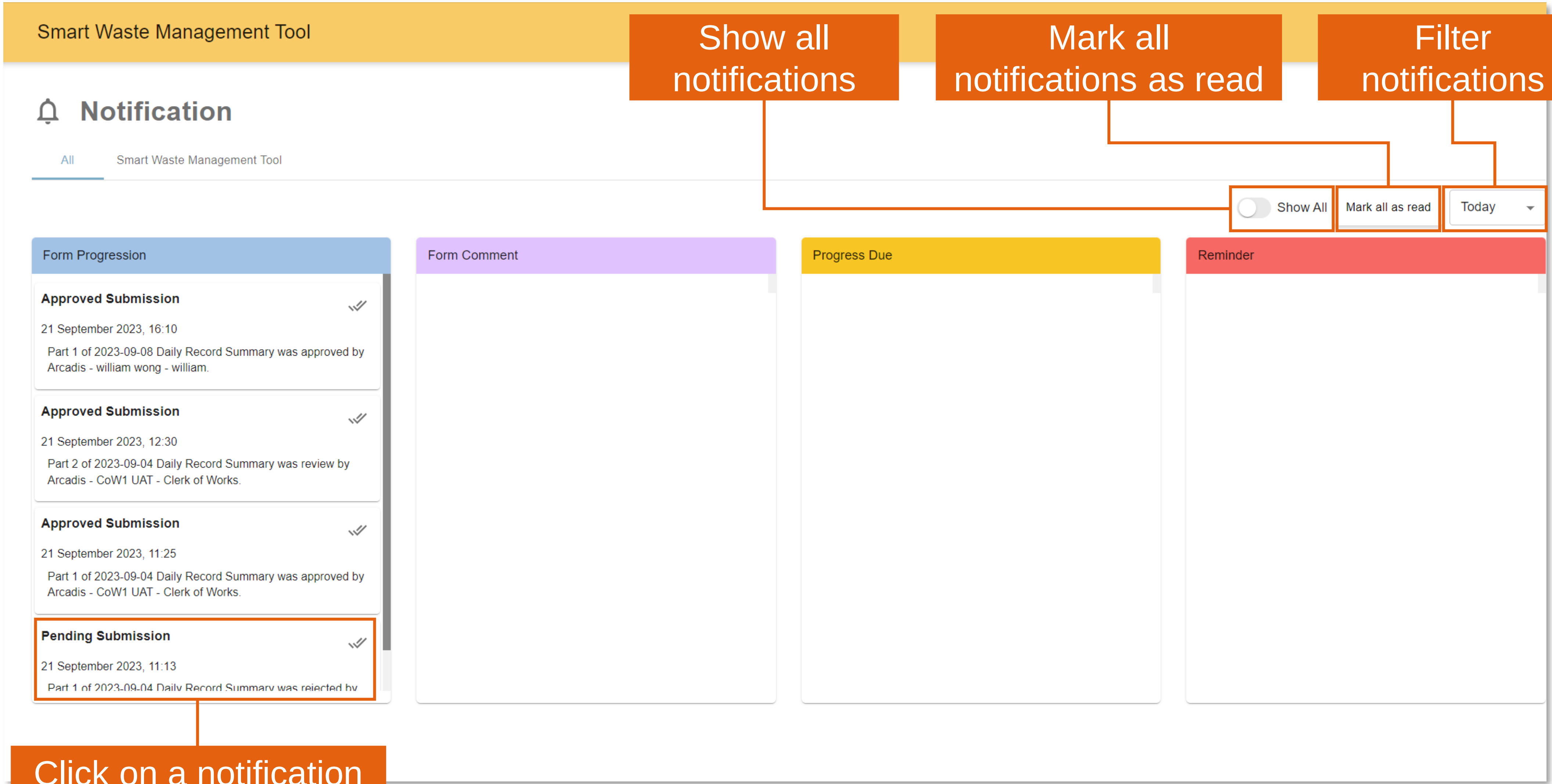
Drafting

Pending for review

Approved Part 1

Approved Part 2

Notifications



Show all notifications

Mark all notifications as read

Filter notifications

Click on a notification to view the record

Smart Waste Management Tool

Notification

All | Smart Waste Management Tool

Form Progression

Approved Submission

21 September 2023, 16:10

Part 1 of 2023-09-08 Daily Record Summary was approved by Arcadis - william wong - william.

Approved Submission

21 September 2023, 12:30

Part 2 of 2023-09-04 Daily Record Summary was review by Arcadis - CoW1 UAT - Clerk of Works.

Approved Submission

21 September 2023, 11:25

Part 1 of 2023-09-04 Daily Record Summary was approved by Arcadis - CoW1 UAT - Clerk of Works.

Pending Submission

21 September 2023, 11:13

Part 1 of 2023-09-04 Daily Record Summary was rejected by

Form Comment

Progress Due

Reminder

1) Project and User Set-up

1.1 Project Application
1.2 Account Activation
1.3 Invite Users to Organisation

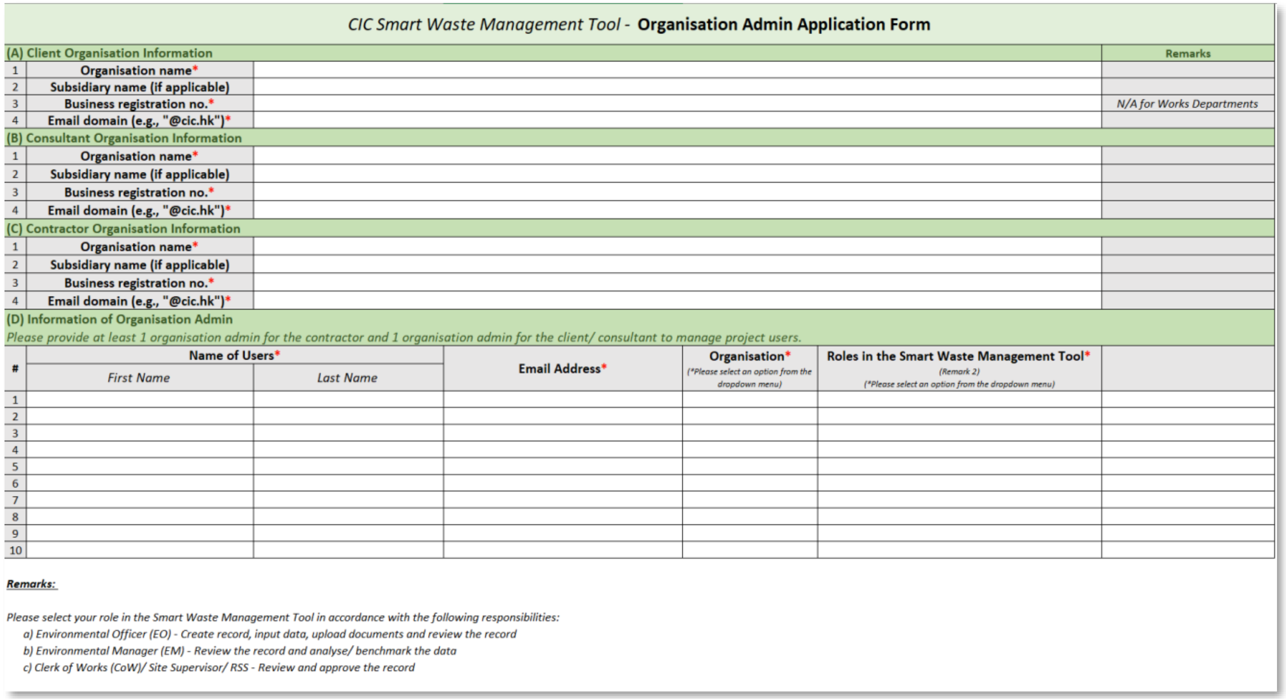
Fill in and Submit Application Form (1.1)

Organisation Admin

Step 1: Fill in the application form according to the instructions

Step 2: Submit the application form to smartwaste@cic.hk for review and approval

Step 3: Once the application is approved, an email will be sent to your mailbox to activate your account. Refer to the next page to activate your account



CIC Smart Waste Management Tool - **Organisation Admin Application Form**

			Remarks
(A) Client Organisation Information			
1	**Organisation name***		
2	**Subsidiary name (if applicable)**		
3	**Business registration no.***		*N/A for Works Departments*
4	**Email domain (e.g., "@cic.hk")***		
(B) Consultant Organisation Information			
1	**Organisation name***		
2	**Subsidiary name (if applicable)**		
3	**Business registration no.***		
4	**Email domain (e.g., "@cic.hk")***		
(C) Contractor Organisation Information			
1	**Organisation name***		
2	**Subsidiary name (if applicable)**		
3	**Business registration no.***		
4	**Email domain (e.g., "@cic.hk")***		

(D) Information of Organisation Admin

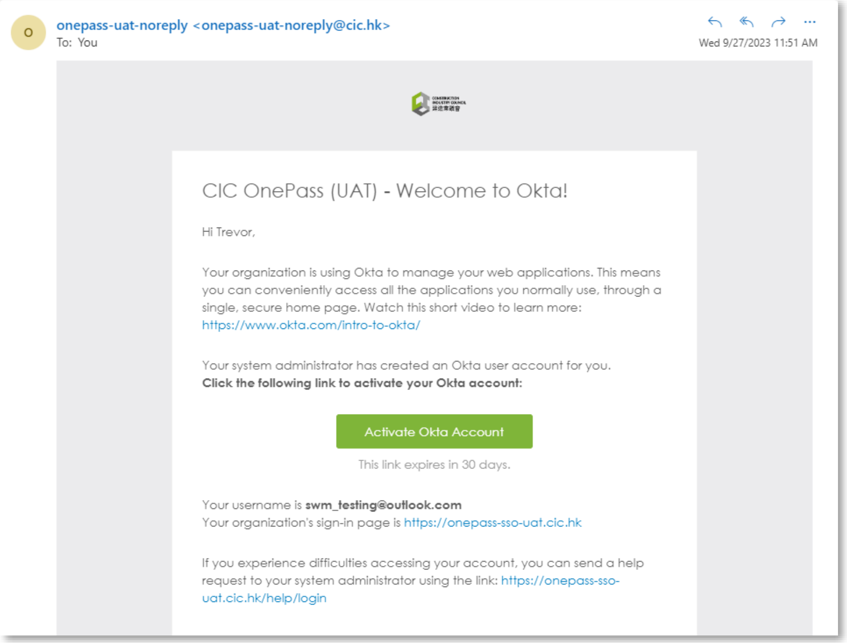
Please provide at least 1 organisation admin for the contractor and 1 organisation admin for the client/ consultant to manage project users.

#	Name of Users*		Email Address*	Organisation* *(*Please select an option from the dropdown menu)*	Roles in the Smart Waste Management Tool* *(Remark 2)* *(*Please select an option from the dropdown menu)*	
	First Name	*Last Name*				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Please select your role in the Smart Waste Management Tool in accordance with the following responsibilities:

a) Environmental Officer (EO) - Create record, input data, upload documents and review the record
b) Environmental Manager (EM) - Review the record and analyse/ benchmark the data
c) Clerk of Works (CoW)/ Site Supervisor/ RSS - Review and approve the record



onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Wed 9/27/2023 11:51 AM

CIC OnePass (UAT) - Welcome to Okta!

Hi Trevor,

Your organization is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: https://www.okta.com/intro-to-okta/

Your system administrator has created an Okta user account for you.
Click the following link to activate your Okta account:

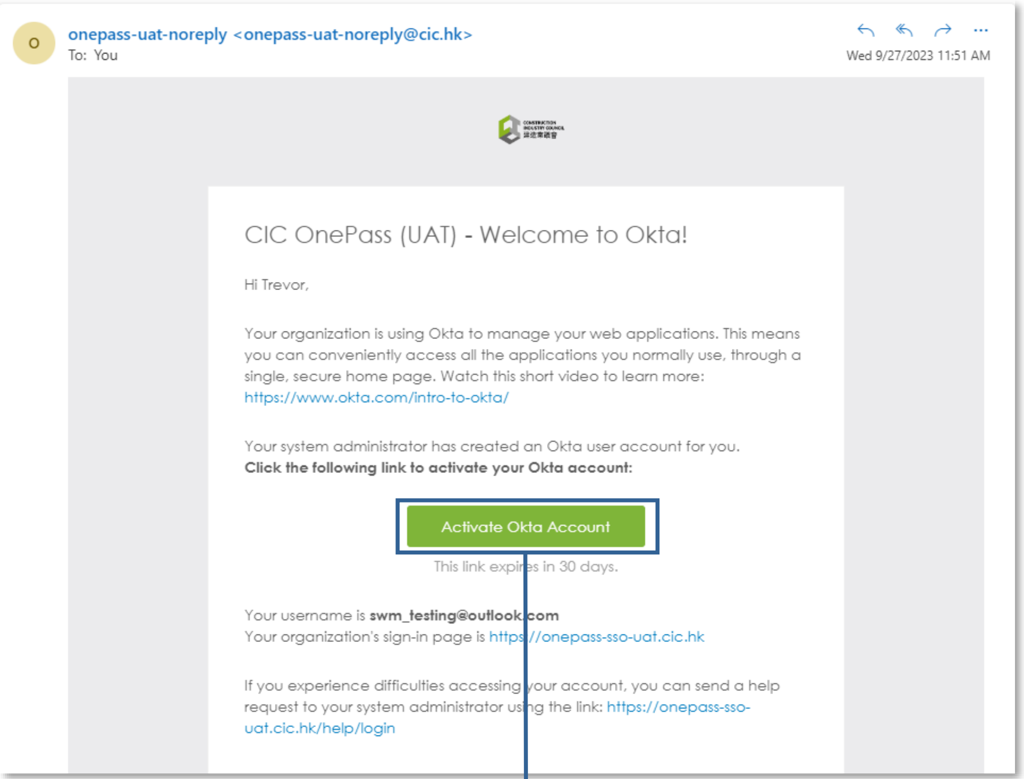
This link expires in 30 days.

Your username is **swm_testing@outlook.com**
Your organization's sign-in page is https://onepass-sso-uat.cic.hk

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: https://onepass-sso-uat.cic.hk/help/login

Activate Account (1.2.1)

All Users


onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Wed 9/27/2023 11:51 AM

CIC OnePass (UAT) - Welcome to Okta!

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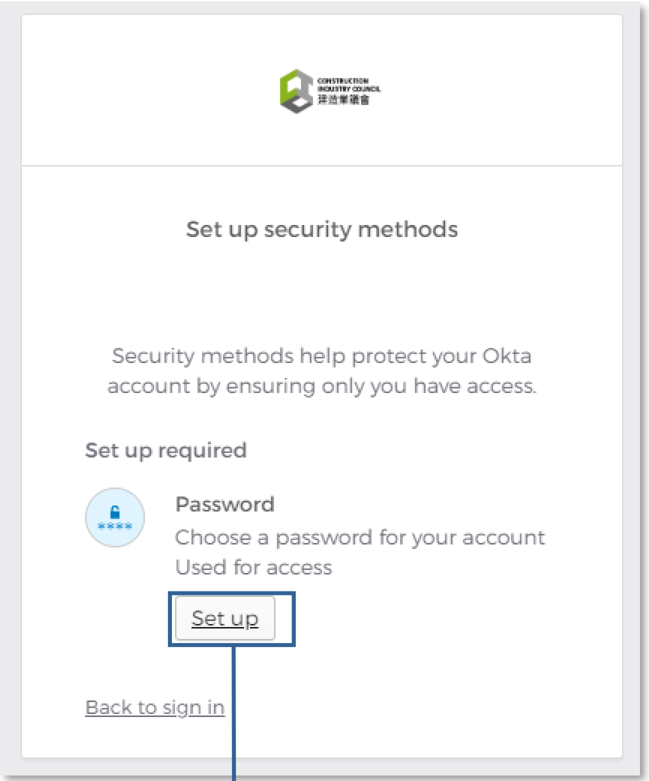

Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

Set up required

Password
Choose a password for your account
Used for access

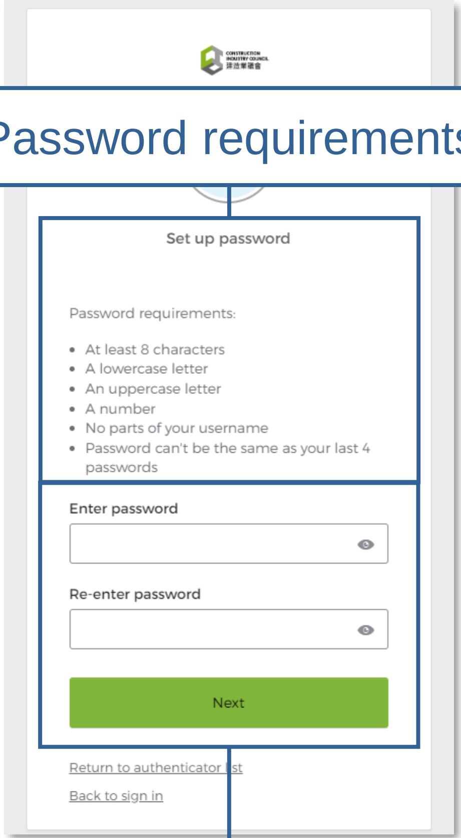
Step 1: After receiving the activation email, click “Activate Account”

Step 2: Click to set up your account password

Activate Account (1.2.2)

All Users

Password requirements

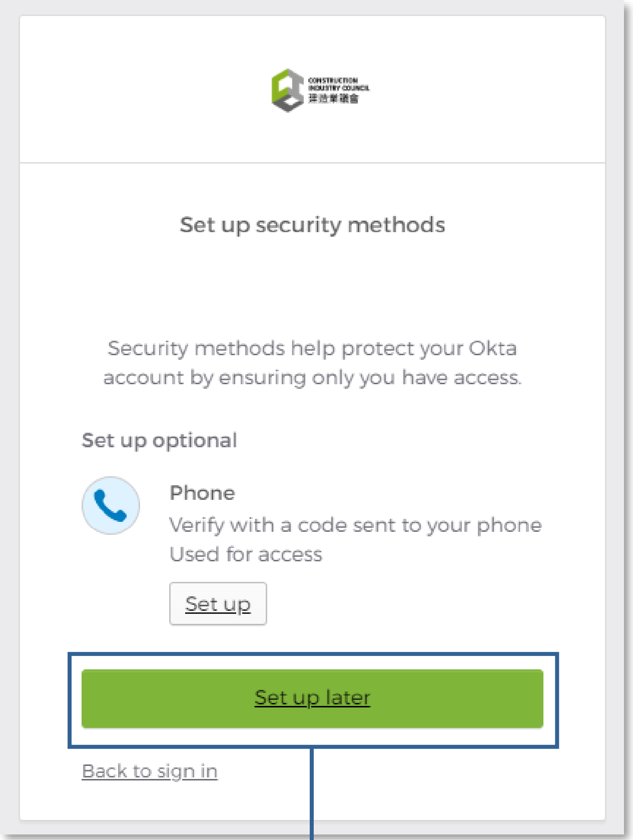

Set up password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 4 passwords

Enter password
Re-enter password
Next
Return to authenticator list
Back to sign in

Step 3: Enter your password and re-enter your password, then click "Next"


Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

Set up optional

Phone
Verify with a code sent to your phone
Used for access

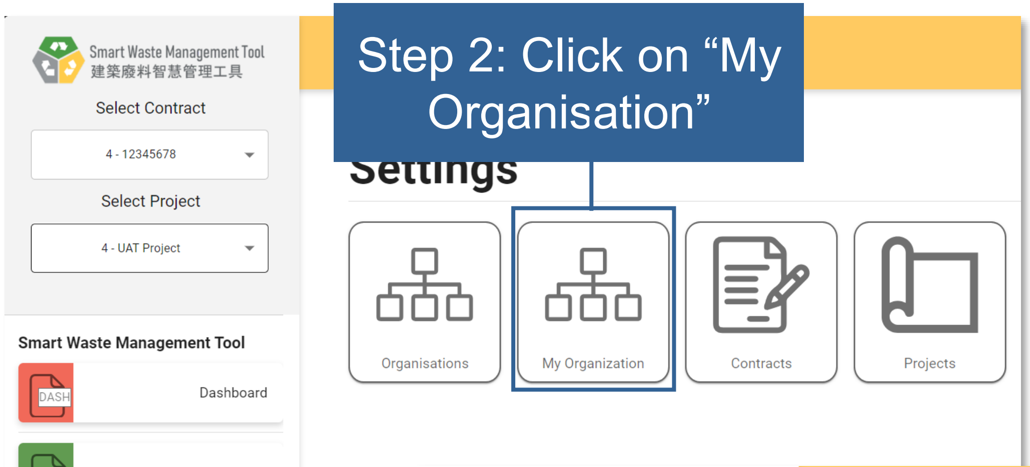
Set up
Set up later
Back to sign in

Step 4: Click to continue, the activation process is complete. Please use this link to login

Invite Users to Organisation (1.3)

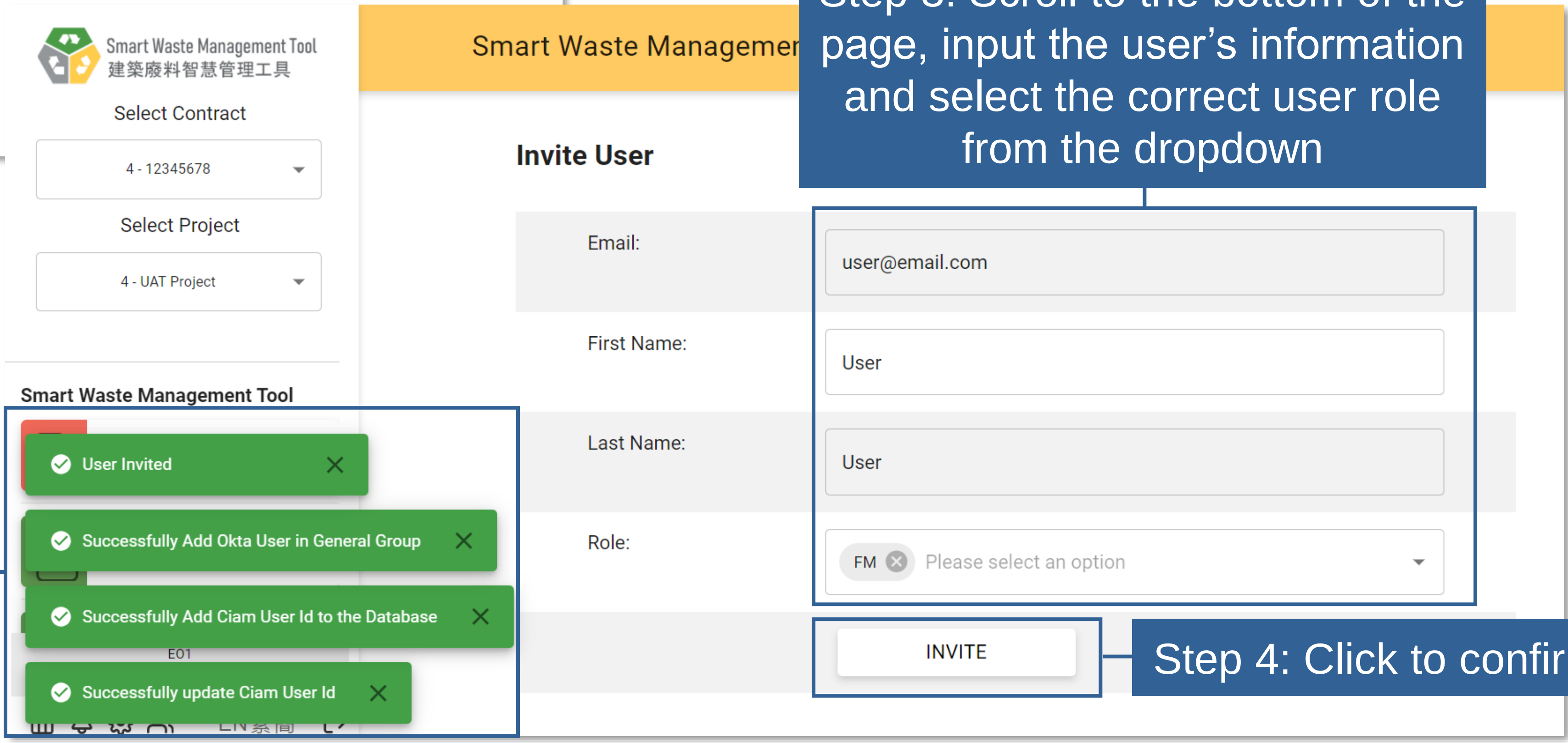
Organisation Admin

User Role	Title
EO	Environmental Officer
CoW	Clerk of Works/ RSS
FM	Foreman
EM	Environmental Manager


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Settings
Organisations
My Organization
Contracts
Projects
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
EO1
Environmental Officer
EN繁簡

Step 1: Click on “settings”

Step 2: Click on “My Organisation”


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
Smart Waste Managemen
EO1
EN繁簡

Step 3: Scroll to the bottom of the page, input the user’s information and select the correct user role from the dropdown

Invite User

Email: user@email.com

First Name: User

Last Name: User

Role: FM Please select an option

INVITE

Step 4: Click to confirm

- User Invited
- Successfully Add Okta User in General Group
- Successfully Add Ciam User Id to the Database
- Successfully update Ciam User Id

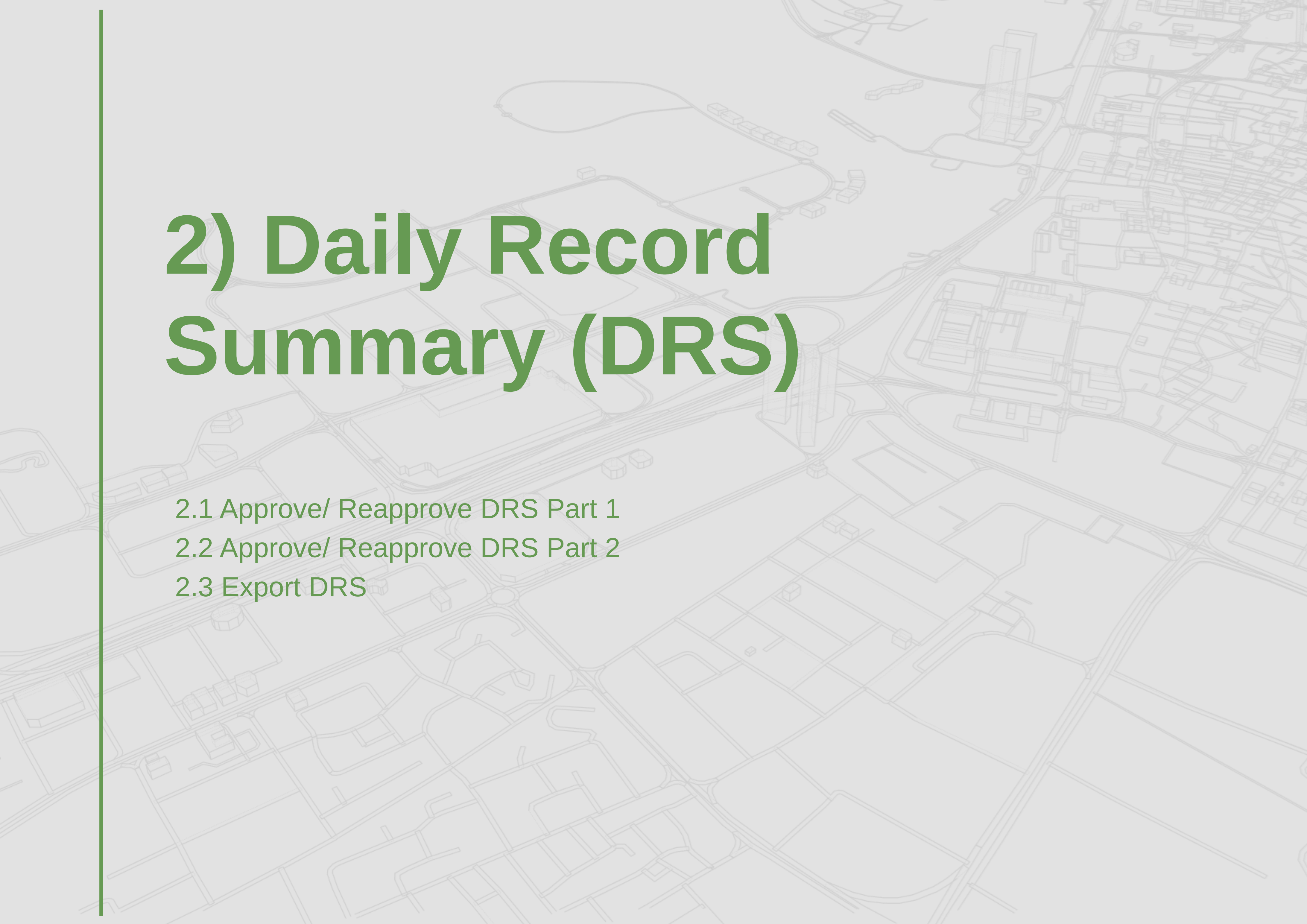
The messages indicate the user has been successfully invited

2) Daily Record Summary (DRS)

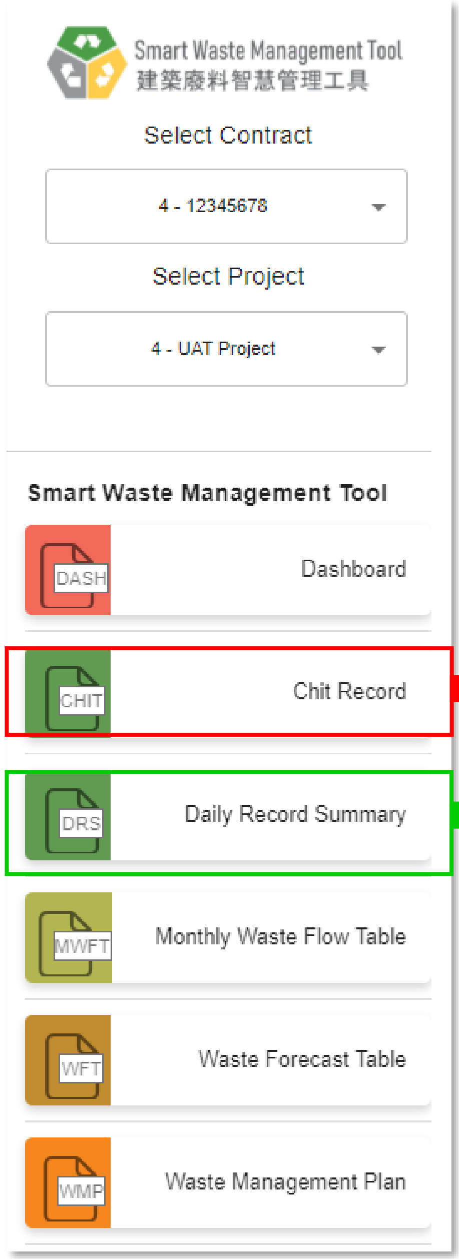
2.1 Approve/ Reapprove DRS Part 1

2.2 Approve/ Reapprove DRS Part 2

2.3 Export DRS



Steps to prepare a DRS


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan

For input of Chit tickets

For consolidating all Chits for the date of disposal

Go to “Chit Record”

↓

Input Chit tickets for e.g., 01-01-2023

↓

Go to “Daily Record Summary”

↓

Create DRS for 01-01-2023

↓

Chit records will automatically appear in this DRS – Part 1

↓

Submit Part 1 for approval

↓

(When EPD transaction records are available) Open DRS for 01-01-2023 again

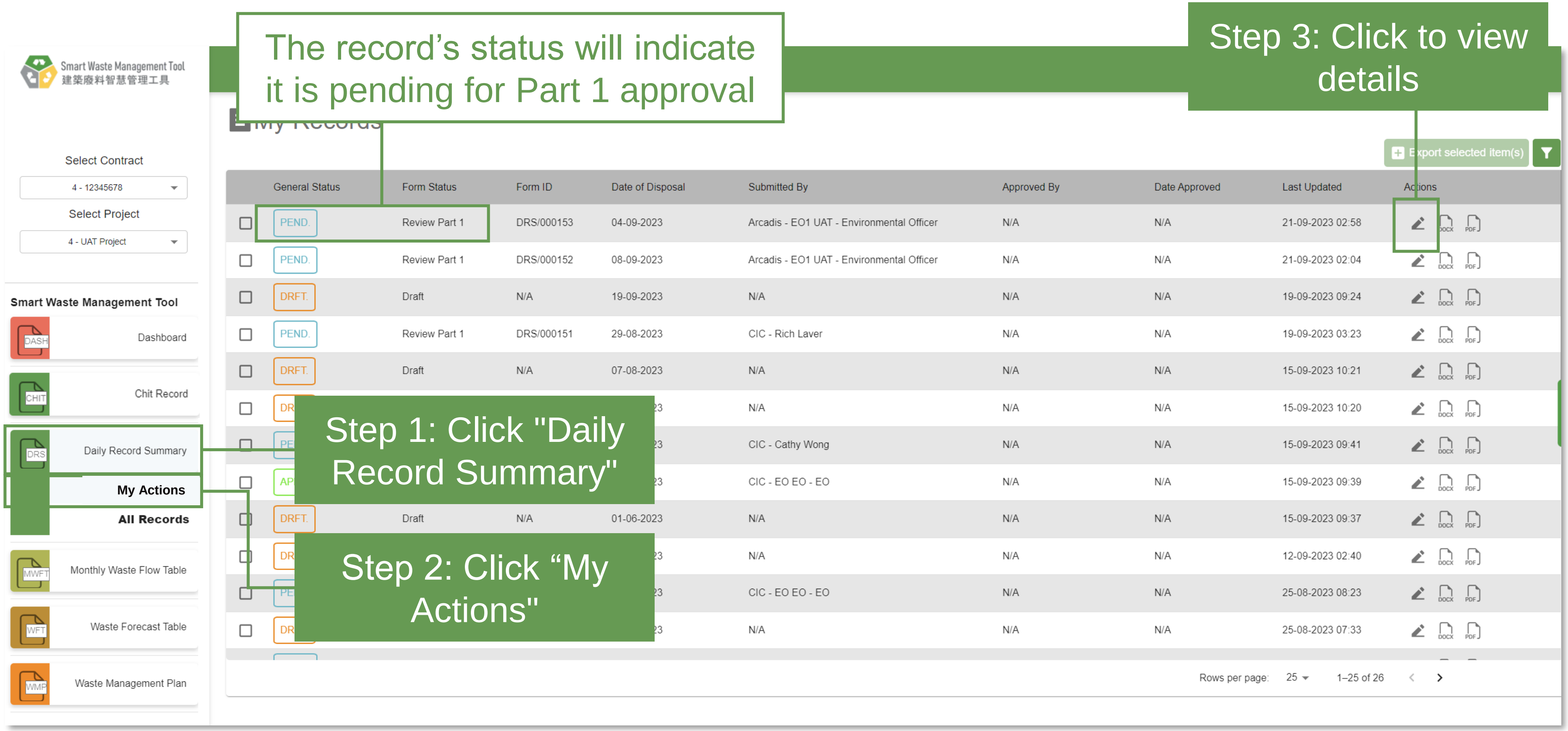
↓

Click to autofill DRS Part 2

↓

Submit Part 2 for approval

Approve/ Reapprove DRS Part 1 (2.1.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH Dashboard
CHIT Chit Record
DRS Daily Record Summary
My Actions
All Records
MWFT Monthly Waste Flow Table
WFT Waste Forecast Table
WMP Waste Management Plan
My Records
Export selected item(s)

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	Review Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:58	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	✎ DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	19-09-2023 03:23	✎ DOCX PDF
☐	DRFT.	Draft	N/A	07-08-2023	N/A	N/A	N/A	15-09-2023 10:21	✎ DOCX PDF
☐	DR			23	N/A	N/A	N/A	15-09-2023 10:20	✎ DOCX PDF
☐	PE			23	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	✎ DOCX PDF
☐	AP			23	CIC - EO EO - EO	N/A	N/A	15-09-2023 09:39	✎ DOCX PDF
☐	DRFT.	Draft	N/A	01-06-2023	N/A	N/A	N/A	15-09-2023 09:37	✎ DOCX PDF
☐	DR			23	N/A	N/A	N/A	12-09-2023 02:40	✎ DOCX PDF
☐	PE			23	CIC - EO EO - EO	N/A	N/A	25-08-2023 08:23	✎ DOCX PDF
☐	DR			23	N/A	N/A	N/A	25-08-2023 07:33	✎ DOCX PDF

Rows per page: 25 ▾ 1–25 of 26 ‹ ›

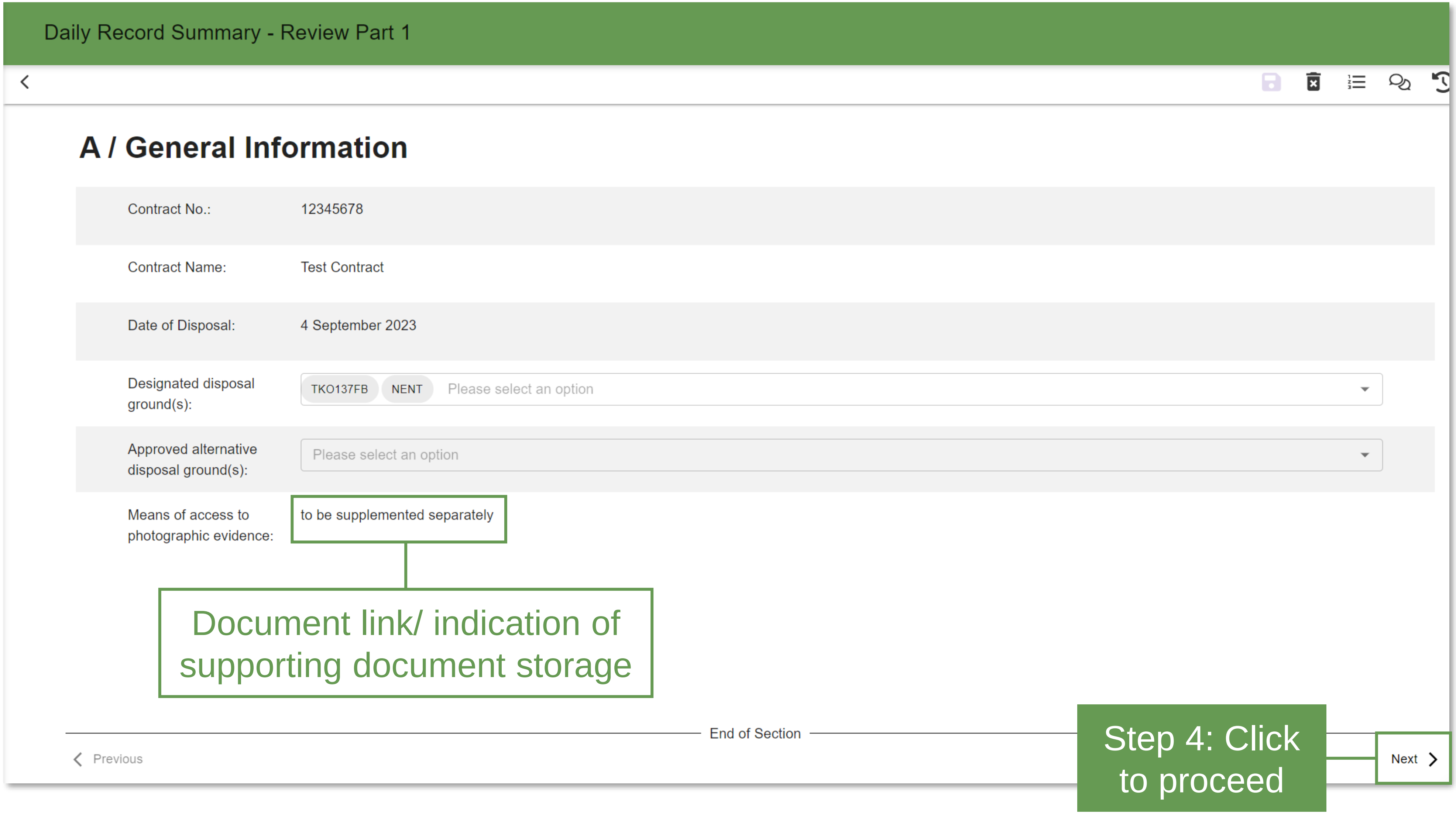
The record's status will indicate it is pending for Part 1 approval

Step 3: Click to view details

Step 1: Click "Daily Record Summary"

Step 2: Click “My Actions"

Approve/ Reapprove DRS Part 1 (2.1.2)



Daily Record Summary - Review Part 1

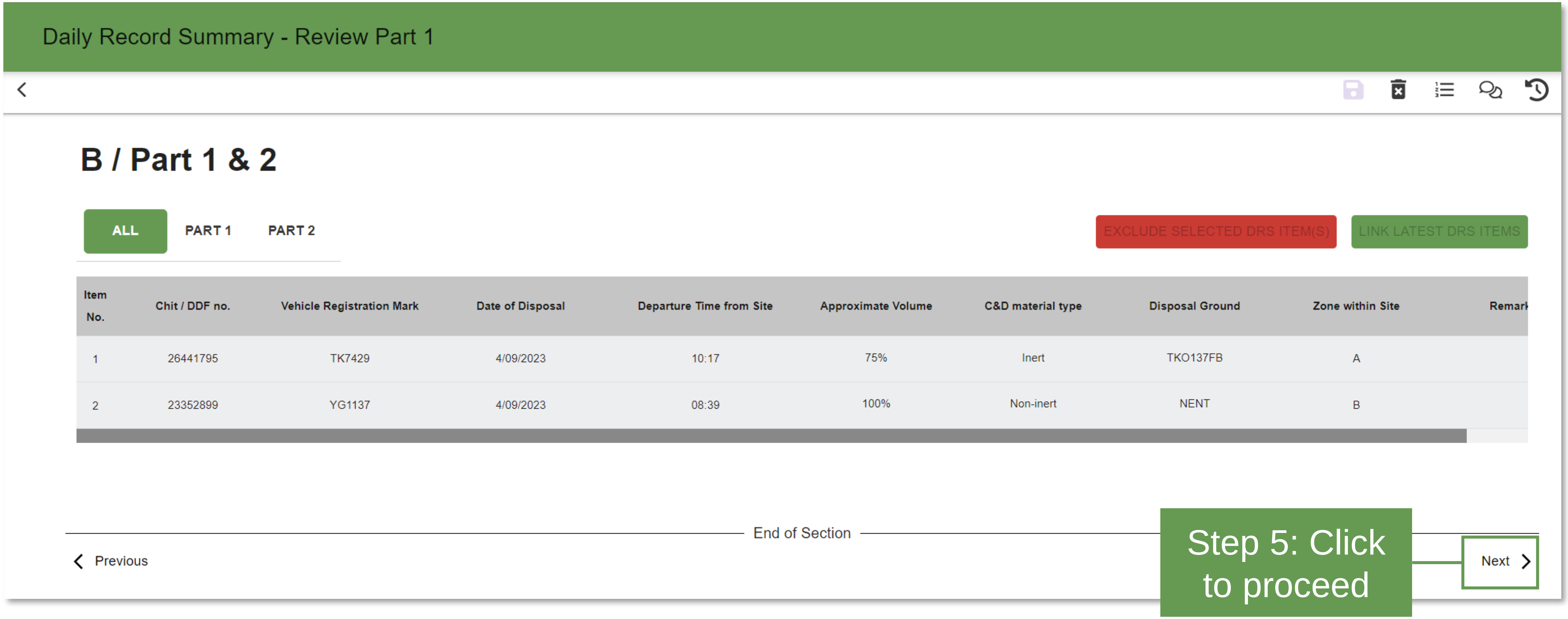
A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	4 September 2023
Designated disposal ground(s):	TKO137FB NENT Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	to be supplemented separately

Document link/ indication of supporting document storage

Step 4: Click to proceed

Approve/ Reapprove DRS Part 1 (2.1.3)



Daily Record Summary - Review Part 1

B / Part 1 & 2

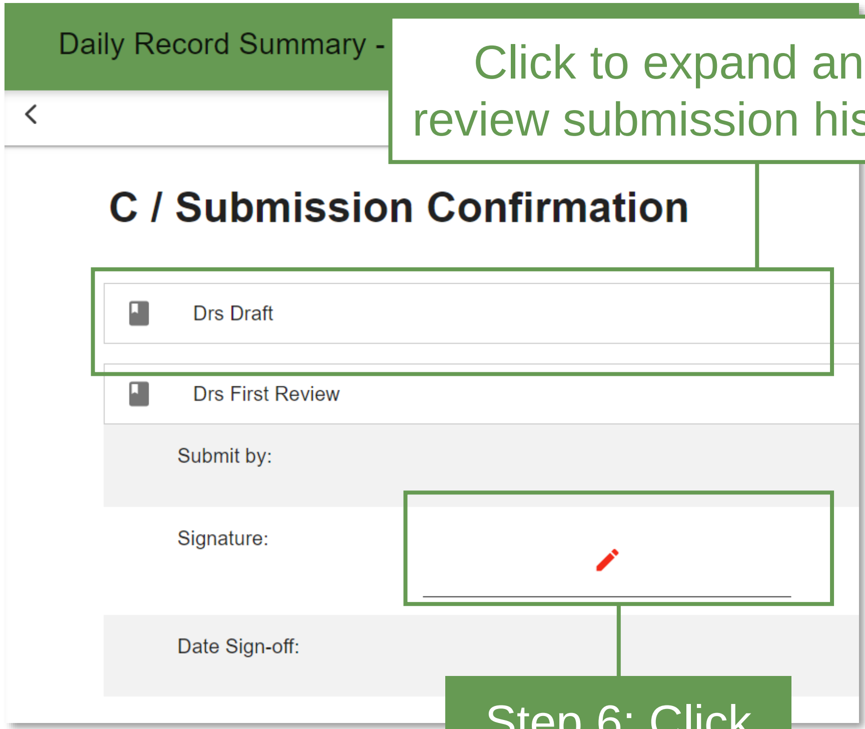
ALL
PART 1
PART 2
EXCLUDE SELECTED DRS ITEM(S)
LINK LATEST DRS ITEMS

Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remark
1	26441795	TK7429	4/09/2023	10:17	75%	Inert	TKO137FB	A	
2	23352899	YG1137	4/09/2023	08:39	100%	Non-inert	NENT	B	

End of Section
Previous
Next

Step 5: Click to proceed

Approve/ Reapprove DRS Part 1 (2.1.4)



Daily Record Summary -

C / Submission Confirmation

Drs Draft

Drs First Review

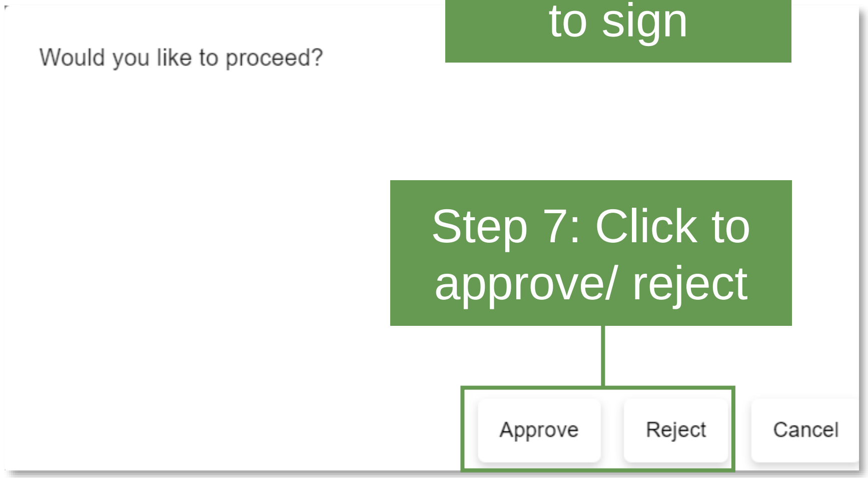
Submit by:

Signature:

Date Sign-off:

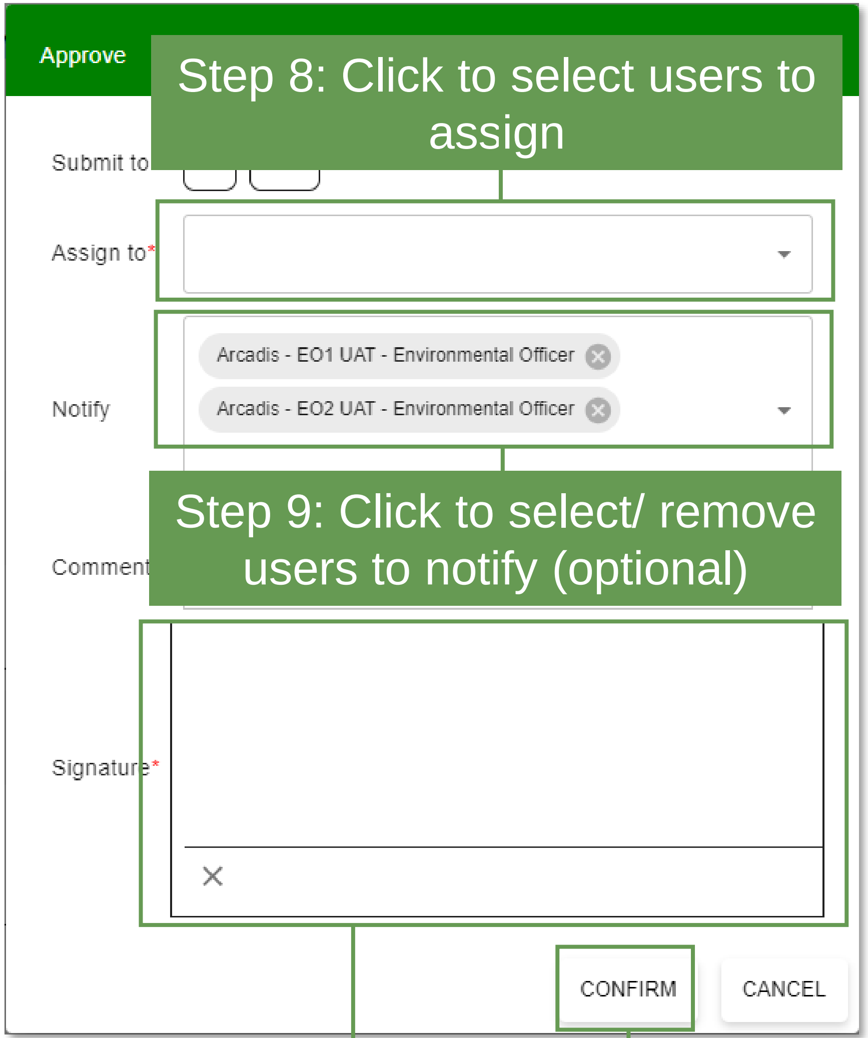
Click to expand and review submission history

Step 6: Click to sign



Would you like to proceed?

Step 7: Click to approve/ reject



Approve

Submit to

Assign to*

Notify: Arcadis - EO1 UAT - Environmental Officer; Arcadis - EO2 UAT - Environmental Officer

Comment

Signature*

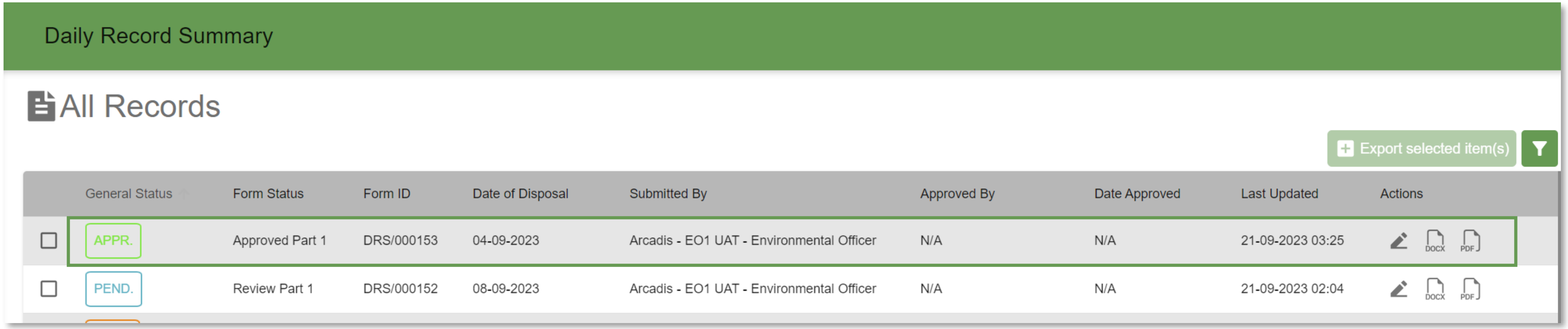
Step 8: Click to select users to assign

Step 9: Click to select/ remove users to notify (optional)

Step 10: Insert signature

Step 11: Click to submit

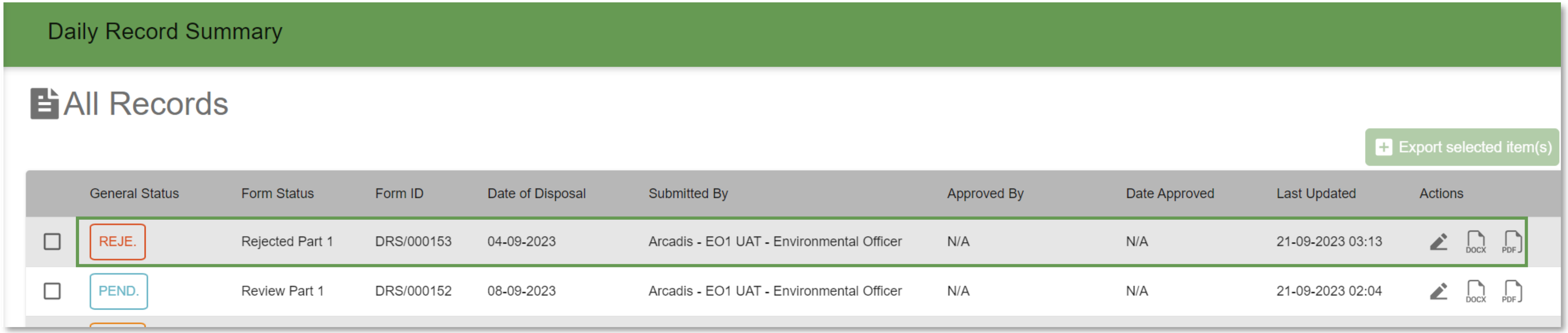
Approve/ Reapprove DRS Part 1 (2.1.5)



Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	APPR.	Approved Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 03:25	DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	DOCX PDF



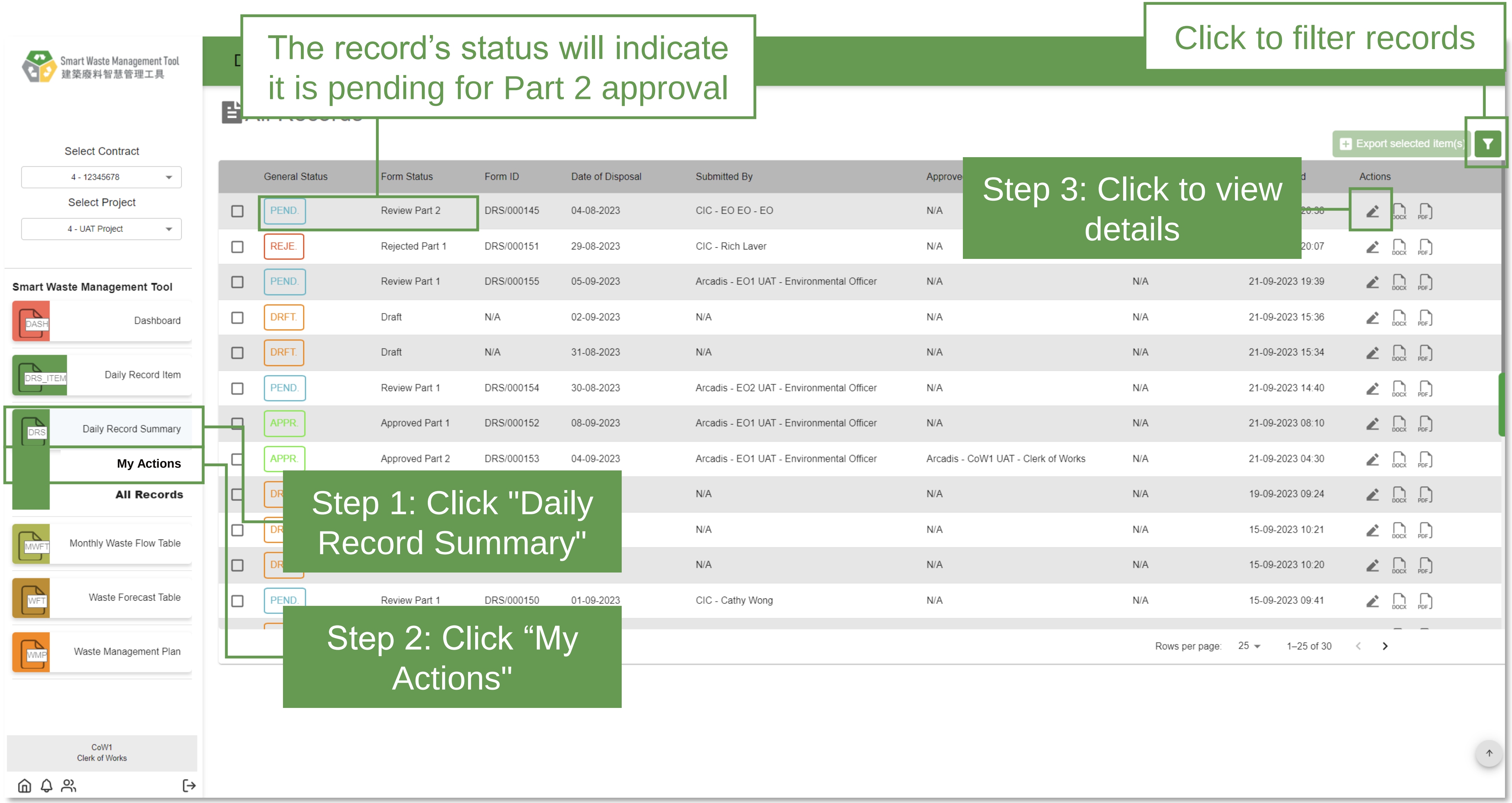
Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	REJE.	Rejected Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 03:13	DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	DOCX PDF

The record’s status is updated

Approve/ Reapprove Part 2 (2.2.1)



The record’s status will indicate it is pending for Part 2 approval

Click to filter records

Step 3: Click to view details

Step 1: Click "Daily Record Summary"

Step 2: Click “My Actions"

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool

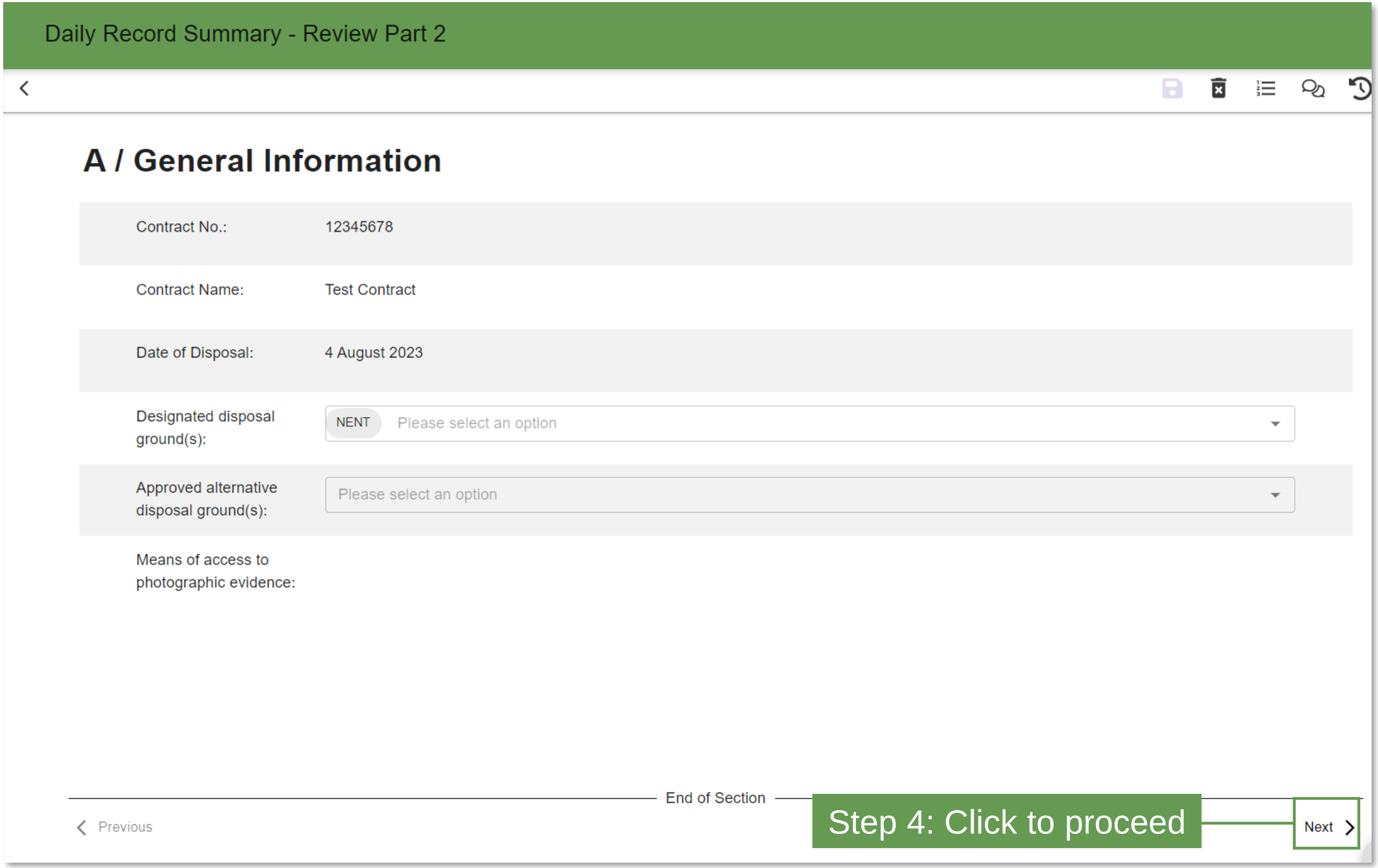
- Dashboard
- Daily Record Item
- Daily Record Summary
  - **My Actions**
  - **All Records**
- Monthly Waste Flow Table
- Waste Forecast Table
- Waste Management Plan

CoW1
Clerk of Works

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approve		d	Actions
☐	PEND.	Review Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	N/A		20:38	✎ DOCX PDF
☐	REJE.	Rejected Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A		20:07	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 19:39	✎ DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	✎ DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	✎ DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	✎ DOCX PDF
☐	DR				N/A	N/A	N/A	19-09-2023 09:24	✎ DOCX PDF
☐	DR				N/A	N/A	N/A	15-09-2023 10:21	✎ DOCX PDF
☐	DR				N/A	N/A	N/A	15-09-2023 10:20	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000150	01-09-2023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	✎ DOCX PDF

Rows per page: 25 1–25 of 30

Approve/ Reapprove Part 2 (2.2.2)



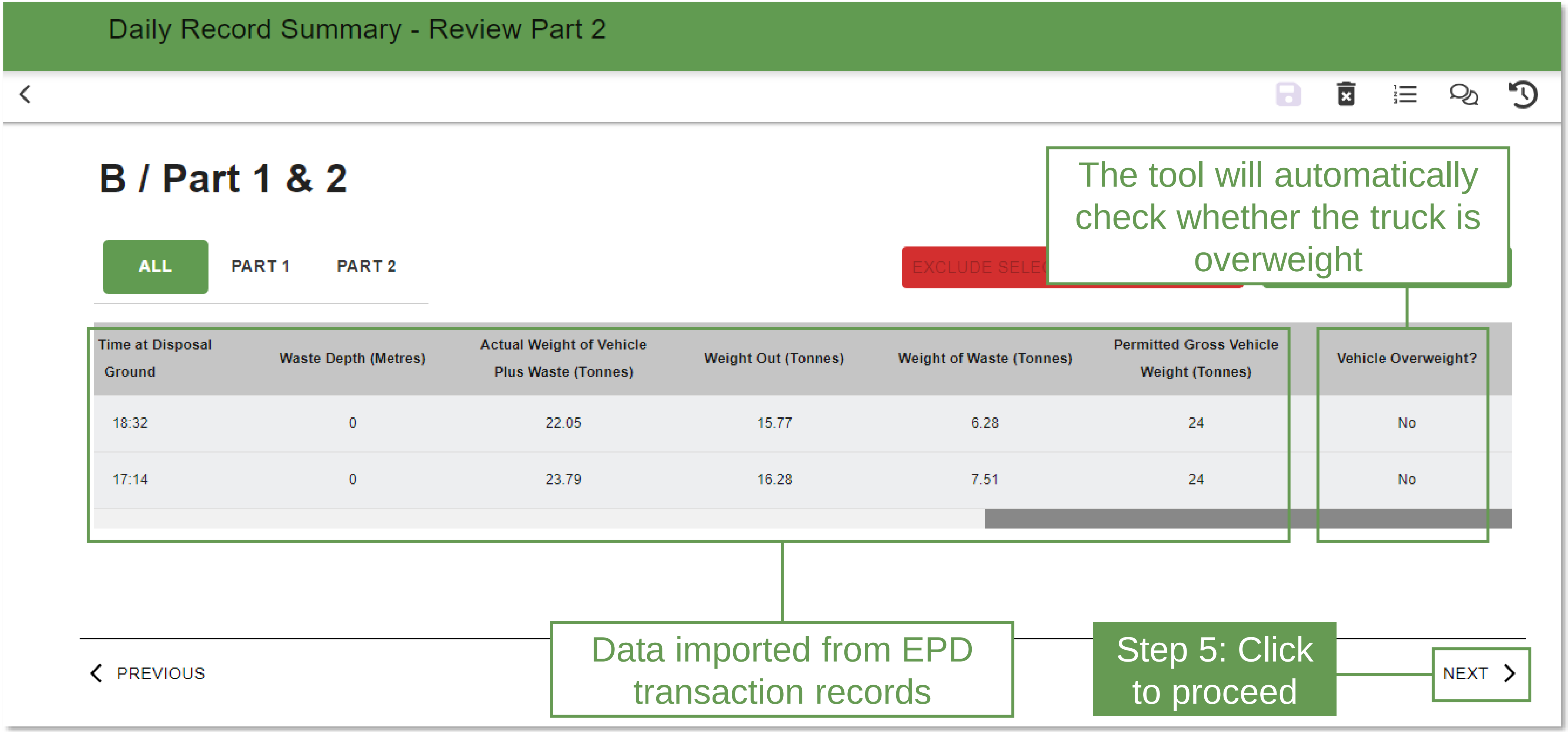
Daily Record Summary - Review Part 2

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	4 August 2023
Designated disposal ground(s):	NENT Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	

Step 4: Click to proceed

Approve/ Reapprove Part 2 (2.2.3)


Daily Record Summary - Review Part 2
ALL
PART 1
PART 2
EXCLUDE SELEC
PREVIOUS
NEXT

B / Part 1 & 2

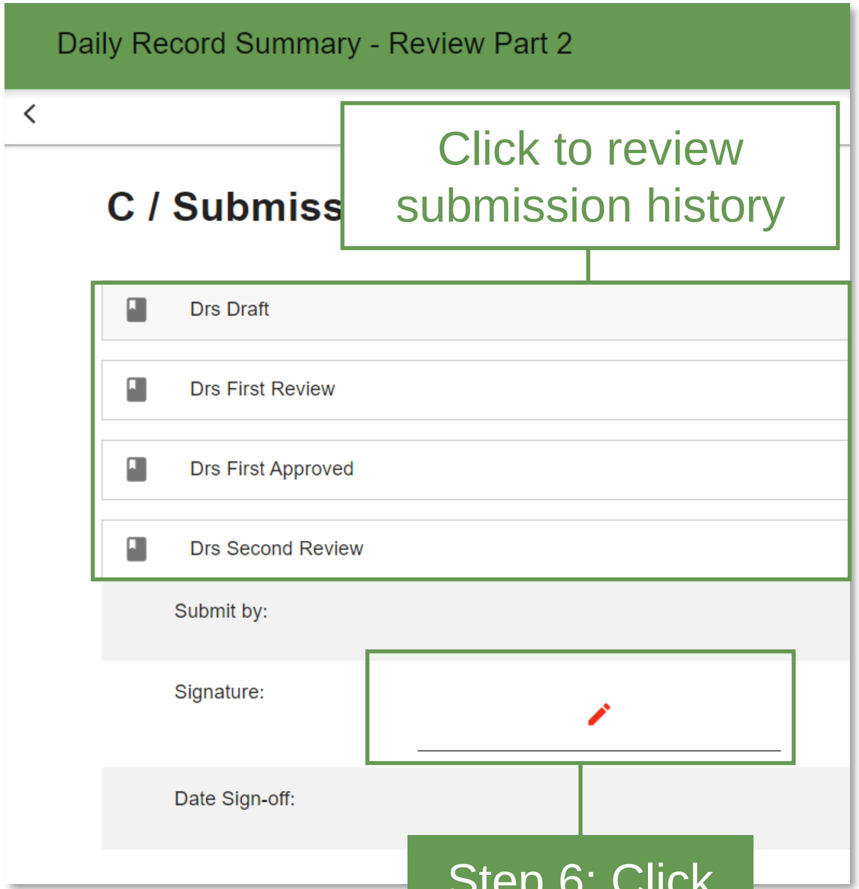
Time at Disposal Ground	Waste Depth (Metres)	Actual Weight of Vehicle Plus Waste (Tonnes)	Weight Out (Tonnes)	Weight of Waste (Tonnes)	Permitted Gross Vehicle Weight (Tonnes)	Vehicle Overweight?
18:32	0	22.05	15.77	6.28	24	No
17:14	0	23.79	16.28	7.51	24	No

The tool will automatically check whether the truck is overweight

Data imported from EPD transaction records

Step 5: Click to proceed

Approve/ Reapprove Part 2 (2.2.4)



Daily Record Summary - Review Part 2

C / Submiss

- Drs Draft
- Drs First Review
- Drs First Approved
- Drs Second Review

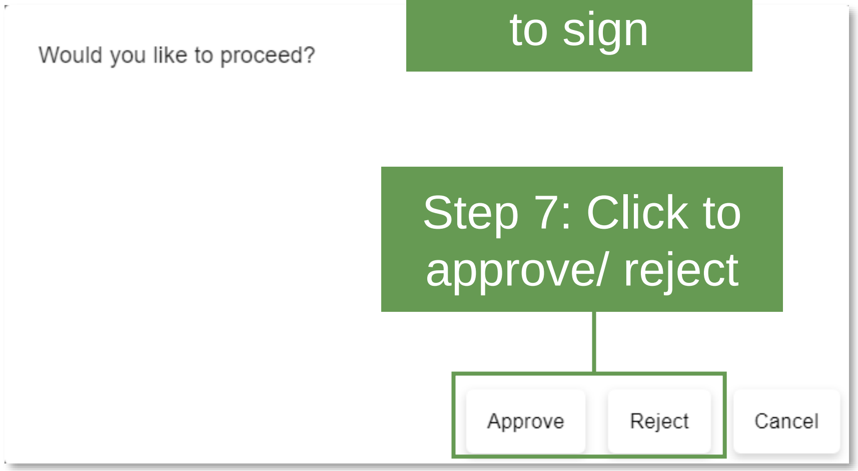
Submit by:

Signature:

Date Sign-off:

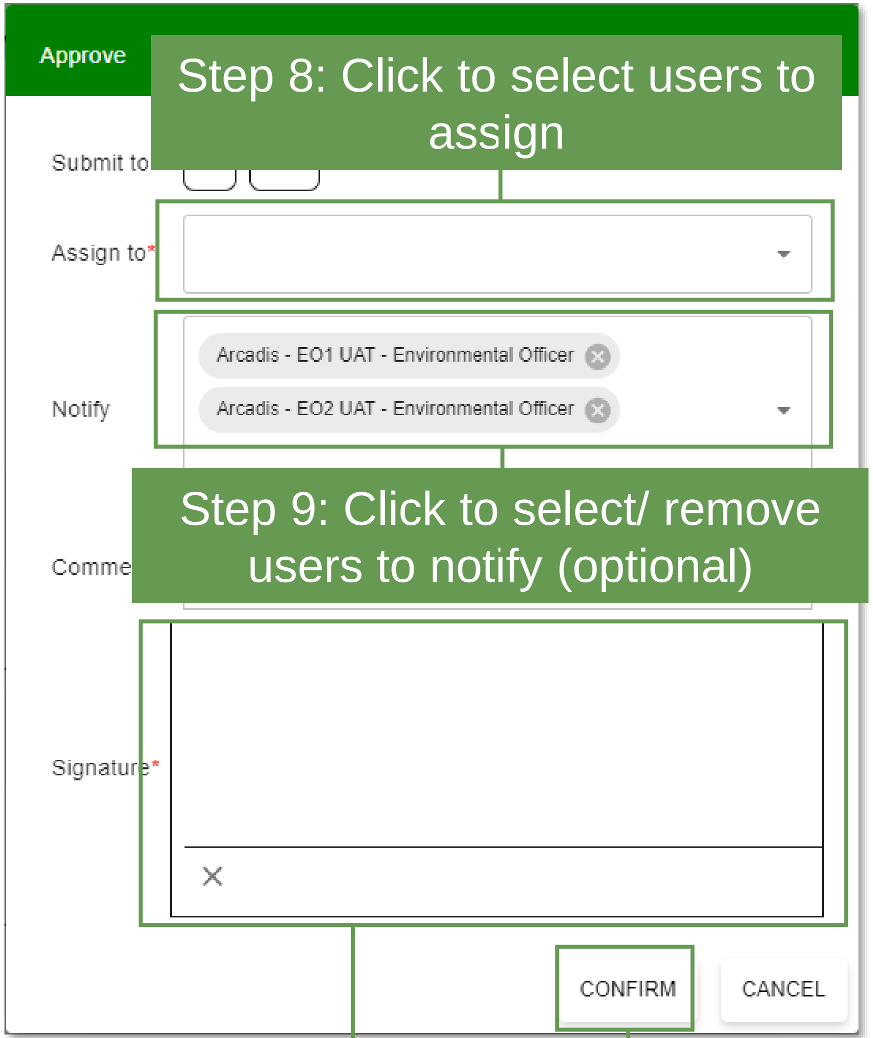
Click to review submission history

Step 6: Click to sign



Would you like to proceed?

Step 7: Click to approve/ reject



Approve

Submit to

Assign to*

Notify: Arcadis - EO1 UAT - Environmental Officer, Arcadis - EO2 UAT - Environmental Officer

Comme

Signature*

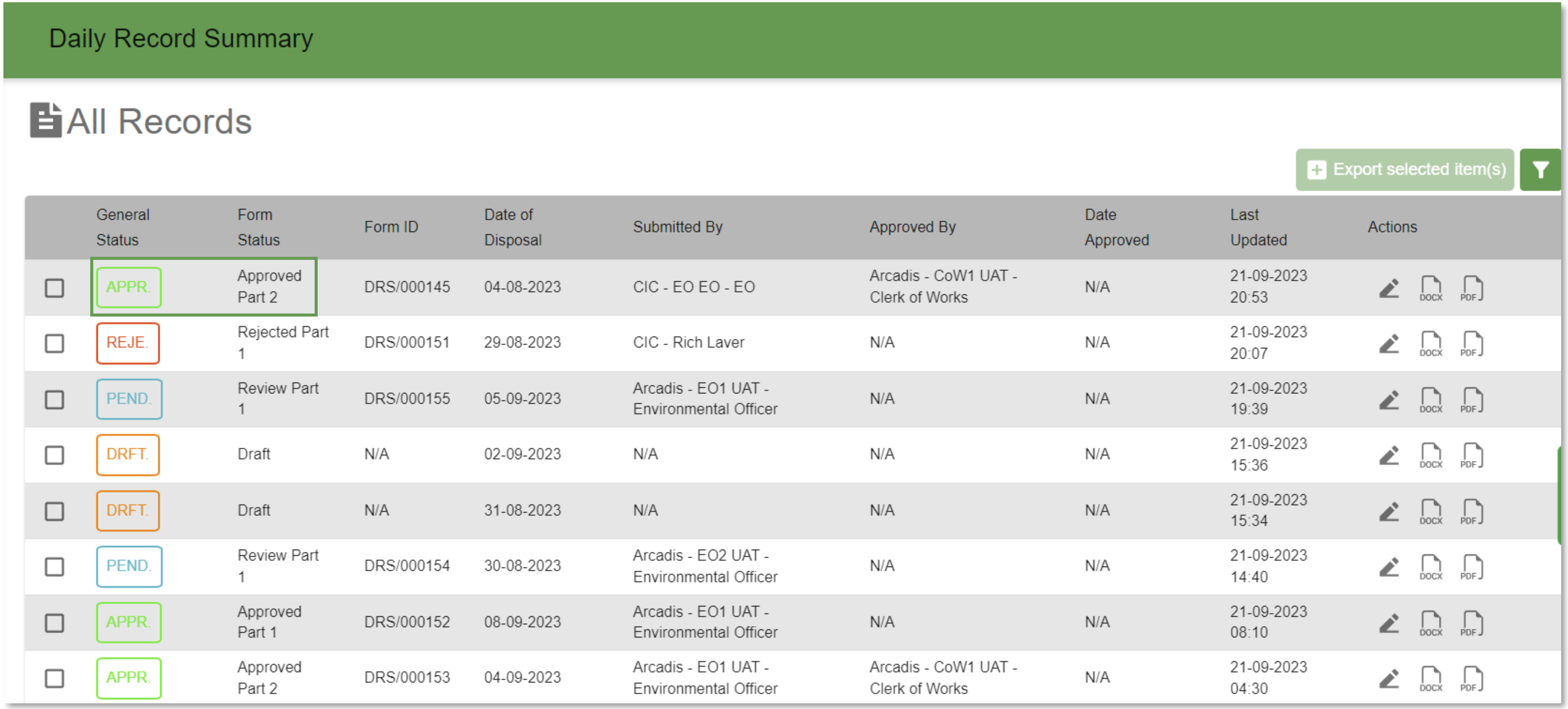
Step 8: Click to select users to assign

Step 9: Click to select/ remove users to notify (optional)

Step 10: Insert signature

Step 11: Click to submit

Approve/ Reapprove Part 2 (2.2.5)



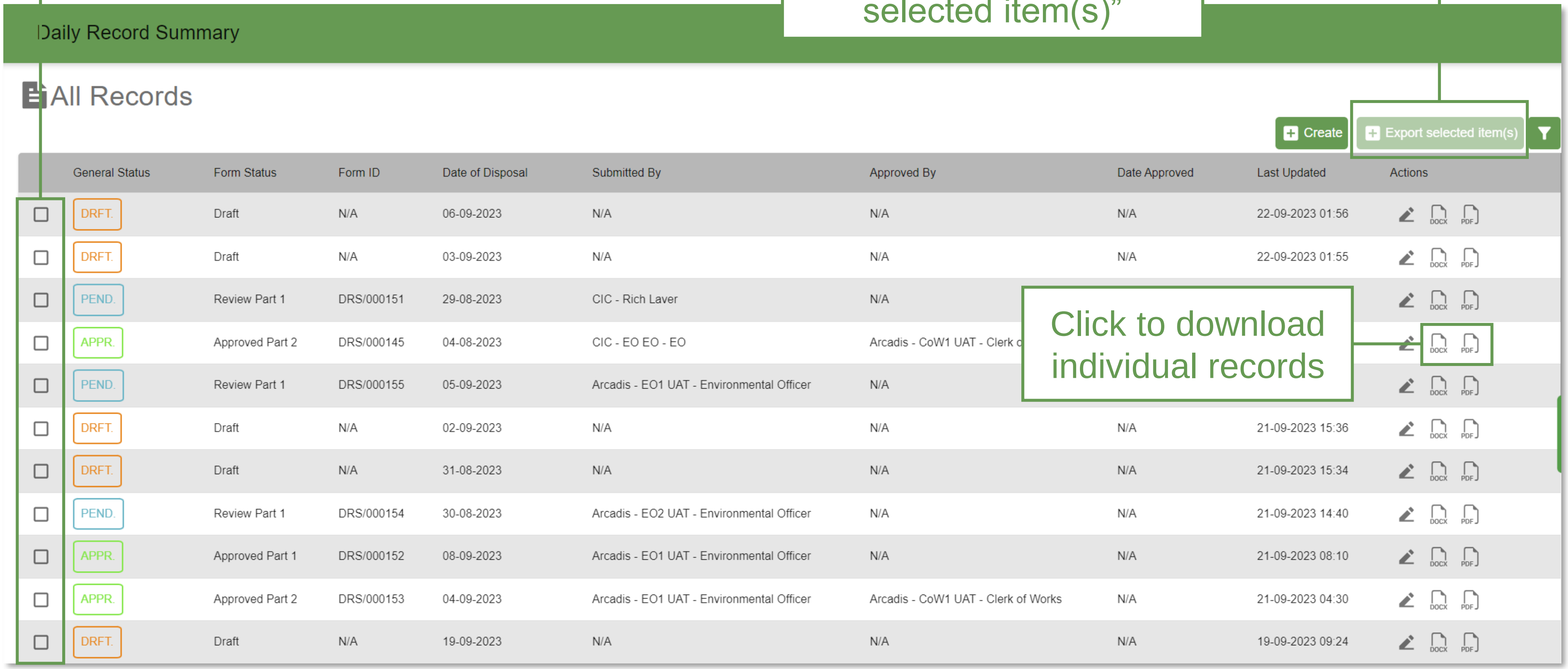
Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	APPR.	Approved Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 20:53	DOCX PDF
☐	REJE.	Rejected Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	21-09-2023 20:07	DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 19:39	DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX PDF

The record's status is updated

Export Records (2.3.1)



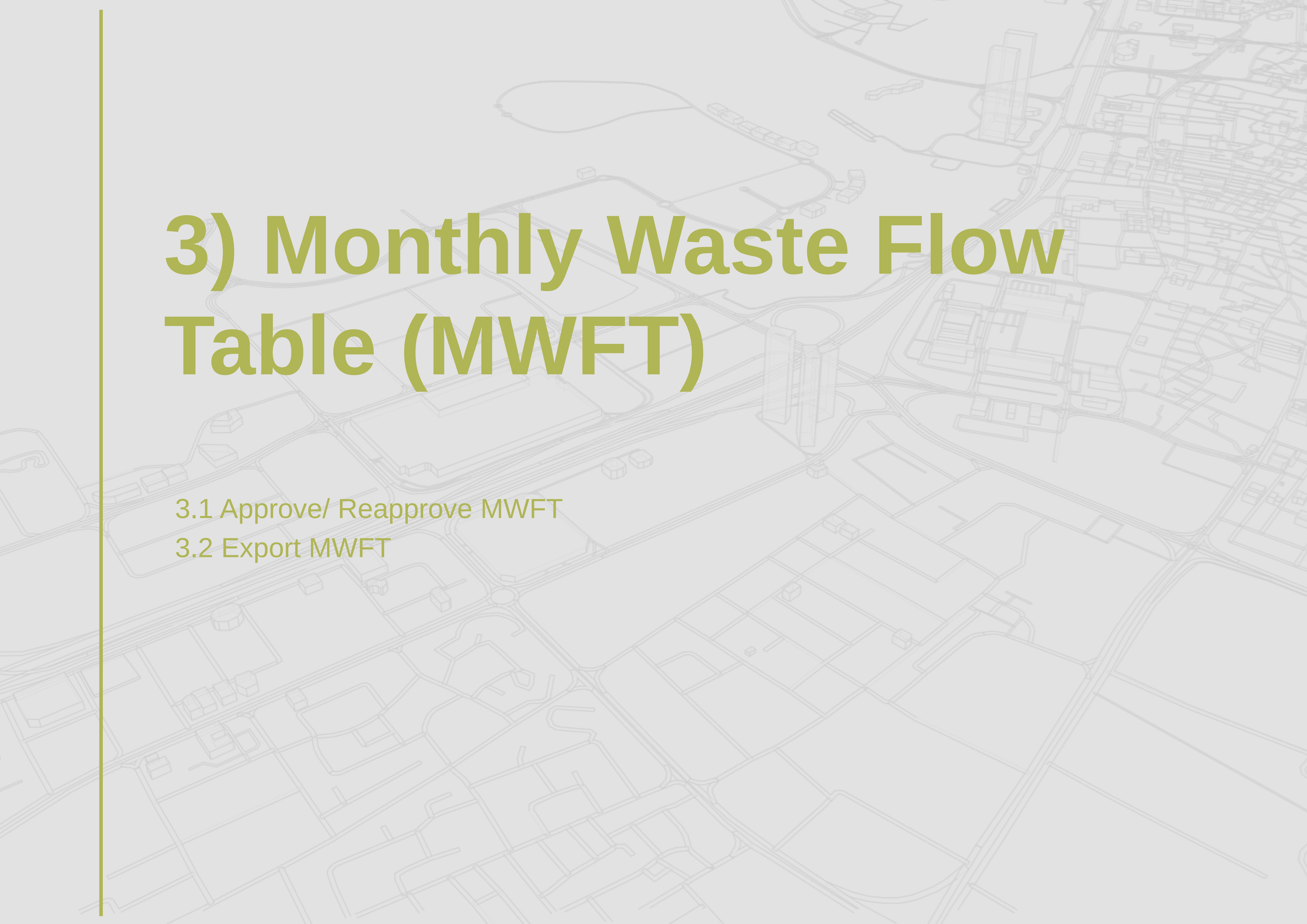
Select multiple records, then select “Export selected item(s)”

Click to download individual records

Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	DRFT.	Draft	N/A	06-09-2023	N/A	N/A	N/A	22-09-2023 01:56	DOCX PDF
☐	DRFT.	Draft	N/A	03-09-2023	N/A	N/A	N/A	22-09-2023 01:55	DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A			DOCX PDF
☐	APPR.	Approved Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	Arcadis - CoW1 UAT - Clerk c			DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A			DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	DOCX PDF

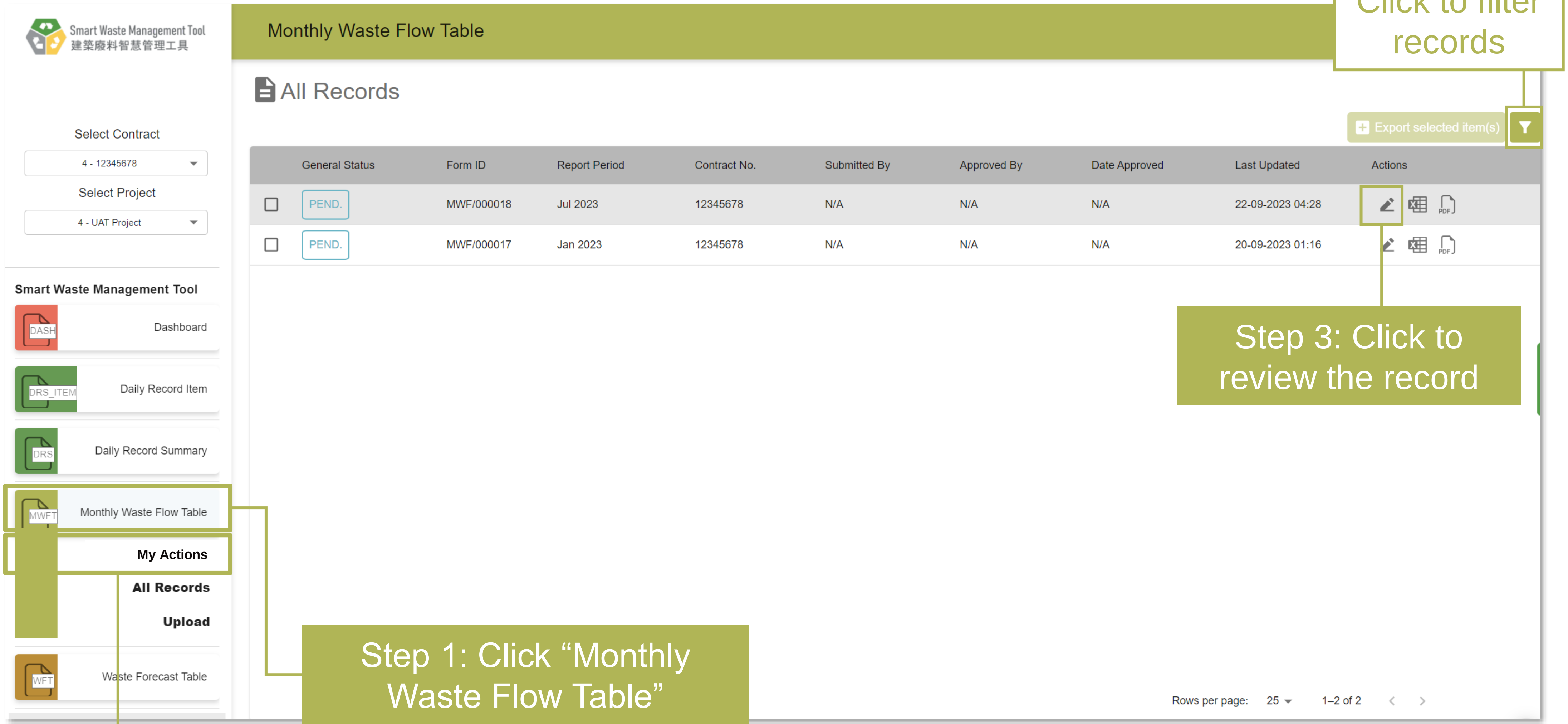


3) Monthly Waste Flow Table (MWFT)

3.1 Approve/ Reapprove MWFT

3.2 Export MWFT

Approve / Reapprove MWFT (3.1.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Monthly Waste Flow Table
Smart Waste Management Tool
Dashboard
Daily Record Item
Daily Record Summary
Monthly Waste Flow Table
My Actions
All Records
Upload
Waste Forecast Table
Export selected item(s)
Rows per page:
25
1–2 of 2

All Records

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

	General Status	Form ID	Report Period	Contract No.	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	MWF/000018	Jul 2023	12345678	N/A	N/A	N/A	22-09-2023 04:28	
☐	PEND.	MWF/000017	Jan 2023	12345678	N/A	N/A	N/A	20-09-2023 01:16	

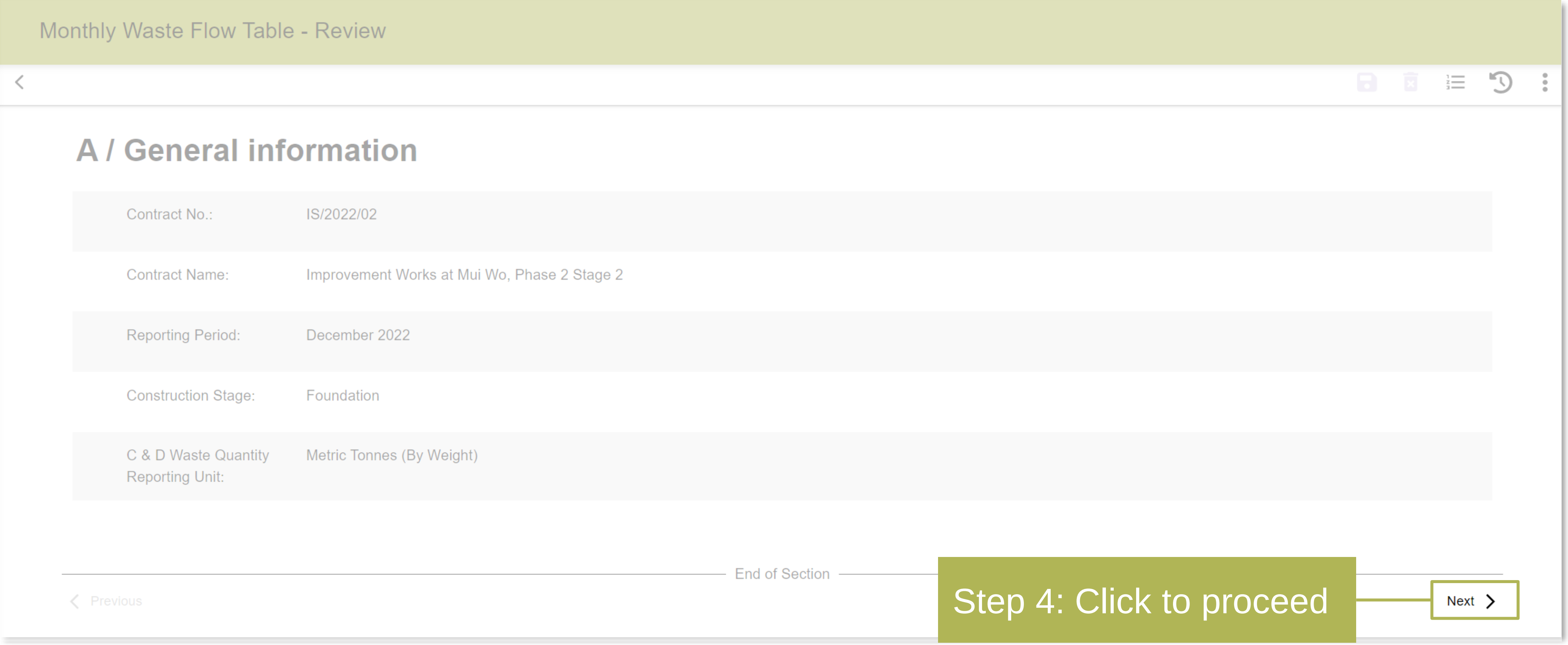
Click to filter records

Step 3: Click to review the record

Step 1: Click “Monthly Waste Flow Table”

Step 2: Click ”My Actions”

Approve / Reapprove MWFT (3.1.2)



Monthly Waste Flow Table - Review

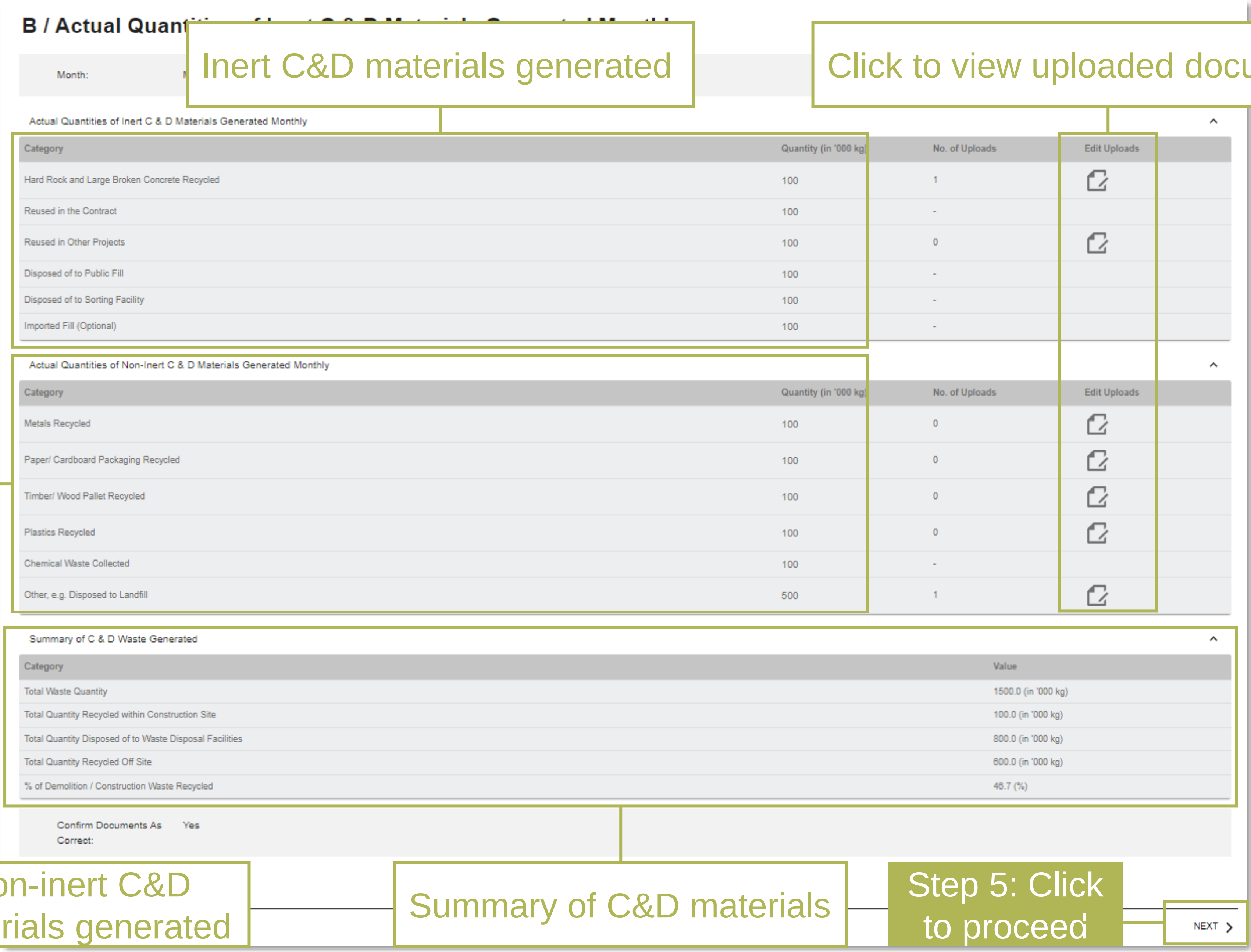
A / General information

Contract No.:	IS/2022/02
Contract Name:	Improvement Works at Mui Wo, Phase 2 Stage 2
Reporting Period:	December 2022
Construction Stage:	Foundation
C & D Waste Quantity Reporting Unit:	Metric Tonnes (By Weight)

End of Section

Step 4: Click to proceed

Approve / Reapprove MWFT (3.1.3)



B / Actual Quant

Month:

Actual Quantities of Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Hard Rock and Large Broken Concrete Recycled	100	1	✎
Reused in the Contract	100	-	
Reused in Other Projects	100	0	✎
Disposed of to Public Fill	100	-	
Disposed of to Sorting Facility	100	-	
Imported Fill (Optional)	100	-	

Actual Quantities of Non-Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Metals Recycled	100	0	✎
Paper/ Cardboard Packaging Recycled	100	0	✎
Timber/ Wood Pallet Recycled	100	0	✎
Plastics Recycled	100	0	✎
Chemical Waste Collected	100	-	
Other, e.g. Disposed to Landfill	500	1	✎

Summary of C & D Waste Generated

Category	Value
Total Waste Quantity	1500.0 (in '000 kg)
Total Quantity Recycled within Construction Site	100.0 (in '000 kg)
Total Quantity Disposed of to Waste Disposal Facilities	800.0 (in '000 kg)
Total Quantity Recycled Off Site	600.0 (in '000 kg)
% of Demolition / Construction Waste Recycled	46.7 (%)

Confirm Documents As Correct: Yes

Inert C&D materials generated

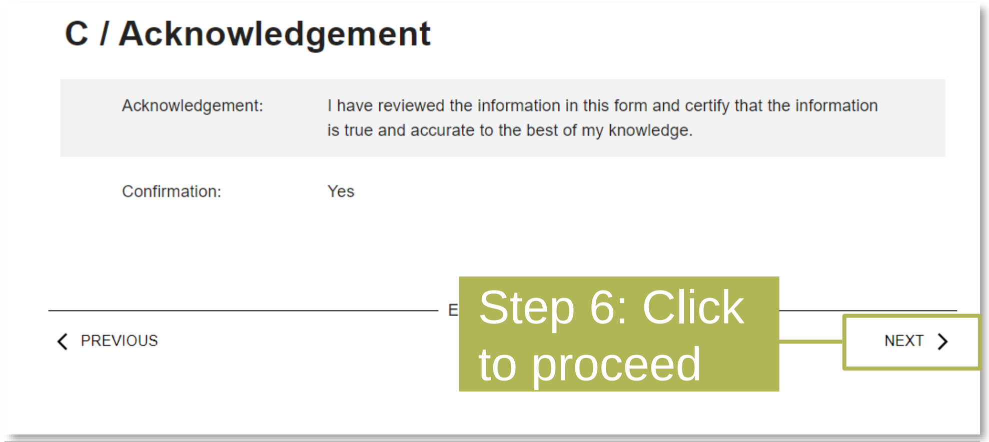
Click to view uploaded documents

Non-inert C&D materials generated

Summary of C&D materials

Step 5: Click to proceed

Approve / Reapprove MWFT (3.1.4)

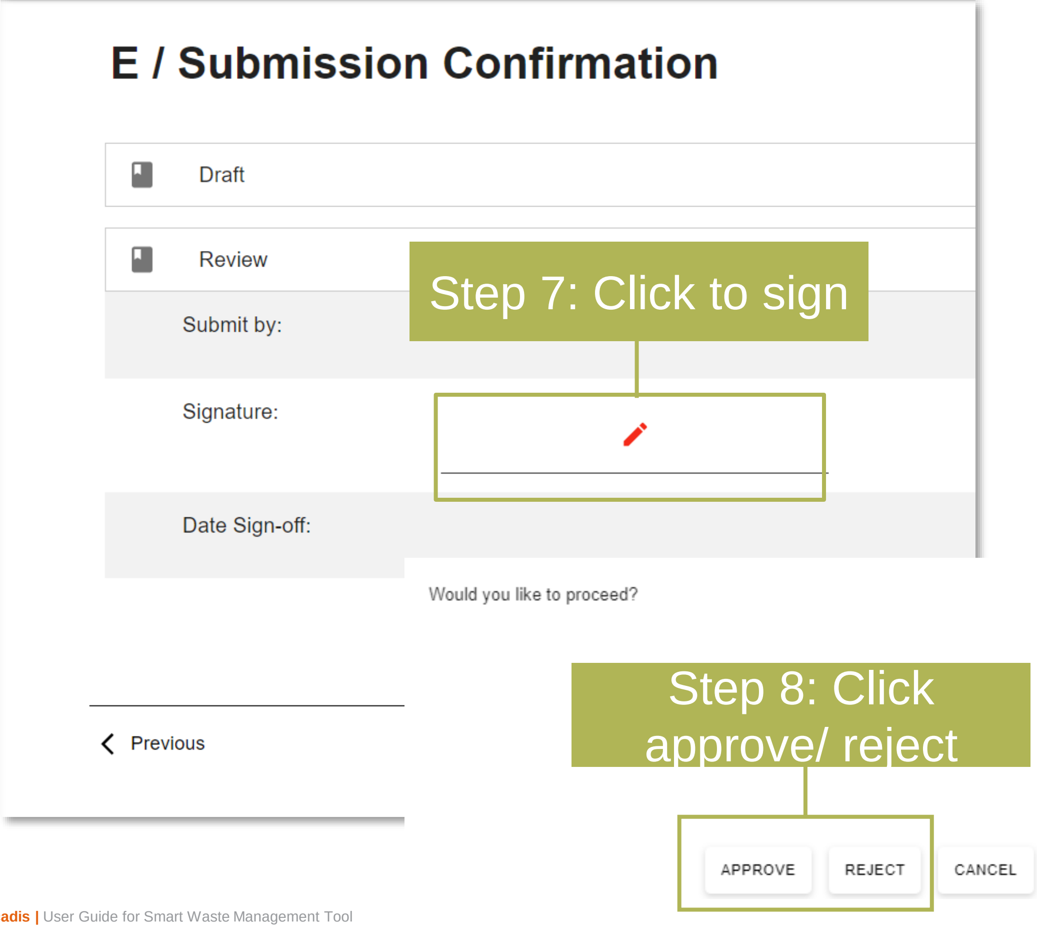


C / Acknowledgement

Acknowledgement:	I have reviewed the information in this form and certify that the information is true and accurate to the best of my knowledge.
Confirmation:	Yes

PREVIOUS
NEXT

Step 6: Click to proceed



E / Submission Confirmation

Draft
Review

Submit by:

Signature:

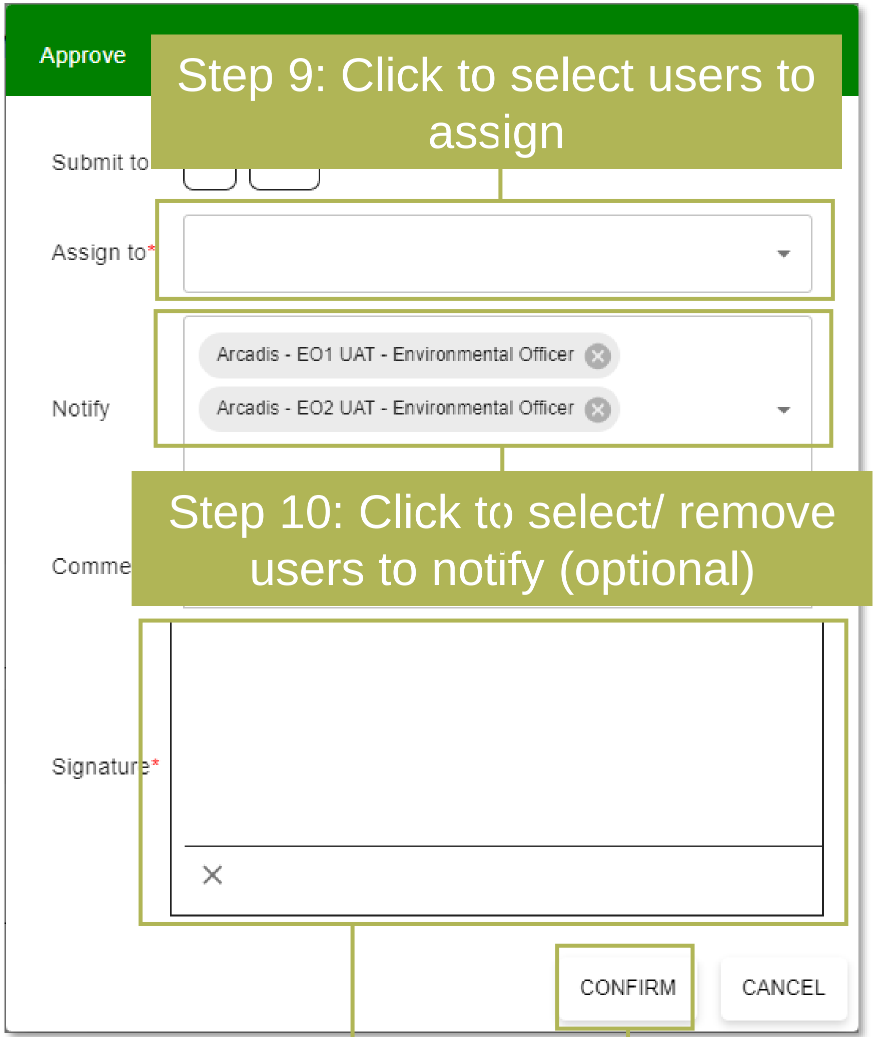
Date Sign-off:

Would you like to proceed?

Previous
APPROVE
REJECT
CANCEL

Step 7: Click to sign

Step 8: Click approve/ reject



Approve
Submit to
Assign to*

Notify: Arcadis - EO1 UAT - Environmental Officer, Arcadis - EO2 UAT - Environmental Officer

Comme
Signature*
CONFIRM
CANCEL

Step 9: Click to select users to assign

Step 10: Click to select/ remove users to notify (optional)

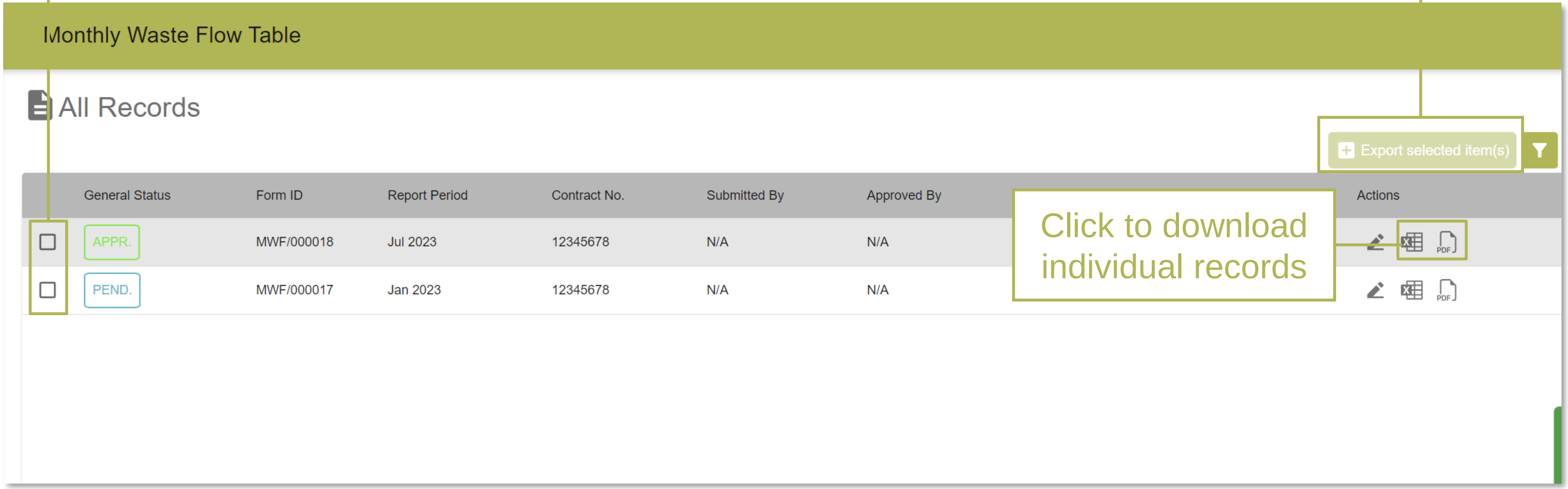
Step 11: Insert signature

Step 12: Click to submit

Record status is updated

Export MWFT (3.2.1)

Select multiple records, then select “Export selected item(s)”

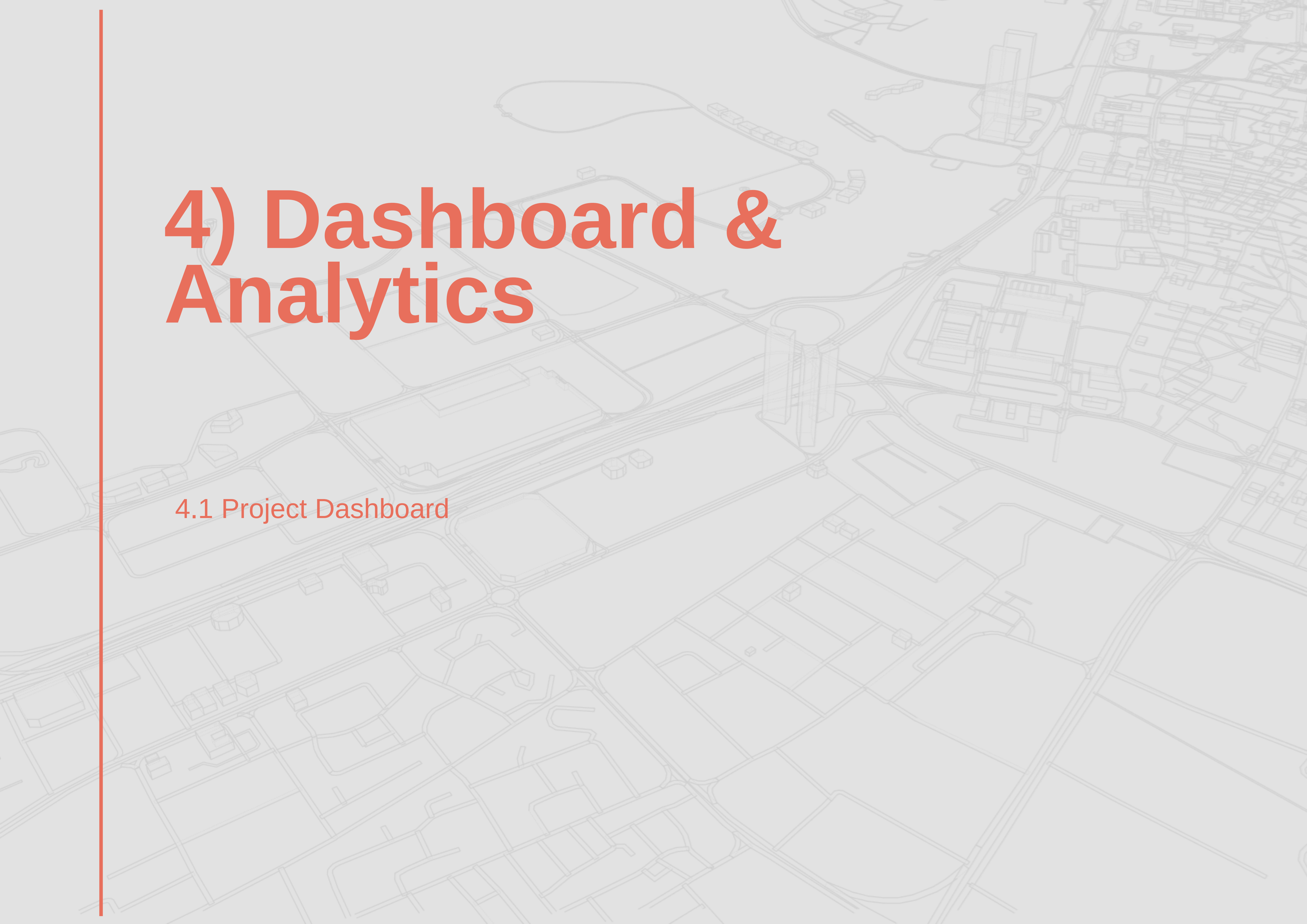


Monthly Waste Flow Table

All Records

	General Status	Form ID	Report Period	Contract No.	Submitted By	Approved By	Actions
☐	APPR.	MWF/000018	Jul 2023	12345678	N/A	N/A	
☐	PEND.	MWF/000017	Jan 2023	12345678	N/A	N/A	

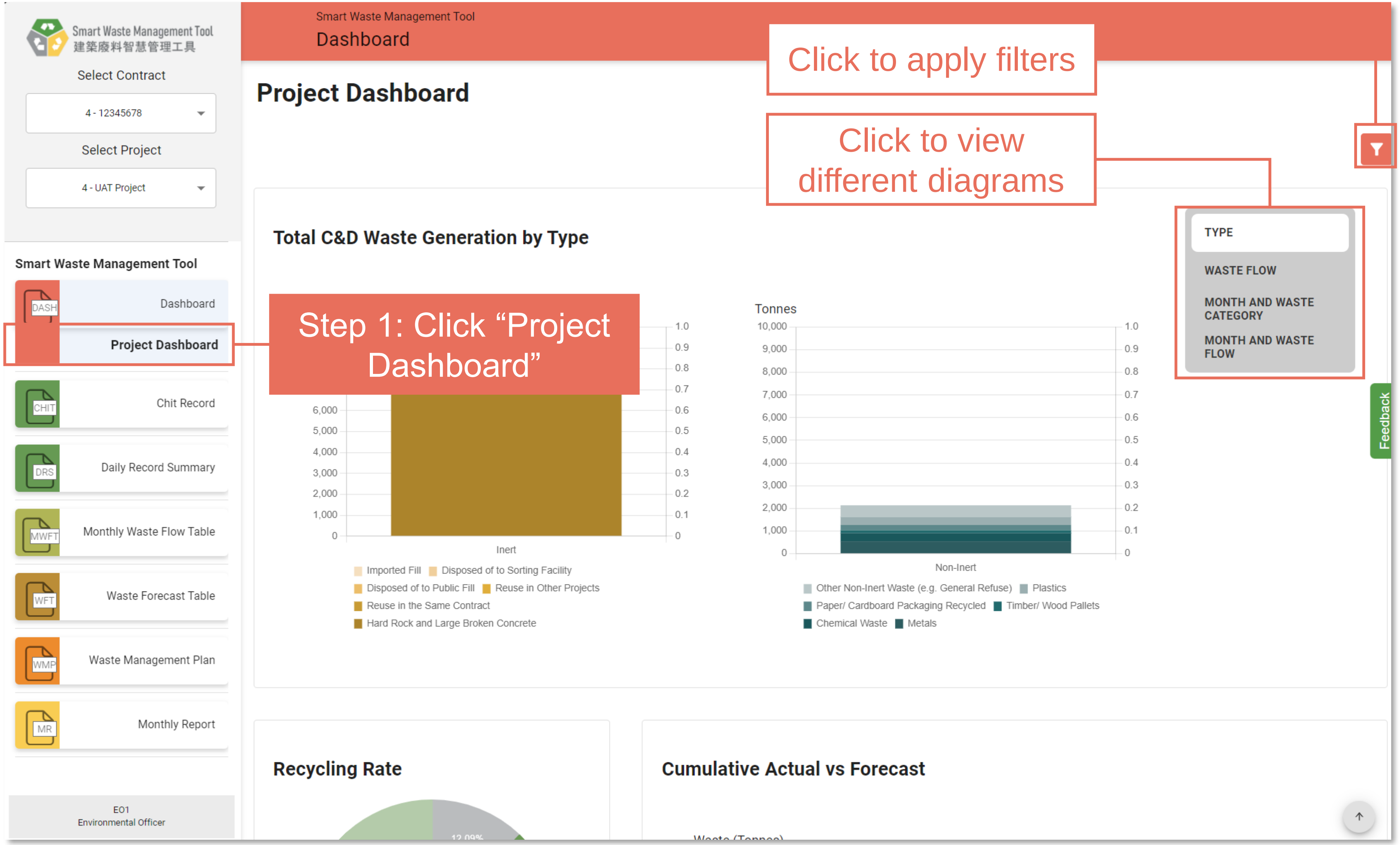
Click to download individual records



4) Dashboard & Analytics

4.1 Project Dashboard

Project Dashboard (4.1.1)



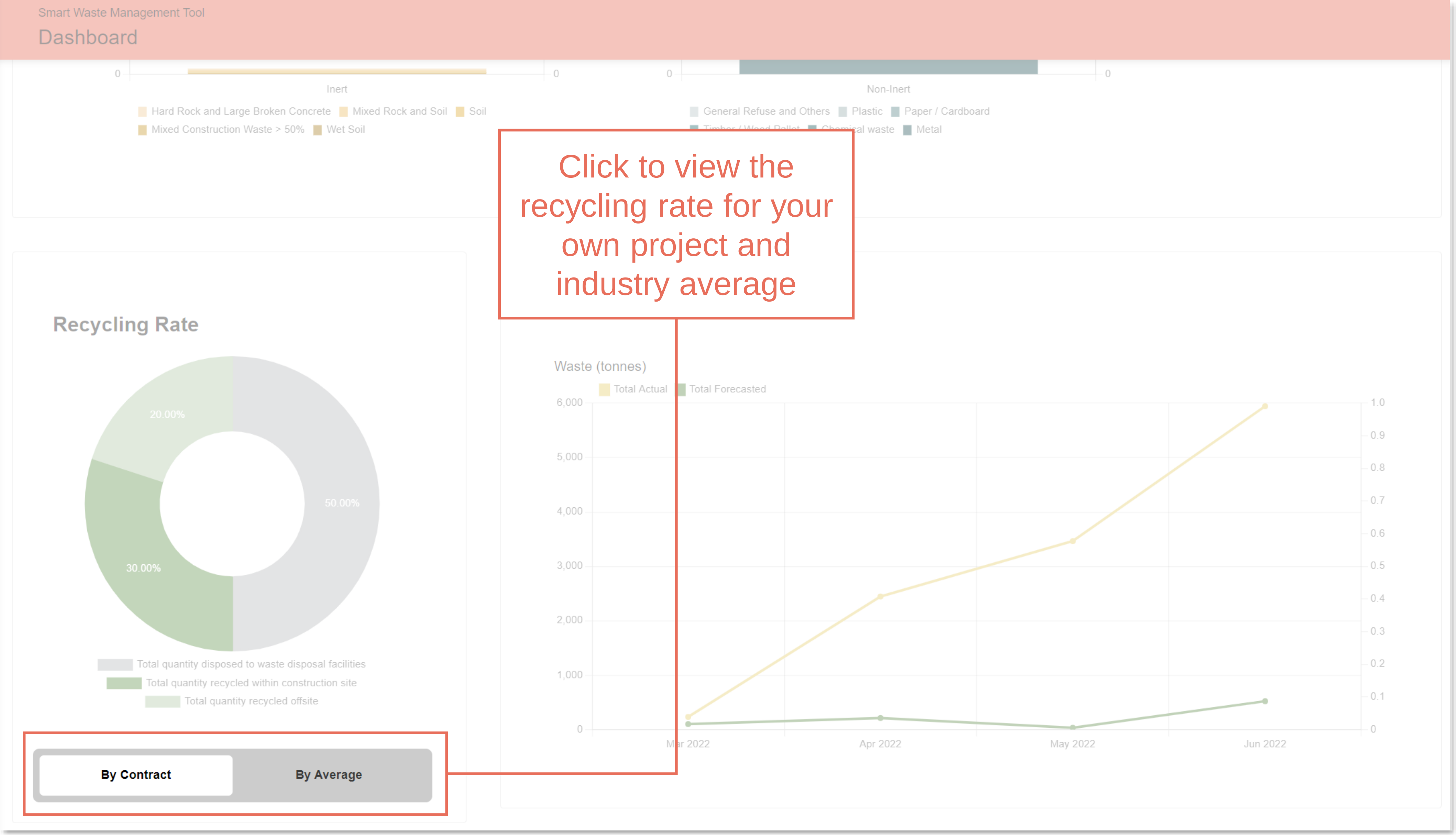
Click to apply filters

Click to view different diagrams

Step 1: Click "Project Dashboard"

Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
Project Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
EO1
Environmental Officer
Smart Waste Management Tool
Dashboard
Project Dashboard
Total C&D Waste Generation by Type
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Inert
Imported Fill
Disposed of to Sorting Facility
Disposed of to Public Fill
Reuse in Other Projects
Reuse in the Same Contract
Hard Rock and Large Broken Concrete
Tonnes
10,000
9,000
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
Non-Inert
Other Non-Inert Waste (e.g. General Refuse)
Plastics
Paper/ Cardboard Packaging Recycled
Timber/ Wood Pallets
Chemical Waste
Metals
TYPE
WASTE FLOW
MONTH AND WASTE CATEGORY
MONTH AND WASTE FLOW
Feedback
Recycling Rate
12.09%
Cumulative Actual vs Forecast
Waste (Tonnes)

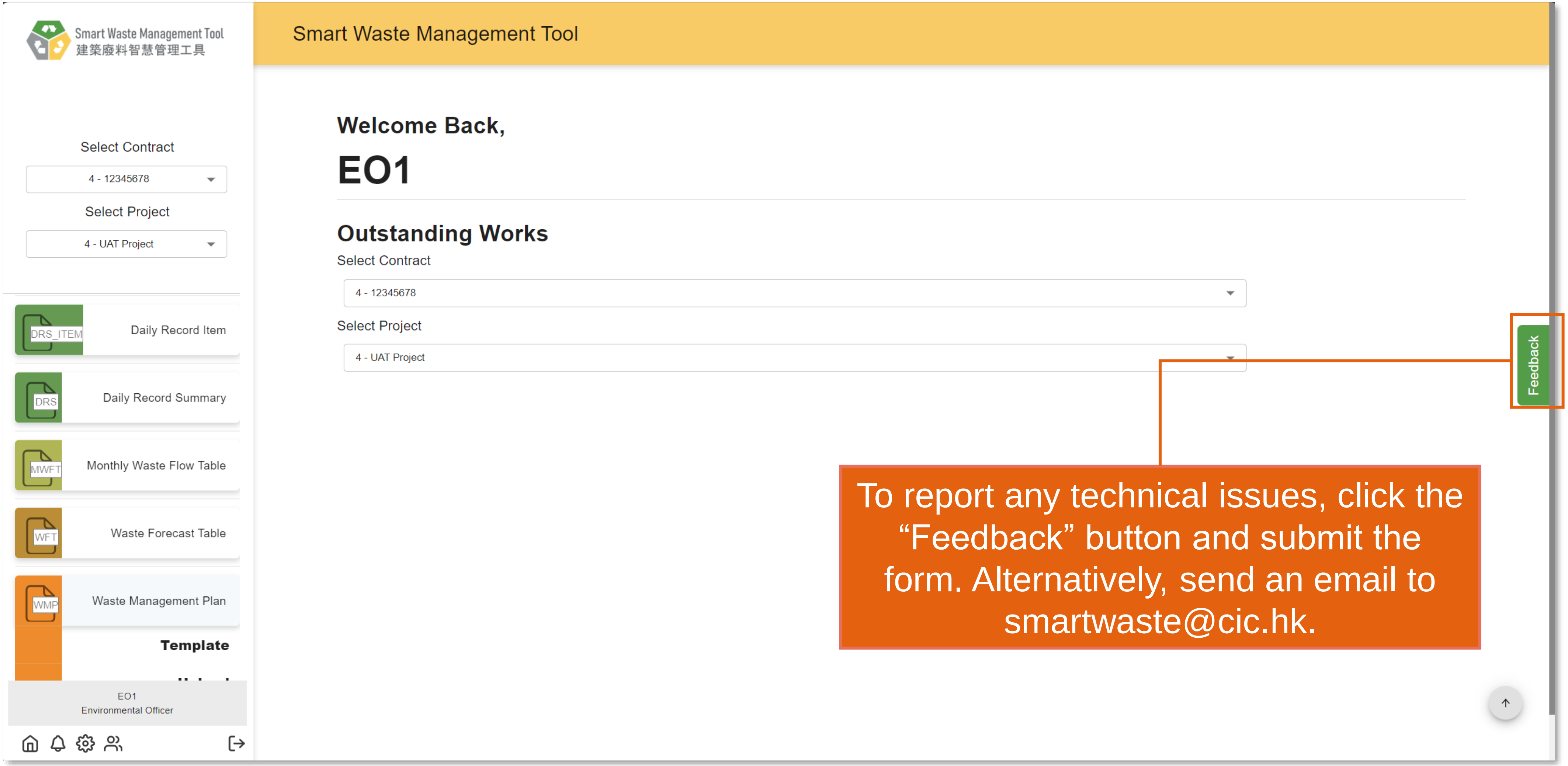
Project Dashboard (4.1.2)


Smart Waste Management Tool
Dashboard
0
0
Inert
0
0
Non-Inert
Hard Rock and Large Broken Concrete
Mixed Rock and Soil
Soil
Mixed Construction Waste > 50%
Wet Soil
General Refuse and Others
Plastic
Paper / Cardboard
Timber / Wood Pallet
Chemical waste
Metal
Recycling Rate
20.00%
50.00%
30.00%
Total quantity disposed to waste disposal facilities
Total quantity recycled within construction site
Total quantity recycled offsite
By Contract
By Average
Waste (tonnes)
Total Actual
Total Forecasted
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Mar 2022
Apr 2022
May 2022
Jun 2022

Click to view the recycling rate for your own project and industry average

5) Support

Support



Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
EO1
Environmental Officer
Smart Waste Management Tool
Welcome Back,
EO1
Outstanding Works
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Feedback

To report any technical issues, click the “Feedback” button and submit the form. Alternatively, send an email to smartwaste@cic.hk.

ARCADIS

Arcadis. Improving quality of life.

www.arcadis.com

Construction Industry Council (CIC)

User Guide for Smart Waste Management Tool

Environmental Officer (EO)

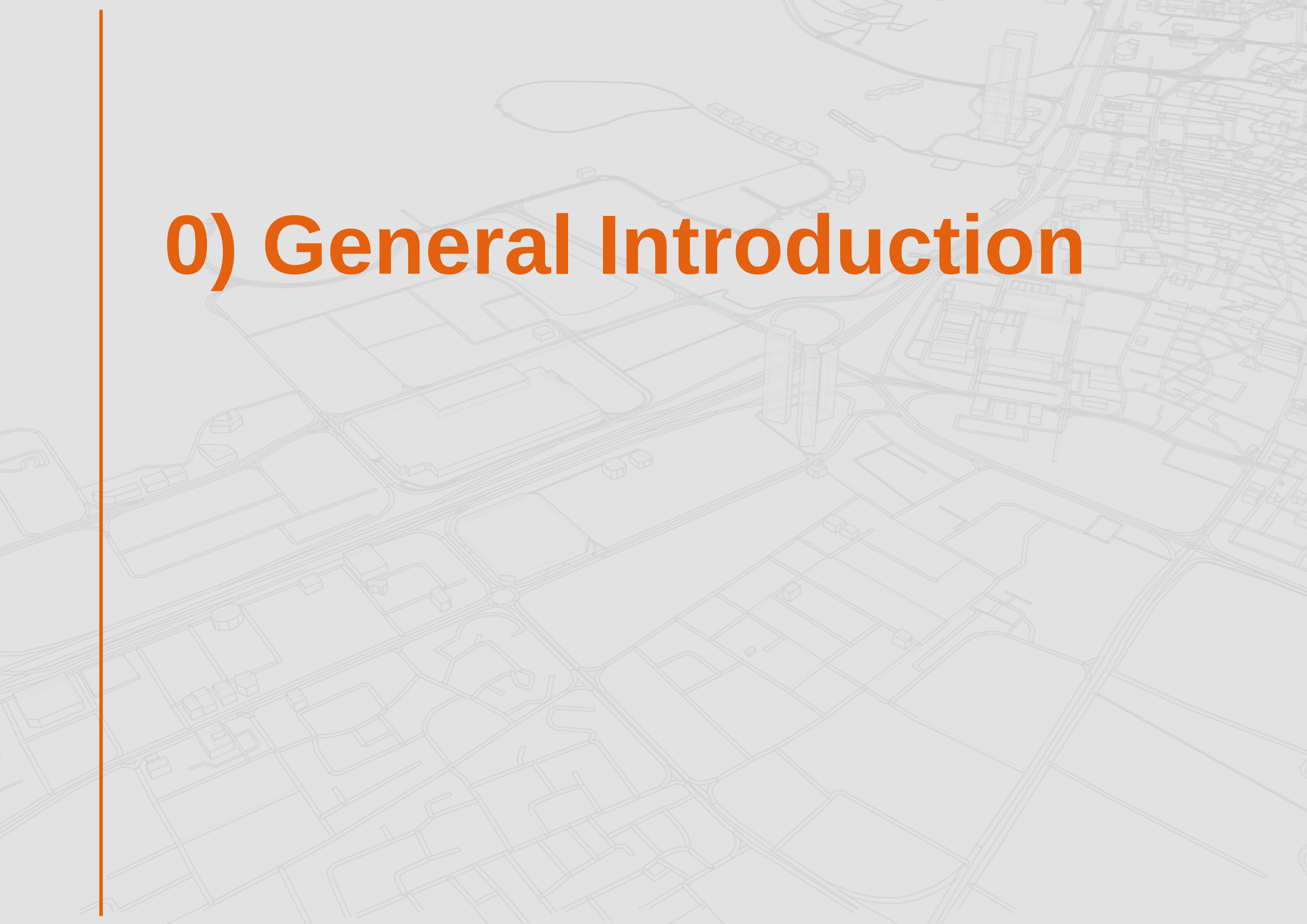
V4

15 April 2024

Table of Contents

00 General Introduction
01 Project and User Set-up
02 Daily Record Summary (DRS)
03 Monthly Waste Flow Table (MWFT)
04 Waste Forecast Table
05 Waste Management Plan
06 Monthly Report
07 Dashboard & Analytics
08 Support

0) General Introduction



Smart Waste Management Tool

The Smart Waste Management Tool (建築廢料智慧管理工具) is a web portal that digitalises input, analysis, validation and storage of C&D waste data on construction sites.

Daily Record Summary

- Allow client/ consultant and contractor to input, review and approve daily disposal records
- Support data validation and error detection

Waste Forecast Table

- Update waste forecast
- Suggest waste reduction strategies and tips based on forecast

Monthly Report

- Support submission to iBEAM (for BEAM+ projects)

Monthly Waste Flow Table

- Consolidate daily record to compile the monthly summary
- Support submission to iBEAM (for BEAM+ projects)

Waste Management Plan

- Provide waste management plan template
- Support submission to iBEAM (for BEAM+ projects)

Analytics & Dashboard

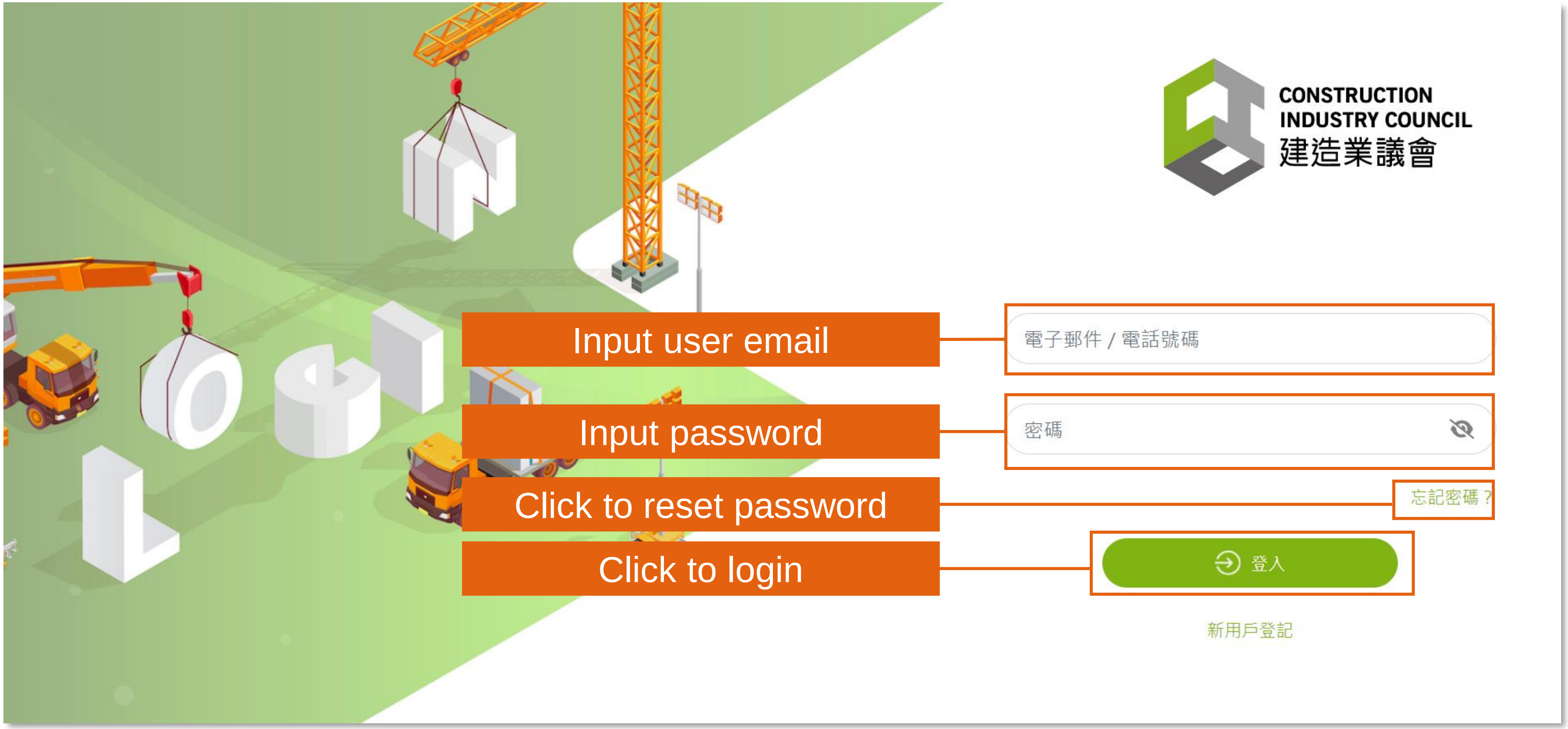
- Visualise waste disposal data for easy monitoring and tracking
- Provide industry benchmark

Tool Functions and Roles

Functional modules	Users				
	Contractors			Consultant/ Client	
	Foreman	Environmental Officer	Environmental Manager	Clerk of Works	BEAM Pro
1. Daily Record Summary	Input data and upload documents	Input data, upload documents and review	View	Review and approve	View
2. Monthly Waste Flow Table	Upload documents	Input data, upload documents and review	View	Review and approve	View and share with iBEAM
3. Waste Forecast Table	-	Input forecast table and obtain good practice tips	Review	View	View
4. Waste Management Plan	-	Download template and upload waste management plan	Review	View	View and share with iBEAM
5. Monthly Report	-	Upload monthly report	Review	View	View
6. Analytics & Dashboard	-	Analyse and benchmark	Analyse and benchmark	-	Analyse and benchmark

Serves as admin to set up project and add users to the project

Login (1/2)



Input user email

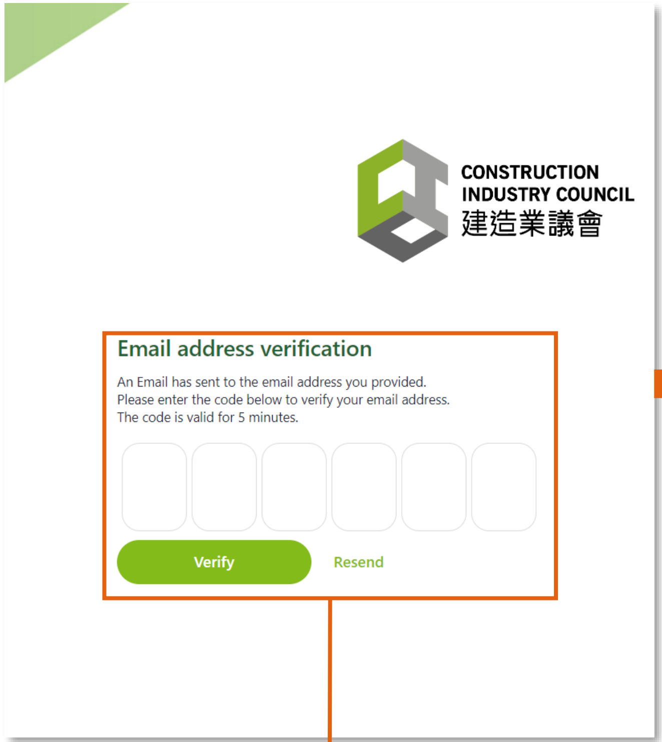
Input password

Click to reset password

Click to login

CONSTRUCTION
INDUSTRY COUNCIL
建造業議會
電子郵件 / 電話號碼
密碼
忘記密碼？
登入
新用戶登記

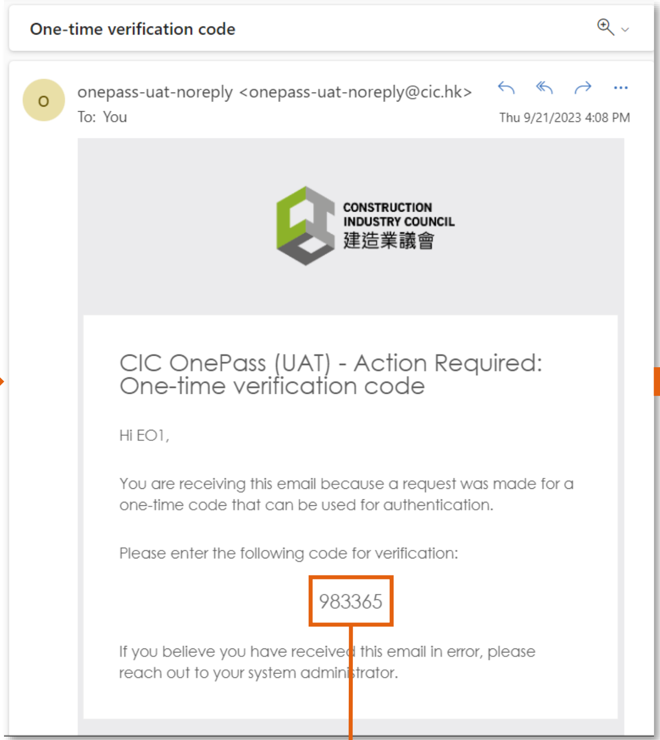
Login (2/2)


CONSTRUCTION
INDUSTRY COUNCIL
建造業議會

Email address verification

An Email has sent to the email address you provided.
Please enter the code below to verify your email address.
The code is valid for 5 minutes.

Verify
Resend


One-time verification code

onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Thu 9/21/2023 4:08 PM

O
CONSTRUCTION
INDUSTRY COUNCIL
建造業議會

CIC OnePass (UAT) - Action Required: One-time verification code

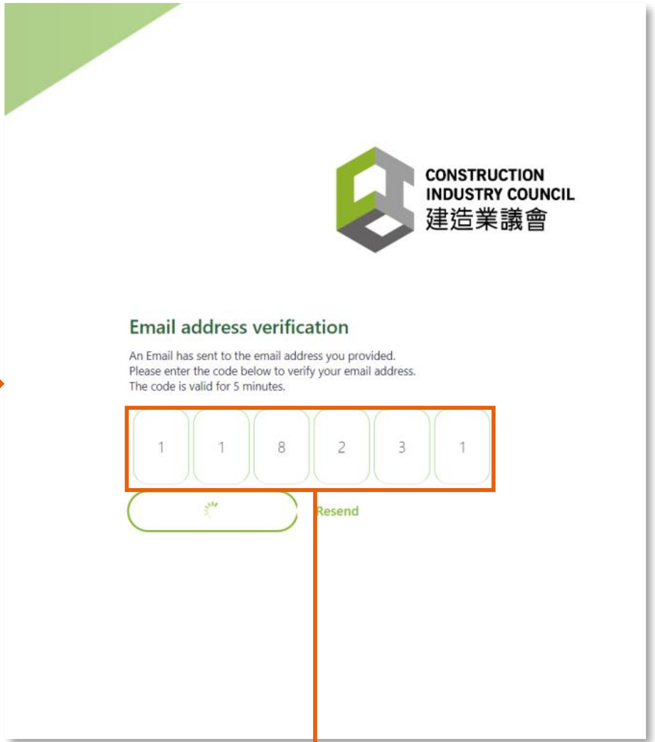
Hi EO1,

You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

983365

If you believe you have received this email in error, please reach out to your system administrator.


CONSTRUCTION
INDUSTRY COUNCIL
建造業議會

Email address verification

An Email has sent to the email address you provided.
Please enter the code below to verify your email address.
The code is valid for 5 minutes.

1 1 8 2 3 1

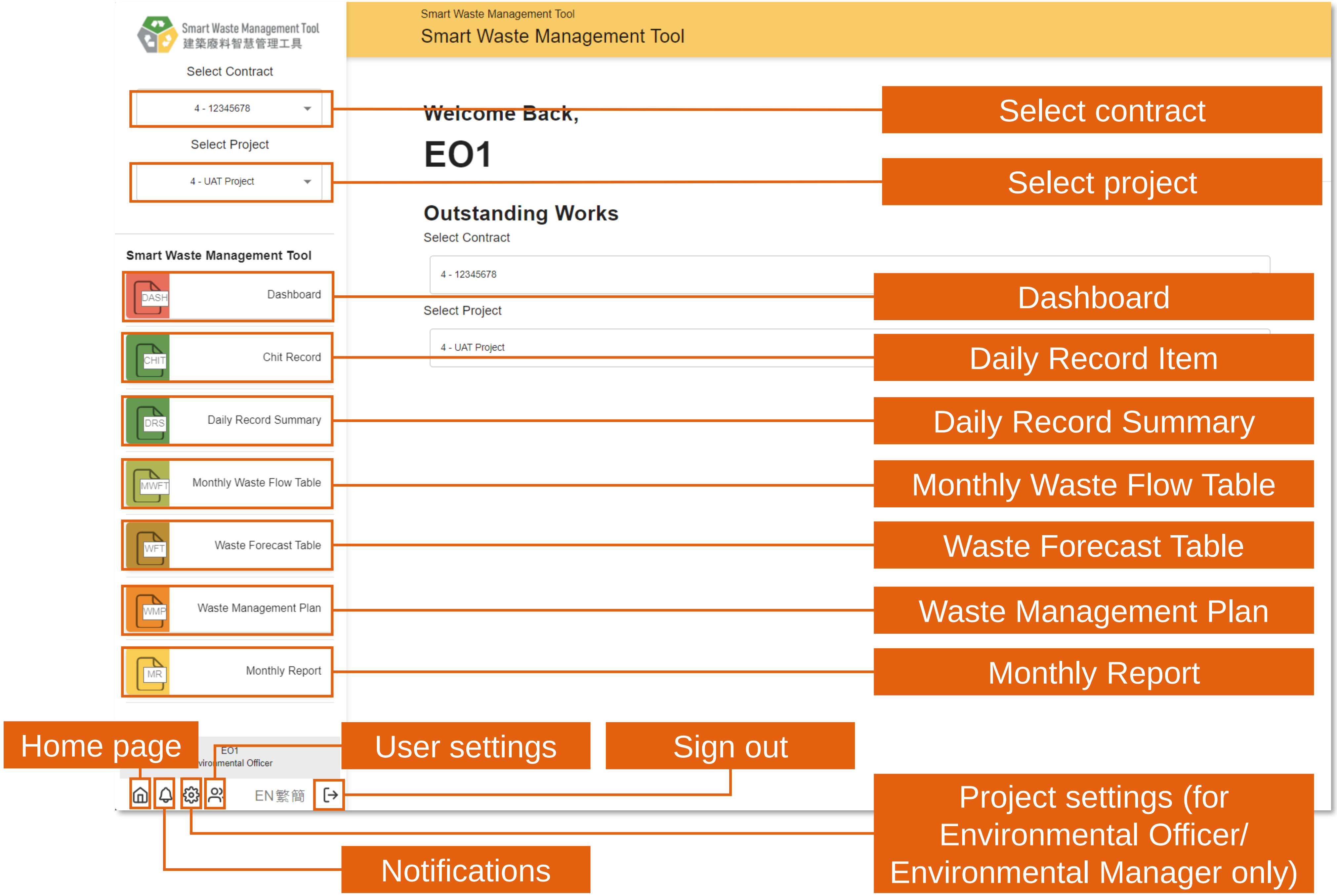
Resend

The tool will send a one-time password to your email mailbox

Login to your email mailbox and copy the one-time password

Insert the one-time password, the tool will redirect to the home page

Navigation (1/2)



Smart Waste Management Tool
Smart Waste Management Tool

Welcome Back,

EO1

Outstanding Works

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
EO1
Environmental Officer
EN 繁 簡

Select contract

Select project

Dashboard

Daily Record Item

Daily Record Summary

Monthly Waste Flow Table

Waste Forecast Table

Waste Management Plan

Monthly Report

Home page

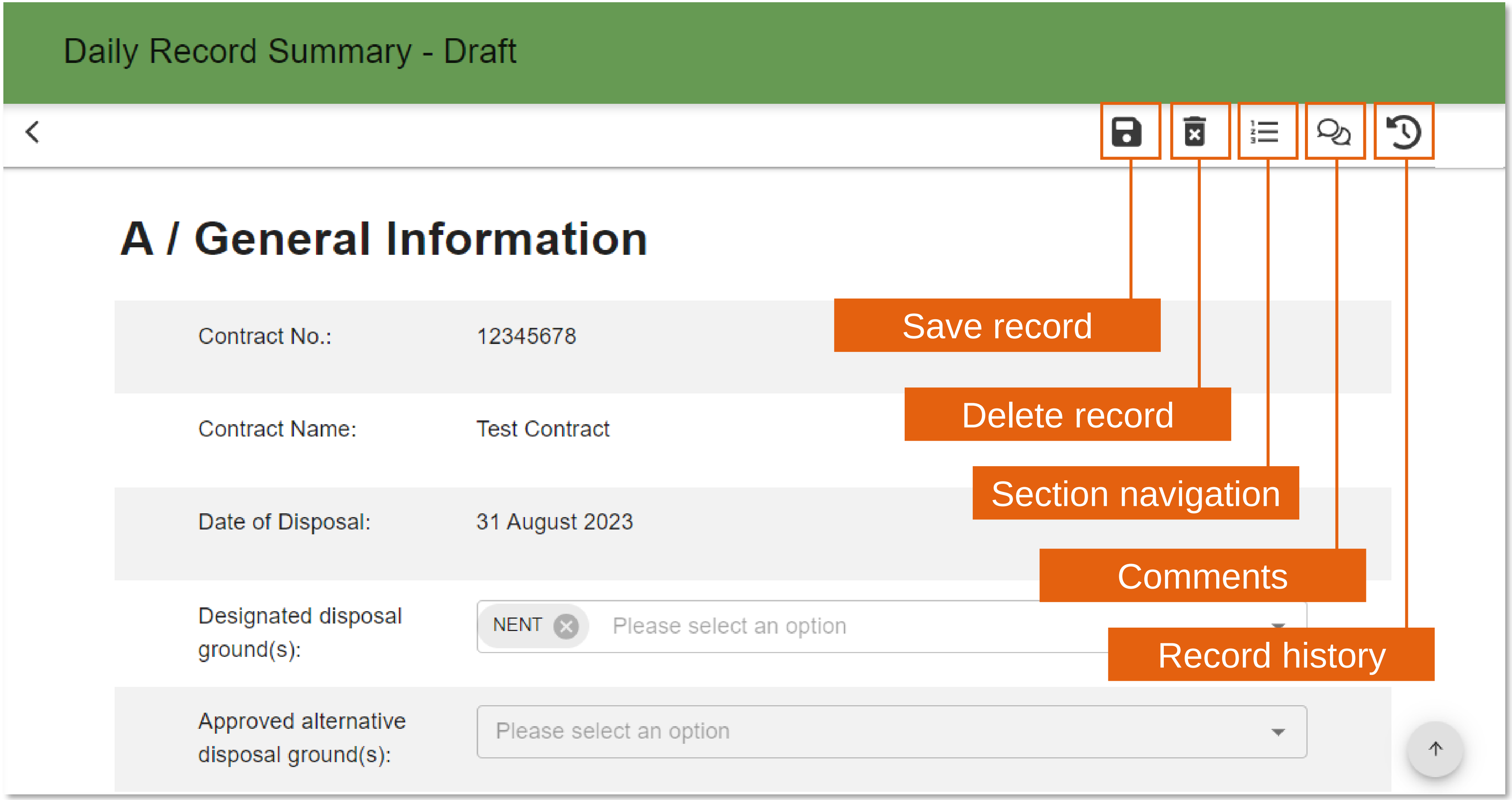
User settings

Sign out

Notifications

Project settings (for Environmental Officer/ Environmental Manager only)

Navigation (2/2)



Daily Record Summary - Draft

A / General Information

Contract No.: 12345678

Contract Name: Test Contract

Date of Disposal: 31 August 2023

Designated disposal ground(s): NENT

Approved alternative disposal ground(s): Please select an option

Save record

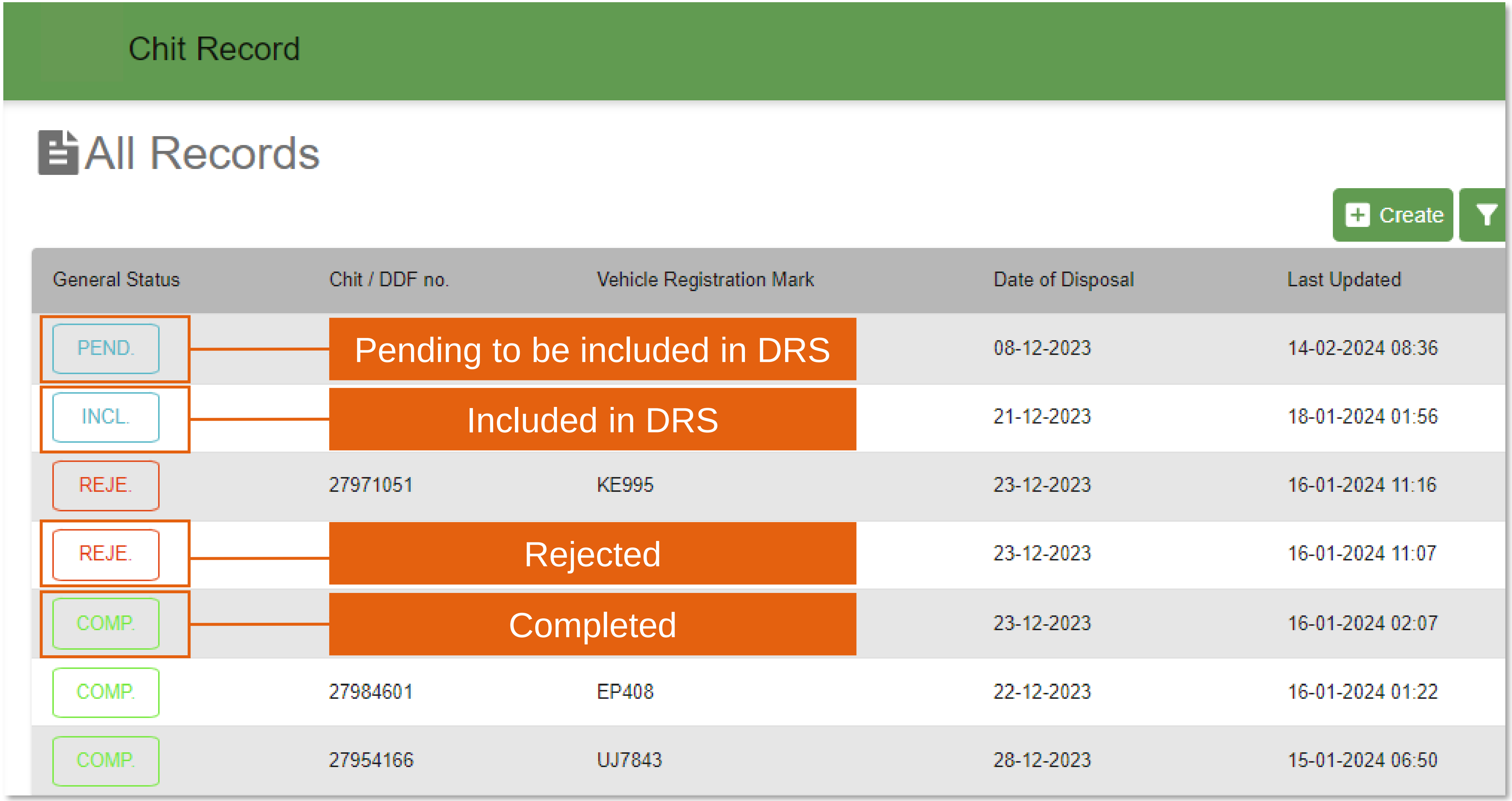
Delete record

Section navigation

Comments

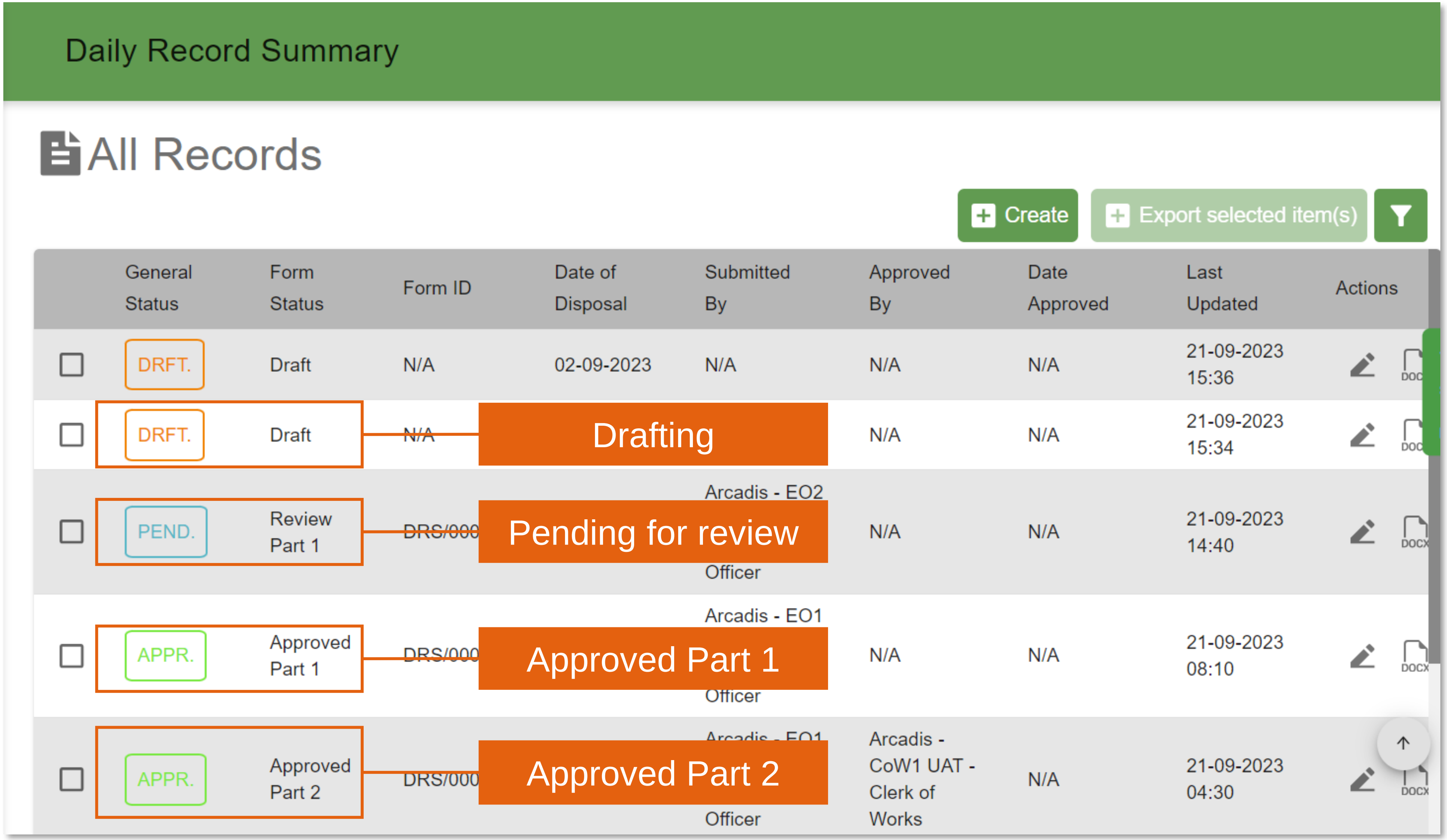
Record history

Record Status (Chit Record)



General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.	Pending to be included in DRS		08-12-2023	14-02-2024 08:36
INCL.	Included in DRS		21-12-2023	18-01-2024 01:56
REJE.	27971051	KE995	23-12-2023	16-01-2024 11:16
REJE.	Rejected		23-12-2023	16-01-2024 11:07
COMP.	Completed		23-12-2023	16-01-2024 02:07
COMP.	27984601	EP408	22-12-2023	16-01-2024 01:22
COMP.	27954166	UJ7843	28-12-2023	15-01-2024 06:50

Record Status (Daily Record System)



	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	DOC
☐	DRFT.	Draft	N/A			N/A	N/A	21-09-2023 15:34	DOC
☐	PEND.	Review Part 1	DRS/000		Arcadis - EO2 Officer	N/A	N/A	21-09-2023 14:40	DOCX
☐	APPR.	Approved Part 1	DRS/000		Arcadis - EO1 Officer	N/A	N/A	21-09-2023 08:10	DOCX
☐	APPR.	Approved Part 2	DRS/000		Arcadis - EO1 Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX

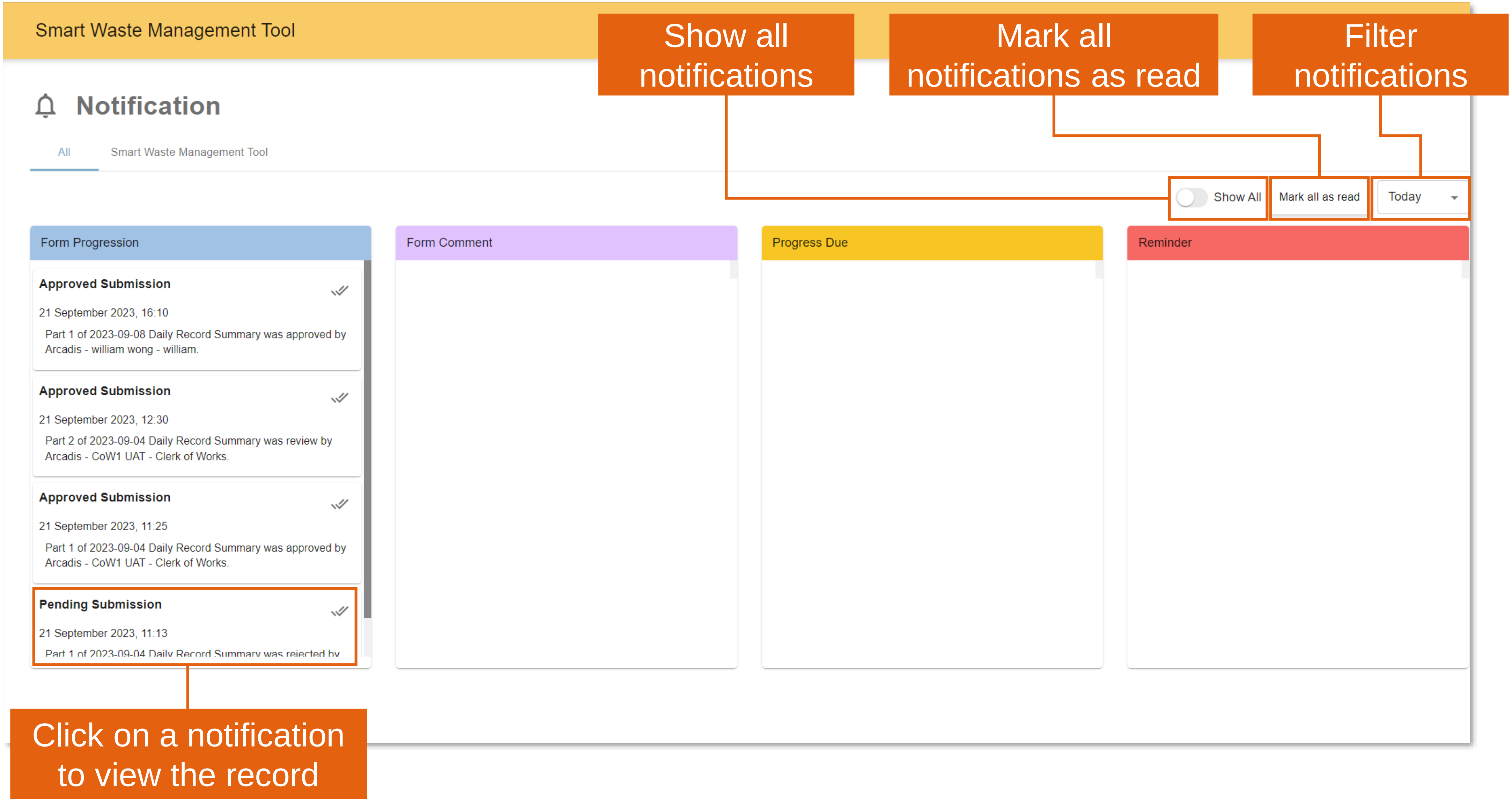
Drafting

Pending for review

Approved Part 1

Approved Part 2

Notifications


Smart Waste Management Tool
Notification
All
Smart Waste Management Tool
Show All
Mark all as read
Today
Form Progression
Form Comment
Progress Due
Reminder

Approved Submission

21 September 2023, 16:10

Part 1 of 2023-09-08 Daily Record Summary was approved by Arcadis - william wong - william.

Approved Submission

21 September 2023, 12:30

Part 2 of 2023-09-04 Daily Record Summary was review by Arcadis - CoW1 UAT - Clerk of Works.

Approved Submission

21 September 2023, 11:25

Part 1 of 2023-09-04 Daily Record Summary was approved by Arcadis - CoW1 UAT - Clerk of Works.

Pending Submission

21 September 2023, 11:13

Part 1 of 2023-09-04 Daily Record Summary was rejected by

Show all notifications

Mark all notifications as read

Filter notifications

Click on a notification to view the record

1) Project and User Set-up

1.1 Project Application
1.2 Account Activation
1.3 Invite Users to Organisation
1.4 Create Project
1.5 Invite Users to Project
1.6 Remove Users from Project

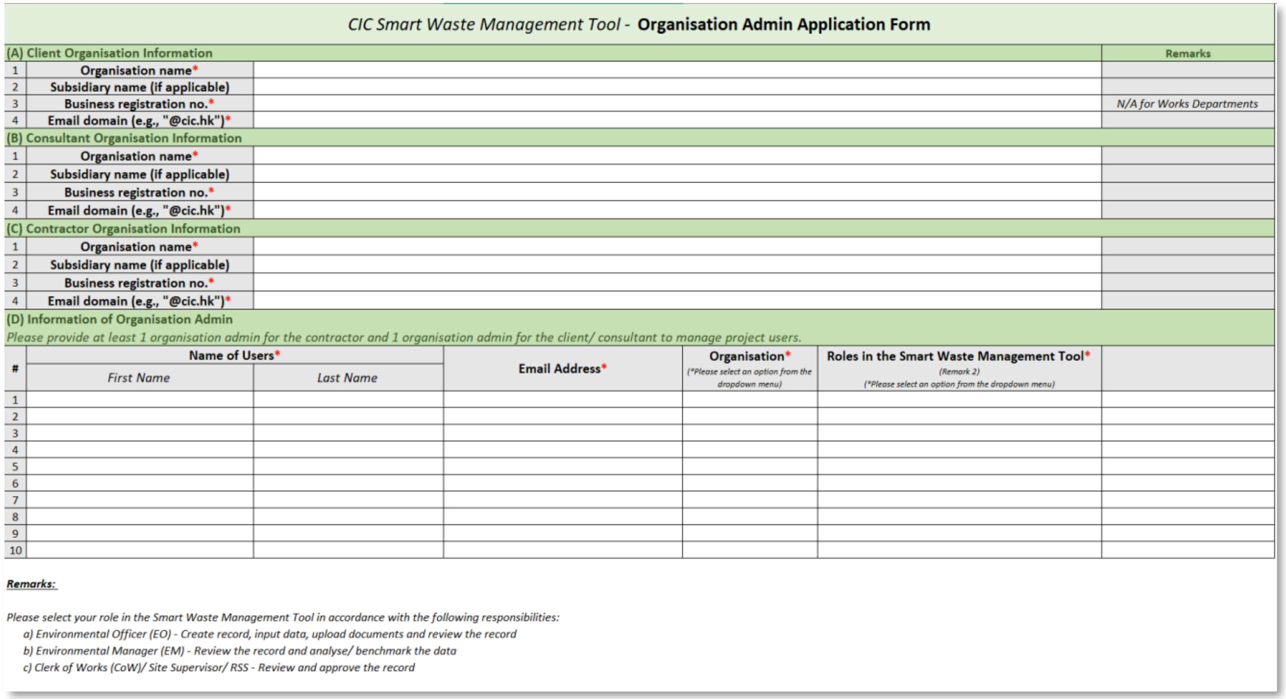
Fill in and Submit Application Form (1.1)

Organisation Admin

Step 1: Fill in the application form according to the instructions

Step 2: Submit the application form to smartwaste@cic.hk for review and approval

Step 3: Once the application is approved, an email will be sent to your mailbox to activate your account. Refer to the next page to activate your account



CIC Smart Waste Management Tool - **Organisation Admin Application Form**

(A) Client Organisation Information			Remarks
1	Organisation name*		
2	Subsidiary name (if applicable)		
3	Business registration no.*		*N/A for Works Departments*
4	Email domain (e.g., "@cic.hk")*		
(B) Consultant Organisation Information			
1	Organisation name*		
2	Subsidiary name (if applicable)		
3	Business registration no.*		
4	Email domain (e.g., "@cic.hk")*		
(C) Contractor Organisation Information			
1	Organisation name*		
2	Subsidiary name (if applicable)		
3	Business registration no.*		
4	Email domain (e.g., "@cic.hk")*		

(D) Information of Organisation Admin

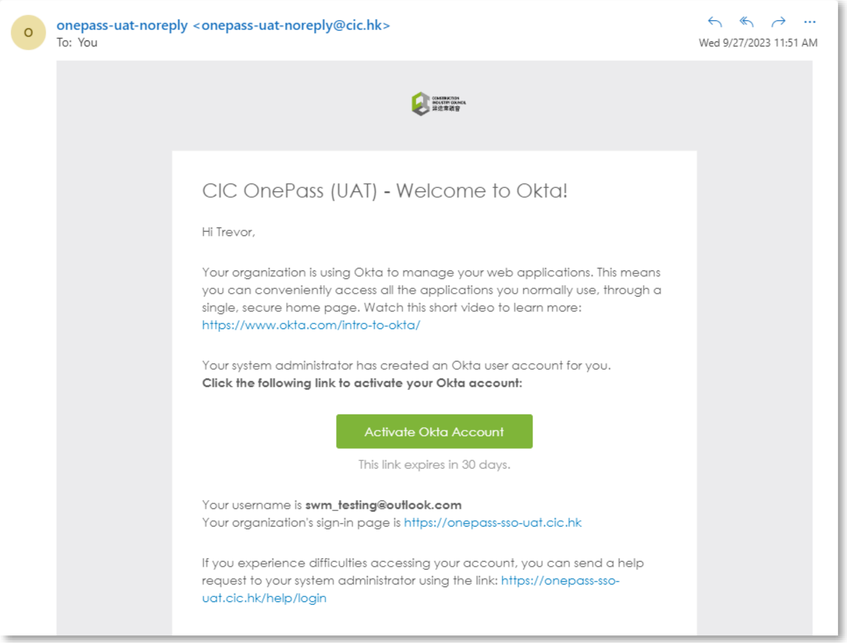
Please provide at least 1 organisation admin for the contractor and 1 organisation admin for the client/ consultant to manage project users.

#	Name of Users*		Email Address*	Organisation* (*Please select an option from the dropdown menu)	Roles in the Smart Waste Management Tool* (Remark 2) (*Please select an option from the dropdown menu)	
	First Name	*Last Name*				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Please select your role in the Smart Waste Management Tool in accordance with the following responsibilities:

a) Environmental Officer (EO) - Create record, input data, upload documents and review the record
b) Environmental Manager (EM) - Review the record and analyse/ benchmark the data
c) Clerk of Works (CoW)/ Site Supervisor/ RSS - Review and approve the record



onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Wed 9/27/2023 11:51 AM

CIC OnePass (UAT) - Welcome to Okta!

Hi Trevor,

Your organization is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: https://www.okta.com/intro-to-okta/

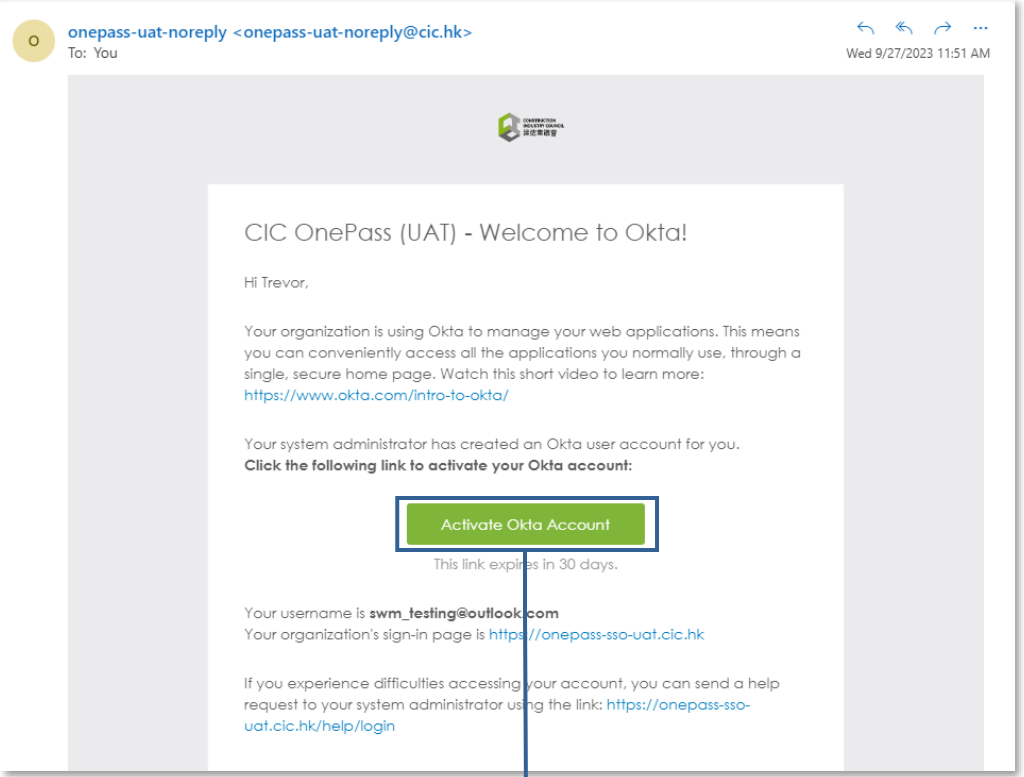
Your system administrator has created an Okta user account for you.
Click the following link to activate your Okta account:

This link expires in 30 days.

Your username is **swm_testing@outlook.com**
Your organization's sign-in page is https://onepass-sso-uat.cic.hk

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: https://onepass-sso-uat.cic.hk/help/login

Activate Account (1.2.1)



onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Wed 9/27/2023 11:51 AM

CIC OnePass (UAT) - Welcome to Okta!

Hi Trevor,

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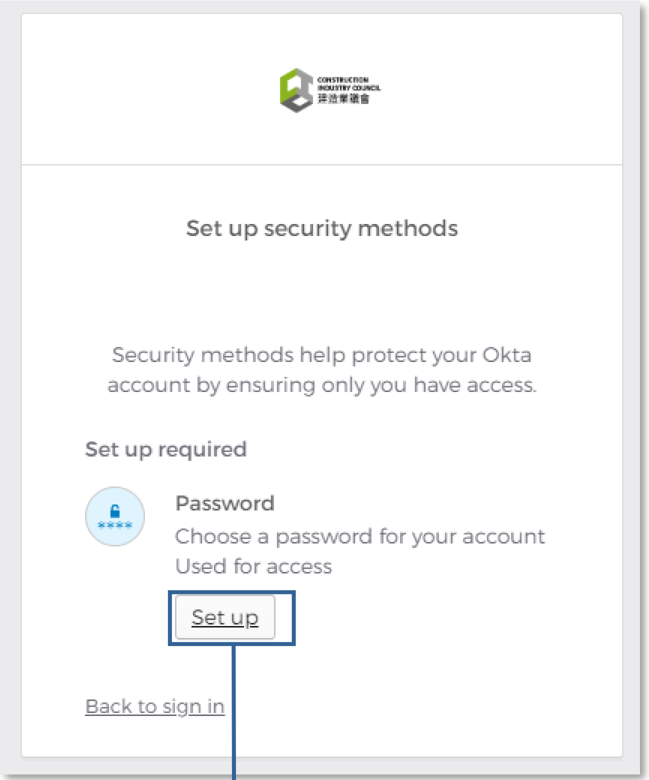


Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

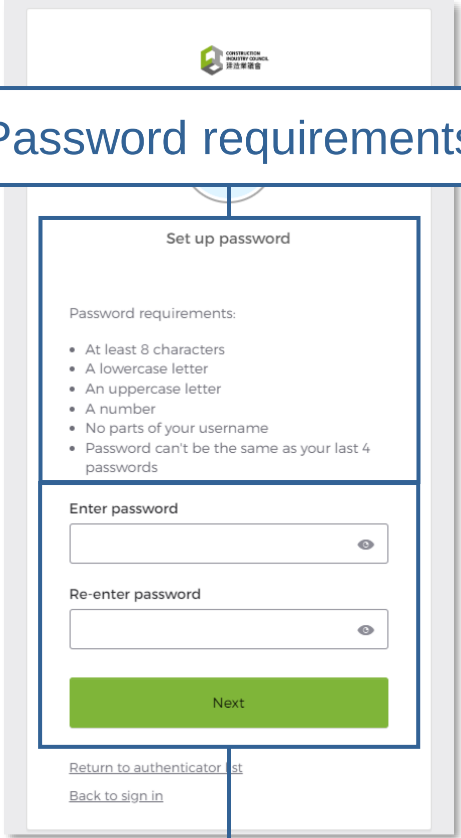
Set up required

Password
Choose a password for your account
Used for access

Step 1: After receiving the activation email, click “Activate Account”

Step 2: Click to set up your account password

Activate Account (1.2.2)



Password requirements

Set up password

Password requirements:

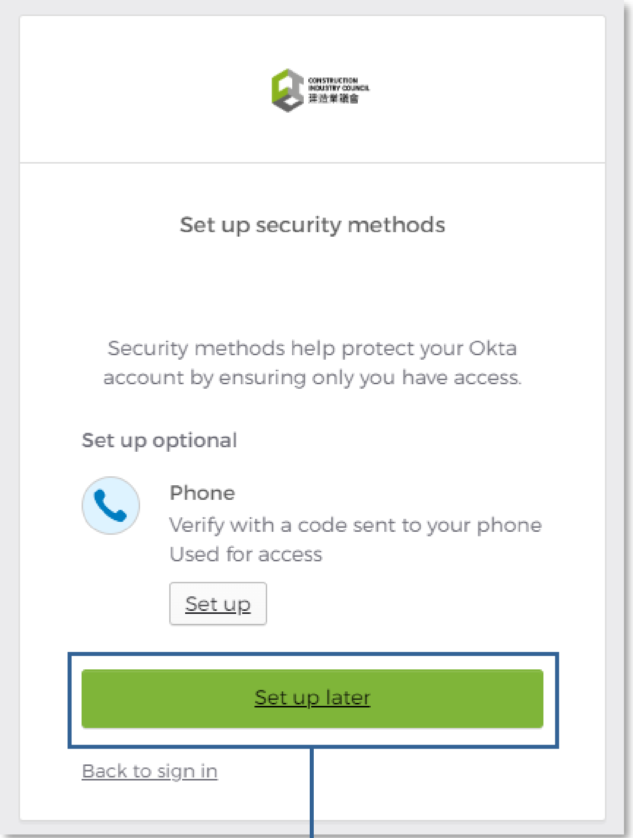
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 4 passwords

Enter password

Re-enter password

Next
Return to authenticator list
Back to sign in

Step 3: Enter your password and re-enter your password, then click "Next"



Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

Set up optional

Phone
Verify with a code sent to your phone
Used for access

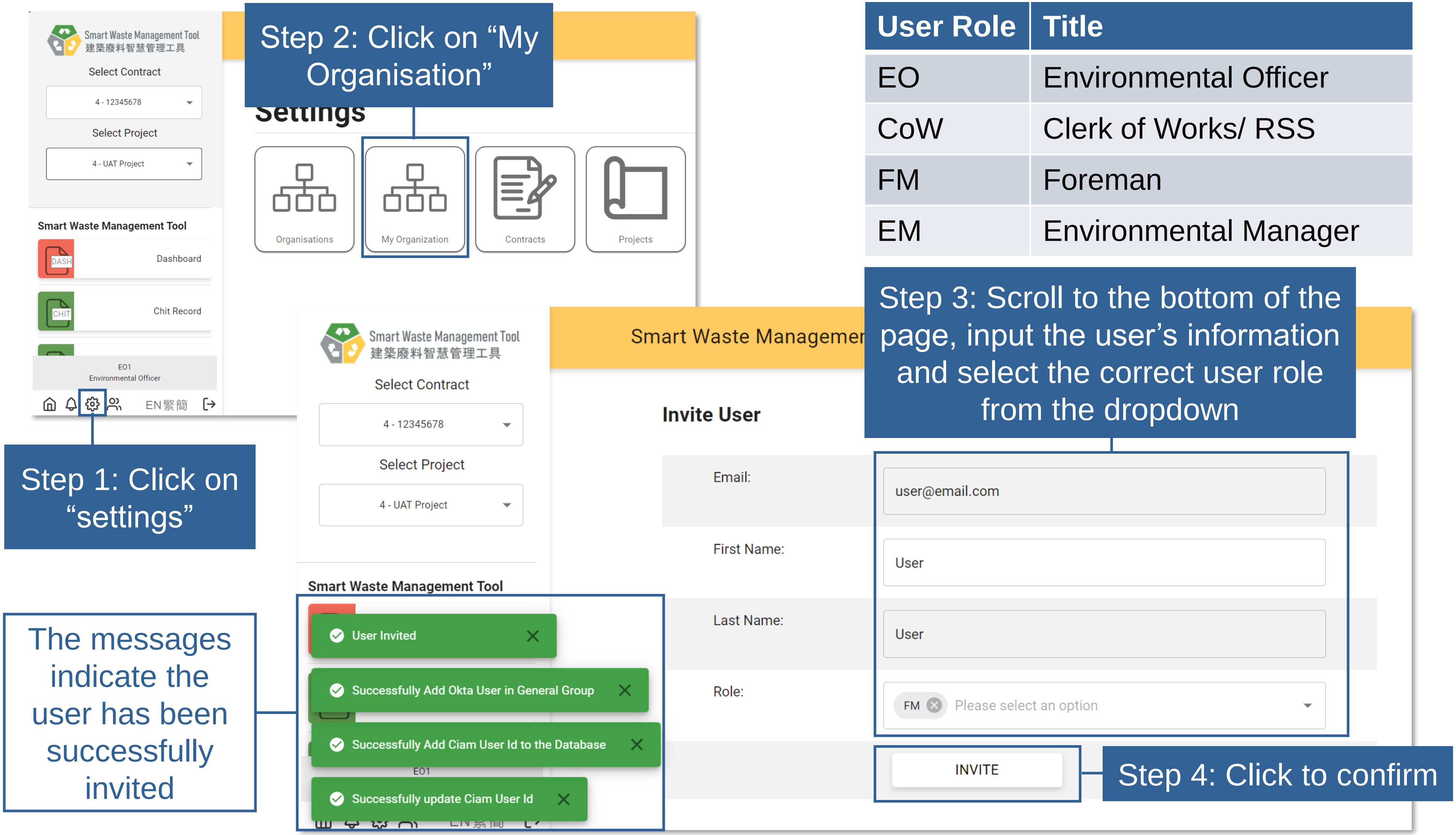
Set up
Set up later
Back to sign in

Step 4: Click to continue, the activation process is complete. Please use this link to login

Invite Users to Organisation (1.3)

Organisation Admin

User Role	Title
EO	Environmental Officer
CoW	Clerk of Works/ RSS
FM	Foreman
EM	Environmental Manager


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
Dashboard
Chit Record
EO1
Environmental Officer
EN繁簡
Settings
Organisations
My Organization
Contracts
Projects
Smart Waste Managemen
Invite User
INVITE

Step 1: Click on “settings”

Step 2: Click on “My Organisation”

Step 3: Scroll to the bottom of the page, input the user’s information and select the correct user role from the dropdown

Email: user@email.com

First Name: User

Last Name: User

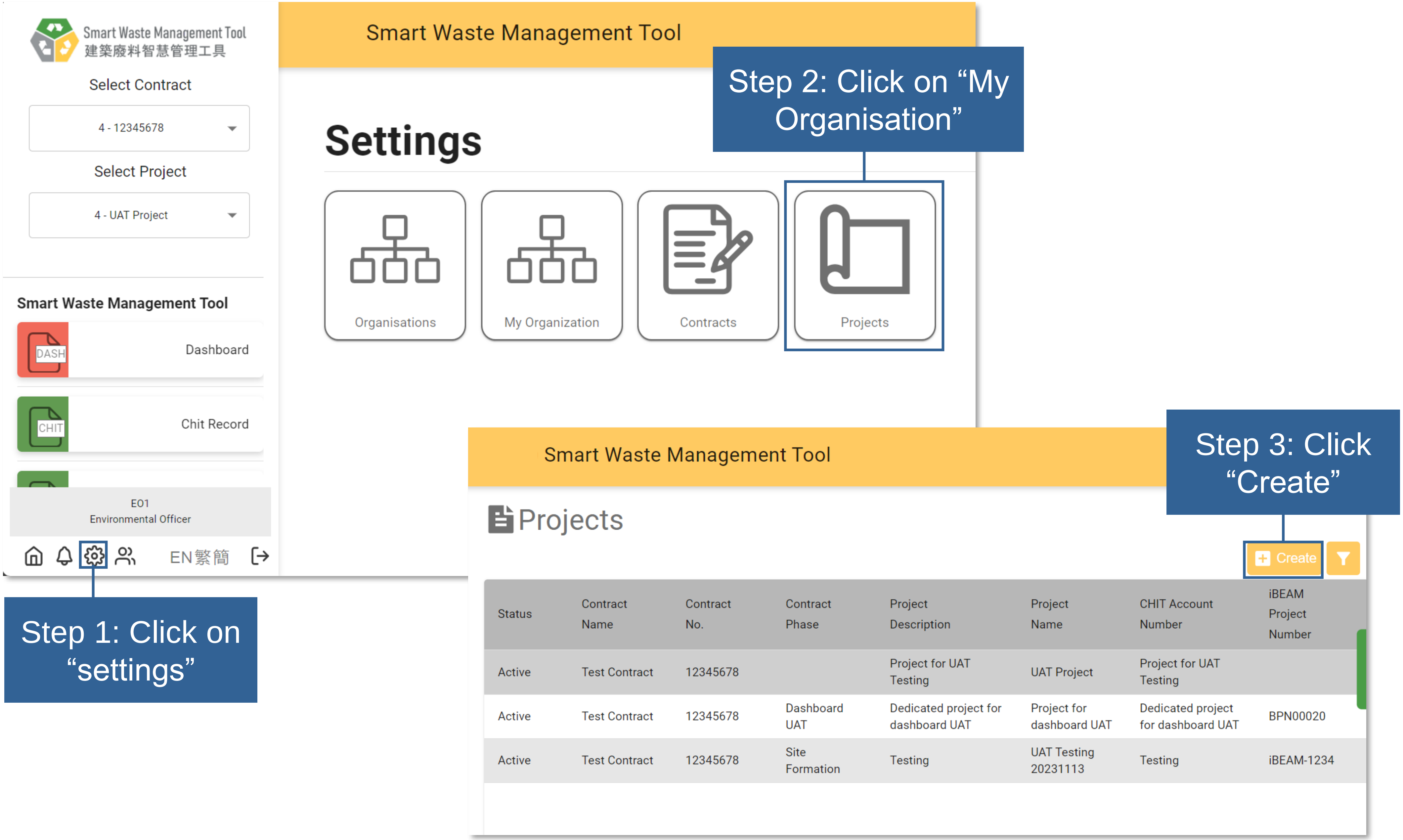
Role: FM ⊗ Please select an option

Step 4: Click to confirm

The messages indicate the user has been successfully invited

- User Invited
- Successfully Add Okta User in General Group
- Successfully Add Ciam User Id to the Database
- Successfully update Ciam User Id

Create Project (1.4.1)



Step 1: Click on “settings”

Step 2: Click on “My Organisation”

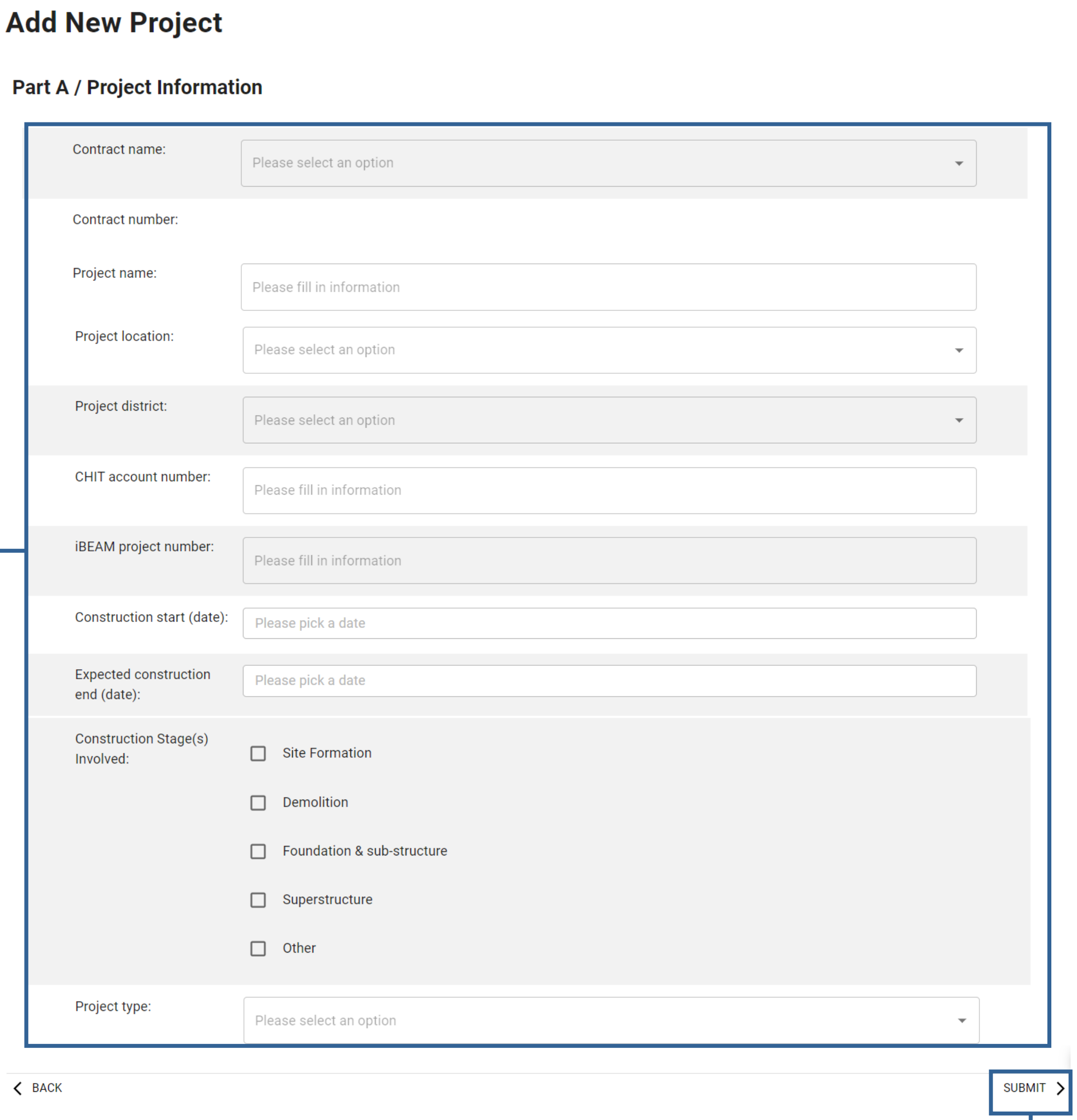
Step 3: Click “Create”

Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
E01
Environmental Officer
EN 繁 簡
Smart Waste Management Tool
Settings
Organisations
My Organization
Contracts
Projects
Smart Waste Management Tool
Projects
Create

Status	Contract Name	Contract No.	Contract Phase	Project Description	Project Name	CHIT Account Number	iBEAM Project Number
Active	Test Contract	12345678		Project for UAT Testing	UAT Project	Project for UAT Testing	
Active	Test Contract	12345678	Dashboard UAT	Dedicated project for dashboard UAT	Project for dashboard UAT	Dedicated project for dashboard UAT	BPN00020
Active	Test Contract	12345678	Site Formation	Testing	UAT Testing 20231113	Testing	iBEAM-1234

Create Project (1.4.2)

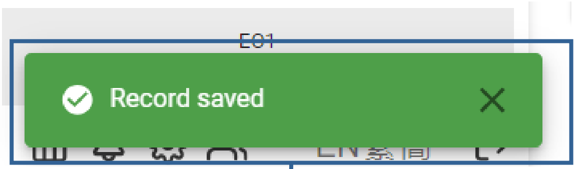
Step 4: Input all fields accordingly, the fields indicated on the right are compulsory



Add New Project

Part A / Project Information

Contract name:	Please select an option
Contract number:	
Project name:	Please fill in information
Project location:	Please select an option
Project district:	Please select an option
CHIT account number:	Please fill in information
iBEAM project number:	Please fill in information
Construction start (date):	Please pick a date
Expected construction end (date):	Please pick a date
Construction Stage(s) Involved:	☐ Site Formation ☐ Demolition ☐ Foundation & sub-structure ☐ Superstructure ☐ Other
Project type:	Please select an option



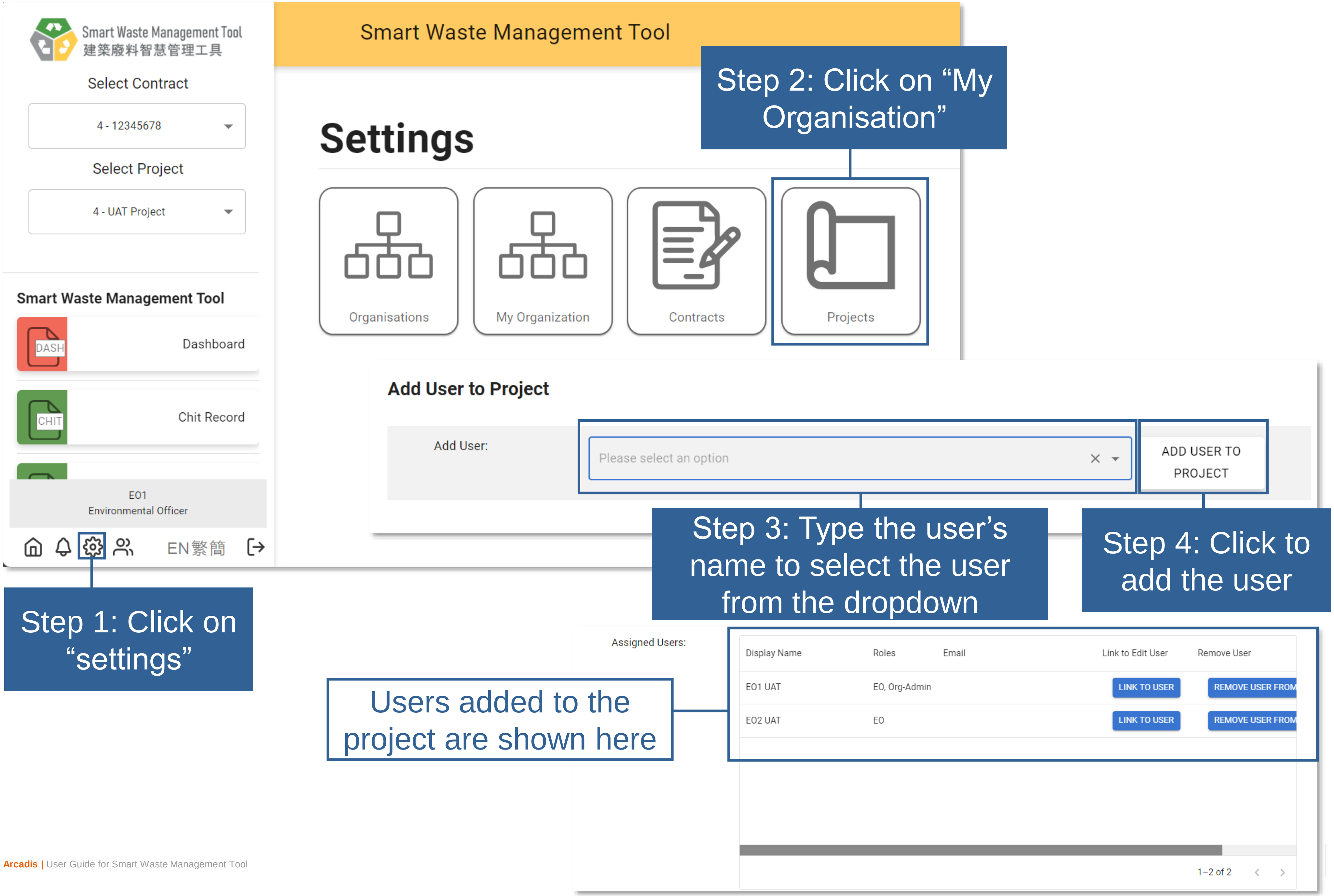
Record saved

The project has been created

If project information has to be edited after project creation, please contract support

Step 5: Click to create the project

Add Users to Project (1.5)



Smart Waste Management Tool
建築廢料智慧管理工具

Select Contract

4 - 12345678

Select Project

4 - UAT Project

Smart Waste Management Tool

DASH
Dashboard
CHIT
Chit Record

E01
Environmental Officer

EN繁簡

Smart Waste Management Tool

Settings

Organisations
My Organization
Contracts
Projects

Add User to Project

Add User: Please select an option

ADD USER TO PROJECT

Assigned Users:

Display Name	Roles	Email	Link to Edit User	Remove User
E01 UAT	EO, Org-Admin		LINK TO USER	REMOVE USER FROM
E02 UAT	EO		LINK TO USER	REMOVE USER FROM

1–2 of 2

Step 1: Click on “settings”

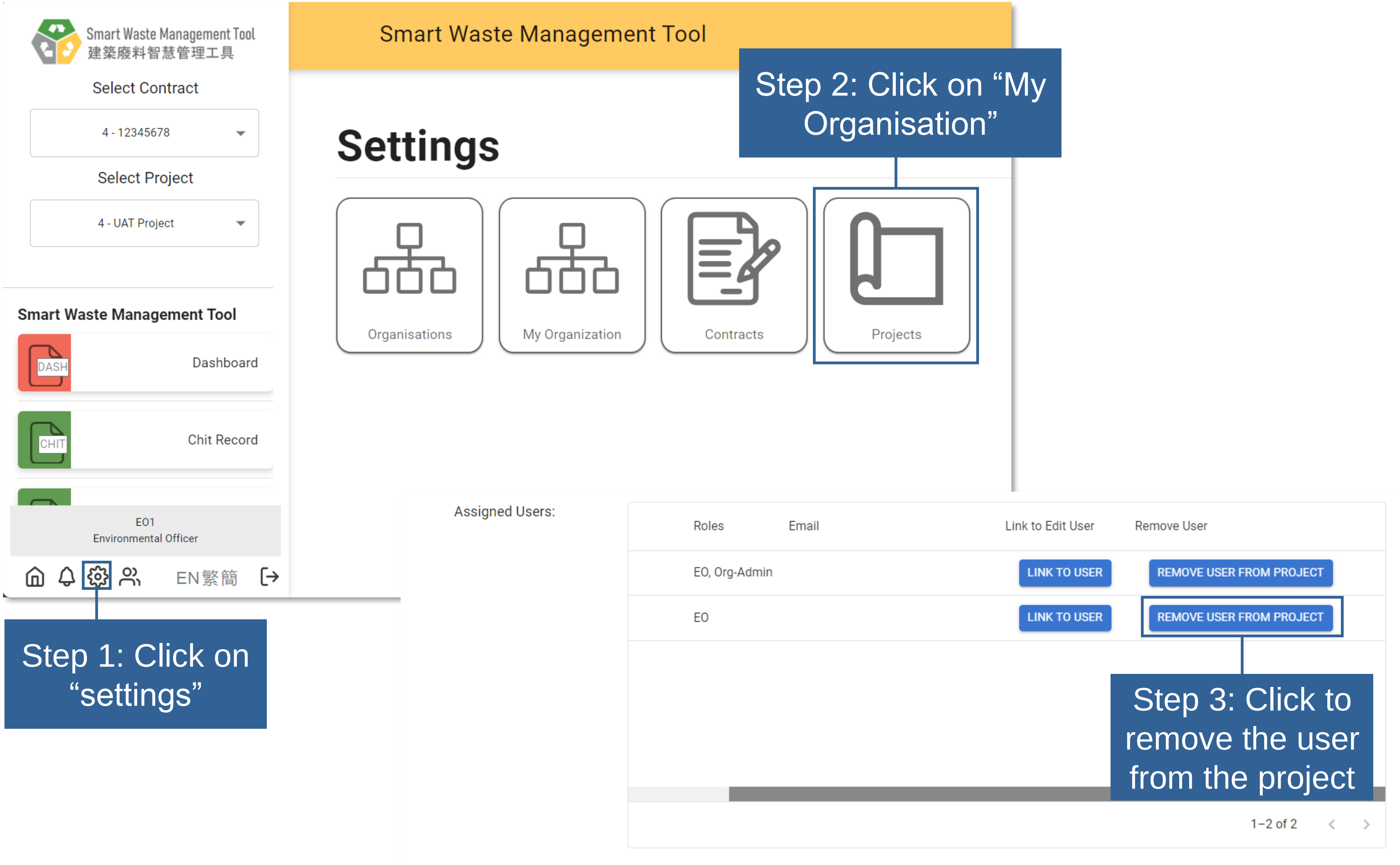
Step 2: Click on “My Organisation”

Step 3: Type the user’s name to select the user from the dropdown

Step 4: Click to add the user

Users added to the project are shown here

Delete Users from Project (1.6)



Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
E01
Environmental Officer
EN繁簡
Smart Waste Management Tool
Settings
Organisations
My Organization
Contracts
Projects

Assigned Users:

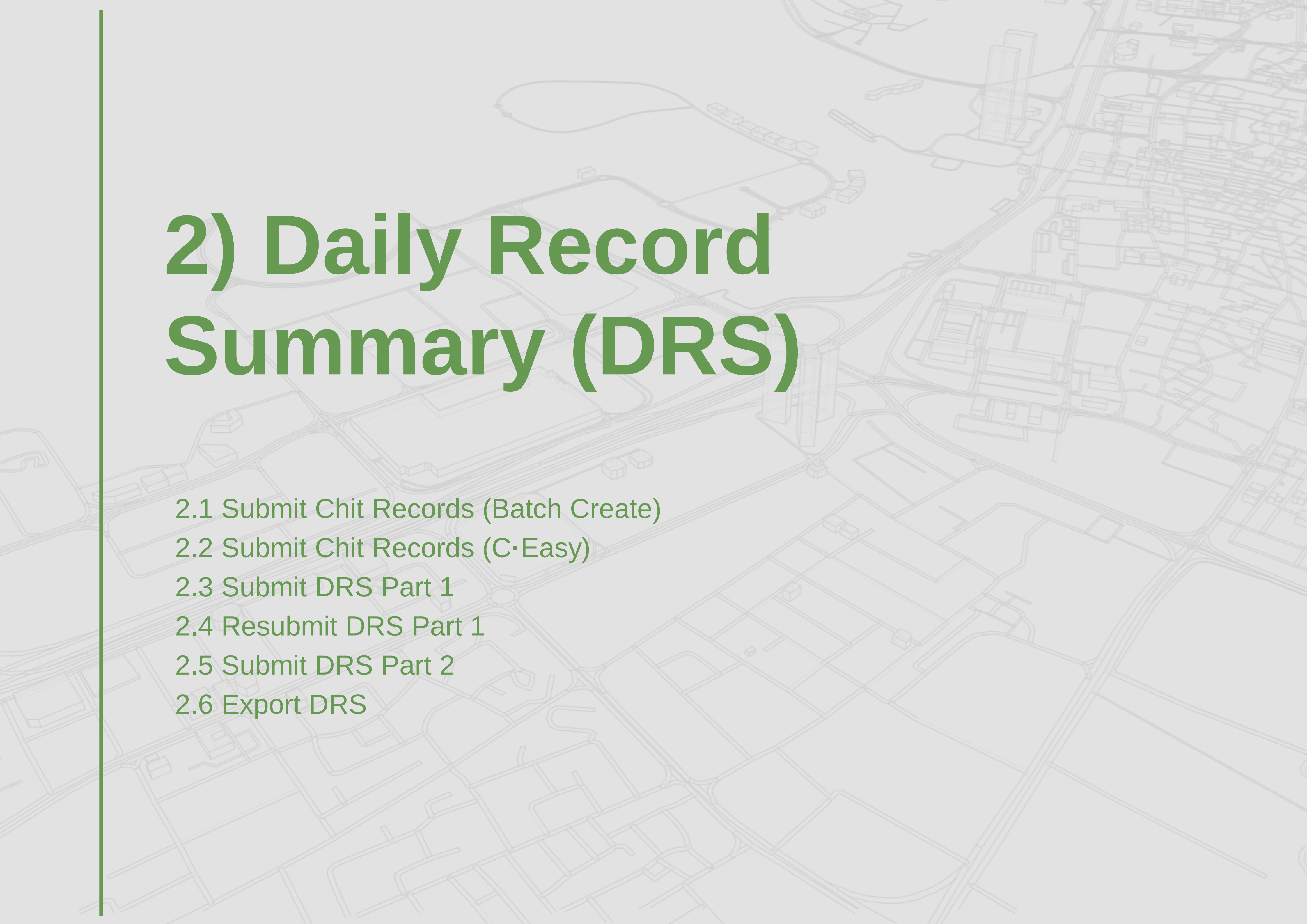
Roles	Email	Link to Edit User	Remove User
EO, Org-Admin		LINK TO USER	REMOVE USER FROM PROJECT
EO		LINK TO USER	REMOVE USER FROM PROJECT

1–2 of 2

Step 1: Click on “settings”

Step 2: Click on “My Organisation”

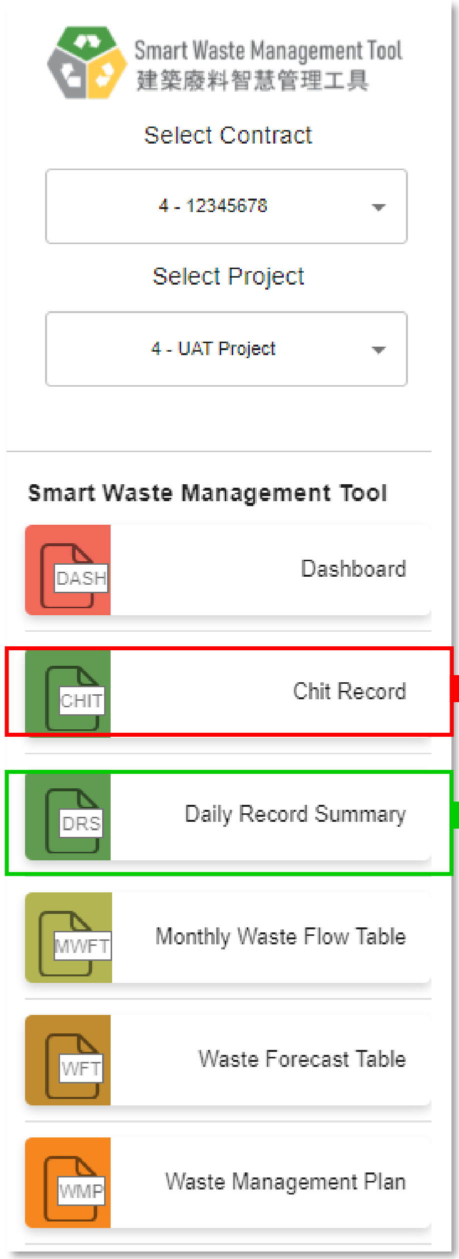
Step 3: Click to remove the user from the project



2) Daily Record Summary (DRS)

2.1 Submit Chit Records (Batch Create)
2.2 Submit Chit Records (C·Easy)
2.3 Submit DRS Part 1
2.4 Resubmit DRS Part 1
2.5 Submit DRS Part 2
2.6 Export DRS

Steps to prepare a DRS


Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool
建築廢料智慧管理工具
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan

For input of Chit tickets

For consolidating all Chits for the date of disposal

Go to "Chit Record"

↓

Input Chit tickets for e.g., 01-01-2023

↓

Go to "Daily Record Summary"

↓

Create DRS for 01-01-2023

↓

Chit records will automatically appear in this DRS – Part 1

↓

Submit Part 1 for approval

↓

(When EPD transaction records are available) Open DRS for 01-01-2023 again

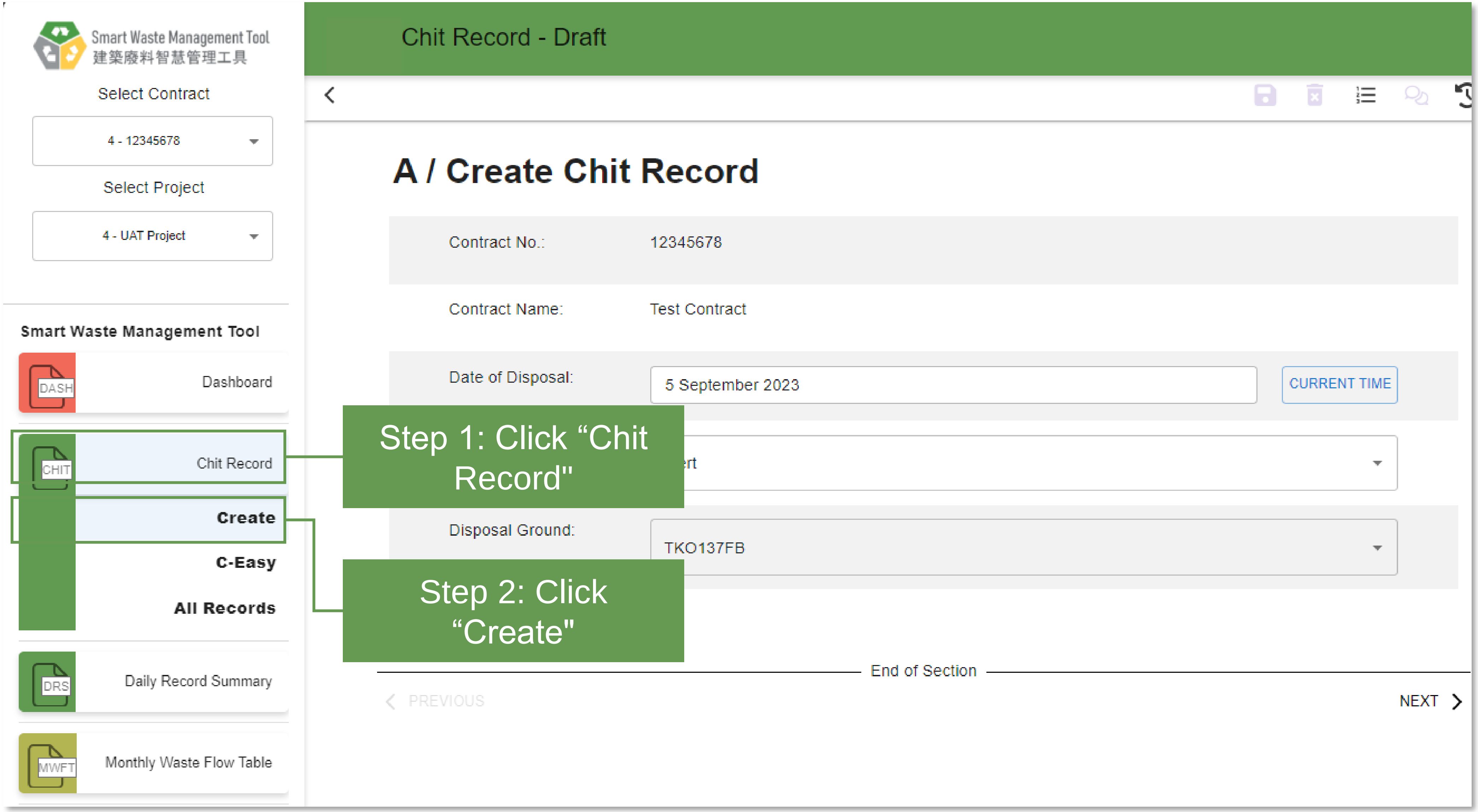
↓

Click to autofill DRS Part 2

↓

Submit Part 2 for approval

Submit Chit Records (Batch Create) (2.1.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
Create
C-Easy
All Records
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Chit Record - Draft
CURRENT TIME
End of Section
PREVIOUS
NEXT

Step 1: Click "Chit Record"

Step 2: Click "Create"

A / Create Chit Record

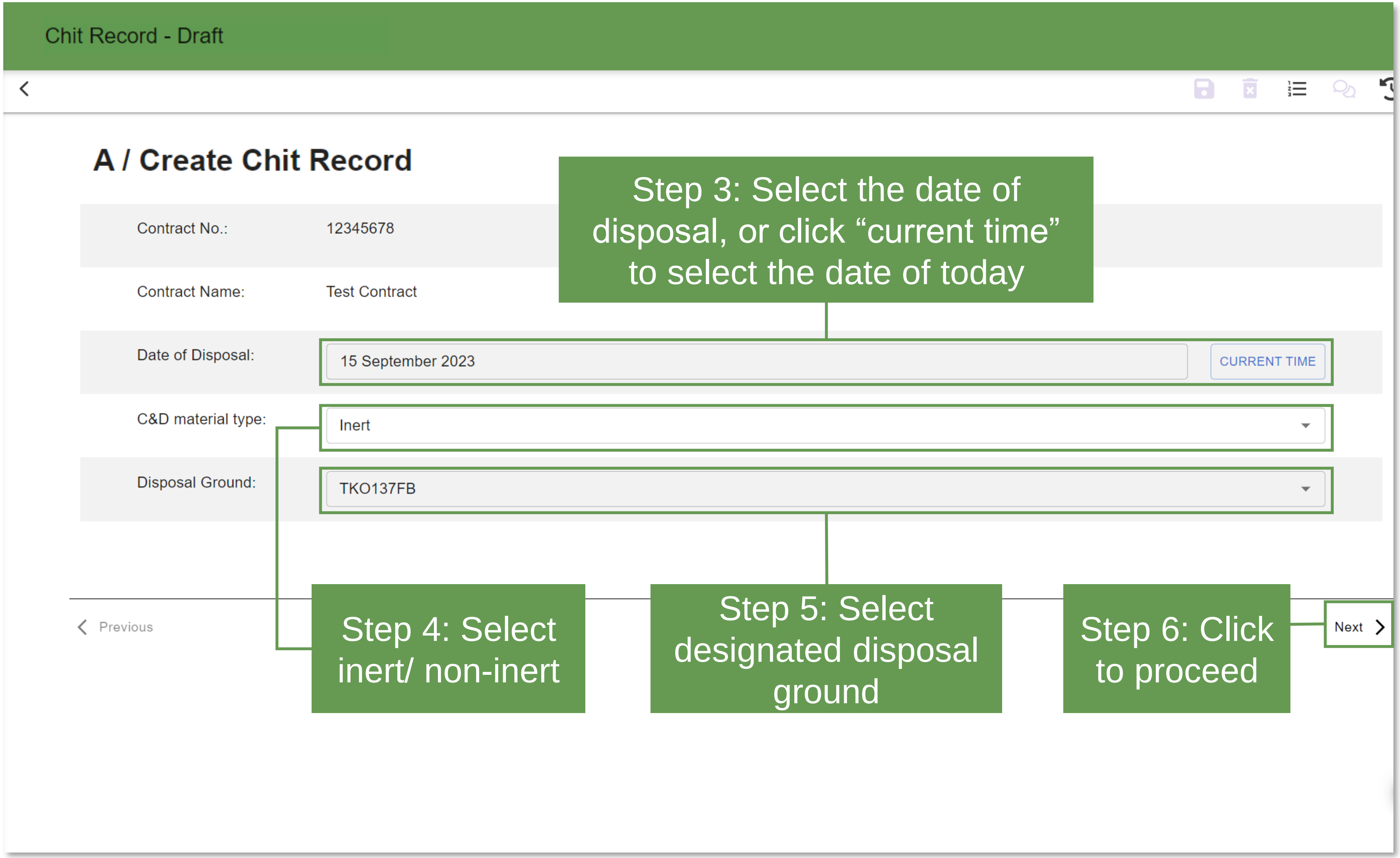
Contract No.: 12345678

Contract Name: Test Contract

Date of Disposal: 5 September 2023

Disposal Ground: TKO137FB

Submit Chit Records (Batch Create) (2.1.2)



A / Create Chit Record

Contract No.: 12345678

Contract Name: Test Contract

Date of Disposal: 15 September 2023

C&D material type: Inert

Disposal Ground: TKO137FB

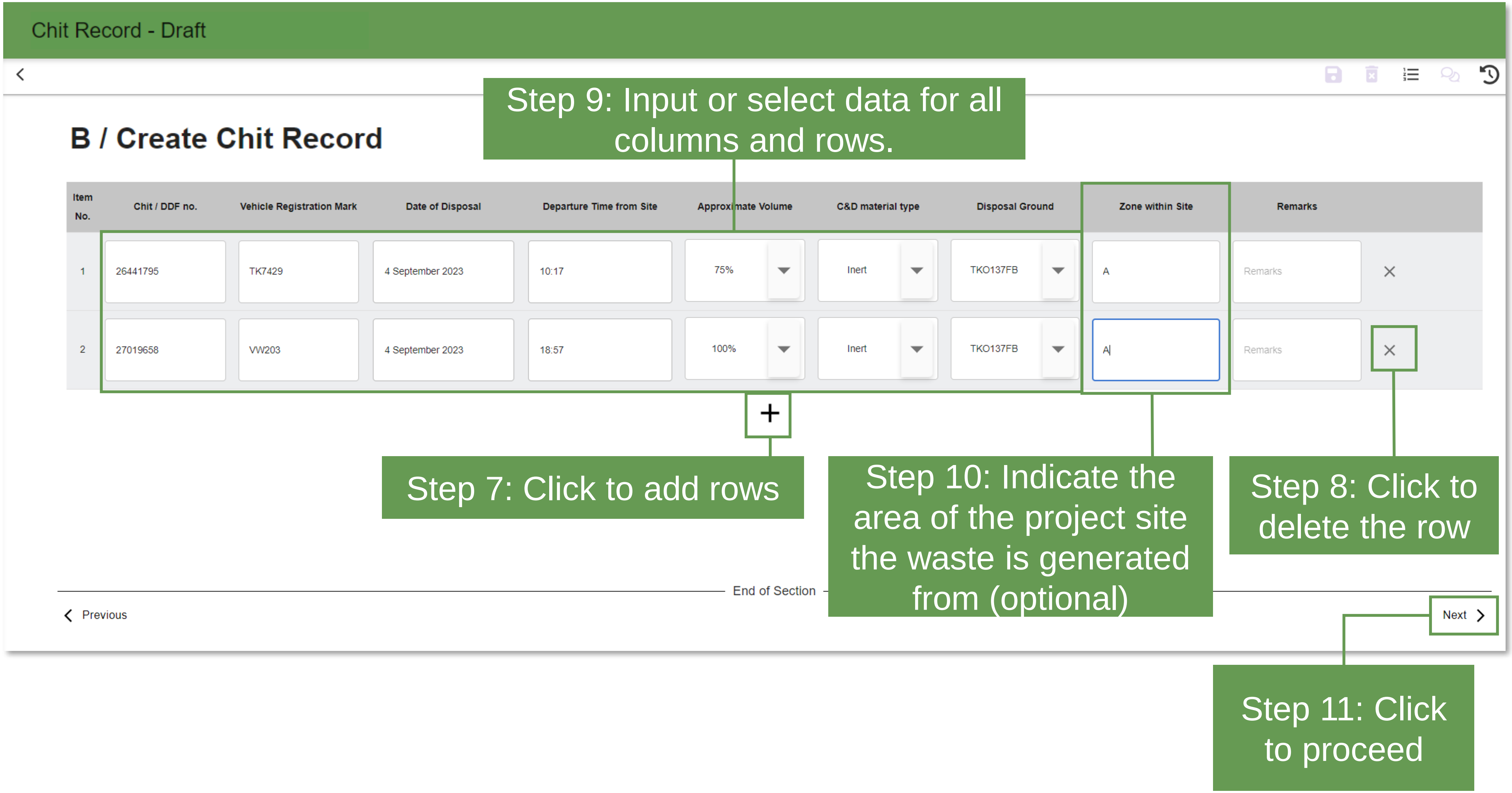
Step 3: Select the date of disposal, or click “current time” to select the date of today

Step 4: Select inert/ non-inert

Step 5: Select designated disposal ground

Step 6: Click to proceed

Submit Chit Records (Batch Create) (2.1.3)



Chit Record - Draft

B / Create Chit Record

Step 9: Input or select data for all columns and rows.

Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remarks	
1	26441795	TK7429	4 September 2023	10:17	75%	Inert	TKO137FB	A	Remarks	×
2	27019658	VW203	4 September 2023	18:57	100%	Inert	TKO137FB	A	Remarks	×

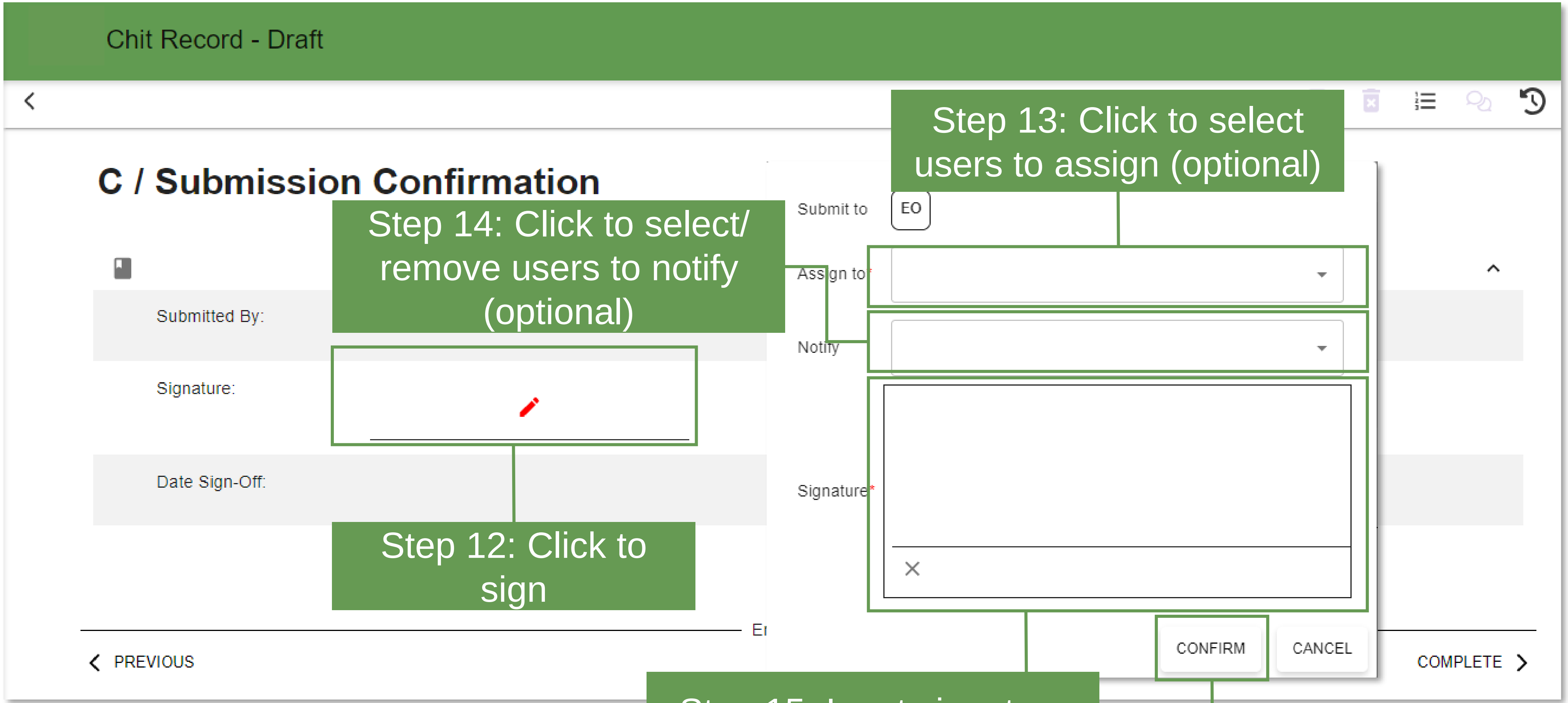
Step 7: Click to add rows

Step 10: Indicate the area of the project site the waste is generated from (optional)

Step 8: Click to delete the row

Step 11: Click to proceed

Submit Chit Records (Batch Create) (2.1.4)


Chit Record - Draft
C / Submission Confirmation
Submitted By:
Signature:
Date Sign-Off:
PREVIOUS
COMPLETE
Submit to
EO
Assign to*
Notify
Signature*
CONFIRM
CANCEL

Step 12: Click to sign

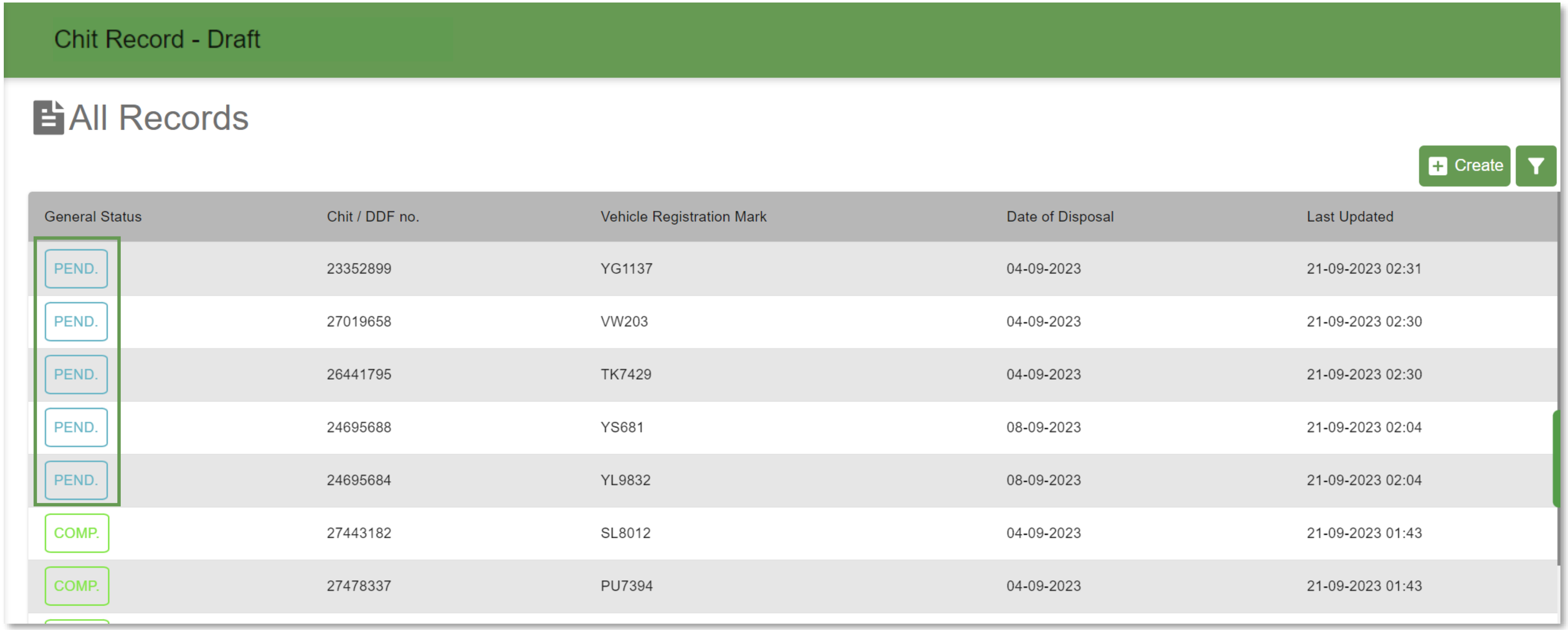
Step 13: Click to select users to assign (optional)

Step 14: Click to select/ remove users to notify (optional)

Step 15: Input signature

Step 16: Click to submit

Submit Chit Records (Batch Create) (2.1.5)

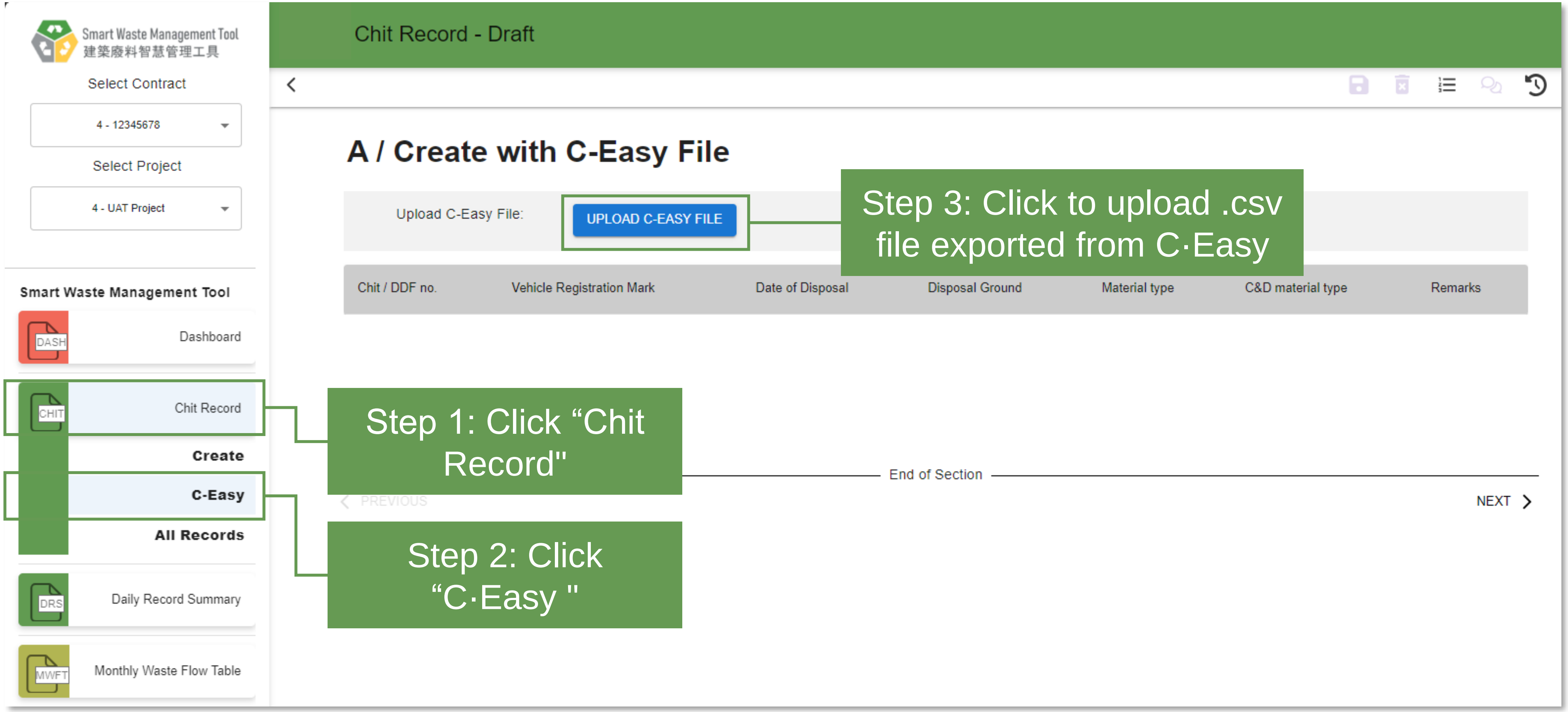


General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.	23352899	YG1137	04-09-2023	21-09-2023 02:31
PEND.	27019658	VW203	04-09-2023	21-09-2023 02:30
PEND.	26441795	TK7429	04-09-2023	21-09-2023 02:30
PEND.	24695688	YS681	08-09-2023	21-09-2023 02:04
PEND.	24695684	YL9832	08-09-2023	21-09-2023 02:04
COMP.	27443182	SL8012	04-09-2023	21-09-2023 01:43
COMP.	27478337	PU7394	04-09-2023	21-09-2023 01:43

Chit tickets have been successfully submitted

Repeat steps 1-16 to submit other Chit tickets

Submit Chit Records (C·Easy) (2.2.1)



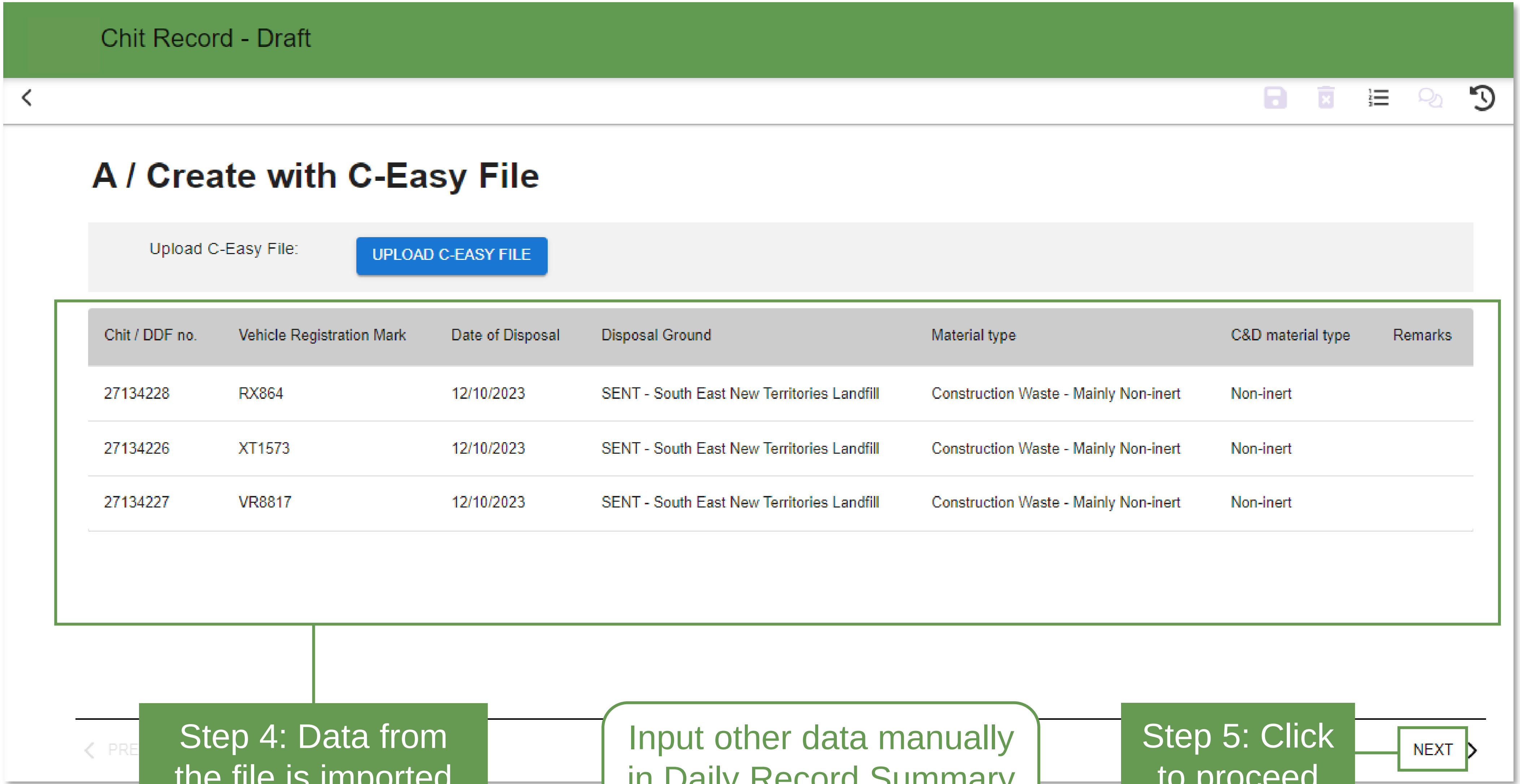
Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
Create
C-Easy
All Records
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Chit Record - Draft
A / Create with C-Easy File
Upload C-Easy File:
UPLOAD C-EASY FILE
Chit / DDF no.
Vehicle Registration Mark
Date of Disposal
Disposal Ground
Material type
C&D material type
Remarks
End of Section
PREVIOUS
NEXT

Step 1: Click “Chit Record"

Step 2: Click “C·Easy "

Step 3: Click to upload .csv file exported from C·Easy

Submit Chit Records (C·Easy) (2.2.2)



A / Create with C-Easy File

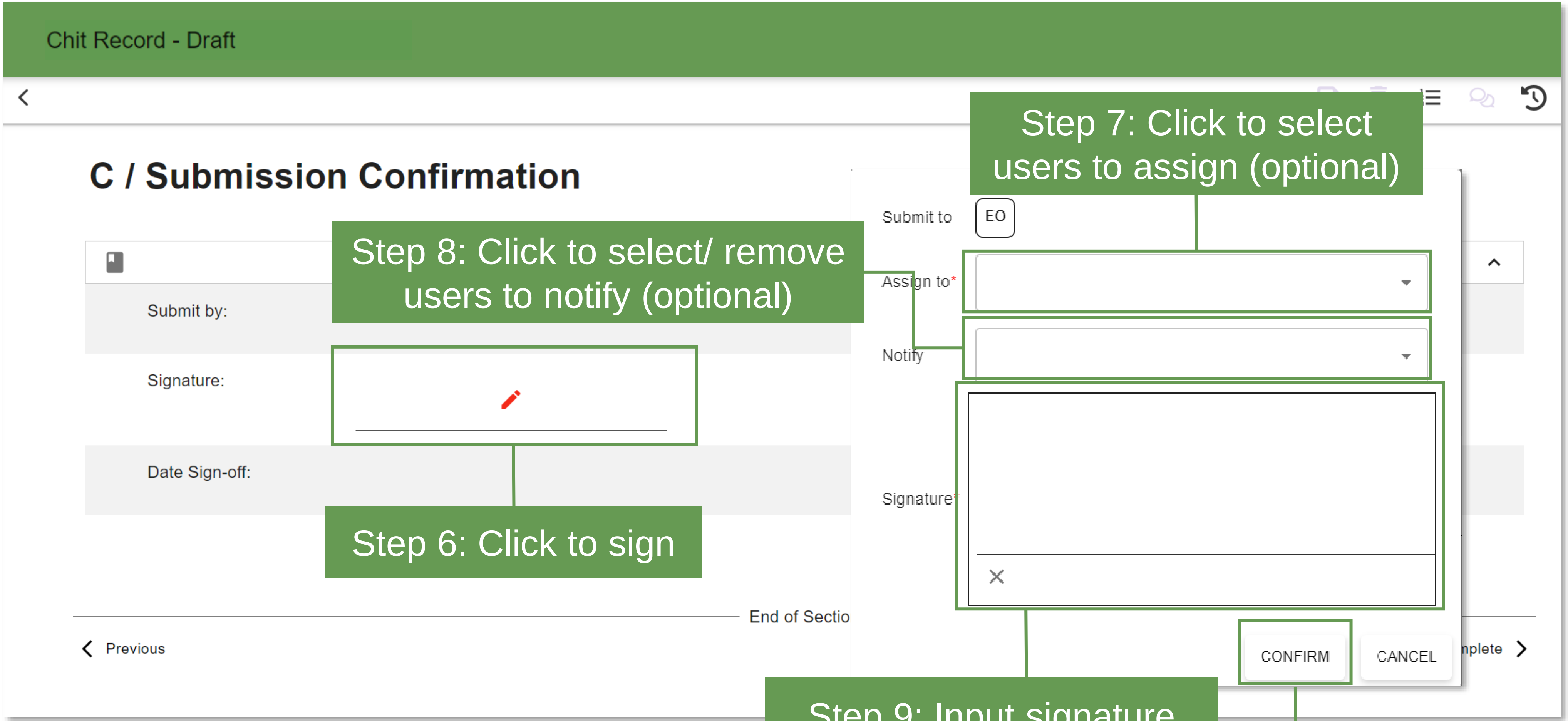
Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Disposal Ground	Material type	C&D material type	Remarks
27134228	RX864	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	
27134226	XT1573	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	
27134227	VR8817	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	

Step 4: Data from the file is imported

Input other data manually in Daily Record Summary Part 1 (2.3)

Step 5: Click to proceed

Submit Chit Records (C·Easy) (2.2.3)



Chit Record - Draft
C / Submission Confirmation
Submit by:
Signature:
Date Sign-off:
End of Sectio
Previous
Submit to
EO
Assign to*
Notify
Signature*
CONFIRM
CANCEL
nplete

Step 7: Click to select users to assign (optional)

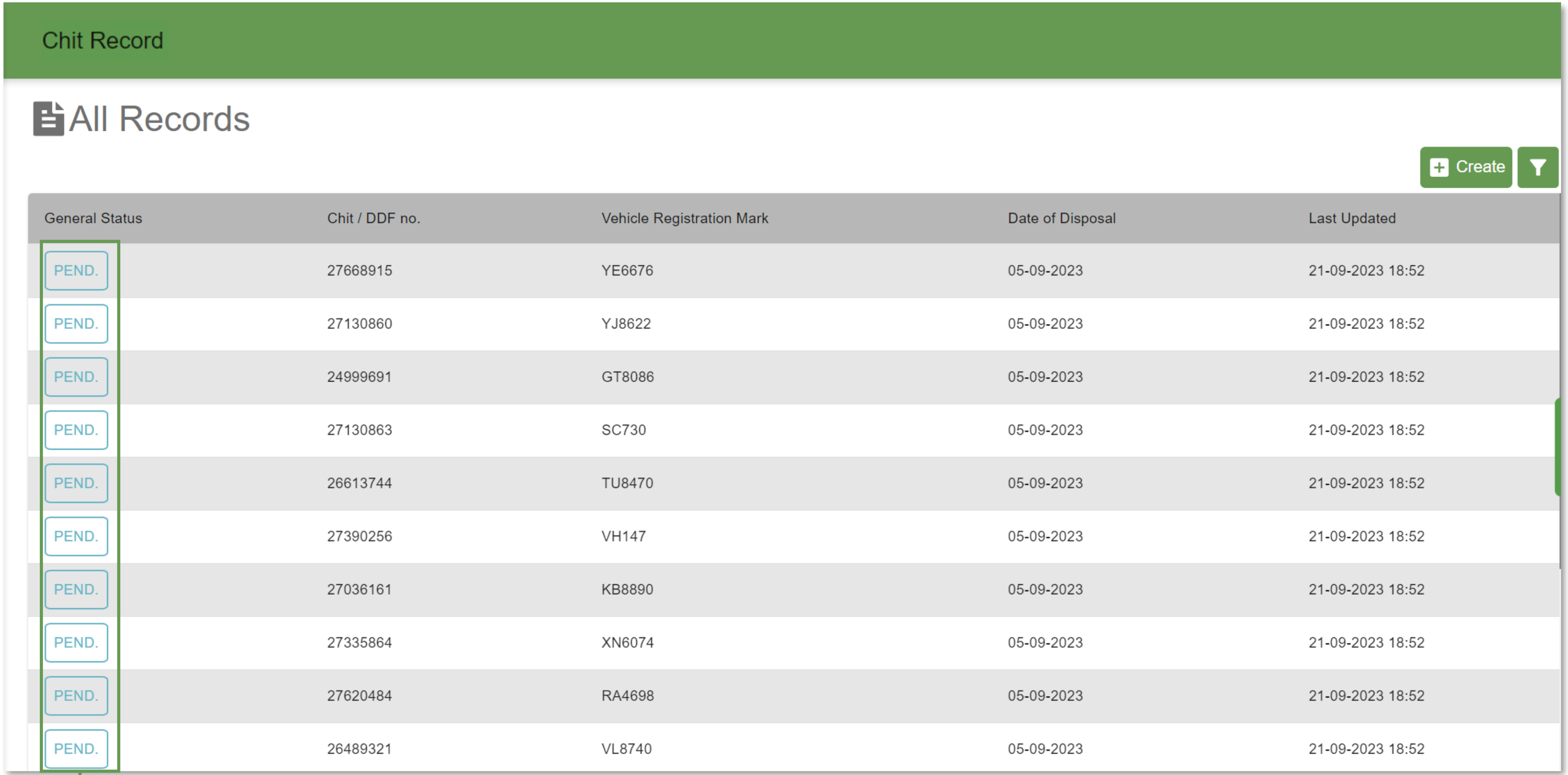
Step 8: Click to select/ remove users to notify (optional)

Step 6: Click to sign

Step 9: Input signature

Step 10: Click to submit

Submit Chit Records (C·Easy) (2.2.4)

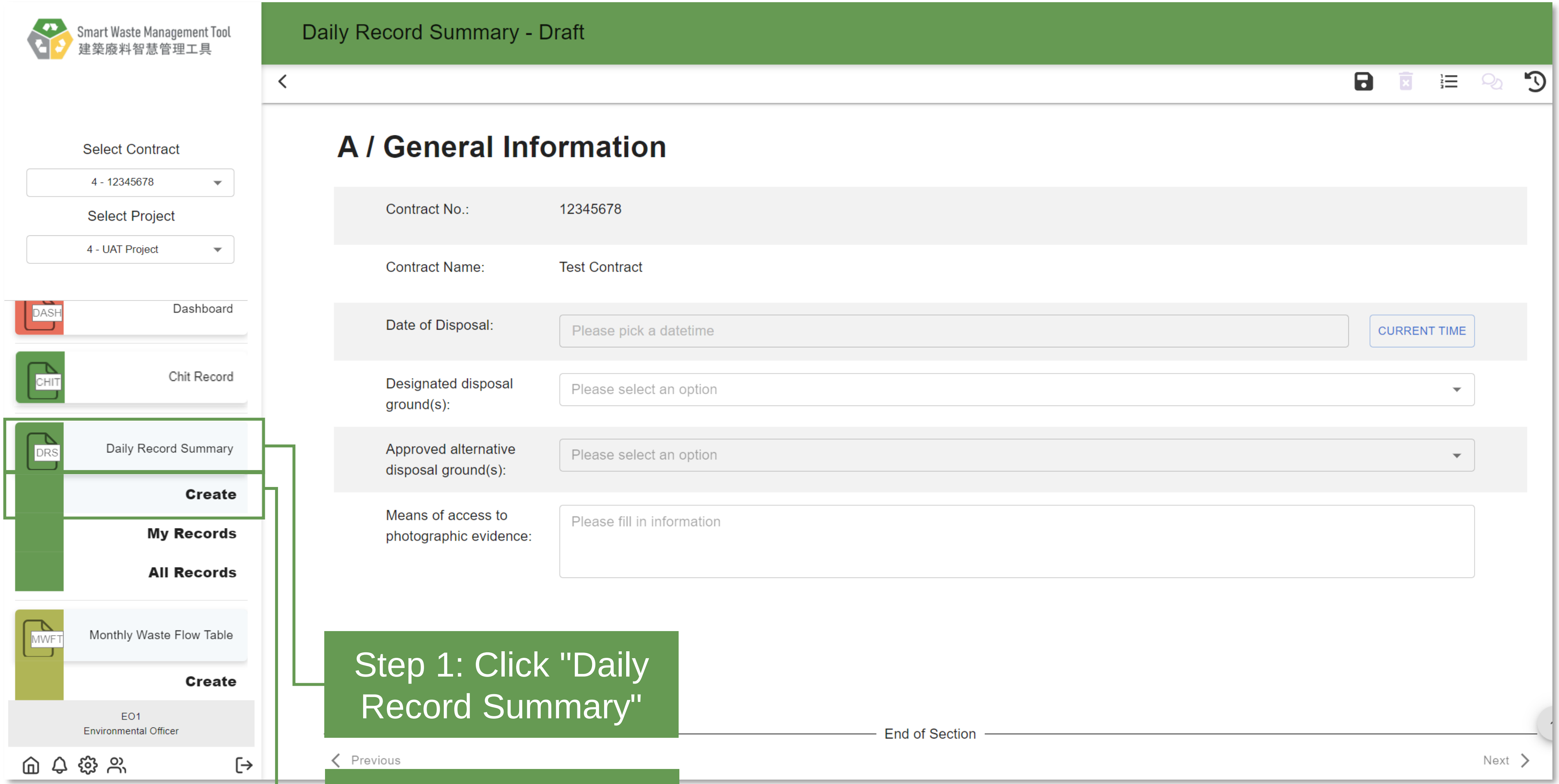


General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.	27668915	YE6676	05-09-2023	21-09-2023 18:52
PEND.	27130860	YJ8622	05-09-2023	21-09-2023 18:52
PEND.	24999691	GT8086	05-09-2023	21-09-2023 18:52
PEND.	27130863	SC730	05-09-2023	21-09-2023 18:52
PEND.	26613744	TU8470	05-09-2023	21-09-2023 18:52
PEND.	27390256	VH147	05-09-2023	21-09-2023 18:52
PEND.	27036161	KB8890	05-09-2023	21-09-2023 18:52
PEND.	27335864	XN6074	05-09-2023	21-09-2023 18:52
PEND.	27620484	RA4698	05-09-2023	21-09-2023 18:52
PEND.	26489321	VL8740	05-09-2023	21-09-2023 18:52

Chit tickets have been successfully submitted

If the C·Easy export does not include all Chit tickets, follow the procedures **here** to submit Chit tickets manually

Submit DRS Part 1 (2.3.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
Create
My Records
All Records
MWFT
Monthly Waste Flow Table
Create
EO1
Environmental Officer

Daily Record Summary - Draft

A / General Information

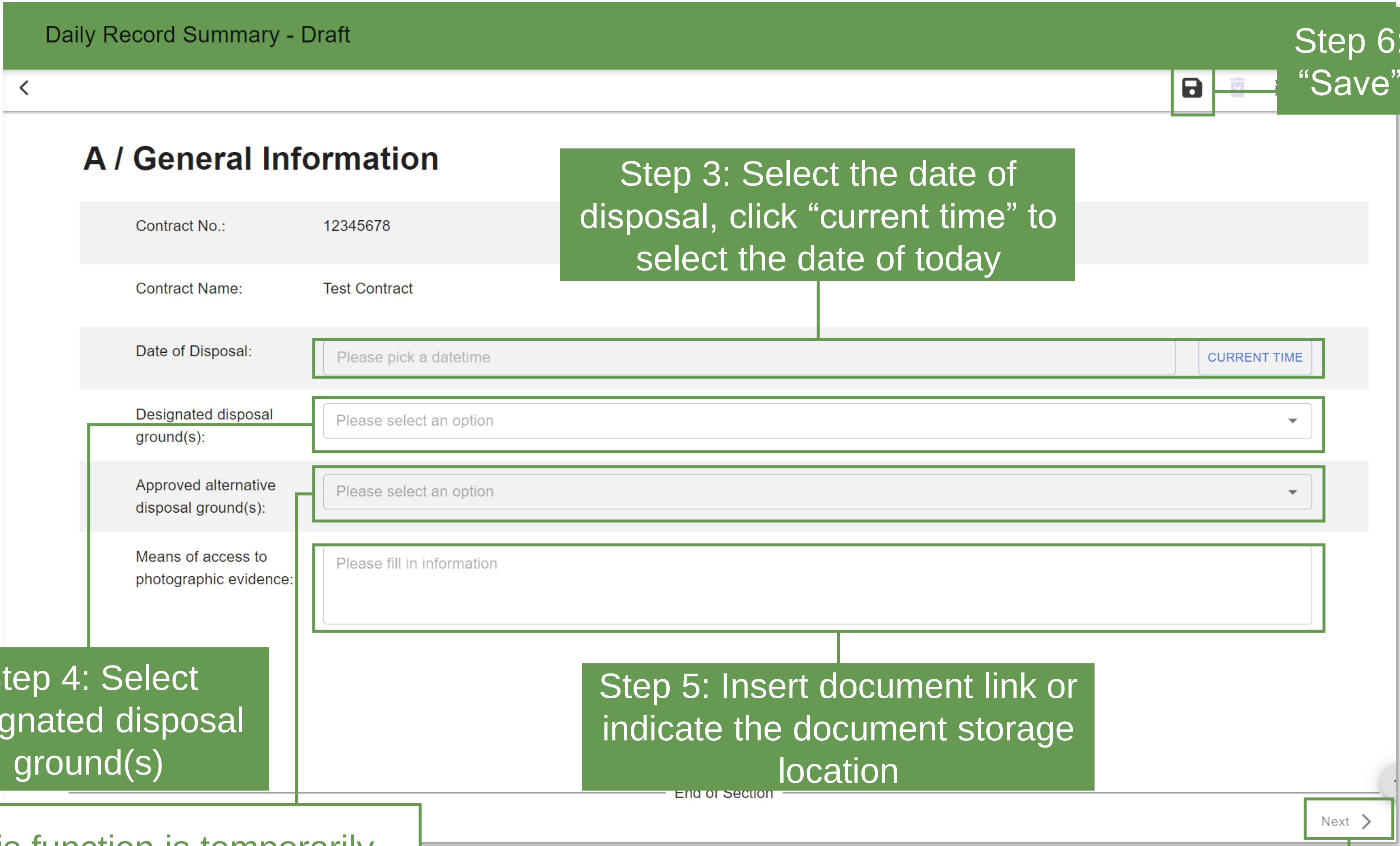
Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	Please pick a datetime
Designated disposal ground(s):	Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	Please fill in information

CURRENT TIME
End of Section
Previous
Next

Step 1: Click "Daily Record Summary"

Step 2: Click “Create"

Submit DRS Part 1 (2.3.2)



A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	Please pick a datetime
Designated disposal ground(s):	Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	Please fill in information

Step 6: Click "Save" once

Step 3: Select the date of disposal, click "current time" to select the date of today

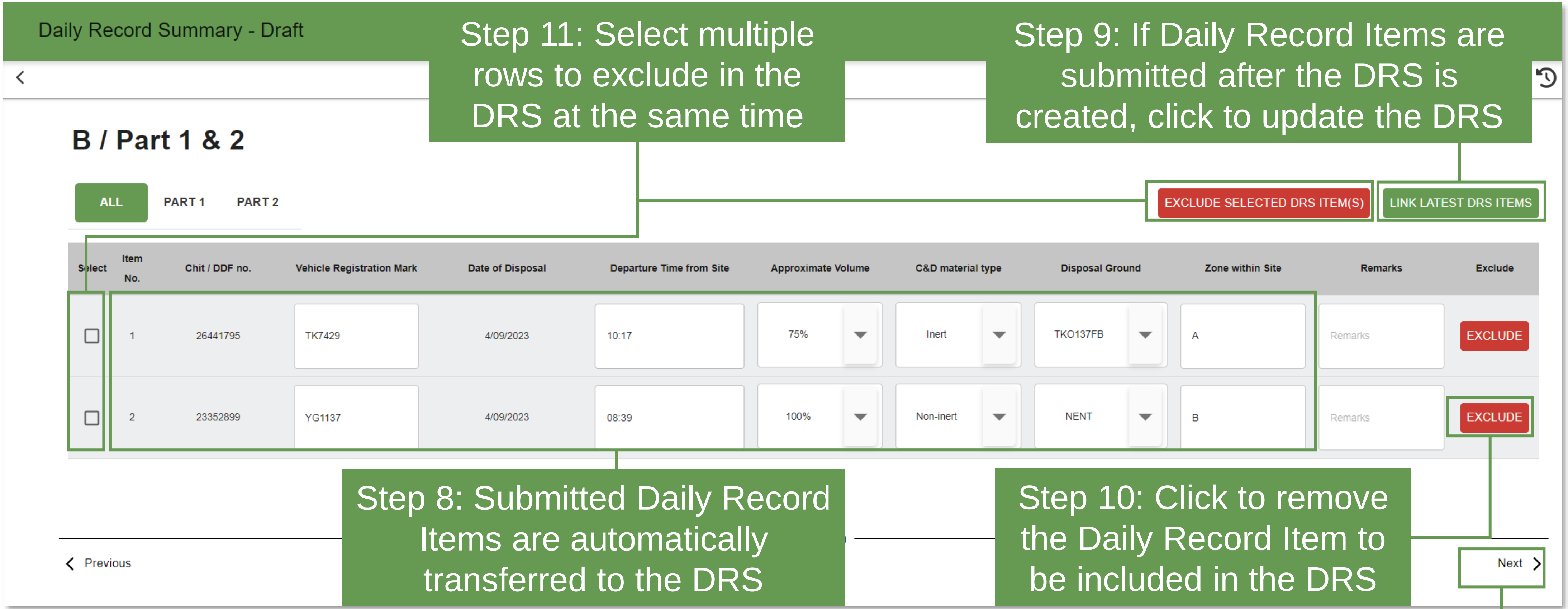
Step 4: Select designated disposal ground(s)

Step 5: Insert document link or indicate the document storage location

This function is temporarily unavailable

Step 7: Click to proceed

Submit DRS Part 1 (2.3.3)



Daily Record Summary - Draft

B / Part 1 & 2

ALL
PART 1
PART 2
EXCLUDE SELECTED DRS ITEM(S)
LINK LATEST DRS ITEMS
Previous
Next

Select	Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remarks	Exclude
☐	1	26441795	TK7429	4/09/2023	10:17	75%	Inert	TKO137FB	A	Remarks	EXCLUDE
☐	2	23352899	YG1137	4/09/2023	08:39	100%	Non-inert	NENT	B	Remarks	EXCLUDE

Step 11: Select multiple rows to exclude in the DRS at the same time

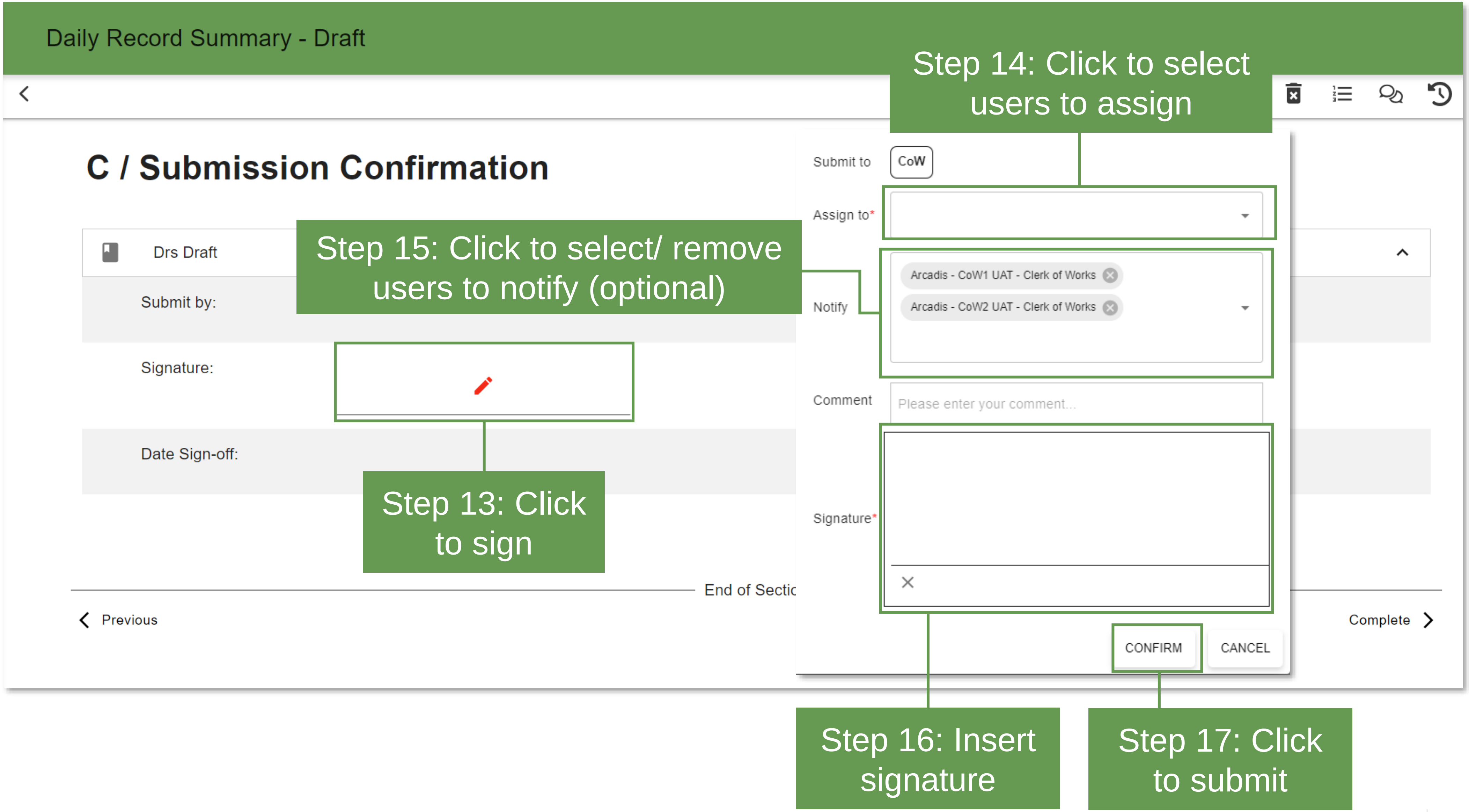
Step 9: If Daily Record Items are submitted after the DRS is created, click to update the DRS

Step 8: Submitted Daily Record Items are automatically transferred to the DRS

Step 10: Click to remove the Daily Record Item to be included in the DRS

Step 12: Click to proceed

Submit DRS Part 1 (2.3.4)



Daily Record Summary - Draft

C / Submission Confirmation

Drs Draft

Submit by:

Signature:

Date Sign-off:

End of Sectic

Submit to: CoW

Assign to*

Notify: Arcadis - CoW1 UAT - Clerk of Works; Arcadis - CoW2 UAT - Clerk of Works

Comment: Please enter your comment...

Signature*

Step 13: Click to sign

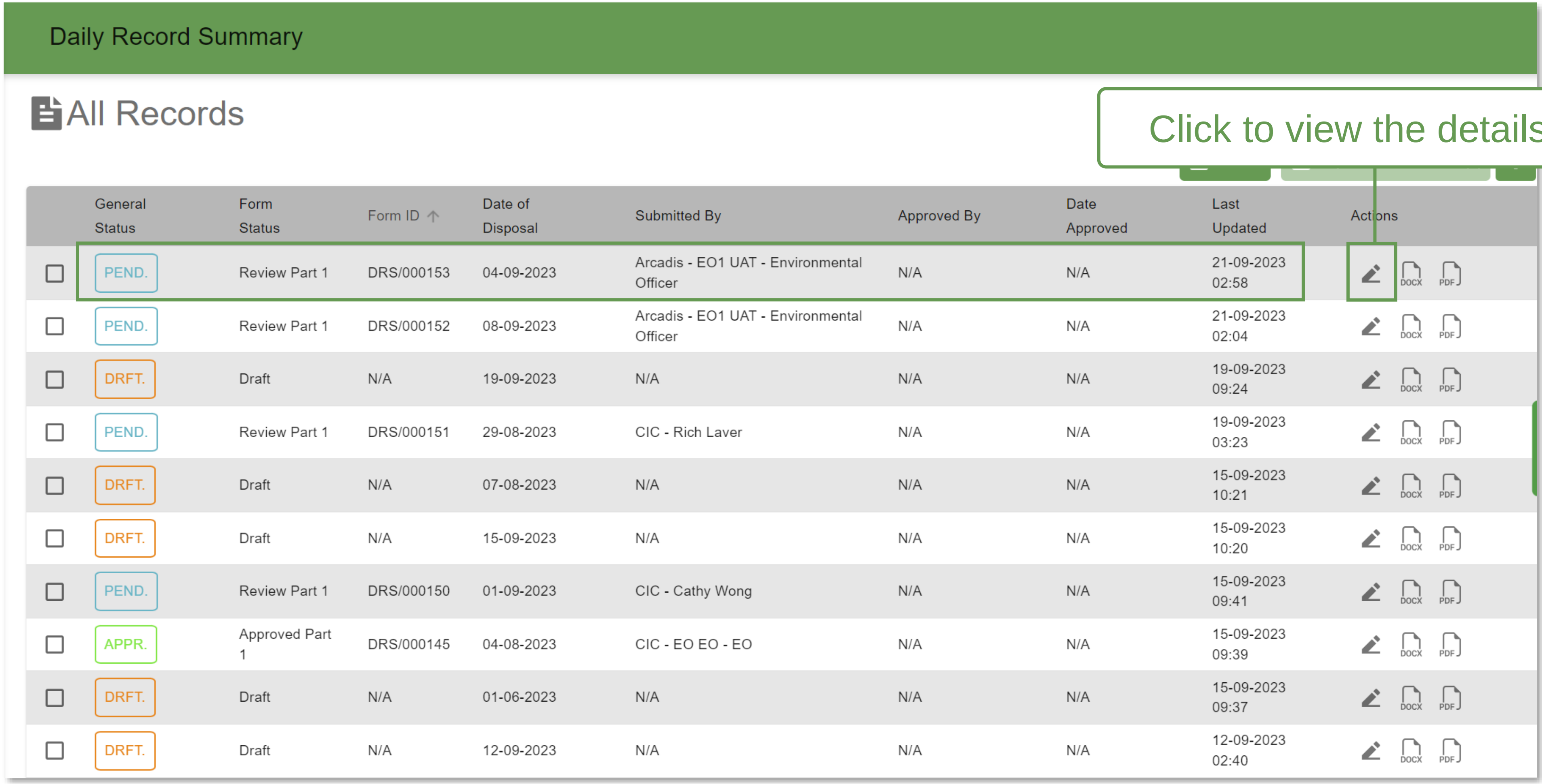
Step 14: Click to select users to assign

Step 15: Click to select/ remove users to notify (optional)

Step 16: Insert signature

Step 17: Click to submit

Submit DRS Part 1 (2.3.5)



Daily Record Summary

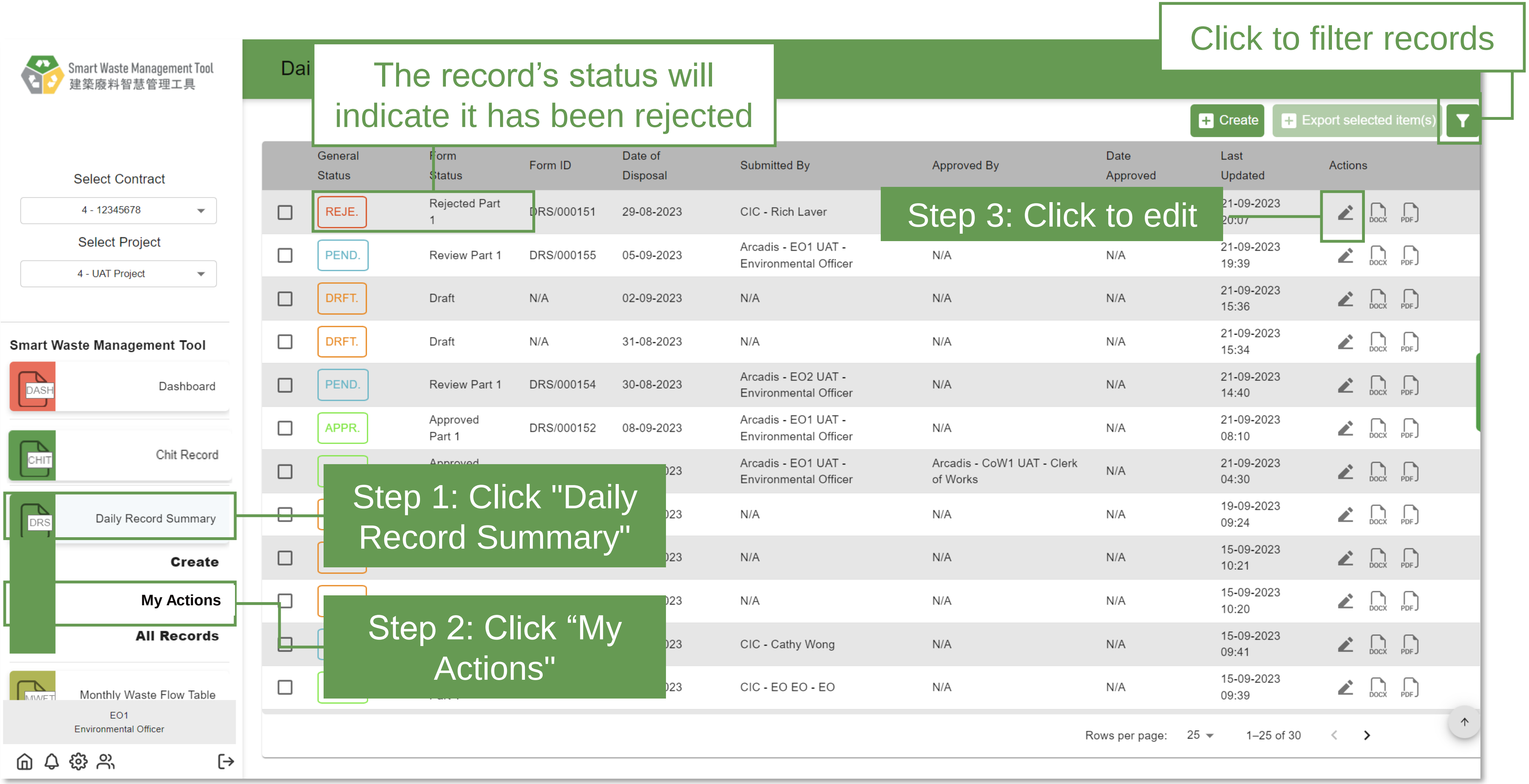
All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	Review Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:58	DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	19-09-2023 03:23	DOCX PDF
☐	DRFT.	Draft	N/A	07-08-2023	N/A	N/A	N/A	15-09-2023 10:21	DOCX PDF
☐	DRFT.	Draft	N/A	15-09-2023	N/A	N/A	N/A	15-09-2023 10:20	DOCX PDF
☐	PEND.	Review Part 1	DRS/000150	01-09-2023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	DOCX PDF
☐	APPR.	Approved Part 1	DRS/000145	04-08-2023	CIC - EO EO - EO	N/A	N/A	15-09-2023 09:39	DOCX PDF
☐	DRFT.	Draft	N/A	01-06-2023	N/A	N/A	N/A	15-09-2023 09:37	DOCX PDF
☐	DRFT.	Draft	N/A	12-09-2023	N/A	N/A	N/A	12-09-2023 02:40	DOCX PDF

Click to view the details

DRS Part 1 has been successfully submitted

Resubmit DRS Part 1 (2.4.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
Create
My Actions
All Records
MWFT
Monthly Waste Flow Table
EO1
Environmental Officer
Dai
Create
Export selected item(s)
Rows per page:
25
1–25 of 30

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	REJE.	Rejected Part 1	DRS/000151	29-08-2023	CIC - Rich Laver			21-09-2023 20:07	DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 19:39	DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	DOCX PDF
☐		Approved		023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX PDF
☐				023	N/A	N/A	N/A	19-09-2023 09:24	DOCX PDF
☐				023	N/A	N/A	N/A	15-09-2023 10:21	DOCX PDF
☐				023	N/A	N/A	N/A	15-09-2023 10:20	DOCX PDF
☐				023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	DOCX PDF
☐				023	CIC - EO EO - EO	N/A	N/A	15-09-2023 09:39	DOCX PDF

Click to filter records

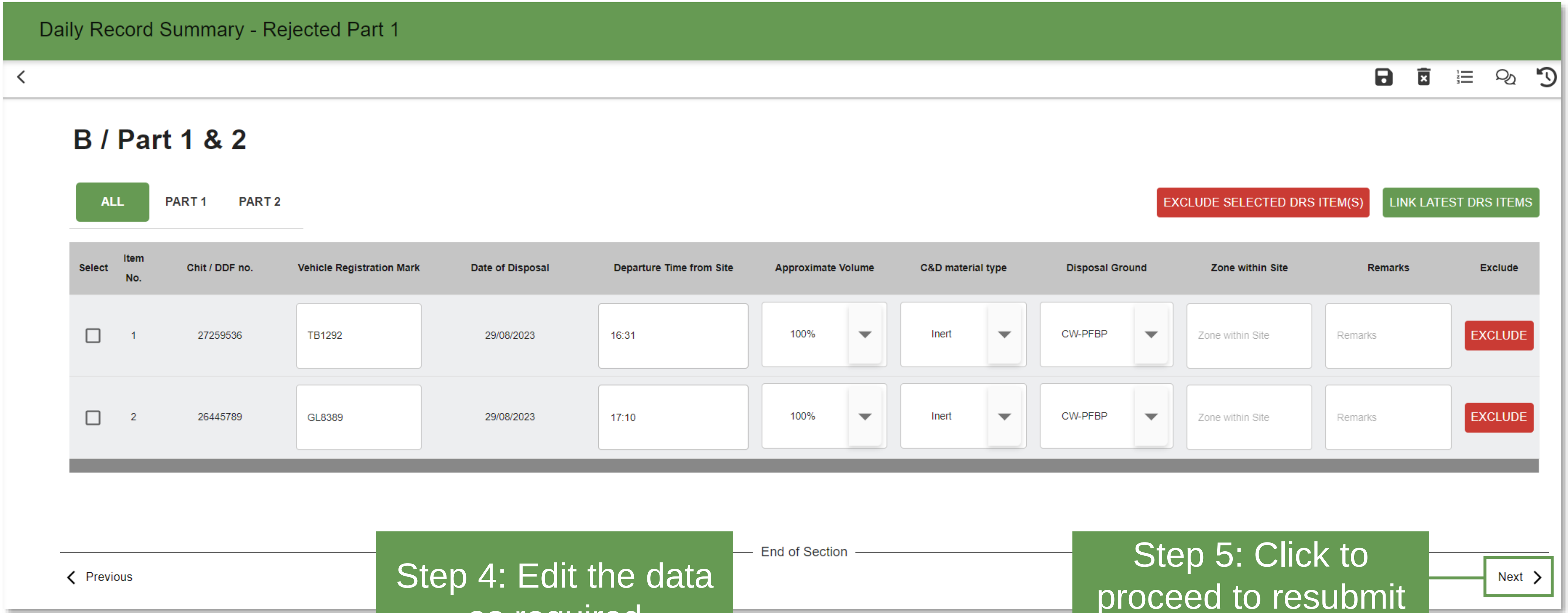
The record’s status will indicate it has been rejected

Step 3: Click to edit

Step 1: Click "Daily Record Summary"

Step 2: Click “My Actions"

Resubmit DRS Part 1 (2.4.2)



Daily Record Summary - Rejected Part 1

B / Part 1 & 2

ALL
PART 1
PART 2
EXCLUDE SELECTED DRS ITEM(S)
LINK LATEST DRS ITEMS

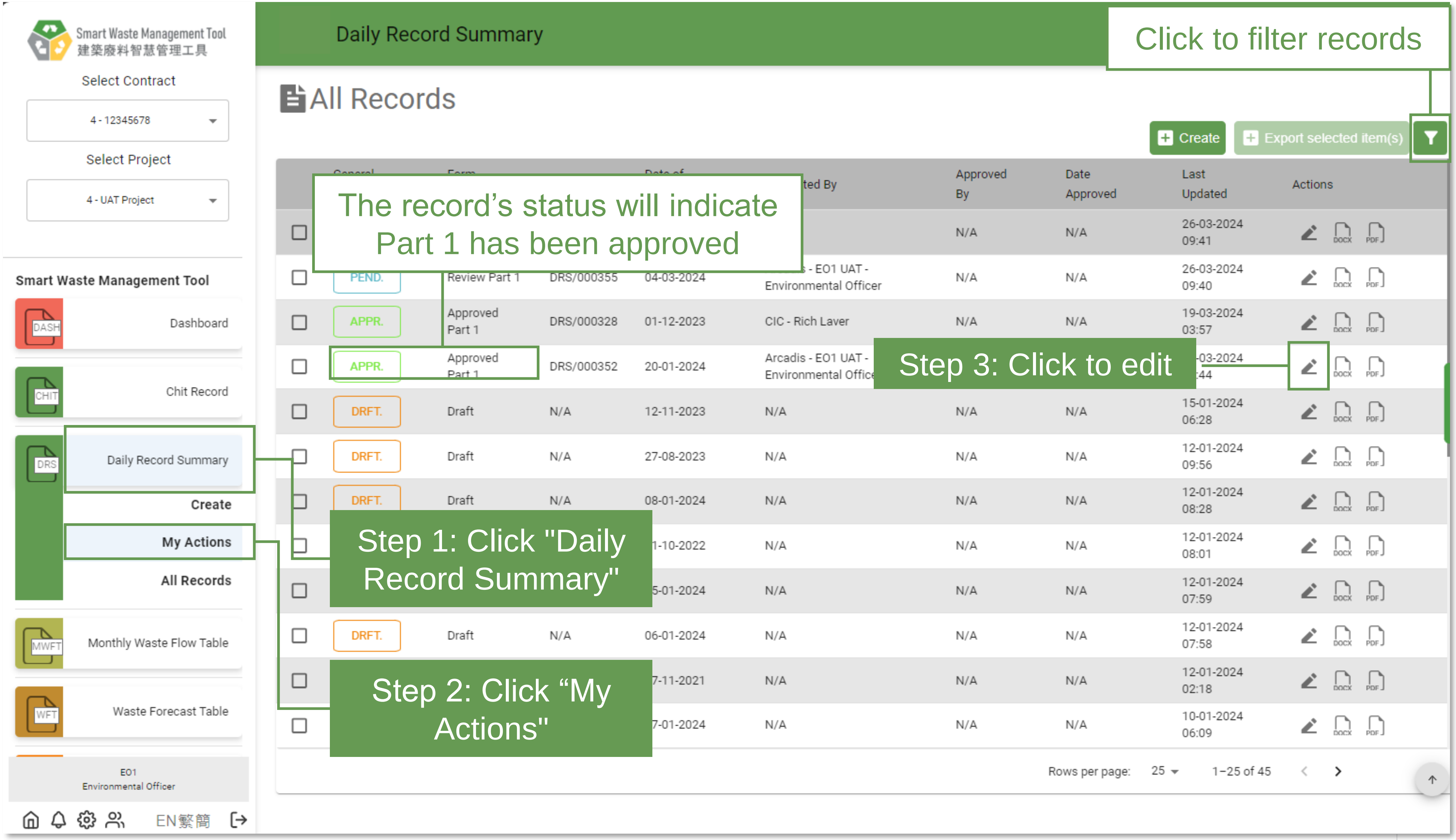
Select	Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remarks	Exclude
☐	1	27259536	TB1292	29/08/2023	16:31	100%	Inert	CW-PFBP	Zone within Site	Remarks	EXCLUDE
☐	2	26445789	GL8389	29/08/2023	17:10	100%	Inert	CW-PFBP	Zone within Site	Remarks	EXCLUDE

End of Section
Previous
Next

Step 4: Edit the data as required

Step 5: Click to proceed to resubmit the record

Submit DRS Part 2 (2.5.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
Create
My Actions
All Records
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
E01
Environmental Officer
EN 繁 簡
Daily Record Summary
All Records
Create
Export selected item(s)
Rows per page: 25
1–25 of 45

	General	Form		Date of	ted By	Approved By	Date Approved	Last Updated	Actions
☐						N/A	N/A	26-03-2024 09:41	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000355	04-03-2024	s - E01 UAT - Environmental Officer	N/A	N/A	26-03-2024 09:40	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000328	01-12-2023	CIC - Rich Laver	N/A	N/A	19-03-2024 03:57	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000352	20-01-2024	Arcadis - E01 UAT - Environmental Office			03-2024 44	✎ DOCX PDF
☐	DRFT.	Draft	N/A	12-11-2023	N/A	N/A	N/A	15-01-2024 06:28	✎ DOCX PDF
☐	DRFT.	Draft	N/A	27-08-2023	N/A	N/A	N/A	12-01-2024 09:56	✎ DOCX PDF
☐	DRFT.	Draft	N/A	08-01-2024	N/A	N/A	N/A	12-01-2024 08:28	✎ DOCX PDF
☐				1-10-2022	N/A	N/A	N/A	12-01-2024 08:01	✎ DOCX PDF
☐				5-01-2024	N/A	N/A	N/A	12-01-2024 07:59	✎ DOCX PDF
☐	DRFT.	Draft	N/A	06-01-2024	N/A	N/A	N/A	12-01-2024 07:58	✎ DOCX PDF
☐				7-11-2021	N/A	N/A	N/A	12-01-2024 02:18	✎ DOCX PDF
☐				7-01-2024	N/A	N/A	N/A	10-01-2024 06:09	✎ DOCX PDF

Click to filter records

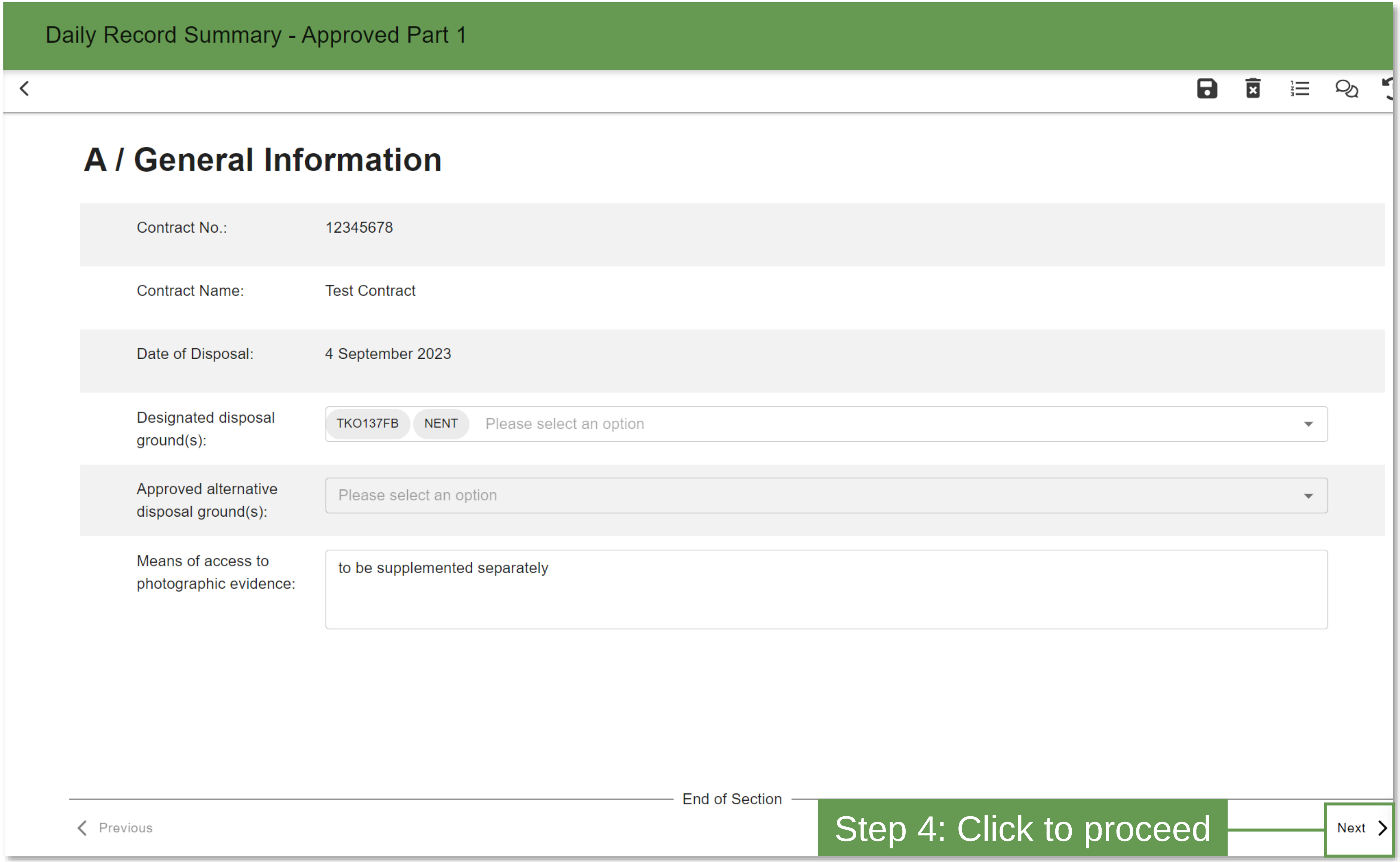
The record’s status will indicate Part 1 has been approved

Step 3: Click to edit

Step 1: Click "Daily Record Summary"

Step 2: Click “My Actions"

Submit DRS Part 2 (2.5.2)



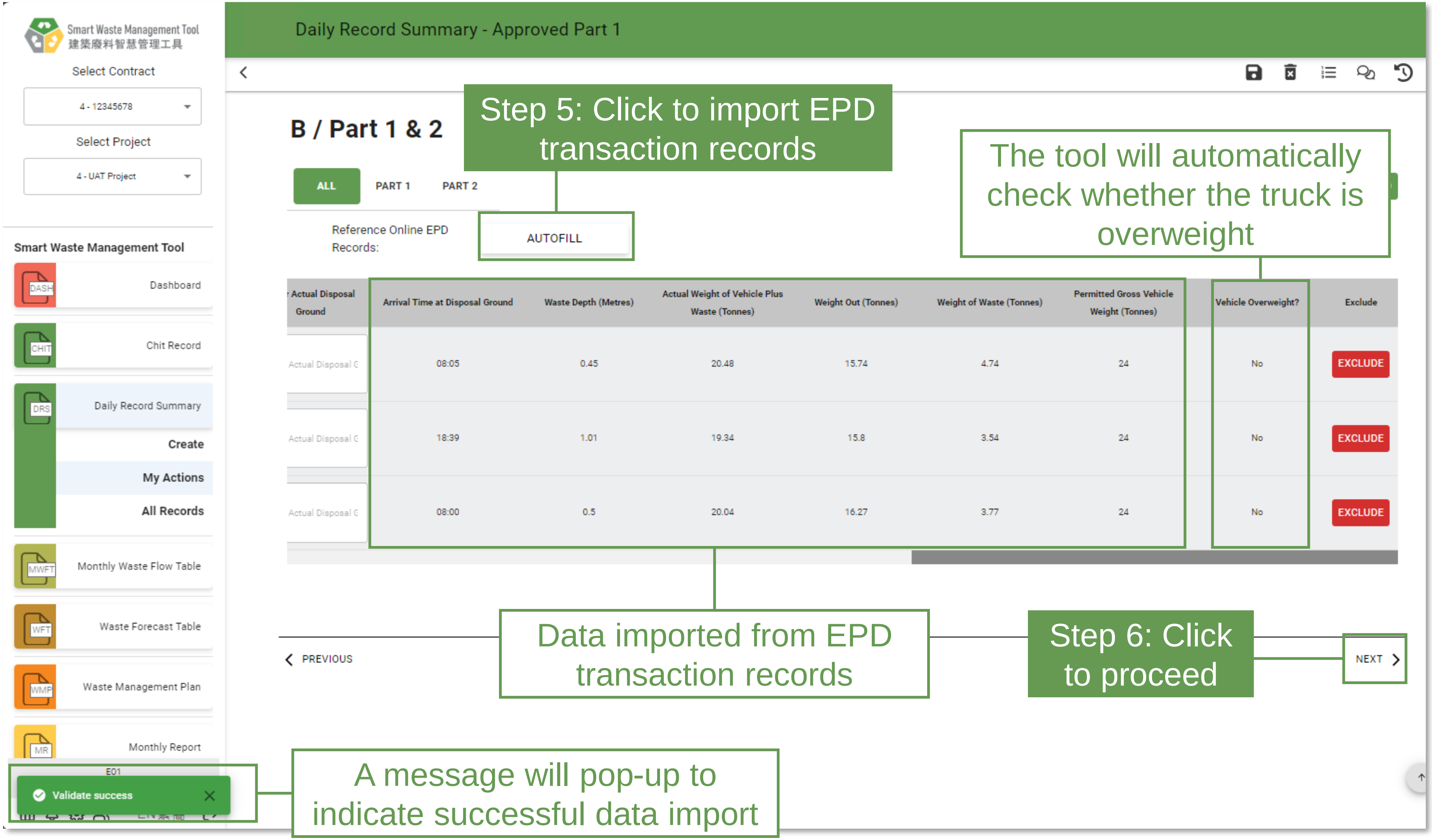
Daily Record Summary - Approved Part 1

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	4 September 2023
Designated disposal ground(s):	TKO137FB NENT Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	to be supplemented separately

Step 4: Click to proceed

Submit DRS Part 2 (2.5.3)


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
Create
My Actions
All Records
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
E01
Daily Record Summary - Approved Part 1
ALL
PART 1
PART 2
PREVIOUS
NEXT

B / Part 1 & 2

Step 5: Click to import EPD transaction records

Reference Online EPD Records: AUTOFILL

The tool will automatically check whether the truck is overweight

Actual Disposal Ground	Arrival Time at Disposal Ground	Waste Depth (Metres)	Actual Weight of Vehicle Plus Waste (Tonnes)	Weight Out (Tonnes)	Weight of Waste (Tonnes)	Permitted Gross Vehicle Weight (Tonnes)	Vehicle Overweight?	Exclude
Actual Disposal G	08:05	0.45	20.48	15.74	4.74	24	No	EXCLUDE
Actual Disposal G	18:39	1.01	19.34	15.8	3.54	24	No	EXCLUDE
Actual Disposal G	08:00	0.5	20.04	16.27	3.77	24	No	EXCLUDE

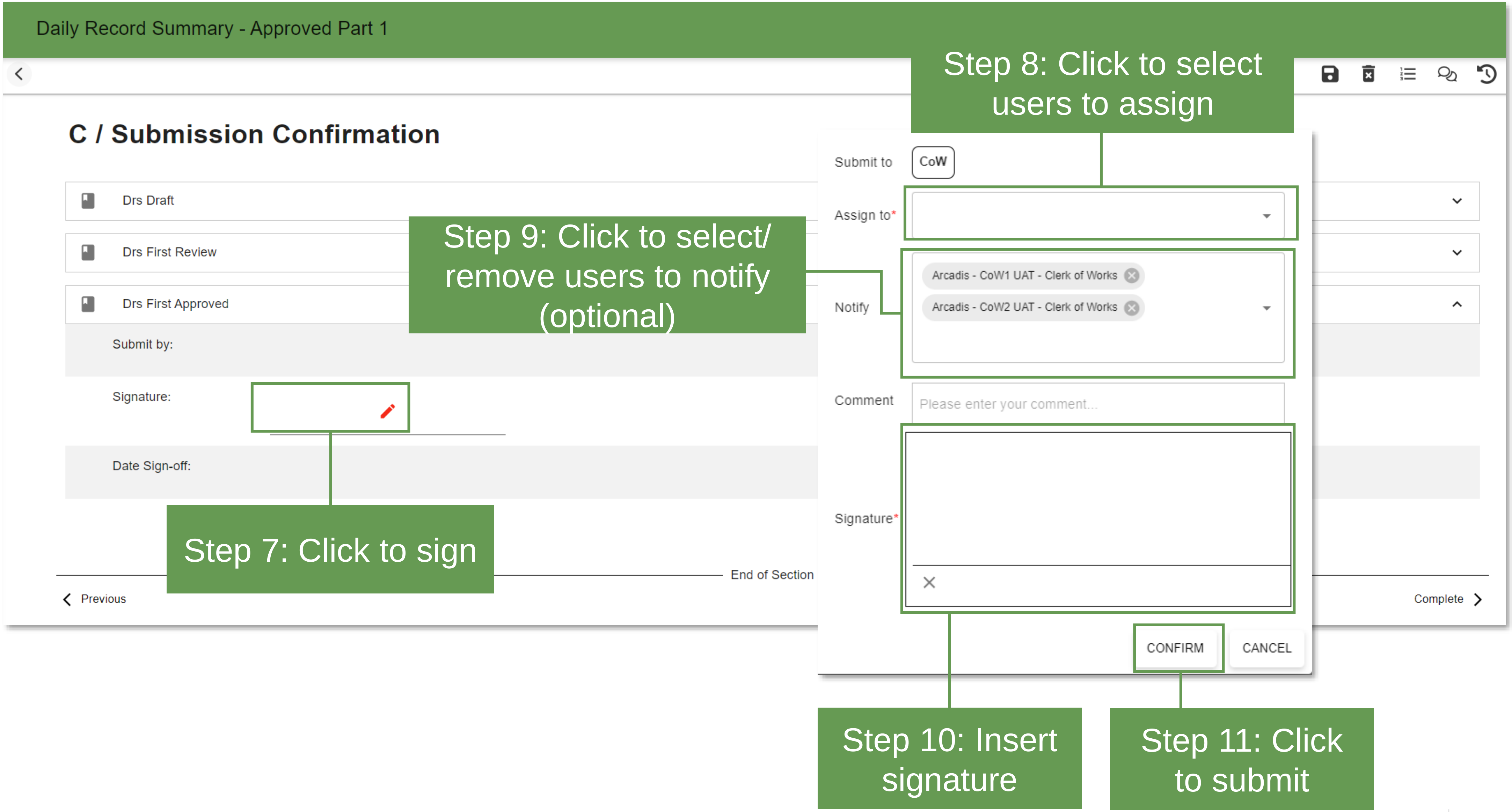
Data imported from EPD transaction records

Step 6: Click to proceed

Validate success

A message will pop-up to indicate successful data import

Submit DRS Part 2 (2.5.4)



Daily Record Summary - Approved Part 1

C / Submission Confirmation

Drs Draft
Drs First Review
Drs First Approved
Submit by:
Signature:
Date Sign-off:
End of Section
Previous
Complete

Submit to: CoW

Assign to*

Notify: Arcadis - CoW1 UAT - Clerk of Works; Arcadis - CoW2 UAT - Clerk of Works

Comment: Please enter your comment...

Signature*

CONFIRM
CANCEL

Step 7: Click to sign

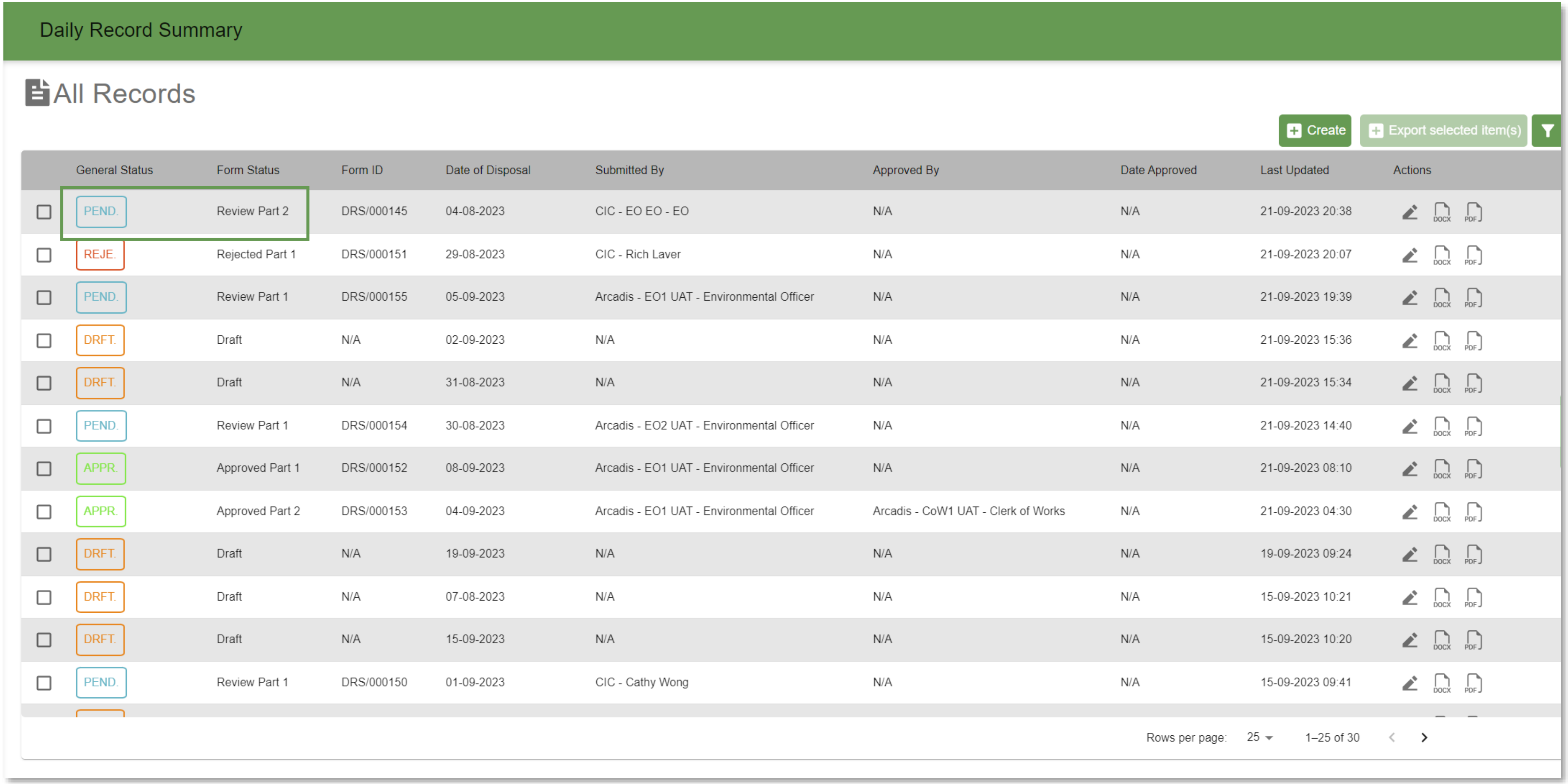
Step 8: Click to select users to assign

Step 9: Click to select/ remove users to notify (optional)

Step 10: Insert signature

Step 11: Click to submit

Submit DRS Part 2 (2.5.5)



Daily Record Summary

All Records

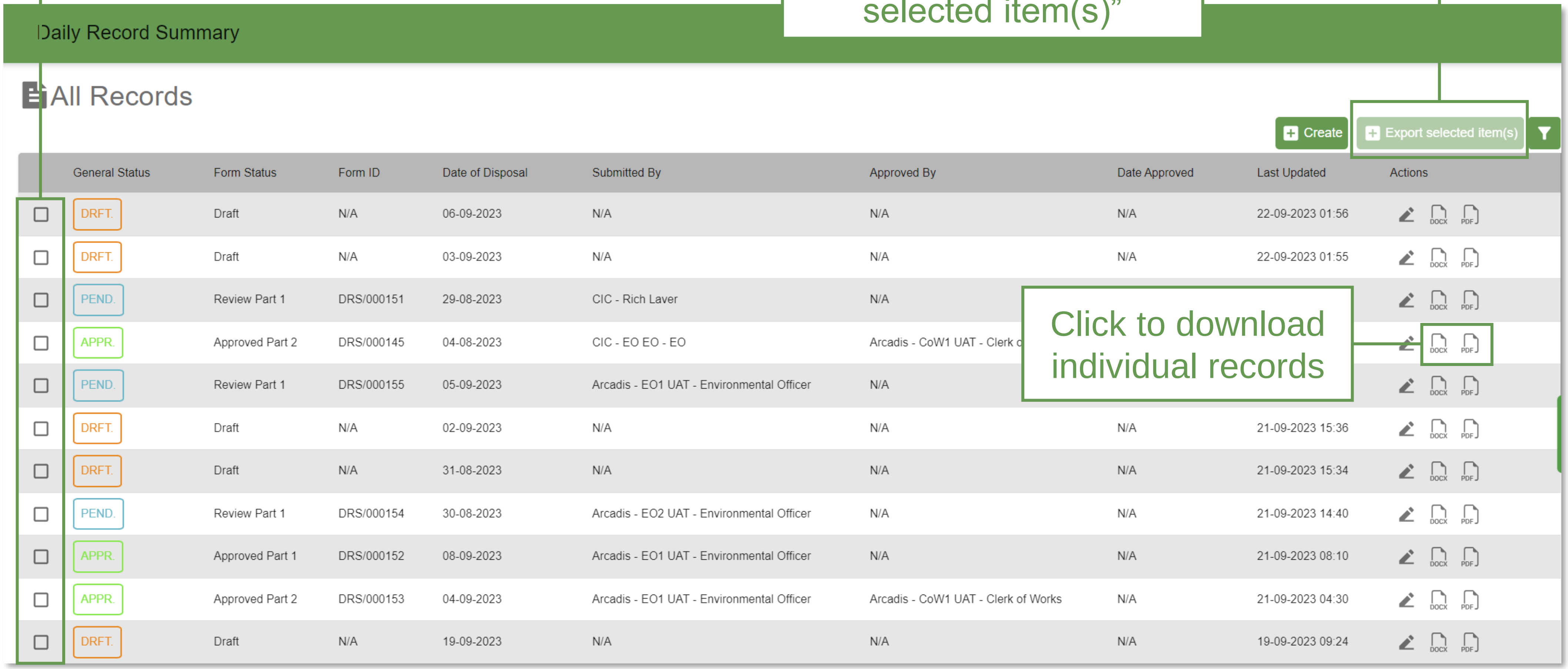
	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	Review Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	N/A	N/A	21-09-2023 20:38	✎ DOCX PDF
☐	REJE.	Rejected Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	21-09-2023 20:07	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 19:39	✎ DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	✎ DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	✎ DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	✎ DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	✎ DOCX PDF
☐	DRFT.	Draft	N/A	07-08-2023	N/A	N/A	N/A	15-09-2023 10:21	✎ DOCX PDF
☐	DRFT.	Draft	N/A	15-09-2023	N/A	N/A	N/A	15-09-2023 10:20	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000150	01-09-2023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	✎ DOCX PDF

Rows per page: 25 1–25 of 30

The record's status is submitted

Export Records (2.6.1)

Select multiple records, then select “Export selected item(s)”

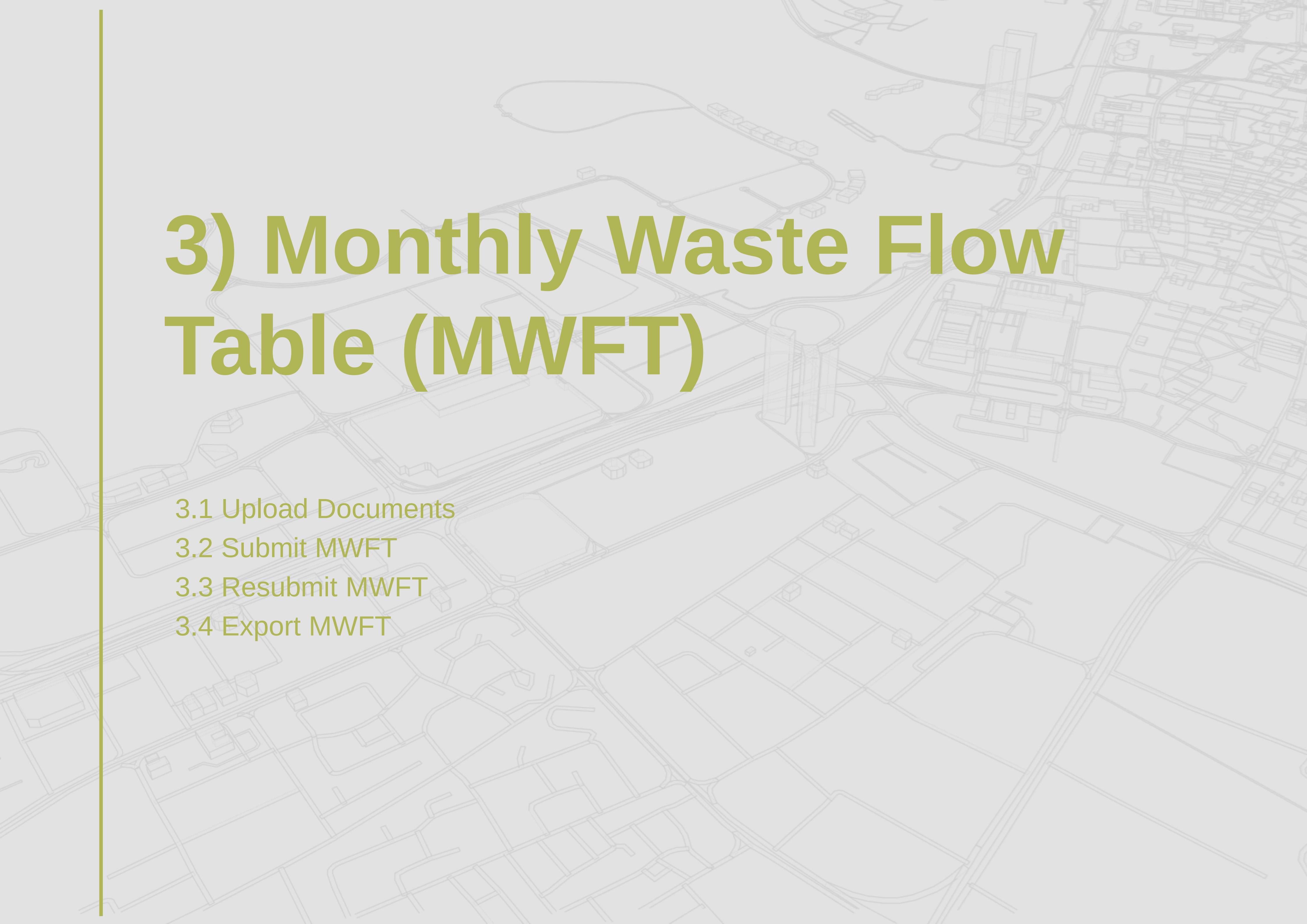


Daily Record Summary

All Records

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	DRFT.	Draft	N/A	06-09-2023	N/A	N/A	N/A	22-09-2023 01:56	DOCX PDF
☐	DRFT.	Draft	N/A	03-09-2023	N/A	N/A	N/A	22-09-2023 01:55	DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A			DOCX PDF
☐	APPR.	Approved Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	Arcadis - CoW1 UAT - Clerk o			DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A			DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	DOCX PDF

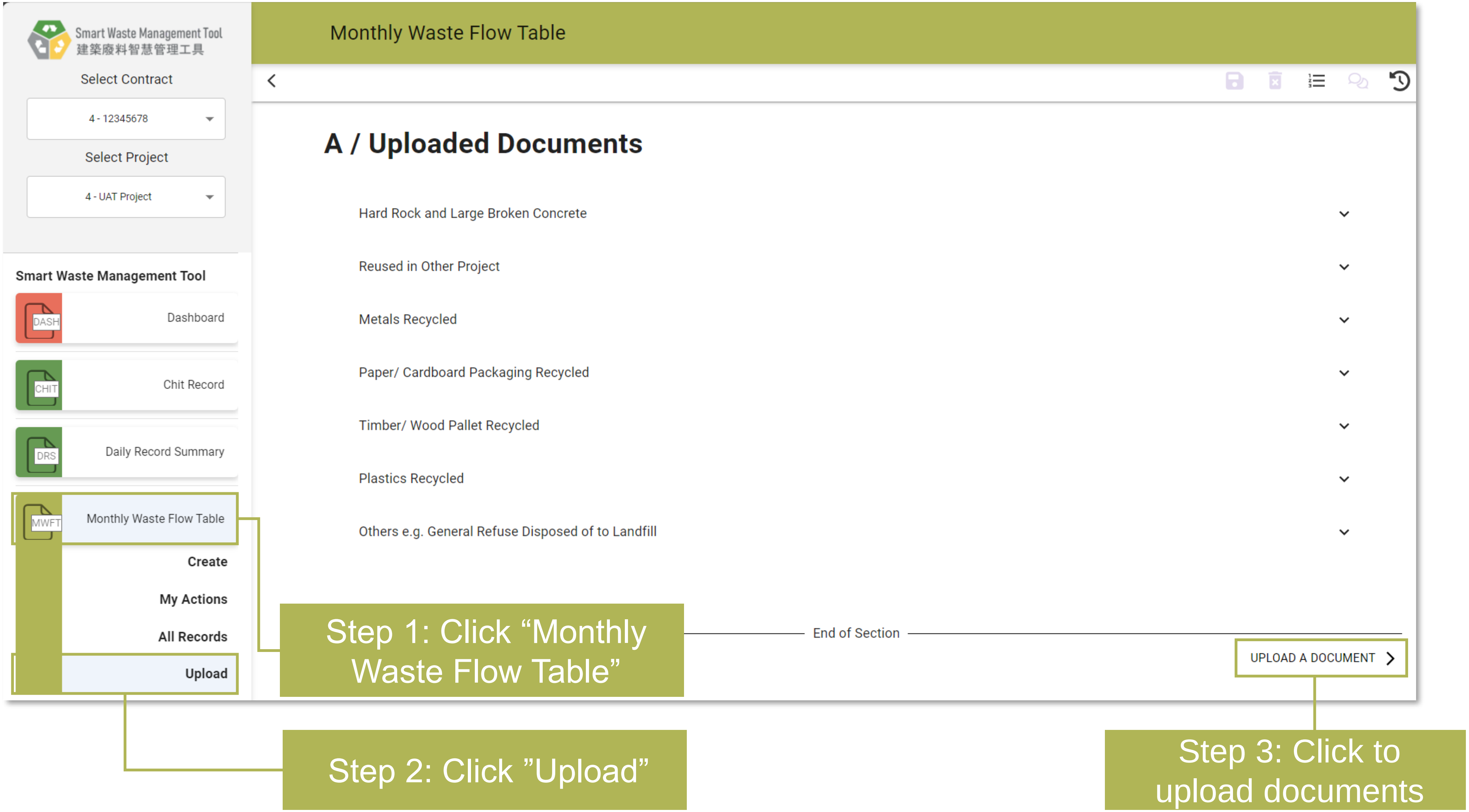
Click to download individual records



3) Monthly Waste Flow Table (MWFT)

3.1 Upload Documents
3.2 Submit MWFT
3.3 Resubmit MWFT
3.4 Export MWFT

Upload Documents (3.1.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Create
My Actions
All Records
Upload
Monthly Waste Flow Table
End of Section
UPLOAD A DOCUMENT

A / Uploaded Documents

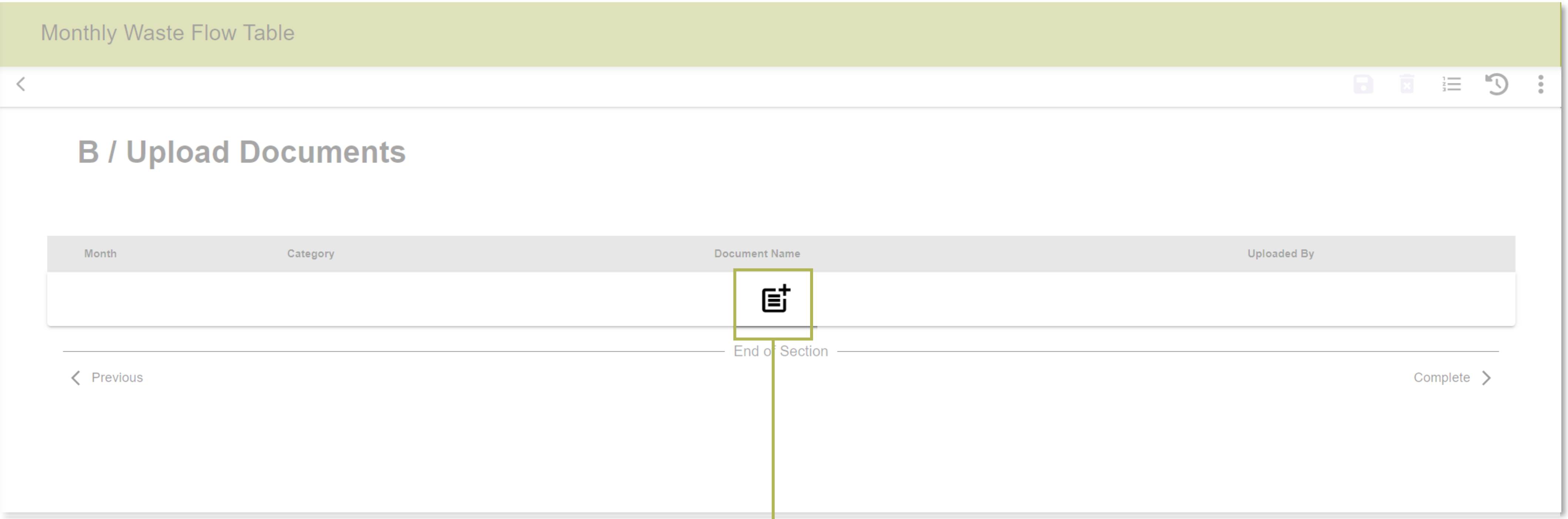
- Hard Rock and Large Broken Concrete
- Reused in Other Project
- Metals Recycled
- Paper/ Cardboard Packaging Recycled
- Timber/ Wood Pallet Recycled
- Plastics Recycled
- Others e.g. General Refuse Disposed of to Landfill

Step 1: Click “Monthly Waste Flow Table”

Step 2: Click ”Upload”

Step 3: Click to upload documents

Upload Documents (3.1.2)



Monthly Waste Flow Table

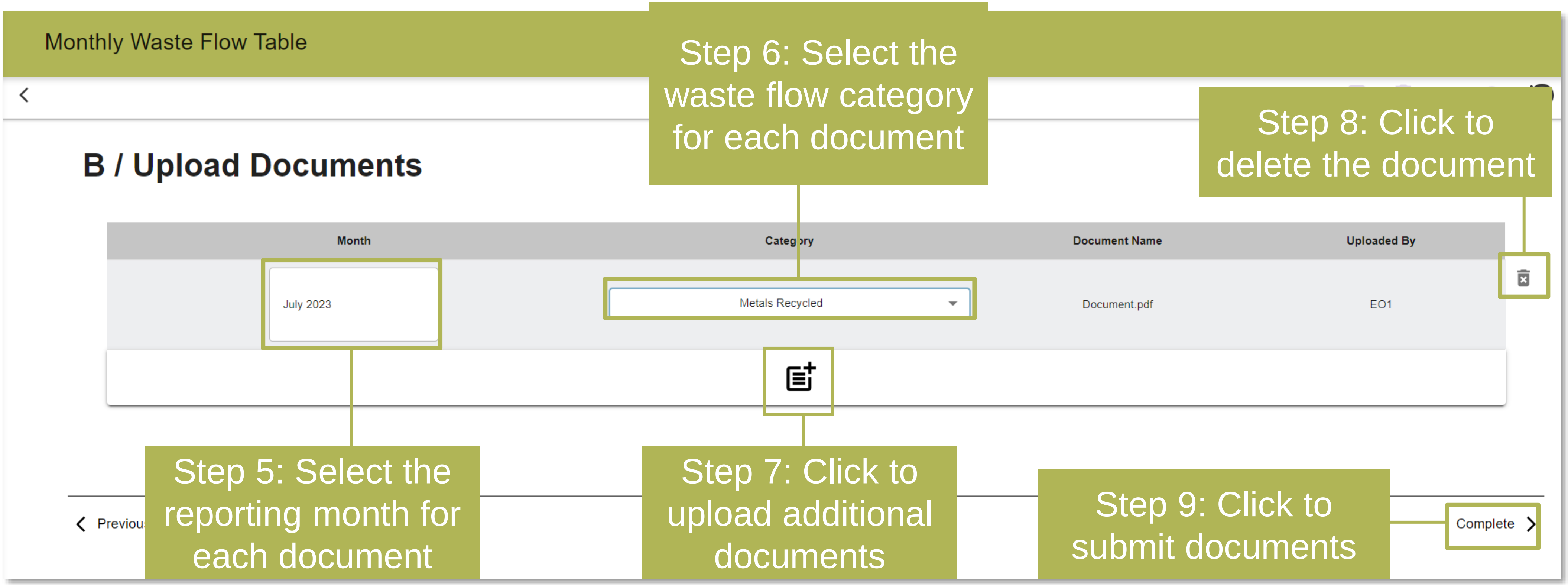
B / Upload Documents

Month	Category	Document Name	Uploaded By

End of Section
Previous
Complete

Step 4: Click to upload documents
Acceptable file format: JPG/ PNG/ PDF

Upload Documents (3.1.3)



Monthly Waste Flow Table

B / Upload Documents

Month	Category	Document Name	Uploaded By
July 2023	Metals Recycled	Document.pdf	EO1

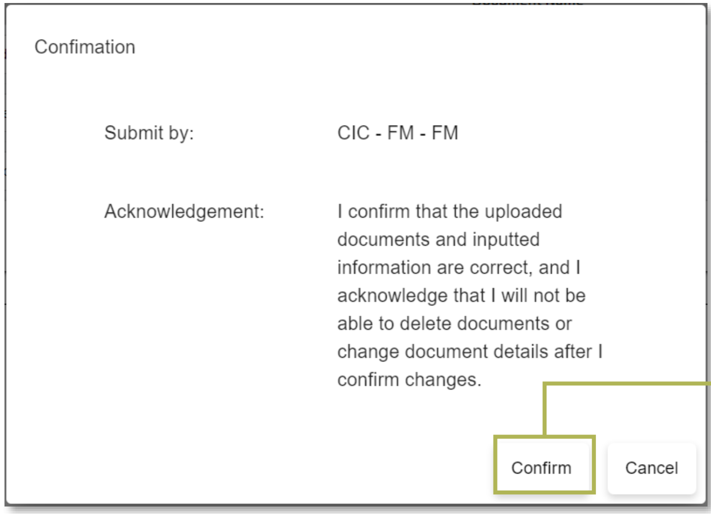
Step 5: Select the reporting month for each document

Step 6: Select the waste flow category for each document

Step 7: Click to upload additional documents

Step 8: Click to delete the document

Step 9: Click to submit documents



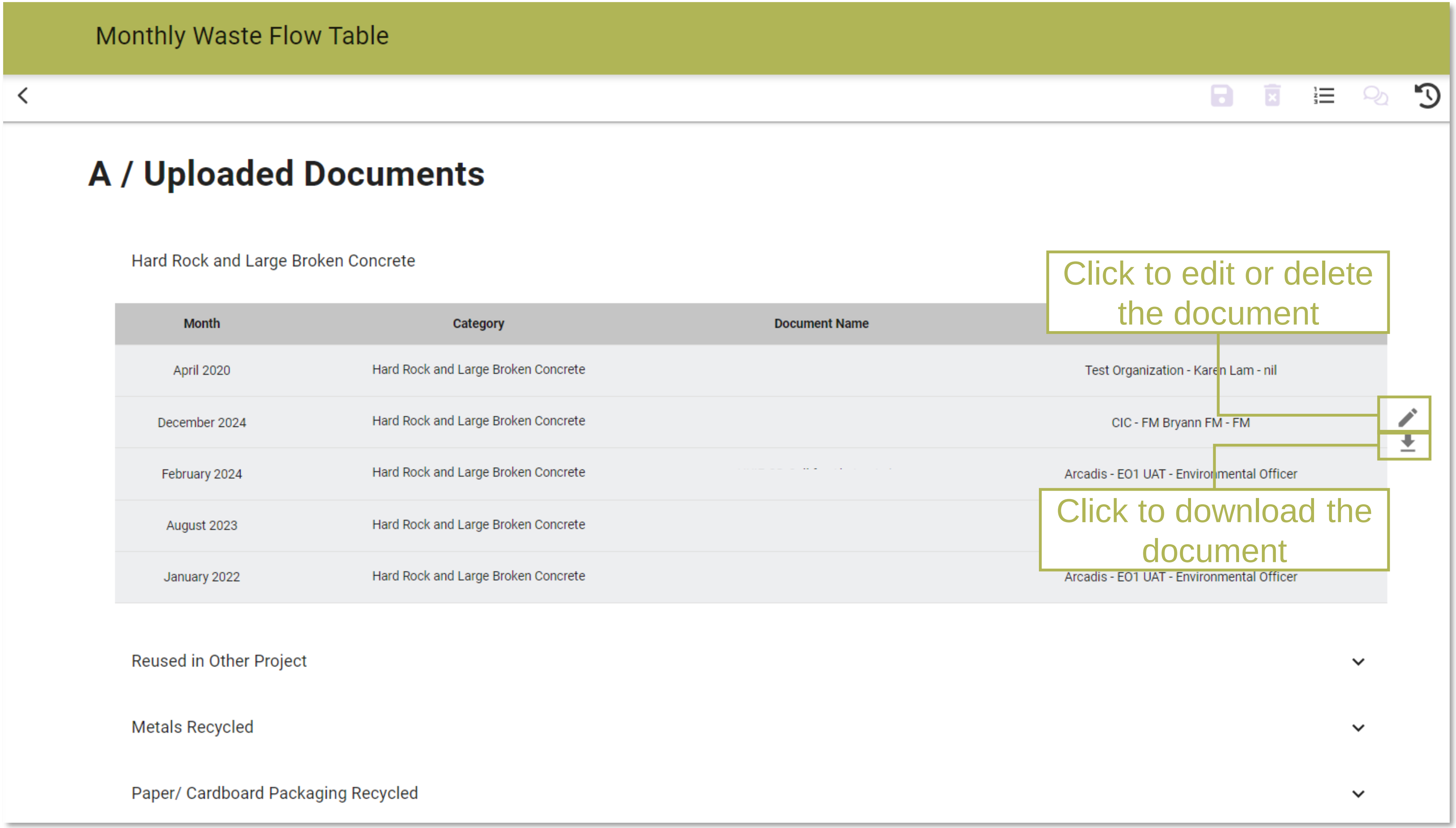
Confimation

Submit by: CIC - FM - FM

Acknowledgement: I confirm that the uploaded documents and inputted information are correct, and I acknowledge that I will not be able to delete documents or change document details after I confirm changes.

Step 10: Click to confirm submission

Upload Documents (3.1.4)



Monthly Waste Flow Table

A / Uploaded Documents

Hard Rock and Large Broken Concrete

Month	Category	Document Name	
April 2020	Hard Rock and Large Broken Concrete		Test Organization - Karen Lam - nil
December 2024	Hard Rock and Large Broken Concrete		CIC - FM Bryann FM - FM
February 2024	Hard Rock and Large Broken Concrete		Arcadis - E01 UAT - Environmental Officer
August 2023	Hard Rock and Large Broken Concrete		
January 2022	Hard Rock and Large Broken Concrete		Arcadis - E01 UAT - Environmental Officer

Reused in Other Project

Metals Recycled

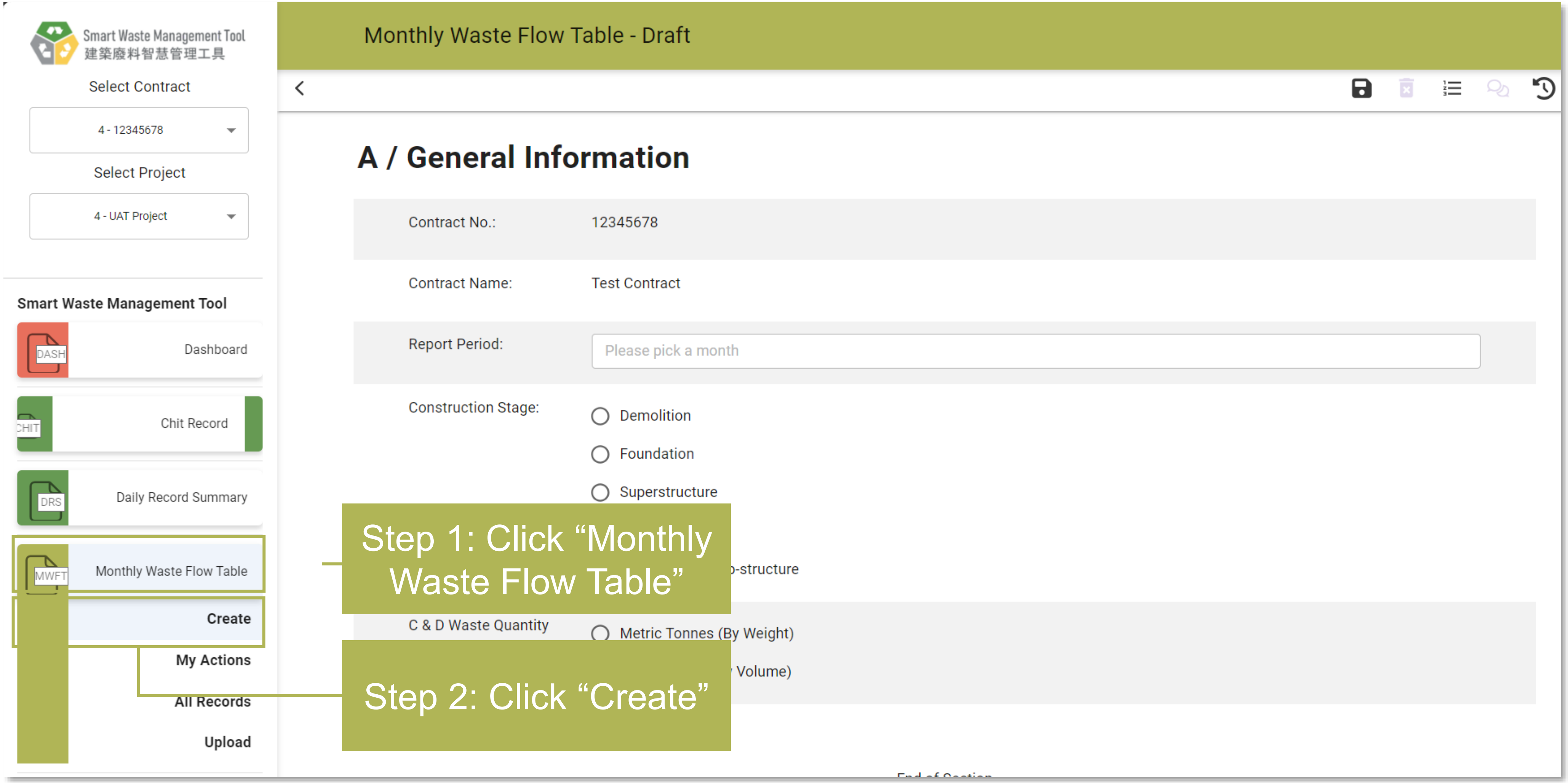
Paper/ Cardboard Packaging Recycled

Click to edit or delete the document

Click to download the document

All documents uploaded are displayed here

Submit MWFT (3.2.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Create
My Actions
All Records
Upload

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Monthly Waste Flow Table - Draft

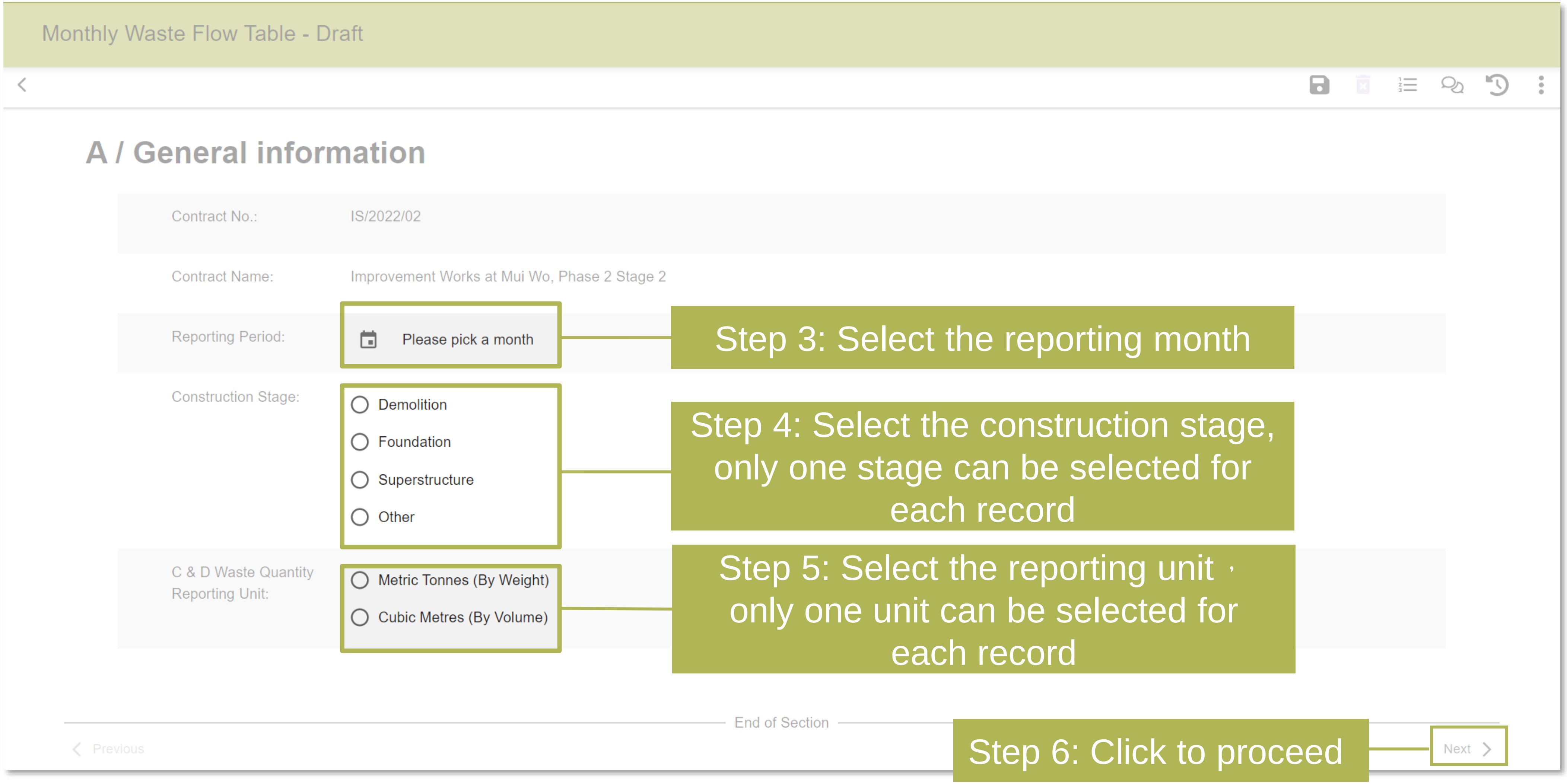
A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Report Period:	Please pick a month
Construction Stage:	○ Demolition ○ Foundation ○ Superstructure
C & D Waste Quantity	○ Metric Tonnes (By Weight)

Step 1: Click “Monthly Waste Flow Table”

Step 2: Click “Create”

Submit MWFT (3.2.2)



Monthly Waste Flow Table - Draft

A / General information

Contract No.:	IS/2022/02
Contract Name:	Improvement Works at Mui Wo, Phase 2 Stage 2
Reporting Period:	Please pick a month
Construction Stage:	○ Demolition ○ Foundation ○ Superstructure ○ Other
C & D Waste Quantity Reporting Unit:	○ Metric Tonnes (By Weight) ○ Cubic Metres (By Volume)

End of Section

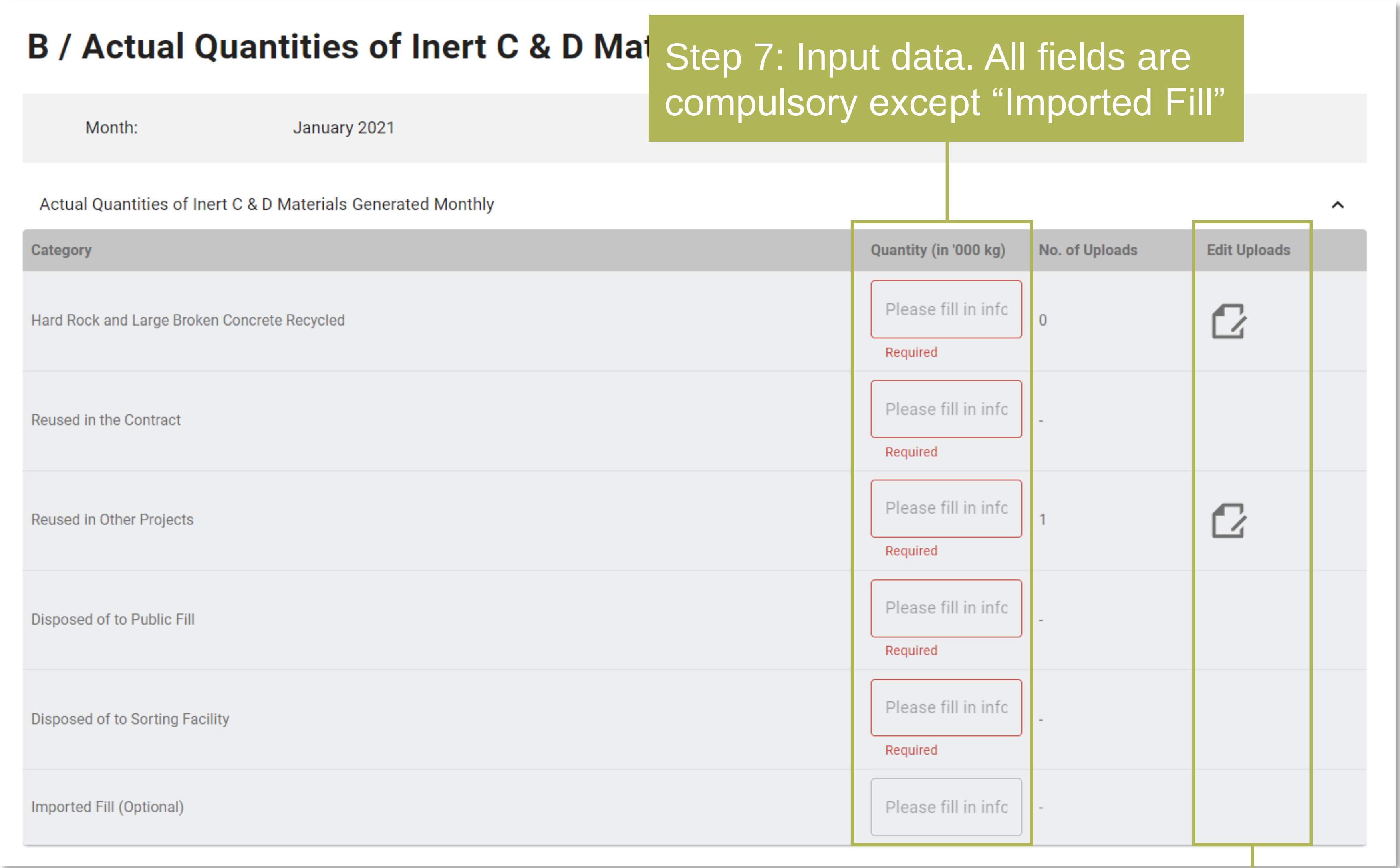
Step 3: Select the reporting month

Step 4: Select the construction stage, only one stage can be selected for each record

Step 5: Select the reporting unit, only one unit can be selected for each record

Step 6: Click to proceed

Submit MWFT (3.2.3)



B / Actual Quantities of Inert C & D Mat

Month: January 2021

Actual Quantities of Inert C & D Materials Generated Monthly

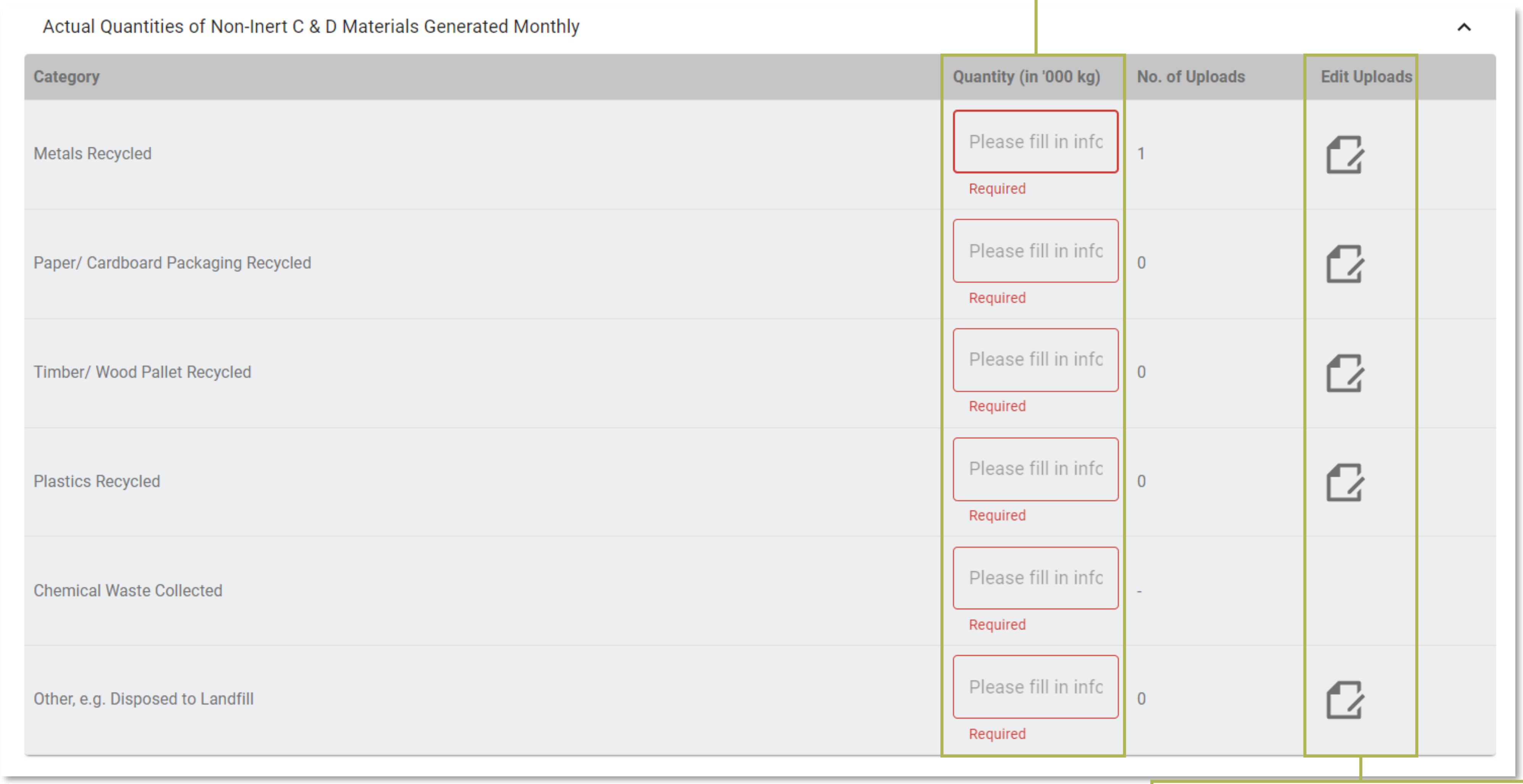
Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Hard Rock and Large Broken Concrete Recycled	Please fill in info Required	0	✎
Reused in the Contract	Please fill in info Required	-	
Reused in Other Projects	Please fill in info Required	1	✎
Disposed of to Public Fill	Please fill in info Required	-	
Disposed of to Sorting Facility	Please fill in info Required	-	
Imported Fill (Optional)	Please fill in info	-	

Step 7: Input data. All fields are compulsory except “Imported Fill”

Click to upload additional documents if needed

Submit MWFT (3.2.4)

Step 8: Input data. All fields are compulsory

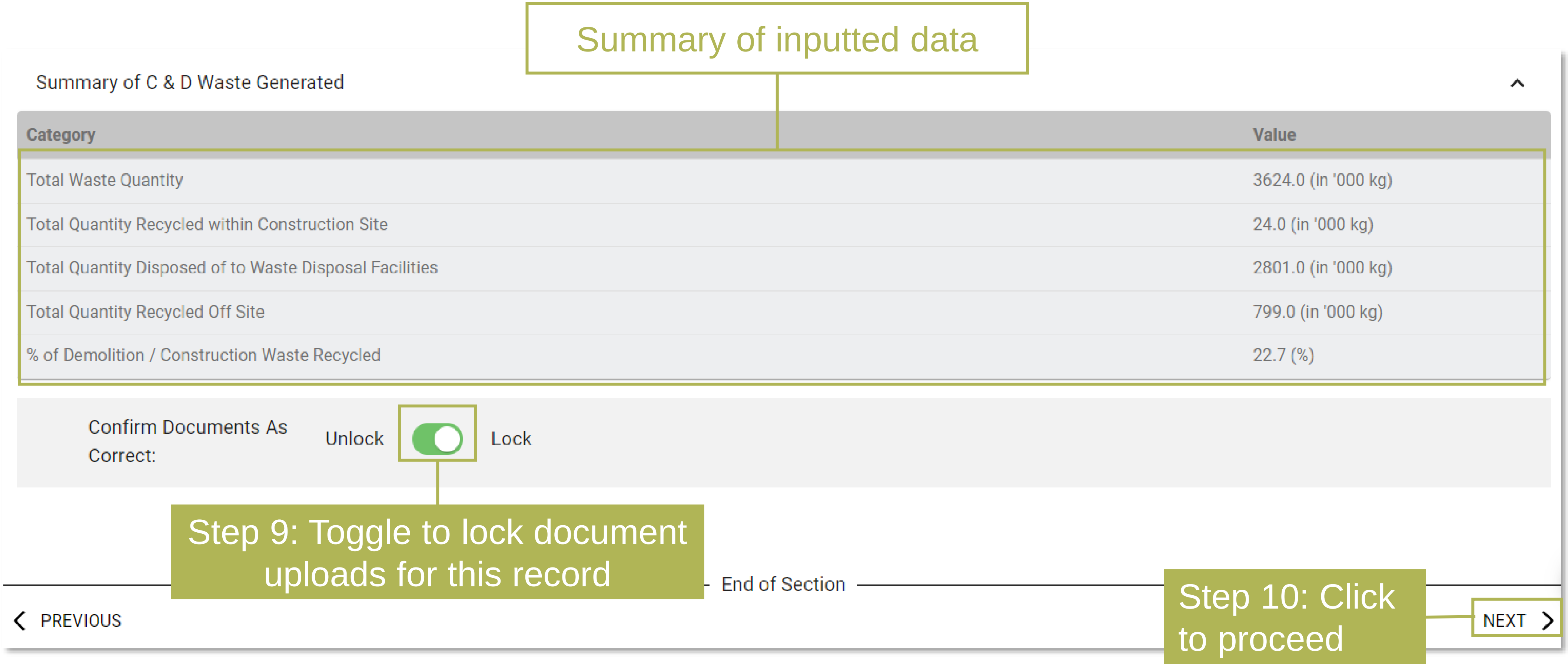


Actual Quantities of Non-Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Metals Recycled	Please fill in infc Required	1	✎
Paper/ Cardboard Packaging Recycled	Please fill in infc Required	0	✎
Timber/ Wood Pallet Recycled	Please fill in infc Required	0	✎
Plastics Recycled	Please fill in infc Required	0	✎
Chemical Waste Collected	Please fill in infc Required	-	
Other, e.g. Disposed to Landfill	Please fill in infc Required	0	✎

Click to upload additional documents if needed

Submit MWFT (3.2.5)



Summary of inputted data

Summary of C & D Waste Generated

Category	Value
Total Waste Quantity	3624.0 (in '000 kg)
Total Quantity Recycled within Construction Site	24.0 (in '000 kg)
Total Quantity Disposed of to Waste Disposal Facilities	2801.0 (in '000 kg)
Total Quantity Recycled Off Site	799.0 (in '000 kg)
% of Demolition / Construction Waste Recycled	22.7 (%)

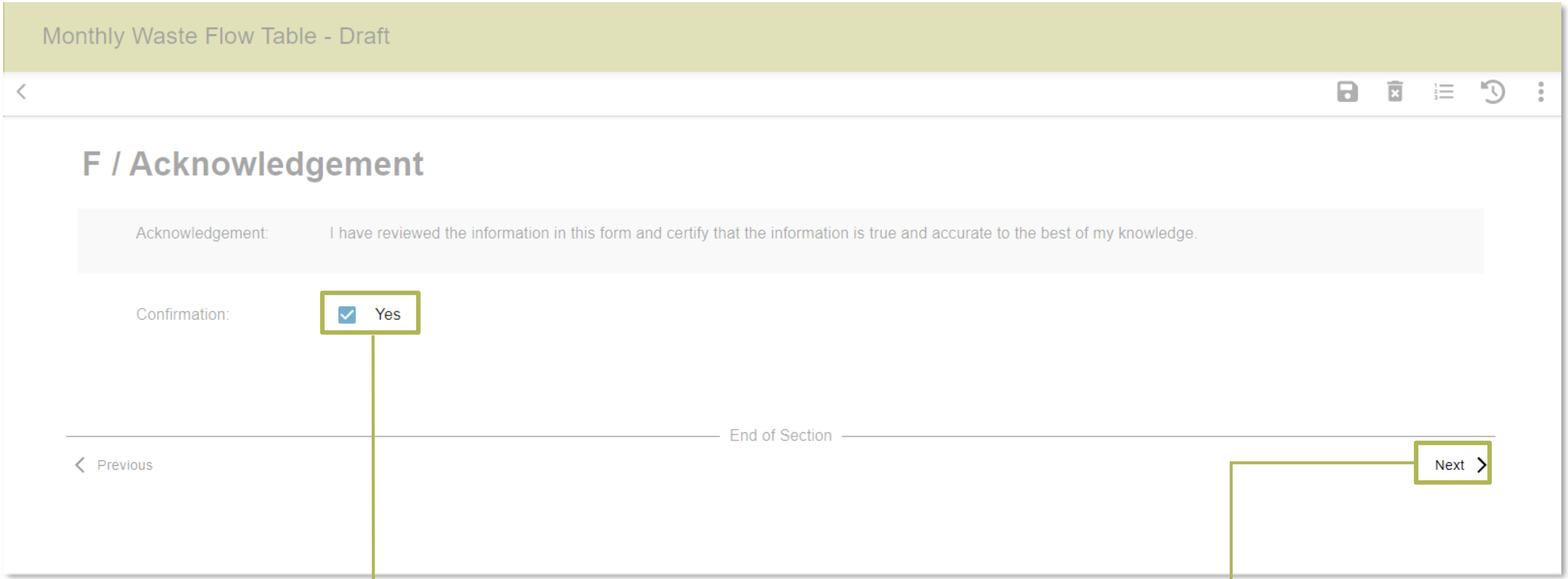
Confirm Documents As Correct: Unlock ● Lock

Step 9: Toggle to lock document uploads for this record

End of Section

Step 10: Click to proceed

Submit MWFT (3.2.6)



Monthly Waste Flow Table - Draft

F / Acknowledgement

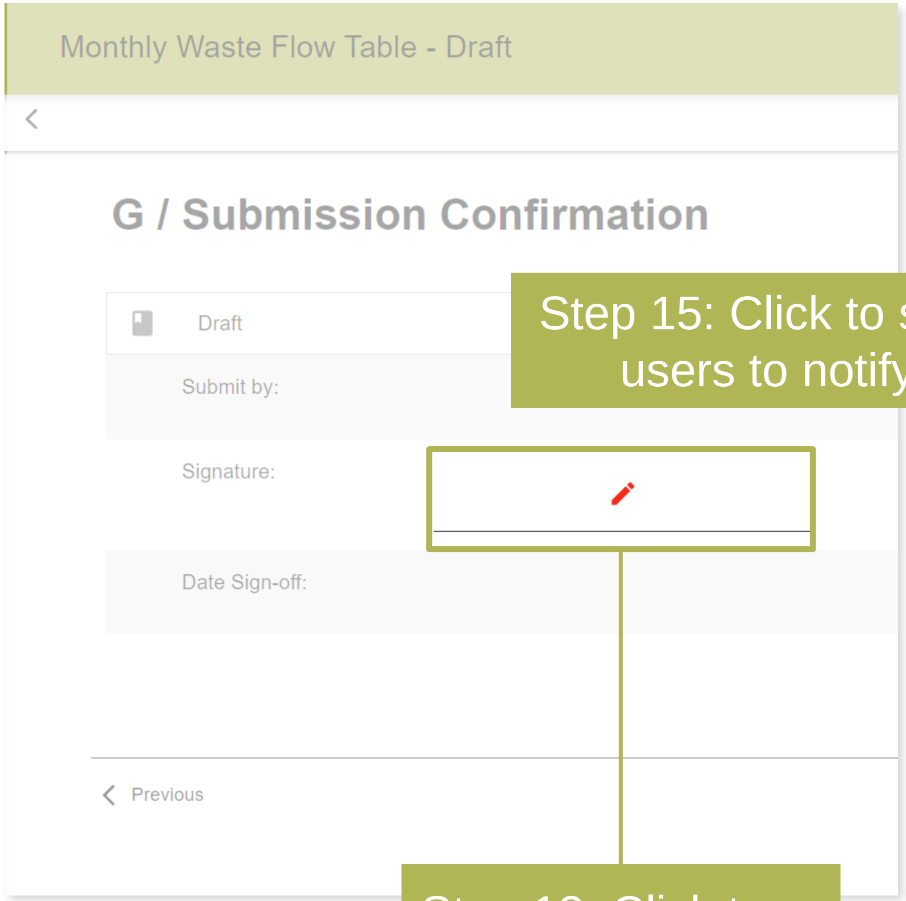
Acknowledgement: I have reviewed the information in this form and certify that the information is true and accurate to the best of my knowledge.

Confirmation: ☑ Yes

Step 11: Tick the box

Step 12: Click to proceed

Submit MWFT (3.2.7)



Monthly Waste Flow Table - Draft

G / Submission Confirmation

Draft

Submit by:

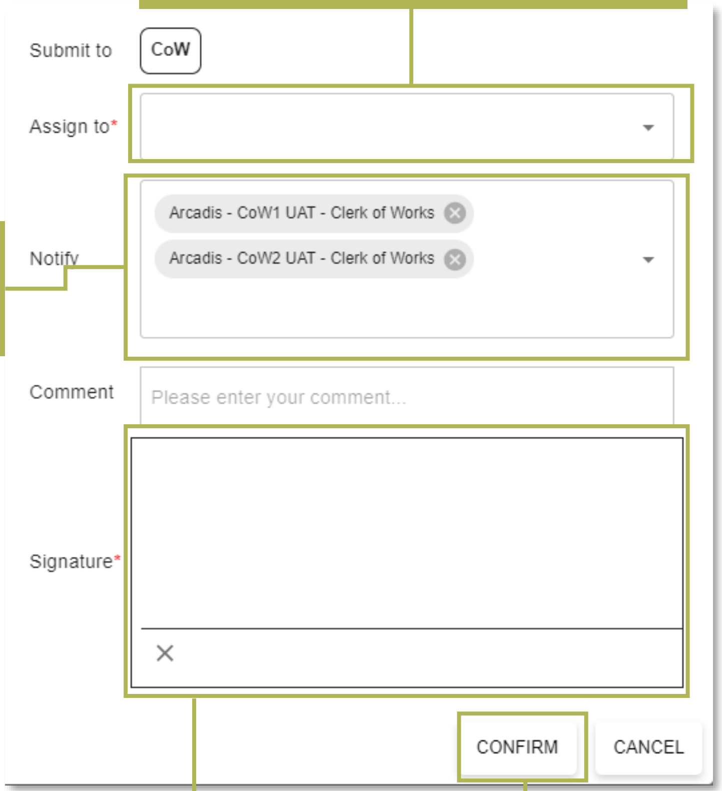
Signature:

Date Sign-off:

Step 13: Click to sign

Step 15: Click to select/ remove users to notify (optional)

Step 14: Click to select users to assign



Submit to: CoW

Assign to*

Notify: Arcadis - CoW1 UAT - Clerk of Works; Arcadis - CoW2 UAT - Clerk of Works

Comment: Please enter your comment...

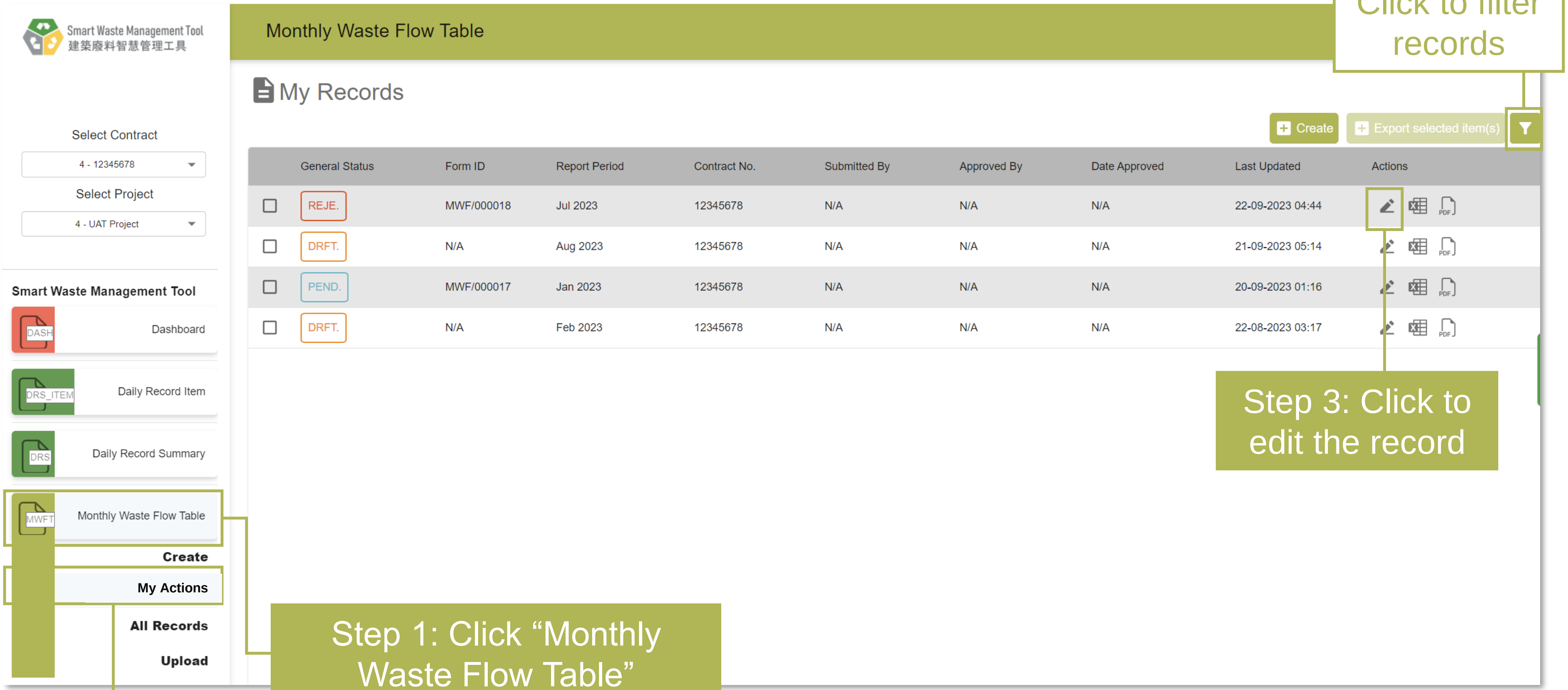
Signature*

Step 16: Insert signature

Step 17: Click to submit

Record status is updated to pending

Resubmit MWFT (3.3.1)


Smart Waste Management Tool
建築廢料智慧管理工具
Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Create
My Actions
All Records
Upload
Create
Export selected item(s)

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Monthly Waste Flow Table

My Records

	General Status	Form ID	Report Period	Contract No.	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	REJE.	MWF/000018	Jul 2023	12345678	N/A	N/A	N/A	22-09-2023 04:44	
☐	DRFT.	N/A	Aug 2023	12345678	N/A	N/A	N/A	21-09-2023 05:14	
☐	PEND.	MWF/000017	Jan 2023	12345678	N/A	N/A	N/A	20-09-2023 01:16	
☐	DRFT.	N/A	Feb 2023	12345678	N/A	N/A	N/A	22-08-2023 03:17	

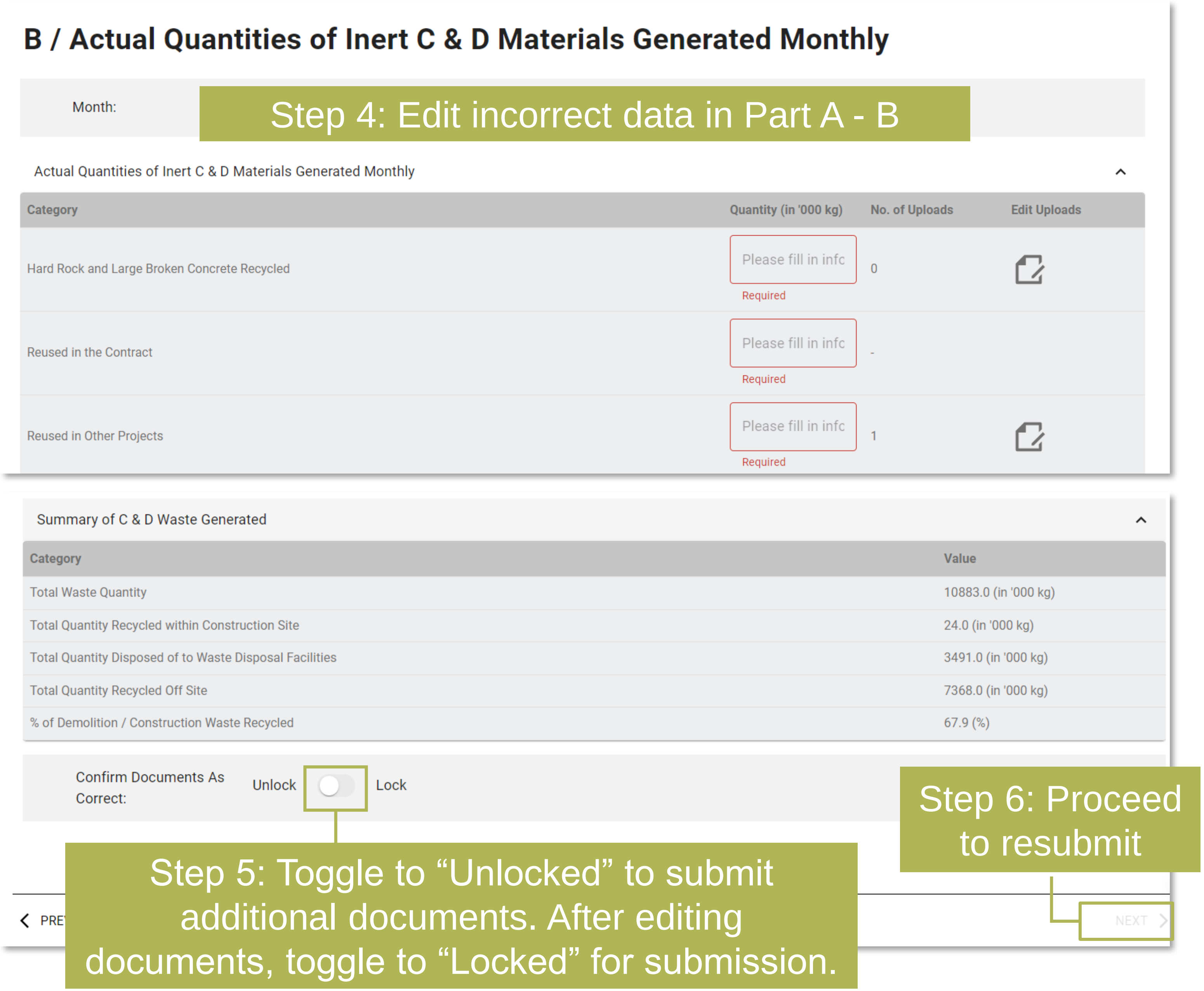
Click to filter records

Step 3: Click to edit the record

Step 1: Click “Monthly Waste Flow Table”

Step 2: Click ”My Actions”

Resubmit MWFT (3.3.2)



B / Actual Quantities of Inert C & D Materials Generated Monthly

Month:

Actual Quantities of Inert C & D Materials Generated Monthly

Category	Quantity (in '000 kg)	No. of Uploads	Edit Uploads
Hard Rock and Large Broken Concrete Recycled	Please fill in infc Required	0	
Reused in the Contract	Please fill in infc Required	-	
Reused in Other Projects	Please fill in infc Required	1	

Summary of C & D Waste Generated

Category	Value
Total Waste Quantity	10883.0 (in '000 kg)
Total Quantity Recycled within Construction Site	24.0 (in '000 kg)
Total Quantity Disposed of to Waste Disposal Facilities	3491.0 (in '000 kg)
Total Quantity Recycled Off Site	7368.0 (in '000 kg)
% of Demolition / Construction Waste Recycled	67.9 (%)

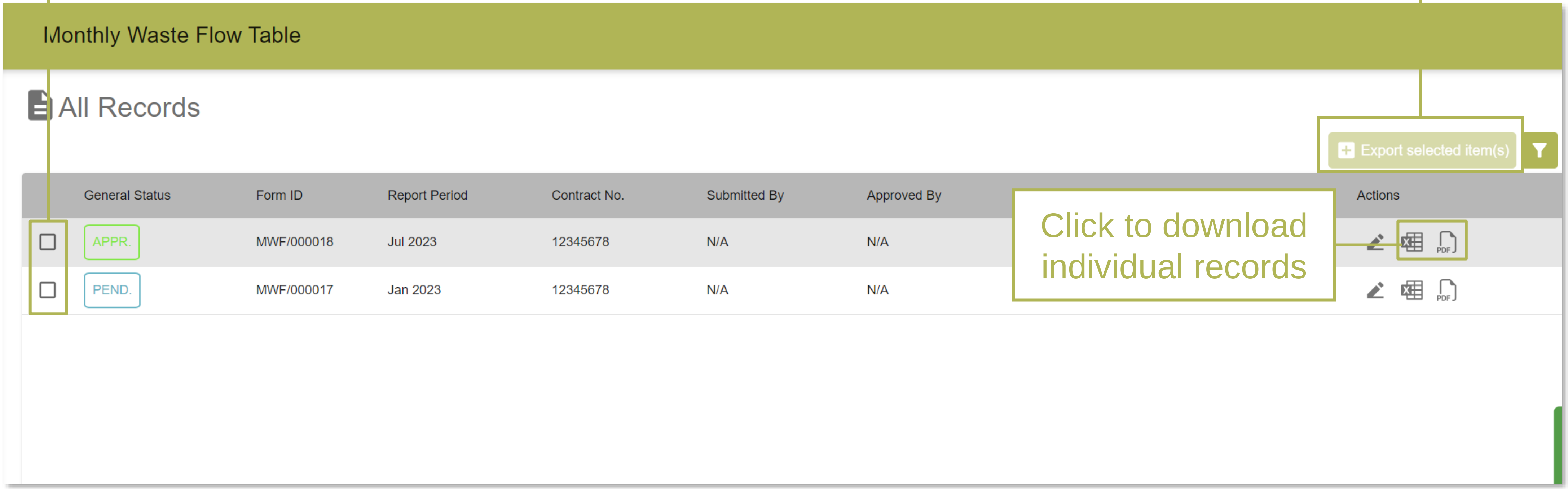
Confirm Documents As Correct: Unlock Lock

Step 4: Edit incorrect data in Part A - B

Step 5: Toggle to "Unlocked" to submit additional documents. After editing documents, toggle to "Locked" for submission.

Step 6: Proceed to resubmit

Export MWFT (3.4.1)



Select multiple records, then select “Export selected item(s)”

Click to download individual records

Monthly Waste Flow Table

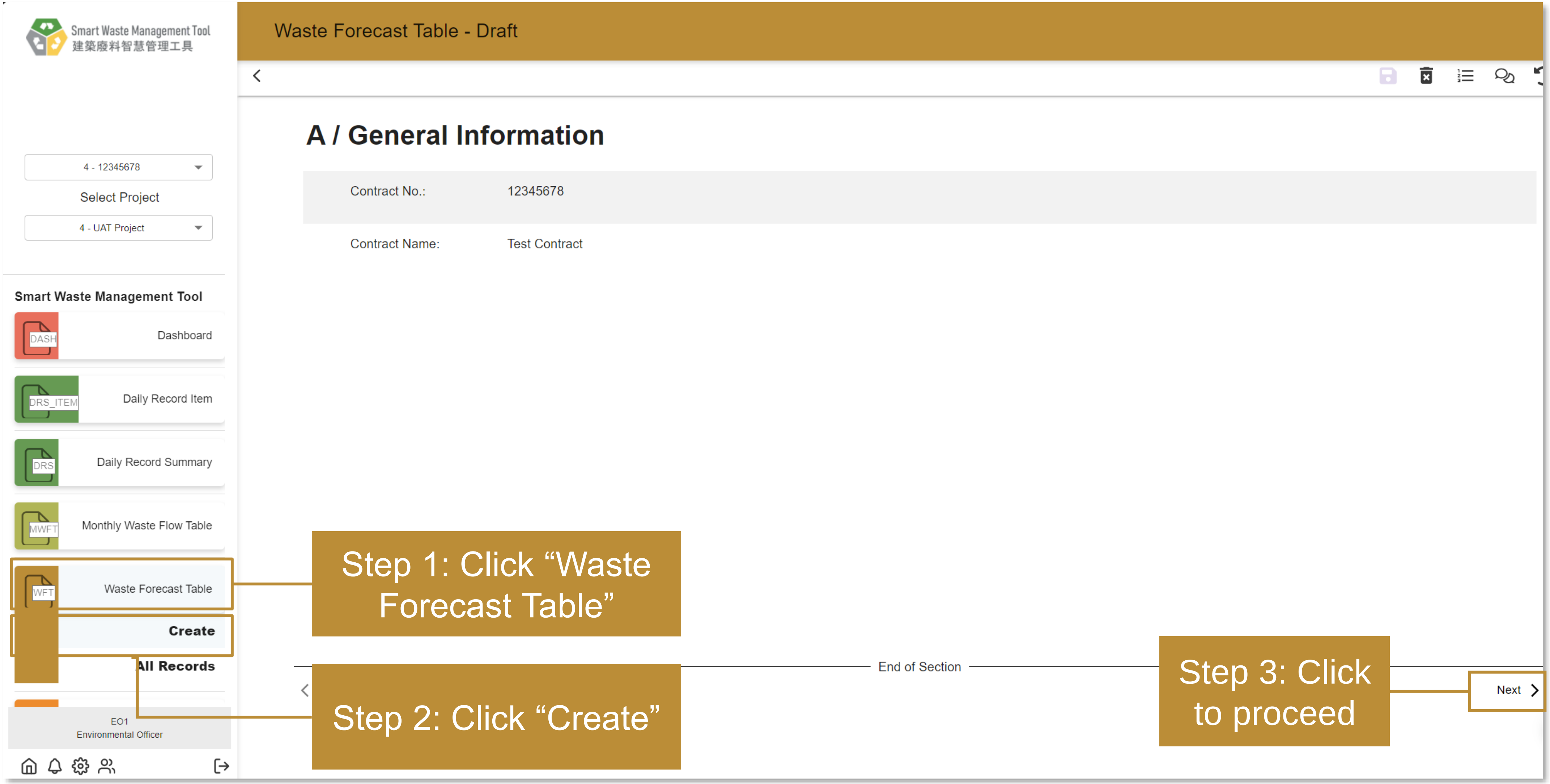
All Records

	General Status	Form ID	Report Period	Contract No.	Submitted By	Approved By	Actions
☐	APPR.	MWF/000018	Jul 2023	12345678	N/A	N/A	
☐	PEND.	MWF/000017	Jan 2023	12345678	N/A	N/A	

4) Waste Forecast Table

4.1 Submit/ Resubmit WFT
4.2 Export WFT

Submit/ Resubmit WFT (4.1.1)



Smart Waste Management Tool
建築廢料智慧管理工具
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
Create
All Records
EO1
Environmental Officer
Waste Forecast Table - Draft
End of Section
Next

A / General Information

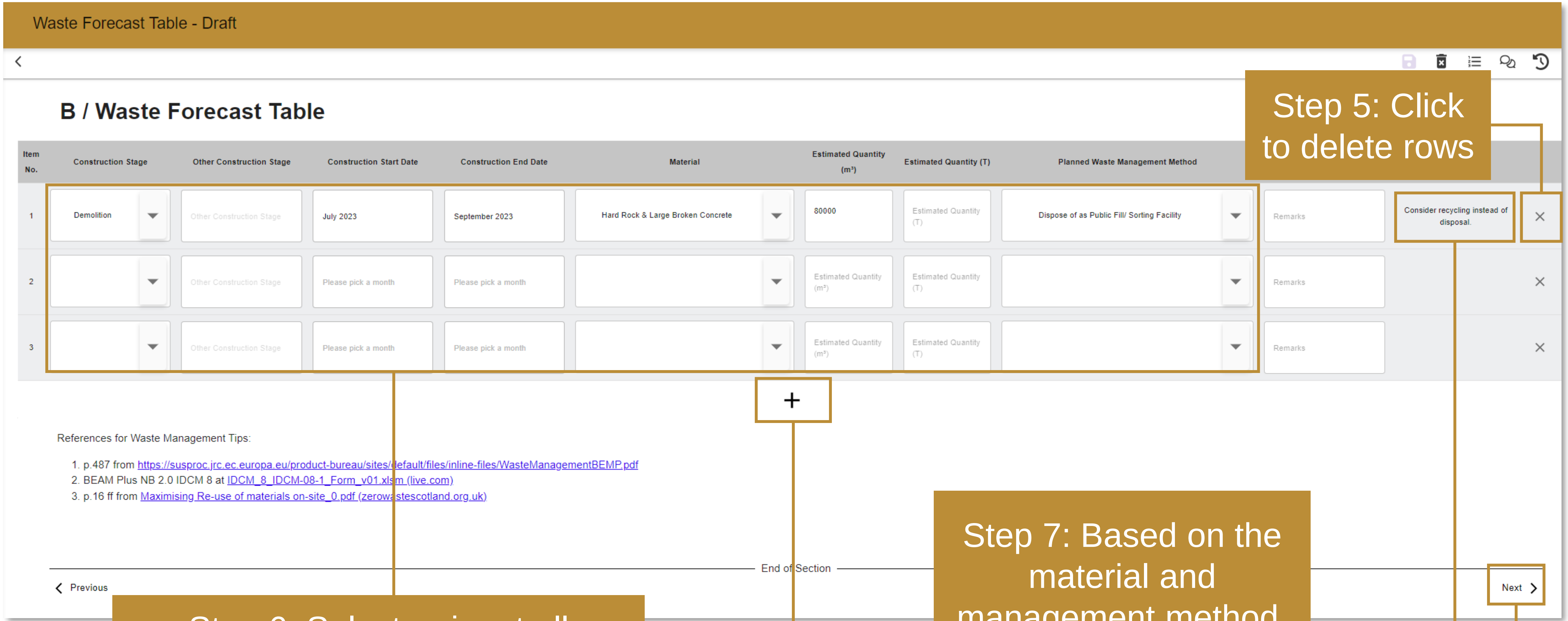
Contract No.:	12345678
Contract Name:	Test Contract

Step 1: Click “Waste Forecast Table”

Step 2: Click “Create”

Step 3: Click to proceed

Submit/ Resubmit WFT (4.1.2)



Waste Forecast Table - Draft

B / Waste Forecast Table

Item No.	Construction Stage	Other Construction Stage	Construction Start Date	Construction End Date	Material	Estimated Quantity (m^3)	Estimated Quantity (T)	Planned Waste Management Method			
1	Demolition	Other Construction Stage	July 2023	September 2023	Hard Rock & Large Broken Concrete	80000	Estimated Quantity (T)	Dispose of as Public Fill/ Sorting Facility	Remarks	Consider recycling instead of disposal.	×
2		Other Construction Stage	Please pick a month	Please pick a month		Estimated Quantity (m^3)	Estimated Quantity (T)		Remarks		×
3		Other Construction Stage	Please pick a month	Please pick a month		Estimated Quantity (m^3)	Estimated Quantity (T)		Remarks		×

+

References for Waste Management Tips:

1. p.487 from https://susproc.jrc.ec.europa.eu/product-bureau/sites/default/files/inline-files/WasteManagementBEMP.pdf
2. BEAM Plus NB 2.0 IDCM 8 at IDCM_8_IDCM-08-1_Form_v01.xlsm (live.com)
3. p.16 ff from Maximising Re-use of materials on-site_0.pdf (zerowastescotland.org.uk)

End of Section

Step 4: Click to add rows

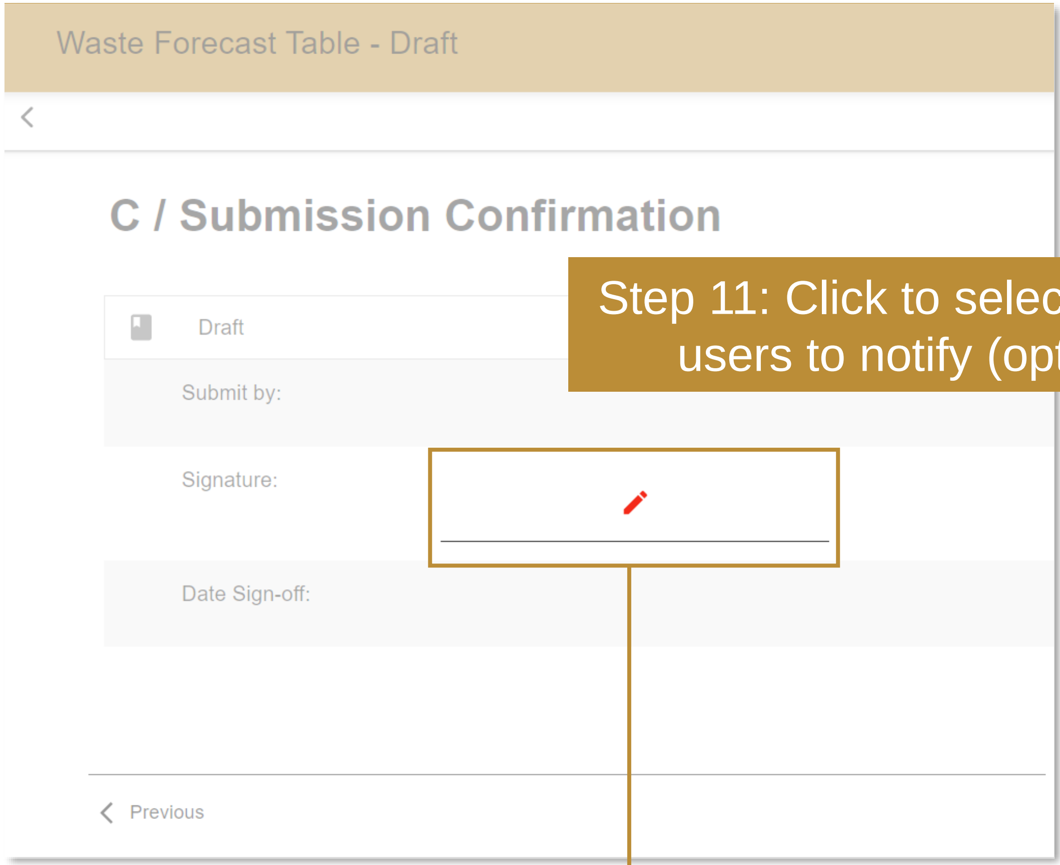
Step 5: Click to delete rows

Step 6: Select or input all columns. For estimated quantity, fill in either by weight (tonnes) or volume (cubic metres)

Step 7: Based on the material and management method, the tool will suggest waste management tips

Step 8: Click to proceed

Submit/ Resubmit WFT (4.1.3)



Waste Forecast Table - Draft

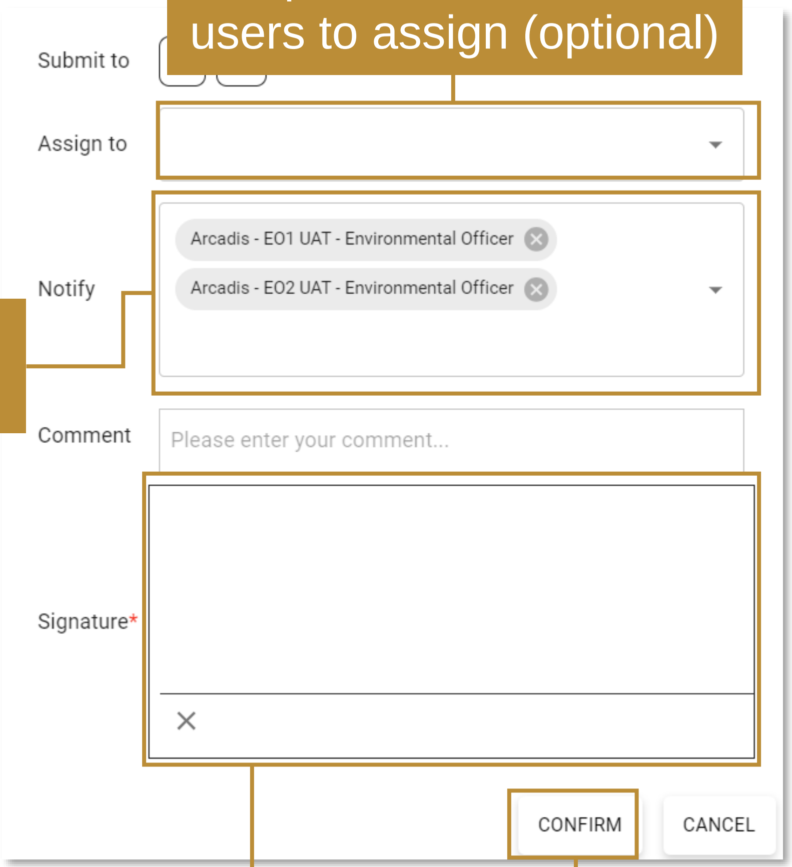
C / Submission Confirmation

Draft

Submit by:

Signature:

Date Sign-off:



Submit to

Assign to

Notify: Arcadis - E01 UAT - Environmental Officer
Arcadis - E02 UAT - Environmental Officer

Comment: Please enter your comment...

Signature*

Step 10: Click to select users to assign (optional)

Step 11: Click to select/ remove users to notify (optional)

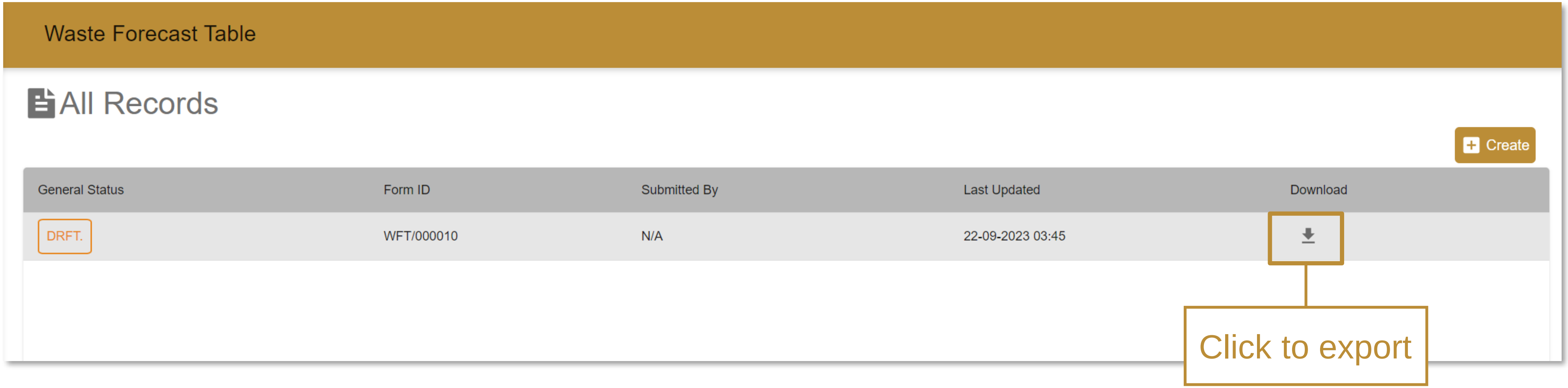
Step 9: Click to sign

Step 12: Insert signature

Step 13: Click to submit

Record is submitted. Repeat steps 1-13 to submit a new version of the Waste Forecast Table

Export WFT (4.2.1)



Waste Forecast Table
All Records
Create

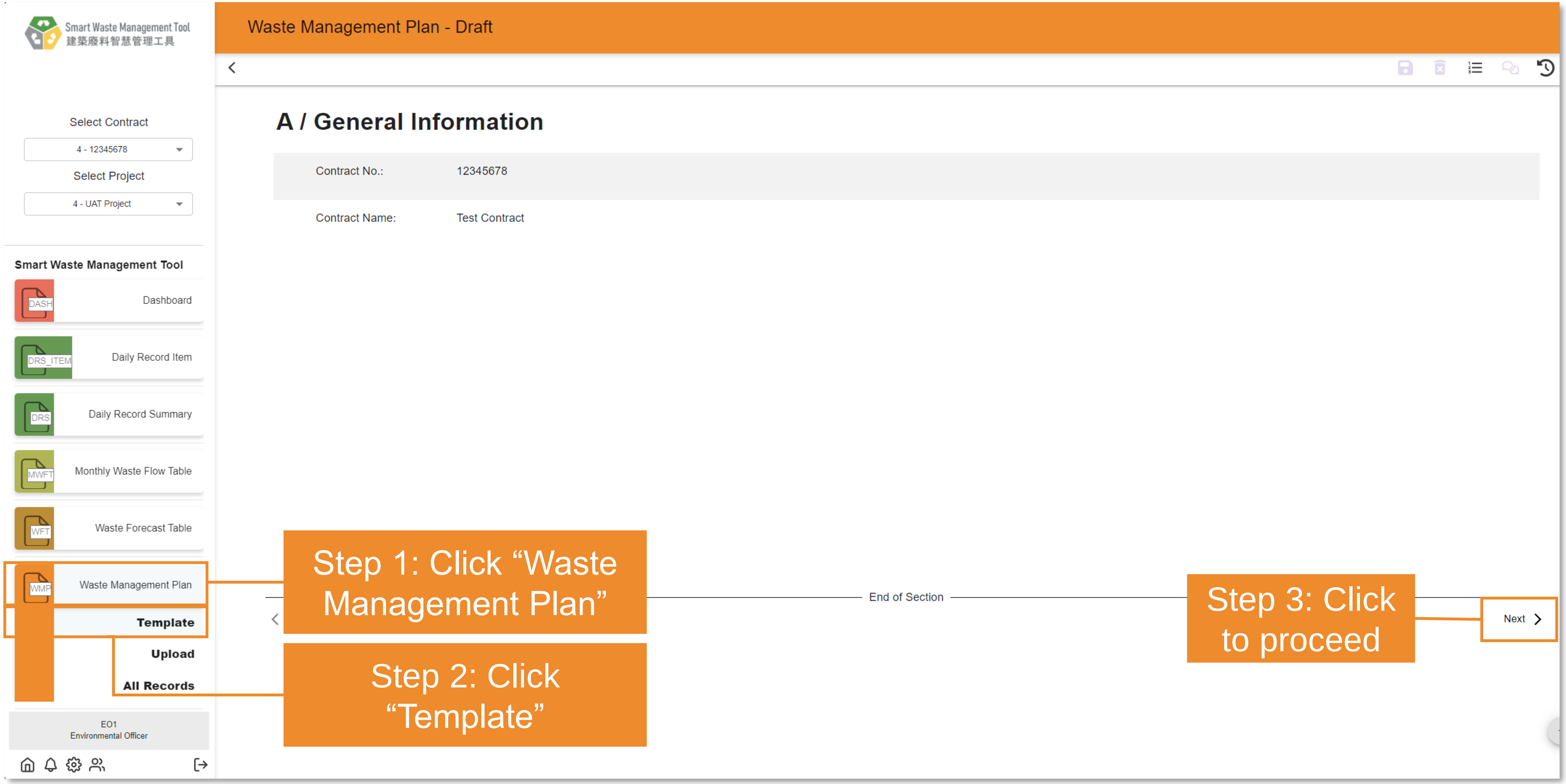
General Status	Form ID	Submitted By	Last Updated	Download
DRFT.	WFT/000010	N/A	22-09-2023 03:45	

Click to export

5) Waste Management Plan

5.1 Download WMP Template
5.2 Submit/ Resubmit WMP
5.3 Export submitted WMP

Download WMP Template (5.1.1)



Waste Management Plan - Draft

A / General Information

Contract No.: 12345678

Contract Name: Test Contract

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

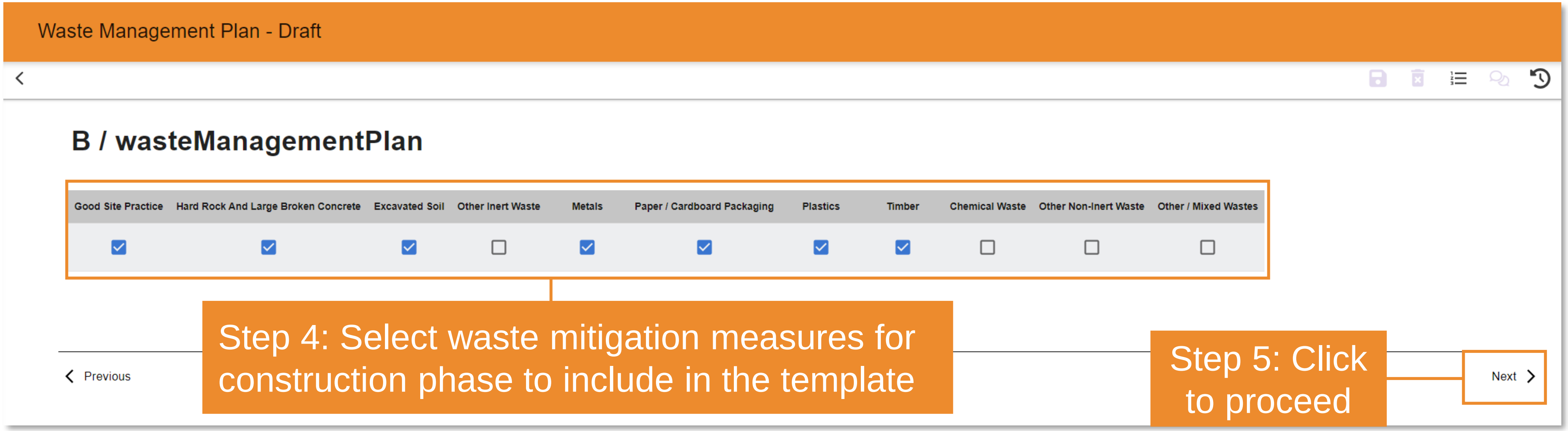
Smart Waste Management Tool
建築廢料智慧管理工具
Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
Upload
All Records
EO1
Environmental Officer
End of Section
Next

Step 1: Click “Waste Management Plan”

Step 2: Click “Template”

Step 3: Click to proceed

Download WMP Template (5.1.2)



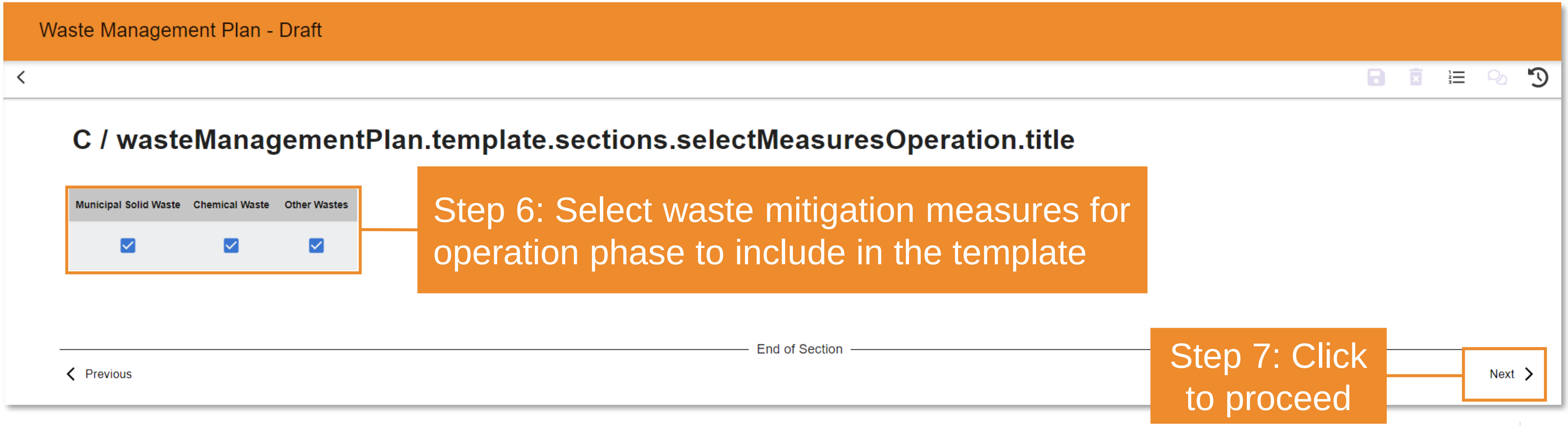
Waste Management Plan - Draft

B / wasteManagementPlan

Good Site Practice	Hard Rock And Large Broken Concrete	Excavated Soil	Other Inert Waste	Metals	Paper / Cardboard Packaging	Plastics	Timber	Chemical Waste	Other Non-Inert Waste	Other / Mixed Wastes
☑	☑	☑	☐	☑	☑	☑	☑	☐	☐	☐

Step 4: Select waste mitigation measures for construction phase to include in the template

Step 5: Click to proceed



Waste Management Plan - Draft

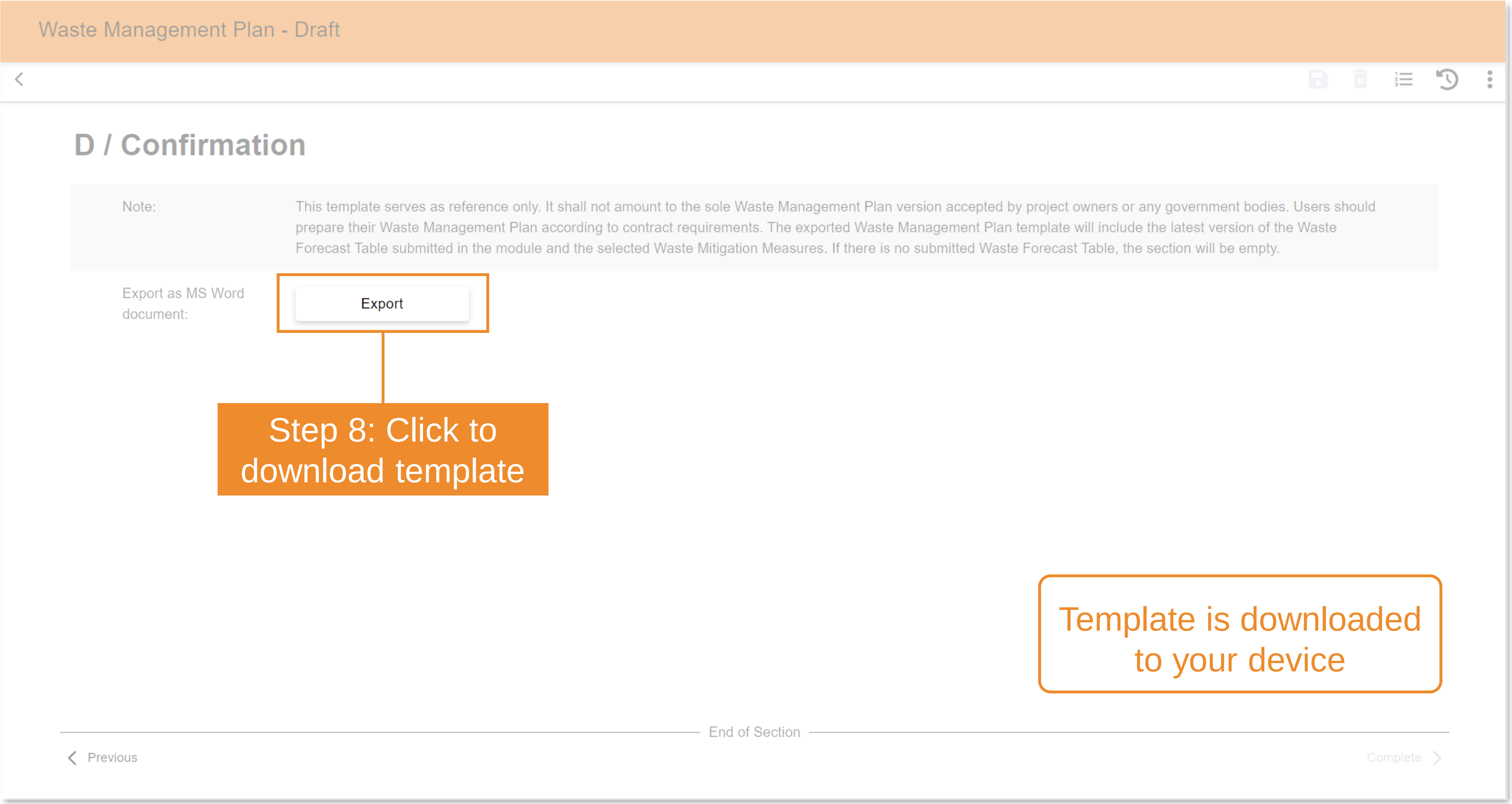
C / wasteManagementPlan.template.sections.selectMeasuresOperation.title

Municipal Solid Waste	Chemical Waste	Other Wastes
☑	☑	☑

Step 6: Select waste mitigation measures for operation phase to include in the template

Step 7: Click to proceed

Download WMP Template (5.1.3)



Waste Management Plan - Draft

D / Confirmation

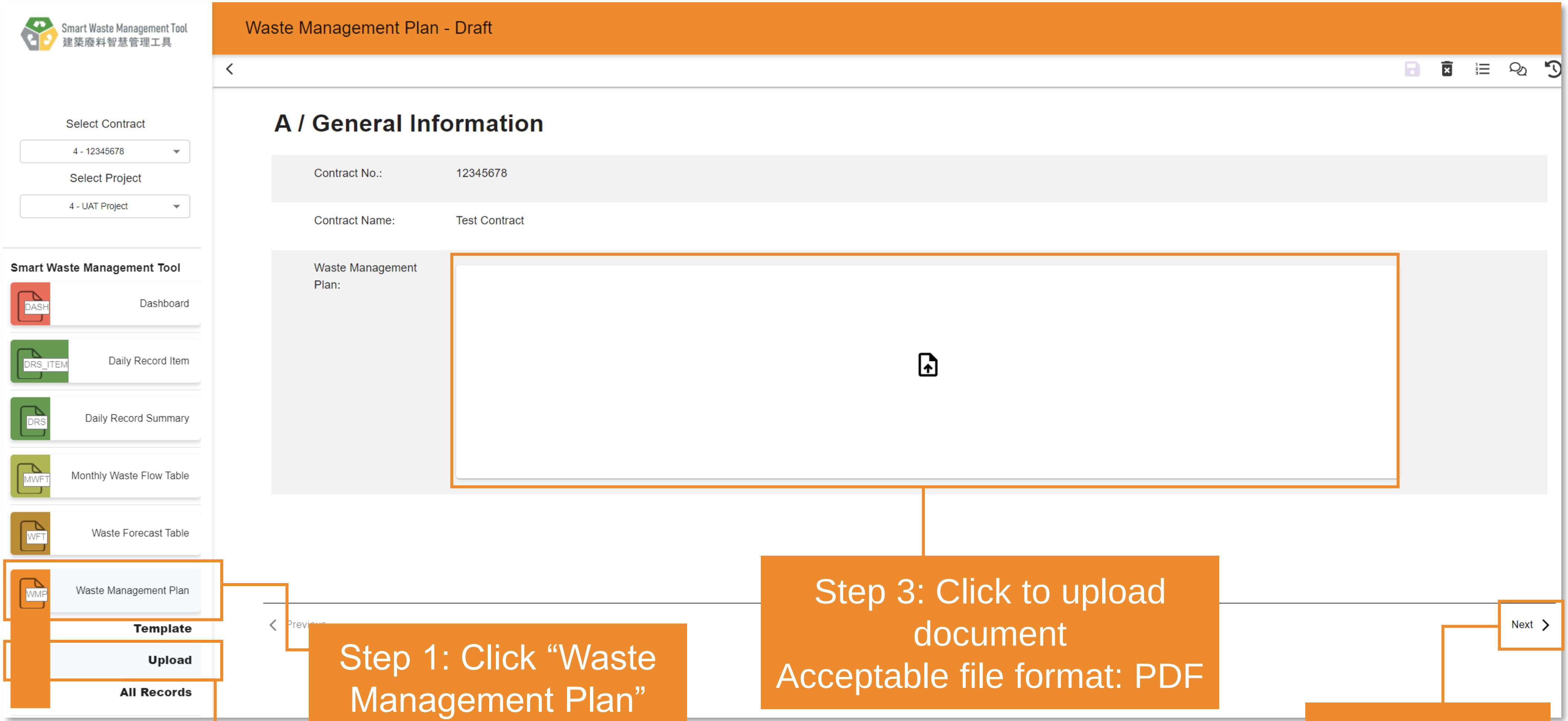
Note: This template serves as reference only. It shall not amount to the sole Waste Management Plan version accepted by project owners or any government bodies. Users should prepare their Waste Management Plan according to contract requirements. The exported Waste Management Plan template will include the latest version of the Waste Forecast Table submitted in the module and the selected Waste Mitigation Measures. If there is no submitted Waste Forecast Table, the section will be empty.

Export as MS Word document:

Step 8: Click to download template

Template is downloaded to your device

Submit/ Resubmit WMP (5.2.1)



Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
Upload
All Records
Waste Management Plan - Draft
Previous
Next

A / General Information

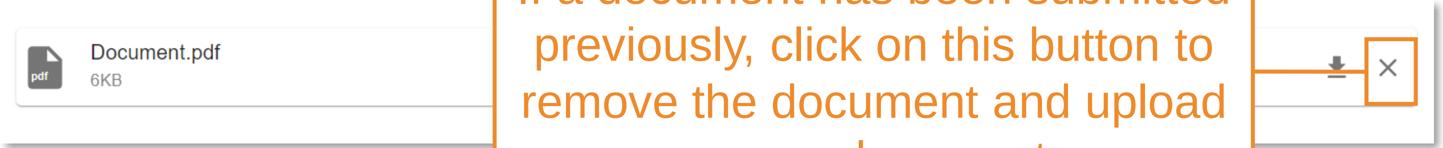
Contract No.:	12345678
Contract Name:	Test Contract
Waste Management Plan:	

Step 1: Click “Waste Management Plan”

Step 2: Click “Upload”

Step 3: Click to upload document
Acceptable file format: PDF

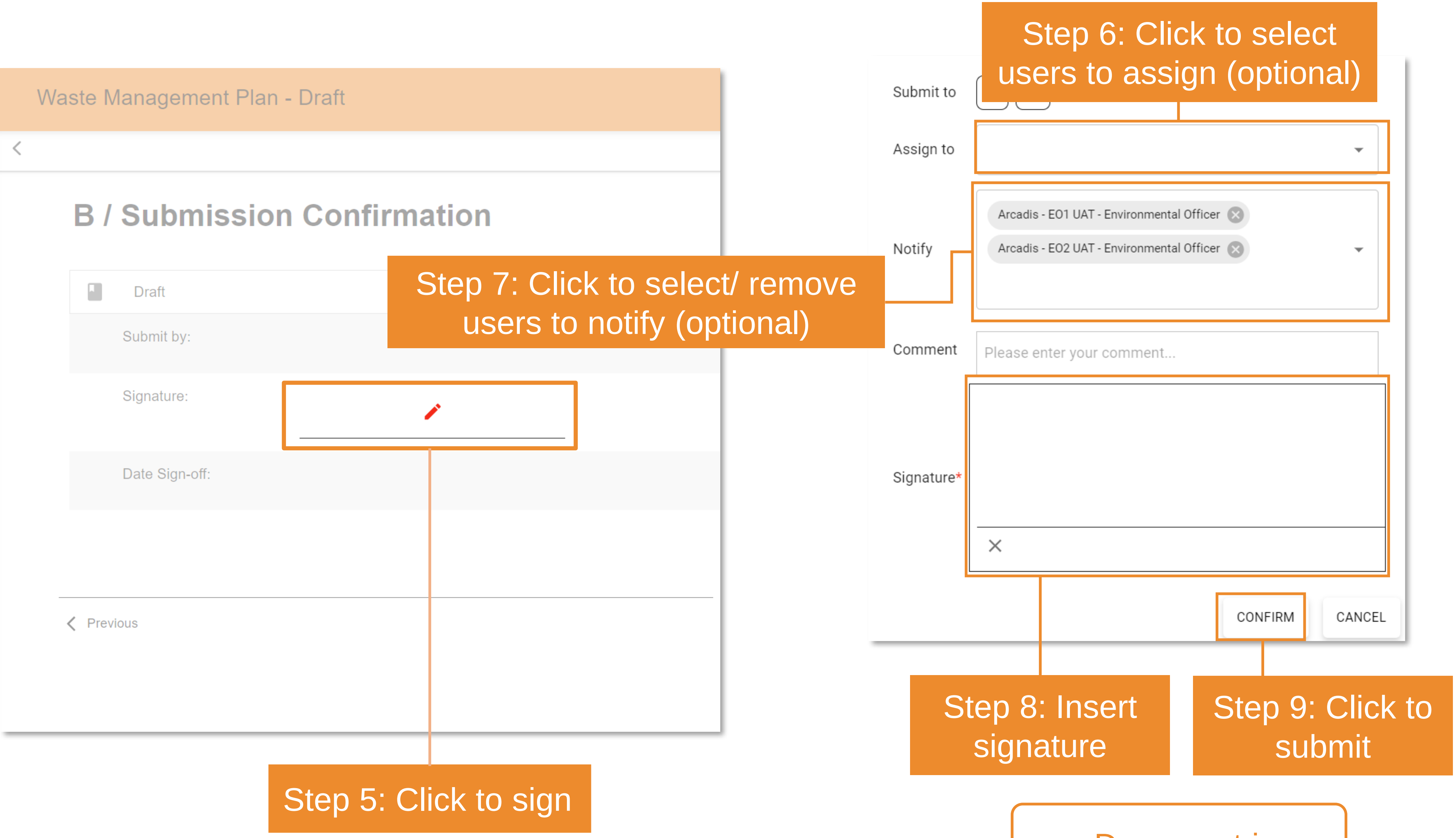
Step 4: Click to proceed



Document.pdf
6KB

If a document has been submitted previously, click on this button to remove the document and upload a new document

Submit/ Resubmit WMP (5.2.2)



Waste Management Plan - Draft

B / Submission Confirmation

Draft

Submit by:

Signature:

Date Sign-off:

Submit to

Assign to

Notify

Arcadis - E01 UAT - Environmental Officer

Arcadis - E02 UAT - Environmental Officer

Comment

Please enter your comment...

Signature*

Step 5: Click to sign

Step 6: Click to select users to assign (optional)

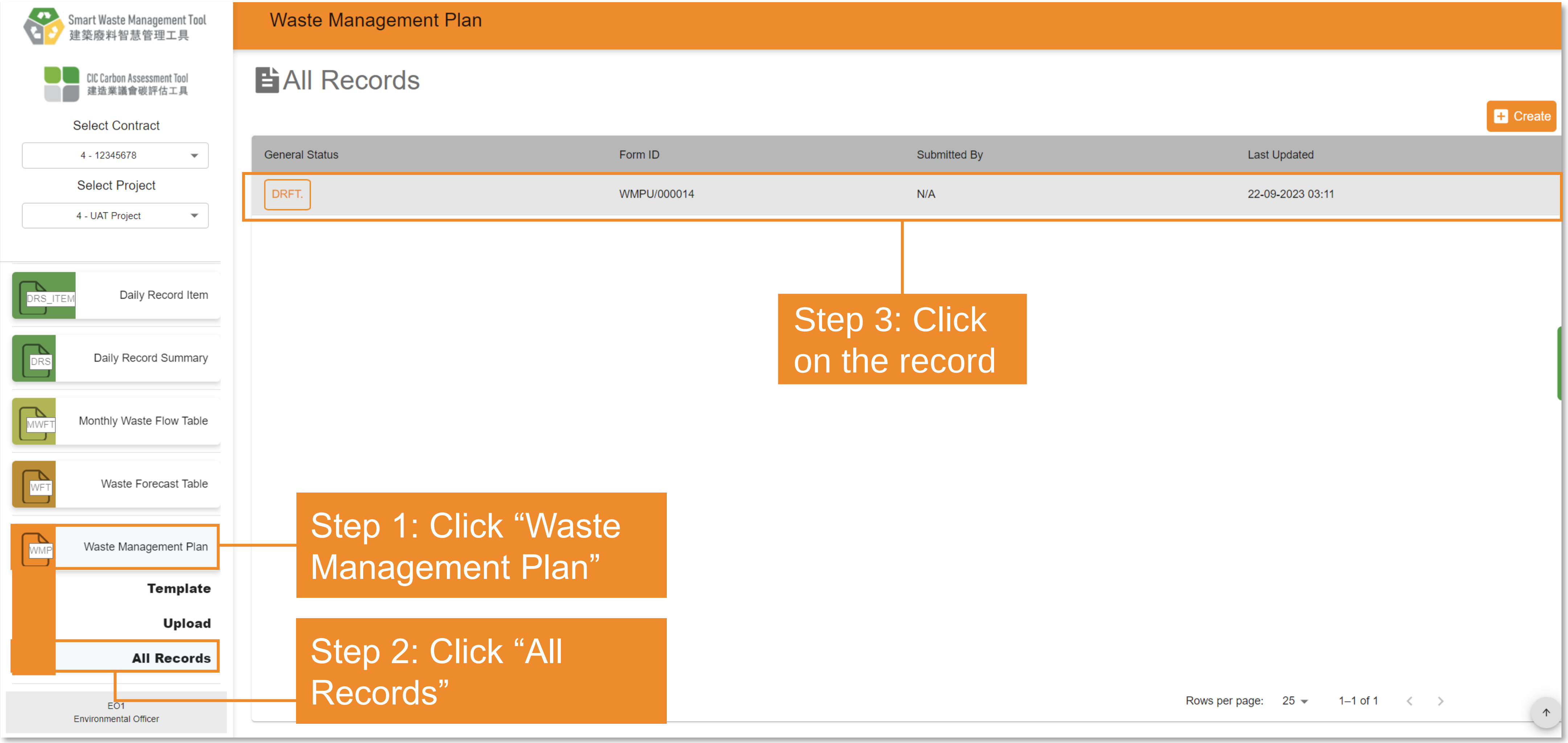
Step 7: Click to select/ remove users to notify (optional)

Step 8: Insert signature

Step 9: Click to submit

Document is submitted

Export submitted WMP (5.3.1)



Smart Waste Management Tool
建築廢料智慧管理工具
CIC Carbon Assessment Tool
建造業議會碳評估工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
Upload
All Records
EO1
Environmental Officer
Waste Management Plan
All Records
Create
Rows per page:
25
1–1 of 1

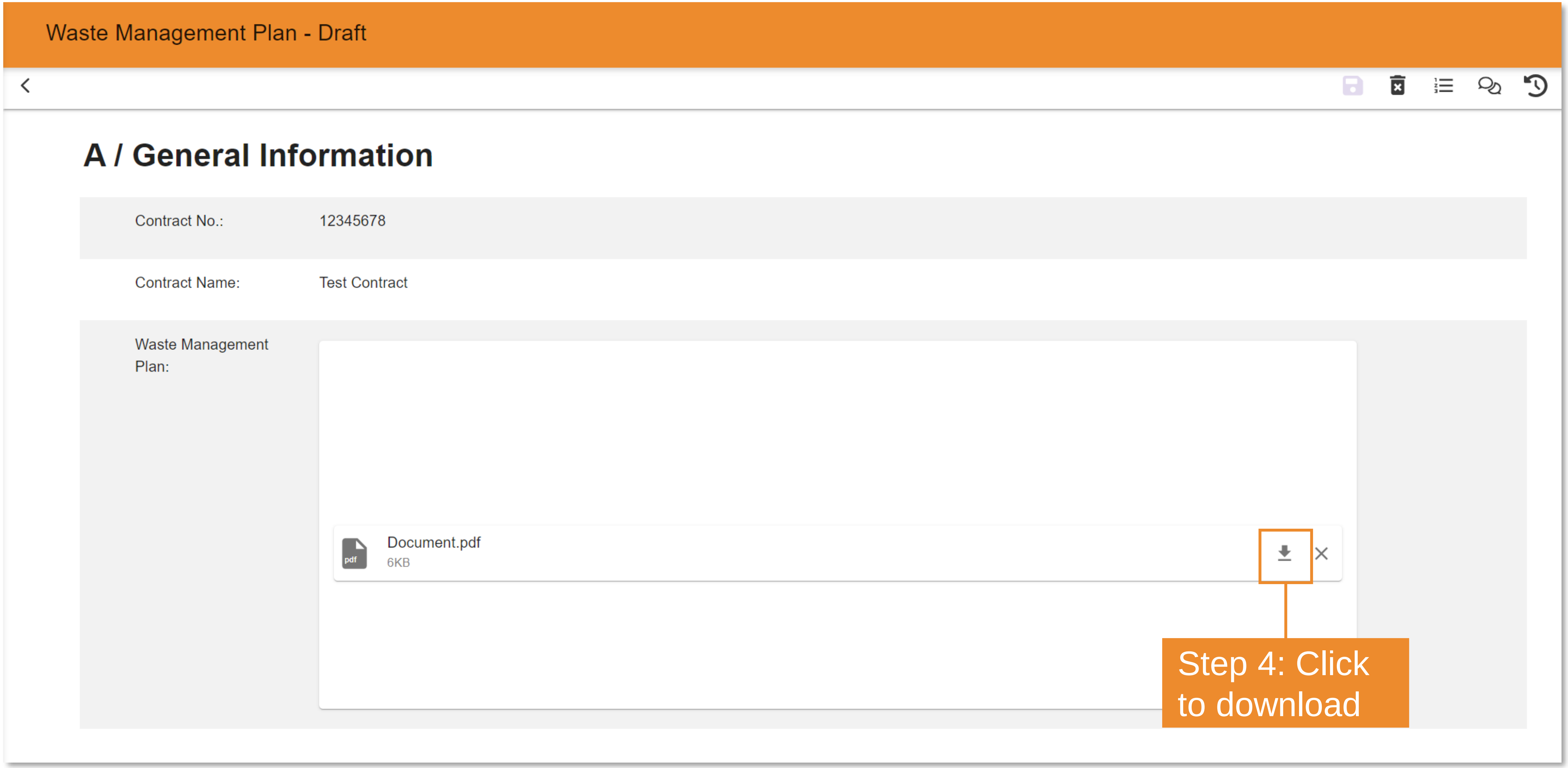
General Status	Form ID	Submitted By	Last Updated
DRFT.	WMPU/000014	N/A	22-09-2023 03:11

Step 1: Click “Waste Management Plan”

Step 2: Click “All Records”

Step 3: Click on the record

Export submitted WMP (5.3.2)

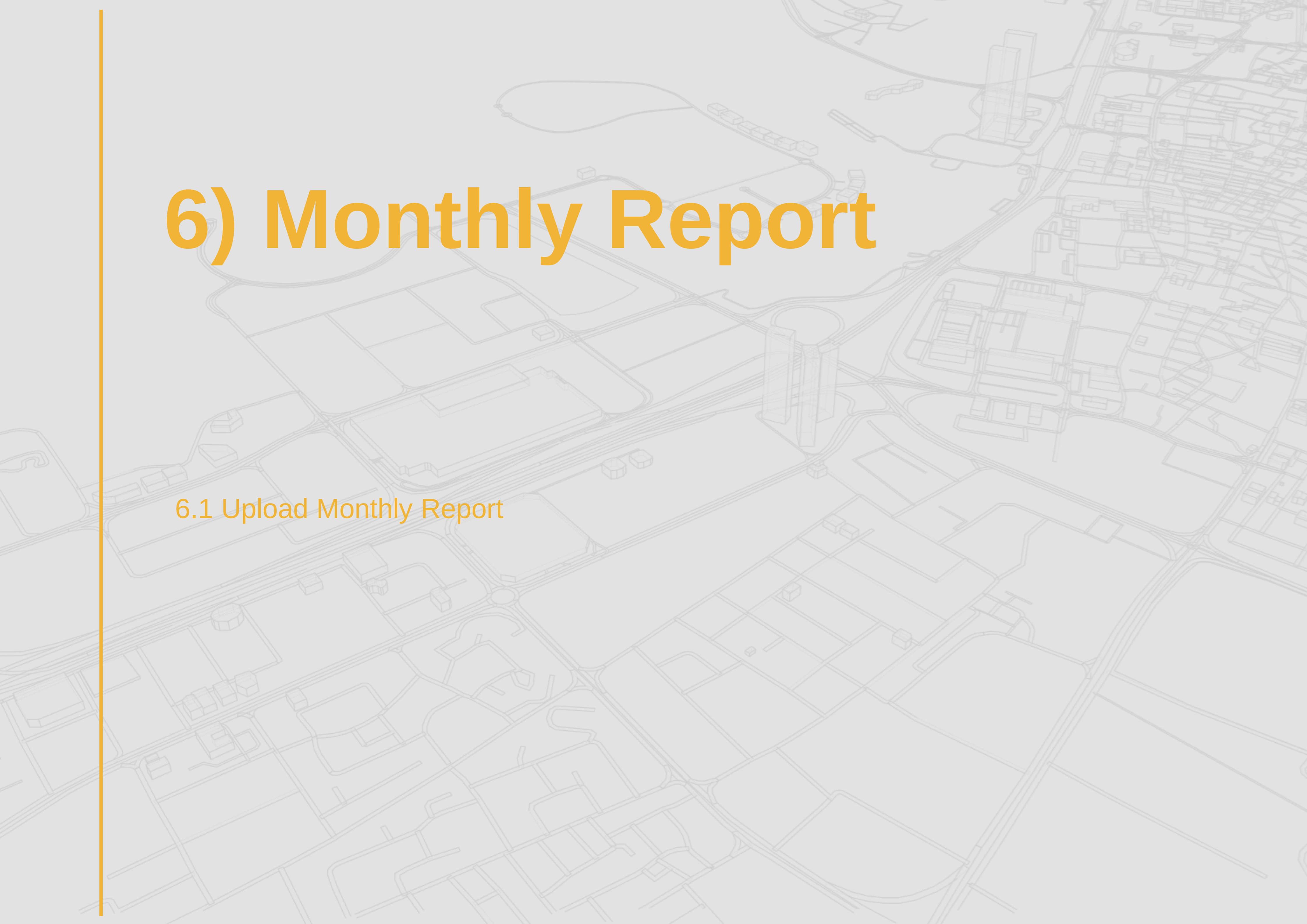


Waste Management Plan - Draft

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Waste Management Plan:	Document.pdf 6KB

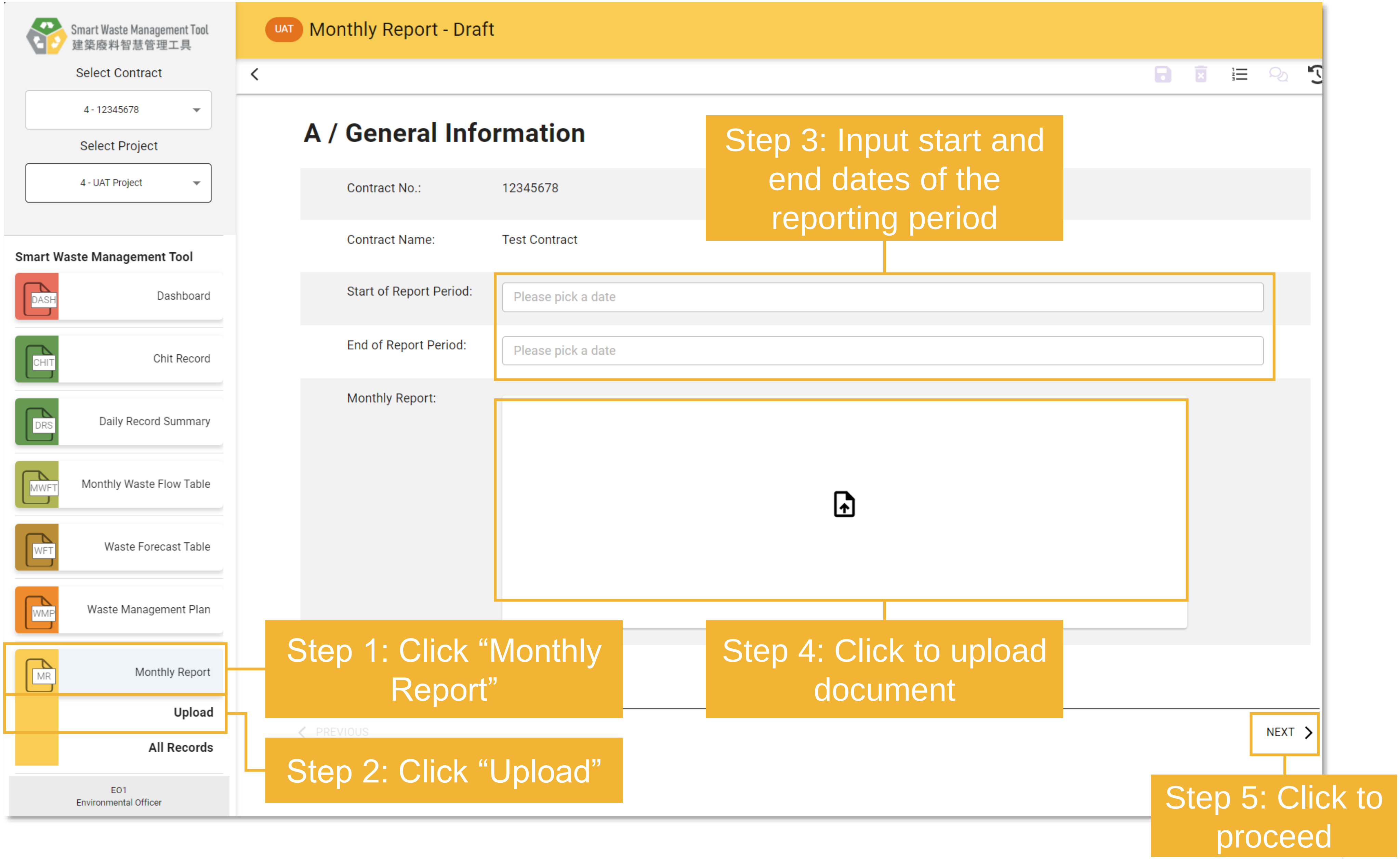
Step 4: Click to download



6) Monthly Report

6.1 Upload Monthly Report

Upload Monthly Report (6.1.1)



Monthly Report - Draft

A / General Information

Contract No.: 12345678

Contract Name: Test Contract

Start of Report Period: Please pick a date

End of Report Period: Please pick a date

Monthly Report:

Step 1: Click “Monthly Report”

Step 2: Click “Upload”

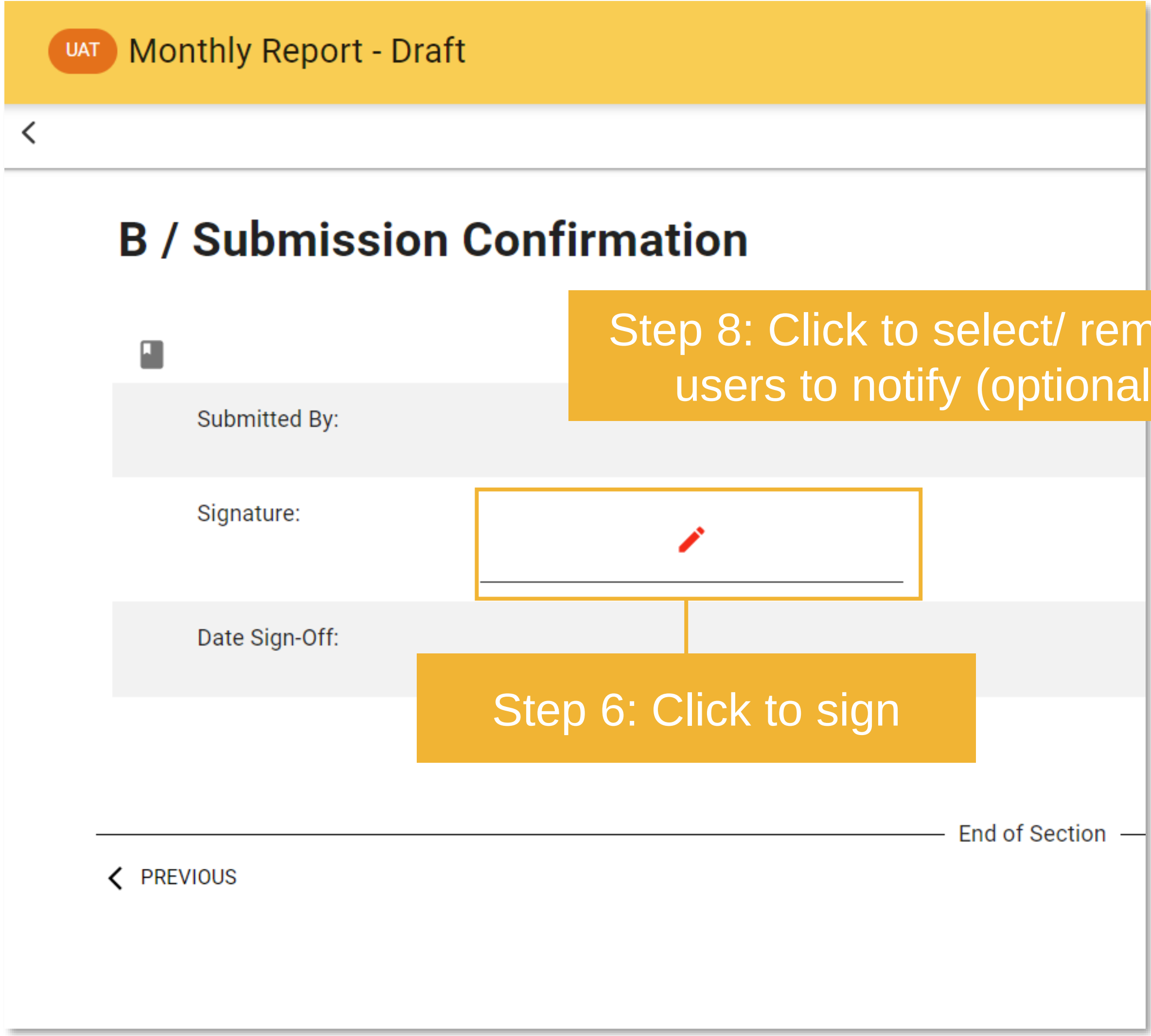
Step 3: Input start and end dates of the reporting period

Step 4: Click to upload document

Step 5: Click to proceed

UAT
Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
Upload
All Records
E01
Environmental Officer
PREVIOUS
NEXT

Upload Monthly Report (6.1.2)



UAT Monthly Report - Draft

B / Submission Confirmation

Submitted By:

Signature:

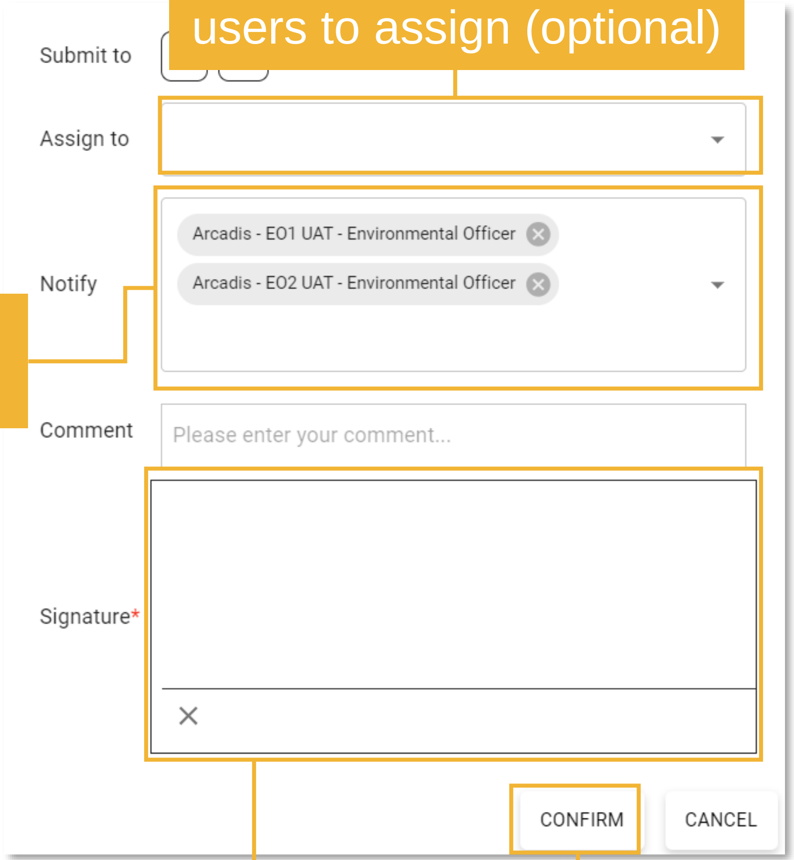
Date Sign-Off:

End of Section

Step 6: Click to sign

Step 8: Click to select/ remove users to notify (optional)

Step 7: Click to select users to assign (optional)



Submit to

Assign to

Notify: Arcadis - E01 UAT - Environmental Officer; Arcadis - E02 UAT - Environmental Officer

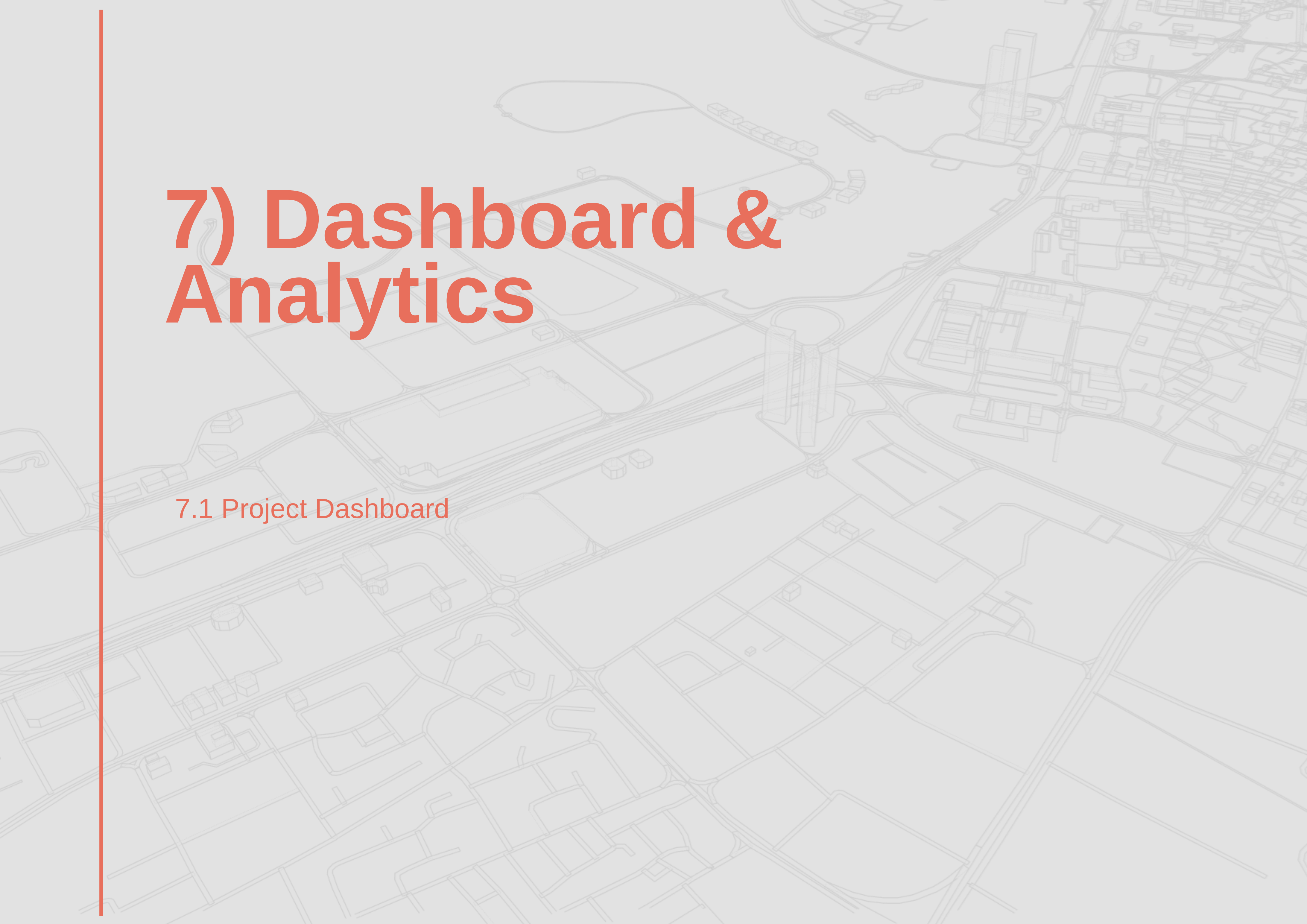
Comment: Please enter your comment...

Signature*

Step 9: Insert signature

Step 10: Click to submit

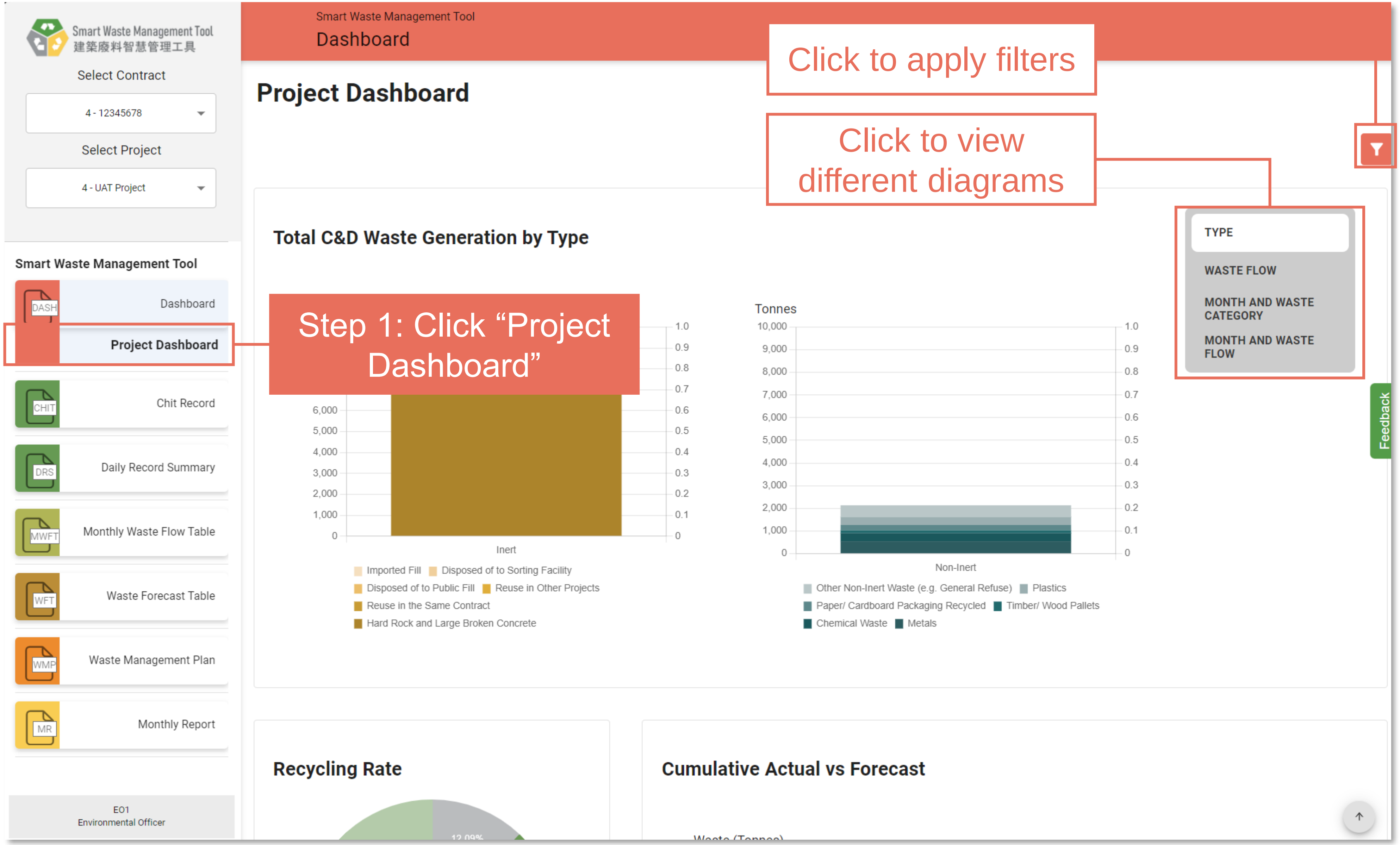
Document is submitted



7) Dashboard & Analytics

7.1 Project Dashboard

Project Dashboard (7.1.1)



Click to apply filters

Click to view different diagrams

Step 1: Click "Project Dashboard"

Smart Waste Management Tool

Dashboard

Smart Waste Management Tool 建築廢料智慧管理工具

Select Contract

4 - 12345678

Select Project

4 - UAT Project

Smart Waste Management Tool

Project Dashboard

Total C&D Waste Generation by Type

Dashboard
Project Dashboard
Chit Record
Daily Record Summary
Monthly Waste Flow Table
Waste Forecast Table
Waste Management Plan
Monthly Report
DASH
CHIT
DRS
MWFT
WFT
WMP
MR
EO1
Environmental Officer
TYPE
WASTE FLOW
MONTH AND WASTE CATEGORY
MONTH AND WASTE FLOW
Feedback
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Inert
Imported Fill
Disposed of to Sorting Facility
Disposed of to Public Fill
Reuse in Other Projects
Reuse in the Same Contract
Hard Rock and Large Broken Concrete
Tonnes
10,000
9,000
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Non-Inert
Other Non-Inert Waste (e.g. General Refuse)
Plastics
Paper/ Cardboard Packaging Recycled
Timber/ Wood Pallets
Chemical Waste
Metals

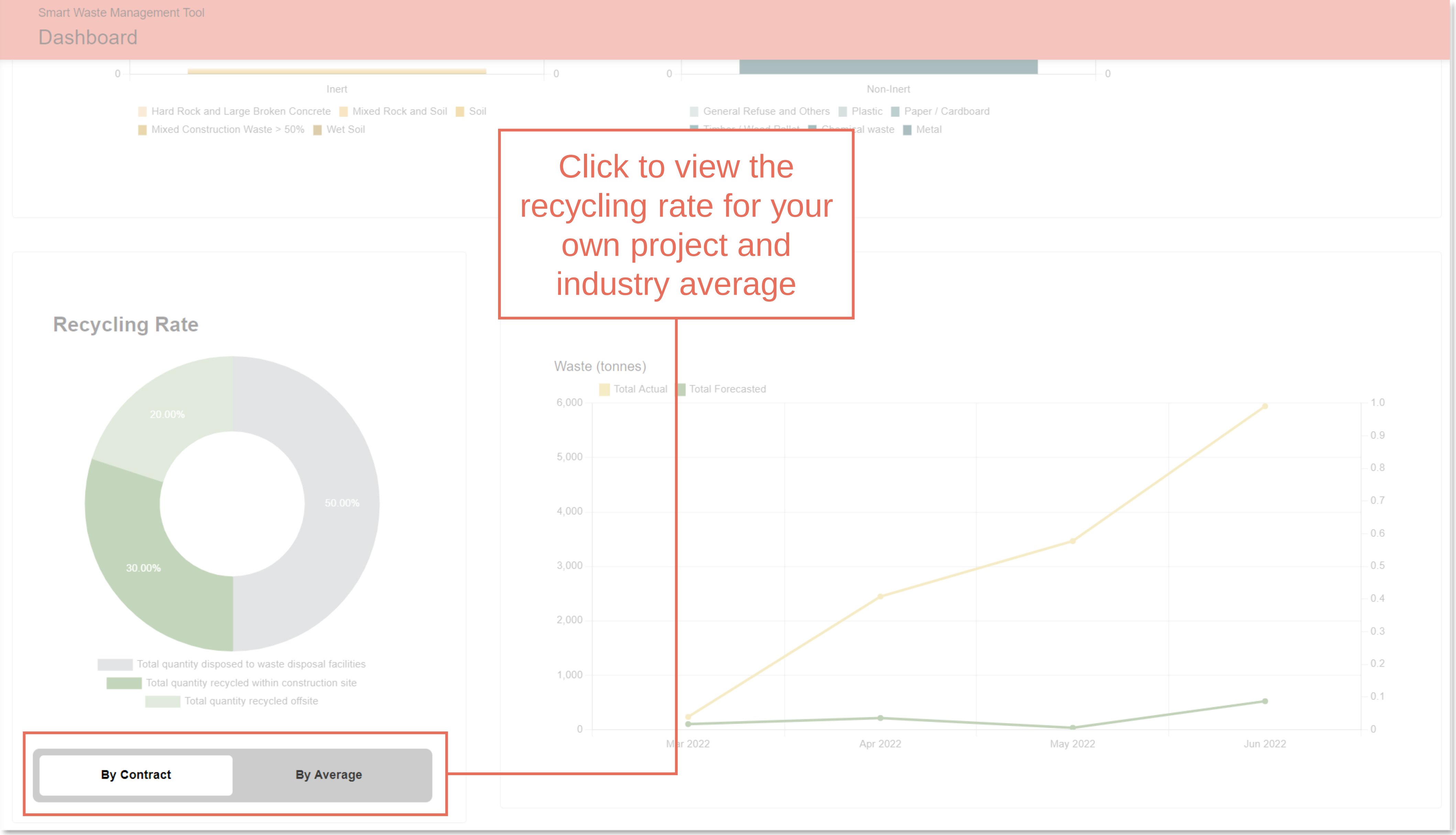
Recycling Rate

12.09%

Cumulative Actual vs Forecast

Waste (Tonnes)

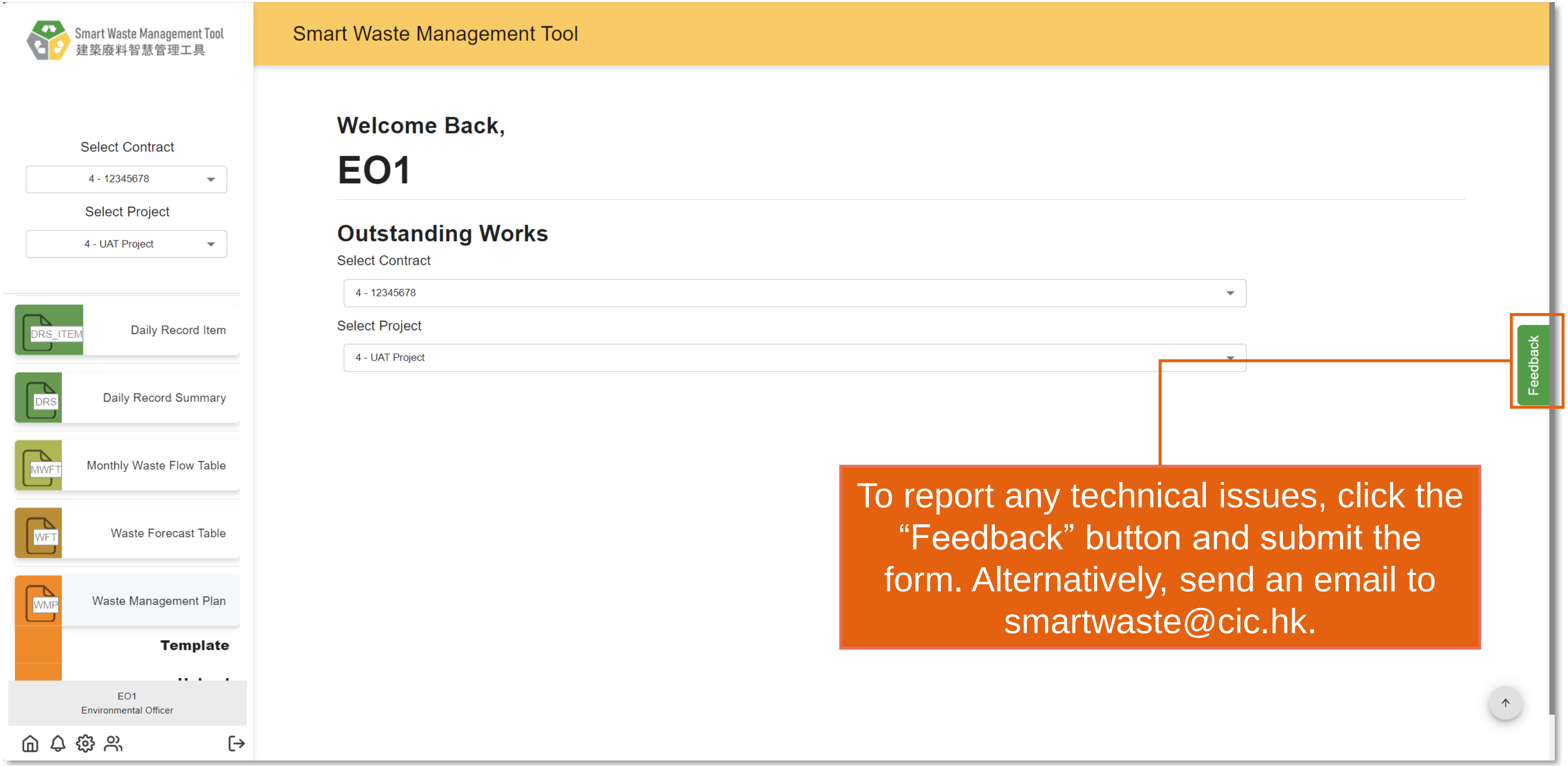
Project Dashboard (7.1.2)


Smart Waste Management Tool
Dashboard
0
0
0
0
Inert
Non-Inert
Hard Rock and Large Broken Concrete
Mixed Rock and Soil
Soil
Mixed Construction Waste > 50%
Wet Soil
General Refuse and Others
Plastic
Paper / Cardboard
Chemical waste
Metal
Recycling Rate
20.00%
50.00%
30.00%
Total quantity disposed to waste disposal facilities
Total quantity recycled within construction site
Total quantity recycled offsite
By Contract
By Average
Waste (tonnes)
Total Actual
Total Forecasted
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Mar 2022
Apr 2022
May 2022
Jun 2022

Click to view the recycling rate for your own project and industry average

8) Support

Support



Smart Waste Management Tool

Welcome Back,

EO1

Outstanding Works

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
EO1
Environmental Officer
Feedback

To report any technical issues, click the "Feedback" button and submit the form. Alternatively, send an email to smartwaste@cic.hk.

ARCADIS

Arcadis. **Improving quality of life.**

www.arcadis.com

Construction Industry Council (CIC)

User Guide for Smart Waste Management Tool

Foreman (FM)

V4

15 April 2024

Table of Contents

00 General Introduction

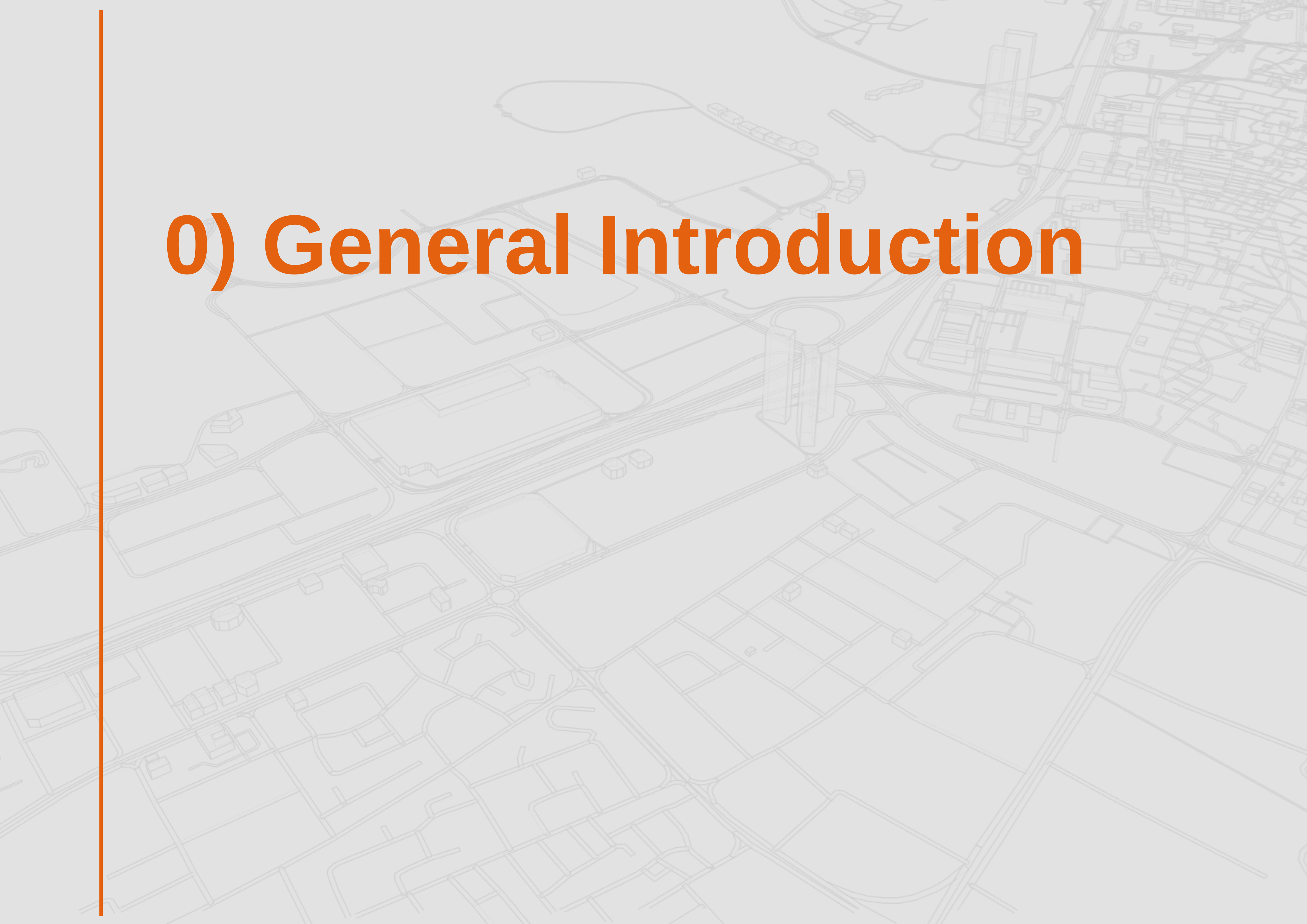
01 Daily Record Summary (DRS)

02 Monthly Waste Flow Table (MWFT)

03 Dashboard & Analytics

04 Support

0) General Introduction



Smart Waste Management Tool

The Smart Waste Management Tool (建築廢料智慧管理工具) is a web portal that digitalises input, analysis, validation and storage of C&D waste data on construction sites.

Daily Record Summary

- Allow client/ consultant and contractor to input, review and approve daily disposal records
- Support data validation and error detection

Waste Forecast Table

- Update waste forecast
- Suggest waste reduction strategies and tips based on forecast

Monthly Report

- Support submission to iBEAM (for BEAM+ projects)

Monthly Waste Flow Table

- Consolidate daily record to compile the monthly summary
- Support submission to iBEAM (for BEAM+ projects)

Waste Management Plan

- Provide waste management plan template
- Support submission to iBEAM (for BEAM+ projects)

Analytics & Dashboard

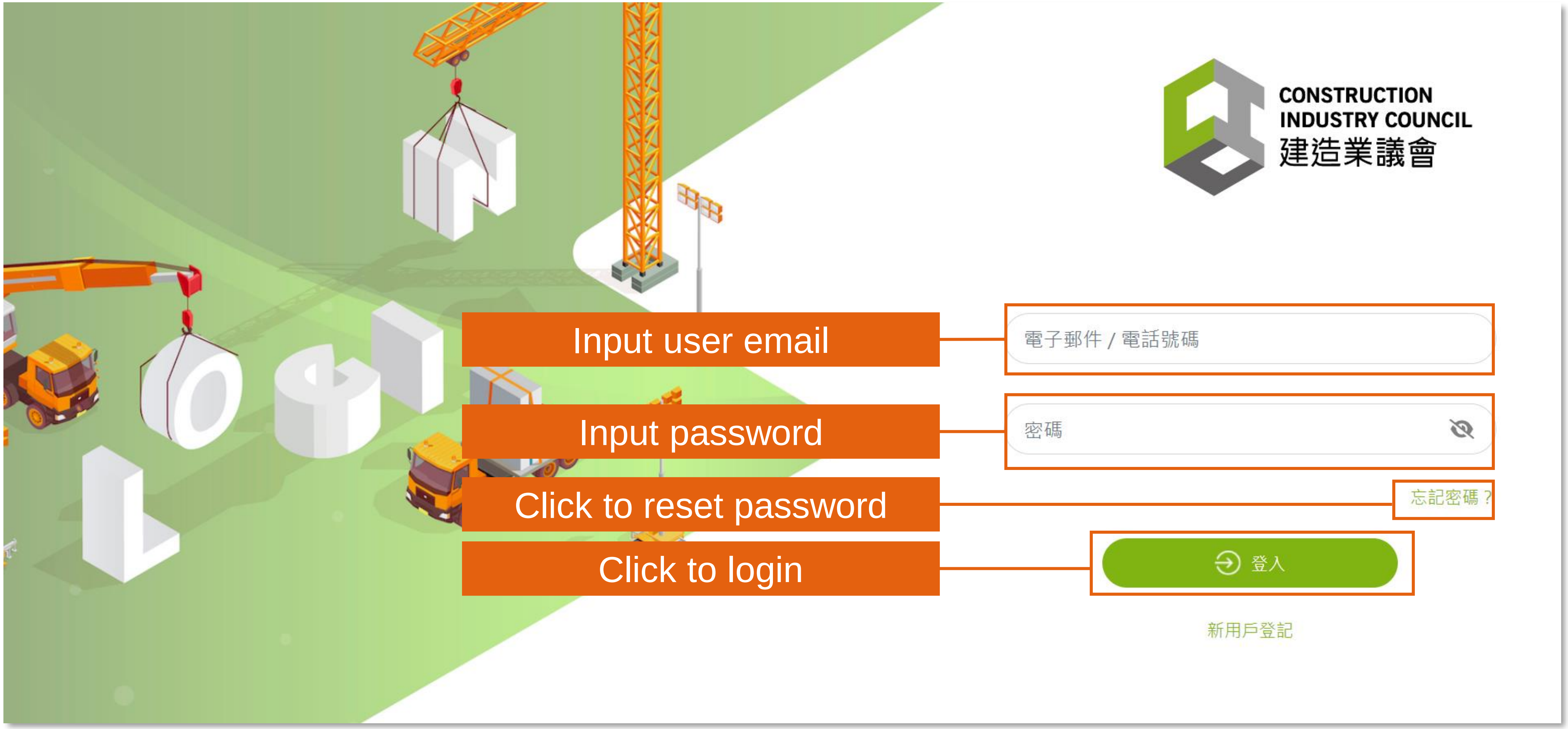
- Visualise waste disposal data for easy monitoring and tracking
- Provide industry benchmark

Tool Functions and Roles

Functional modules	Users				
	Contractors			Consultant/ Client	
	Foreman	Environmental Officer	Environmental Manager	Clerk of Works	BEAM Pro
1. Daily Record Summary	Input data and upload documents	Input data, upload documents and review	View	Review and approve	View
2. Monthly Waste Flow Table	Upload documents	Input data, upload documents and review	View	Review and approve	View and share with iBEAM
3. Waste Forecast Table	-	Input forecast table and obtain good practice tips	Review	View	View
4. Waste Management Plan	-	Download template and upload waste management plan	Review	View	View and share with iBEAM
5. Monthly Report	-	Upload monthly report	Review	View	View
6. Analytics & Dashboard	-	Analyse and benchmark	Analyse and benchmark	-	Analyse and benchmark

Serves as admin to set up project and add users to the project

Login (1/2)



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會
電子郵件 / 電話號碼
密碼
忘記密碼？
登入
新用戶登記

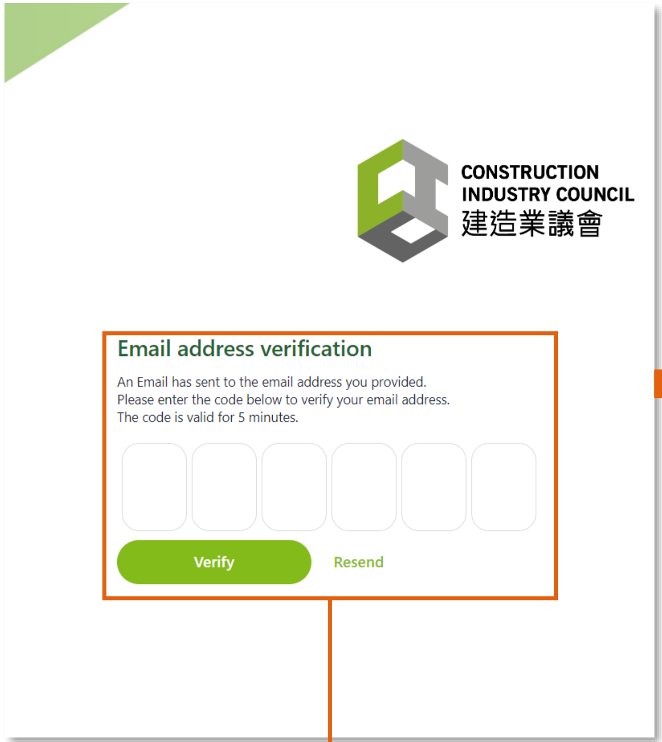
Input user email

Input password

Click to reset password

Click to login

Login (2/2)

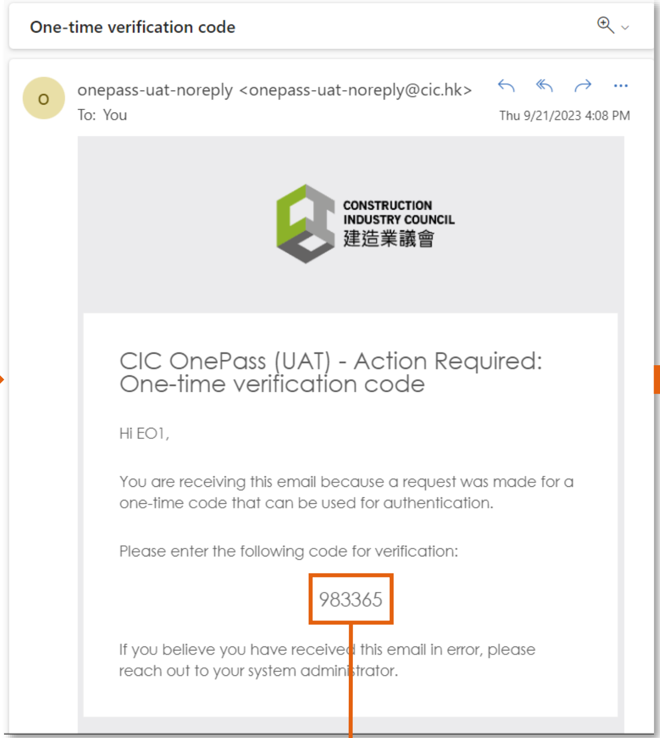


Email address verification

An Email has sent to the email address you provided.
Please enter the code below to verify your email address.
The code is valid for 5 minutes.

CONSTRUCTION INDUSTRY COUNCIL 建造業議會
Verify
Resend

The tool will send a one-time password to your email mailbox



One-time verification code

onepass-uat-noreply <onepass-uat-noreply@cic.hk>
To: You
Thu 9/21/2023 4:08 PM

CIC OnePass (UAT) - Action Required: One-time verification code

Hi EO1,

You are receiving this email because a request was made for a one-time code that can be used for authentication.

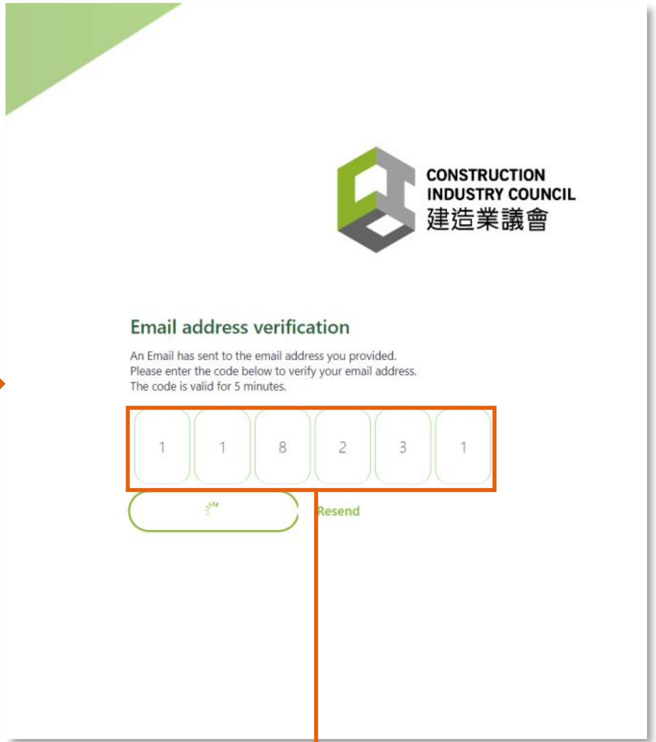
Please enter the following code for verification:

983365

If you believe you have received this email in error, please reach out to your system administrator.

O
CONSTRUCTION INDUSTRY COUNCIL 建造業議會

Login to your email mailbox and copy the one-time password



Email address verification

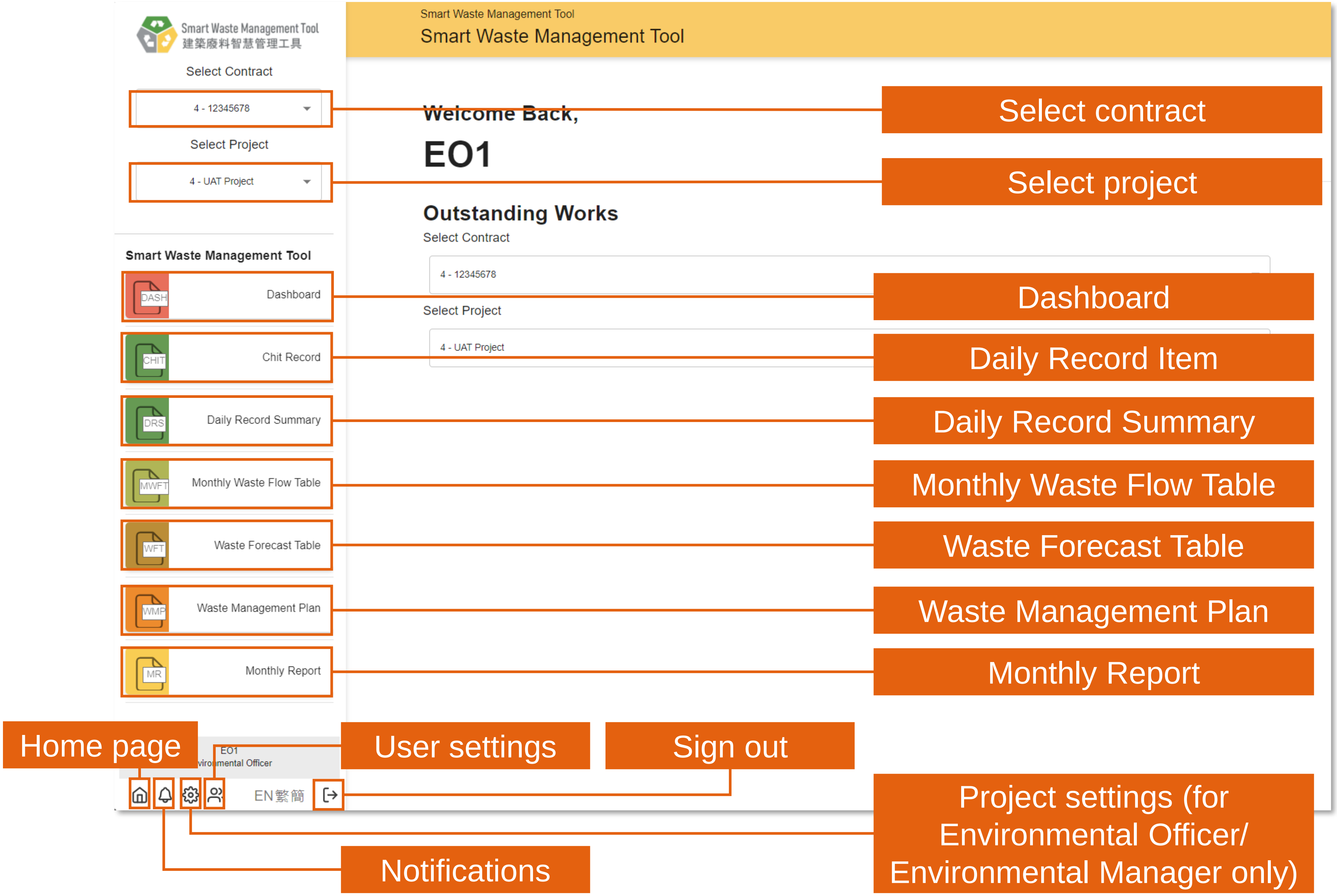
An Email has sent to the email address you provided.
Please enter the code below to verify your email address.
The code is valid for 5 minutes.

1 1 8 2 3 1

CONSTRUCTION INDUSTRY COUNCIL 建造業議會
Resend

Insert the one-time password, the tool will redirect to the home page

Navigation (1/2)



Smart Waste Management Tool
建築廢料智慧管理工具

Select Contract

4 - 12345678

Select Project

4 - UAT Project

Smart Waste Management Tool

Smart Waste Management Tool

Smart Waste Management Tool

Welcome Back,

EO1

Outstanding Works

Select Contract

4 - 12345678

Select Project

4 - UAT Project

EO1
vironmental Officer

EN 繁 簡

DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report

Select contract

Select project

Dashboard

Daily Record Item

Daily Record Summary

Monthly Waste Flow Table

Waste Forecast Table

Waste Management Plan

Monthly Report

Home page

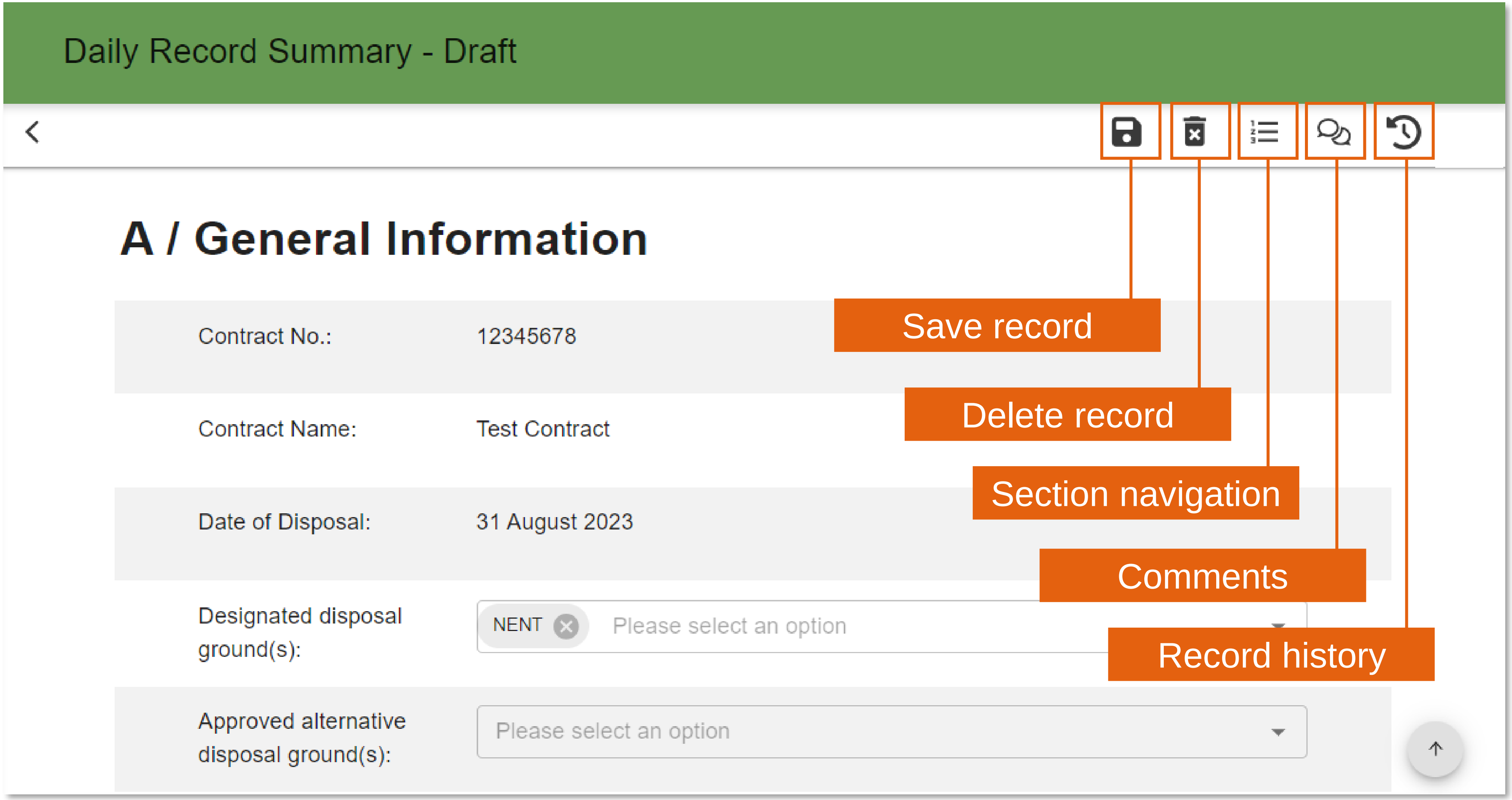
User settings

Sign out

Notifications

Project settings (for Environmental Officer/ Environmental Manager only)

Navigation (2/2)



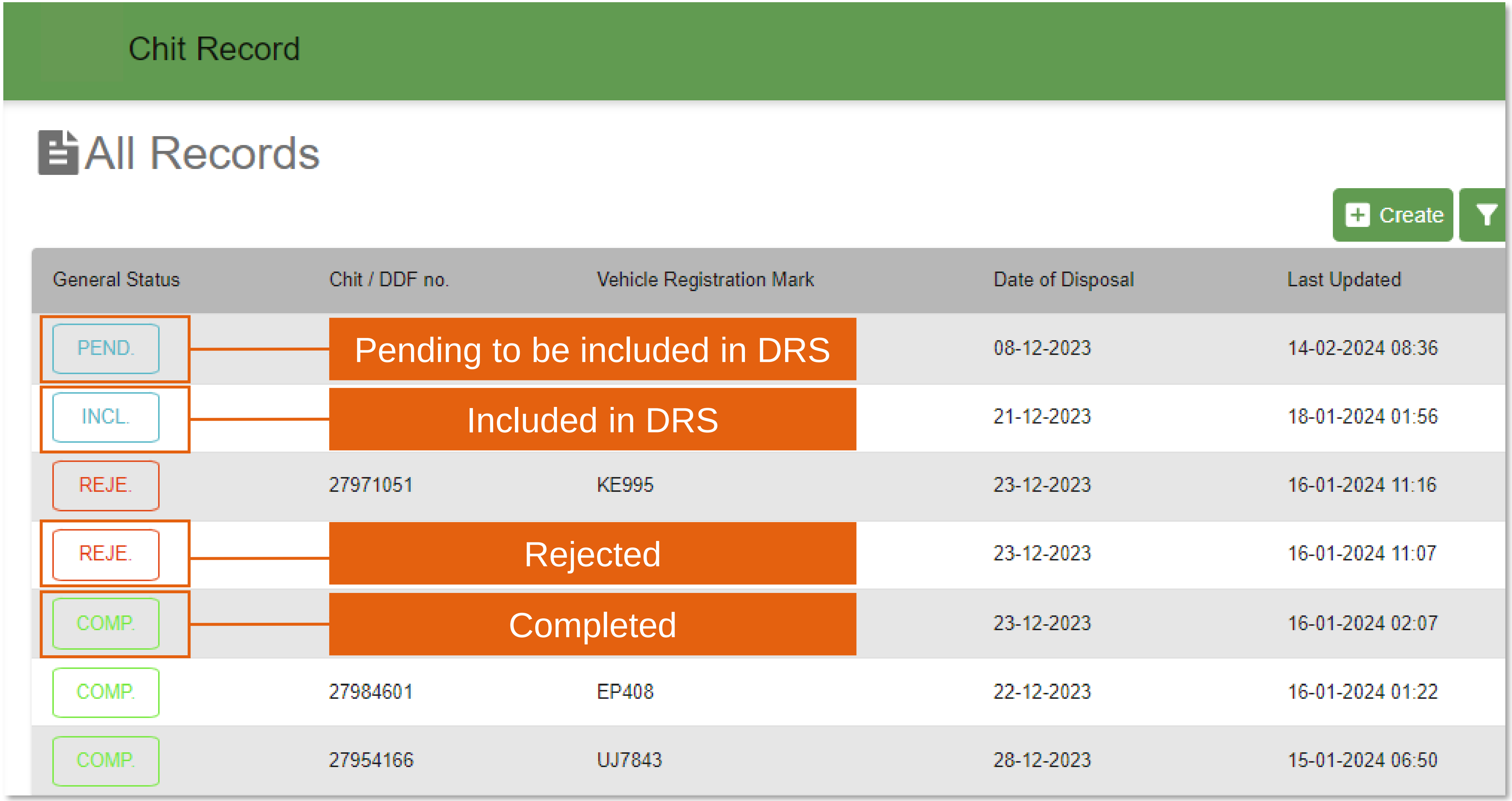
Daily Record Summary - Draft

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	31 August 2023
Designated disposal ground(s):	NENT
Approved alternative disposal ground(s):	

Please select an option
Please select an option
Save record
Delete record
Section navigation
Comments
Record history

Record Status (Chit Record)



General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.			08-12-2023	14-02-2024 08:36
INCL.			21-12-2023	18-01-2024 01:56
REJE.	27971051	KE995	23-12-2023	16-01-2024 11:16
REJE.			23-12-2023	16-01-2024 11:07
COMP.			23-12-2023	16-01-2024 02:07
COMP.	27984601	EP408	22-12-2023	16-01-2024 01:22
COMP.	27954166	UJ7843	28-12-2023	15-01-2024 06:50

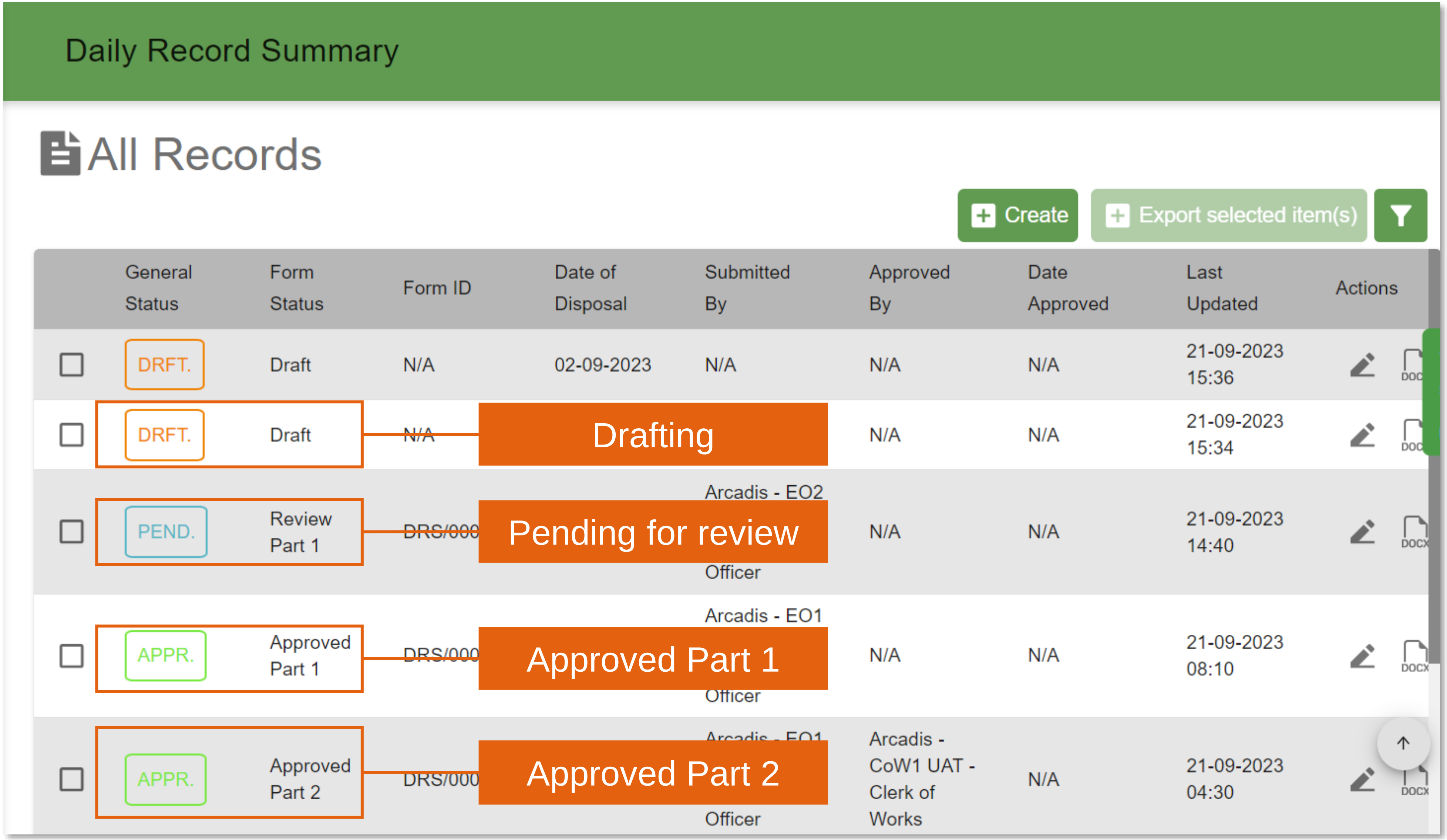
Pending to be included in DRS

Included in DRS

Rejected

Completed

Record Status (Daily Record System)



	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	DOC
☐	DRFT.	Draft	N/A			N/A	N/A	21-09-2023 15:34	DOC
☐	PEND.	Review Part 1	DRS/000		Arcadis - EO2 Officer	N/A	N/A	21-09-2023 14:40	DOCX
☐	APPR.	Approved Part 1	DRS/000		Arcadis - EO1 Officer	N/A	N/A	21-09-2023 08:10	DOCX
☐	APPR.	Approved Part 2	DRS/000		Arcadis - EO1 Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	DOCX

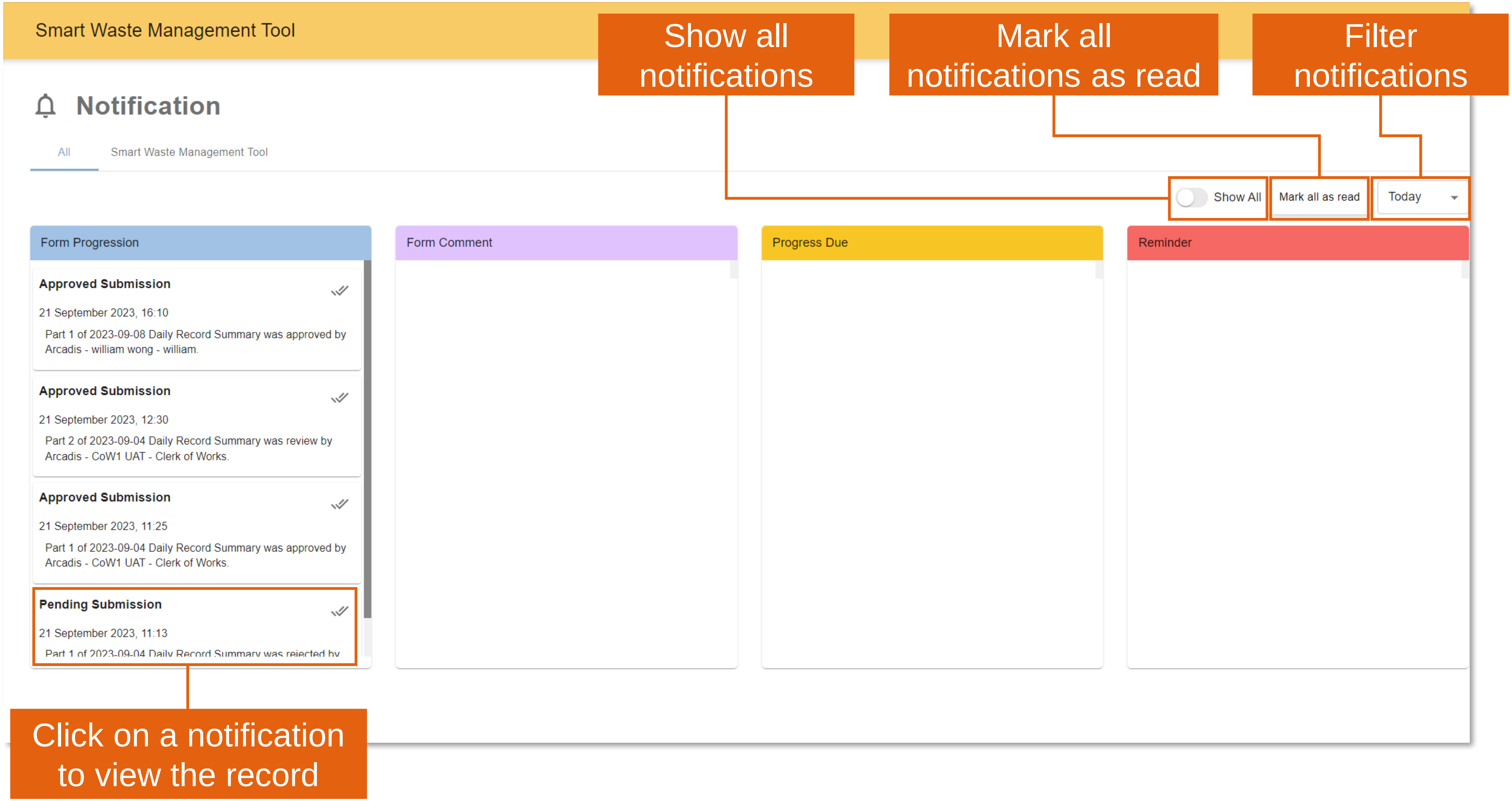
Drafting

Pending for review

Approved Part 1

Approved Part 2

Notifications



Smart Waste Management Tool

Notification

All

Smart Waste Management Tool

Show All
Mark all as read
Today
Form Progression
Form Comment
Progress Due
Reminder

Approved Submission

21 September 2023, 16:10

Part 1 of 2023-09-08 Daily Record Summary was approved by Arcadis - william wong - william.

Approved Submission

21 September 2023, 12:30

Part 2 of 2023-09-04 Daily Record Summary was review by Arcadis - CoW1 UAT - Clerk of Works.

Approved Submission

21 September 2023, 11:25

Part 1 of 2023-09-04 Daily Record Summary was approved by Arcadis - CoW1 UAT - Clerk of Works.

Pending Submission

21 September 2023, 11:13

Part 1 of 2023-09-04 Daily Record Summary was rejected by

Show all notifications

Mark all notifications as read

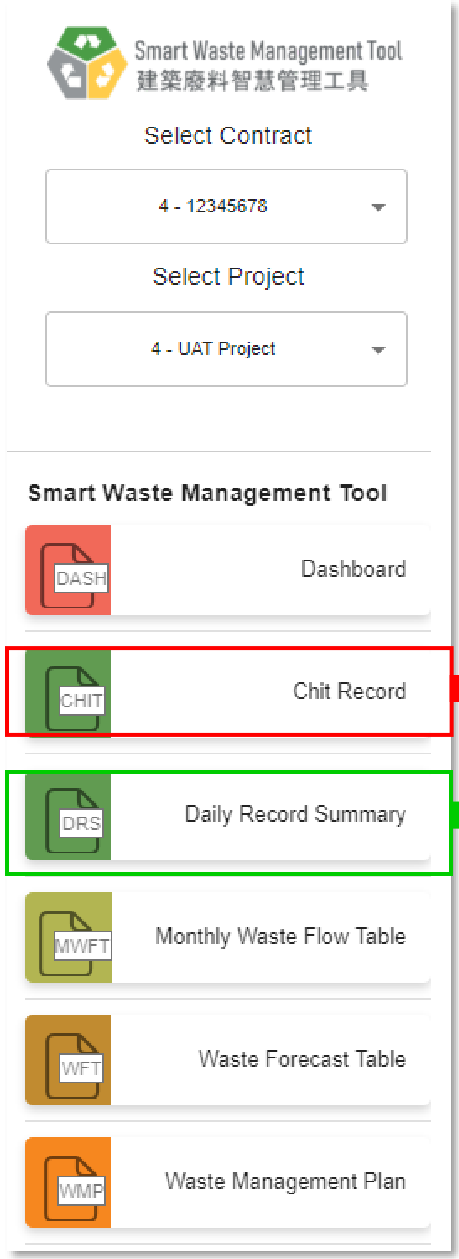
Filter notifications

Click on a notification to view the record

1) Daily Record Summary (DRS)

1.1 Submit Chit Records (Batch Create)
1.2 Submit Chit Records (C·Easy)
1.3 Submit DRS Part 1
1.4 Export DRS

Steps to prepare a DRS


Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan

For input of Chit tickets

For consolidating all Chits for the date of disposal

Go to "Chit Record"

↓

Input Chit tickets for e.g., 01-01-2023

↓

Go to "Daily Record Summary"

↓

Create DRS for 01-01-2023

↓

Chit records will automatically appear in this DRS – Part 1

↓

Submit Part 1 for approval

↓

(When EPD transaction records are available) Open DRS for 01-01-2023 again

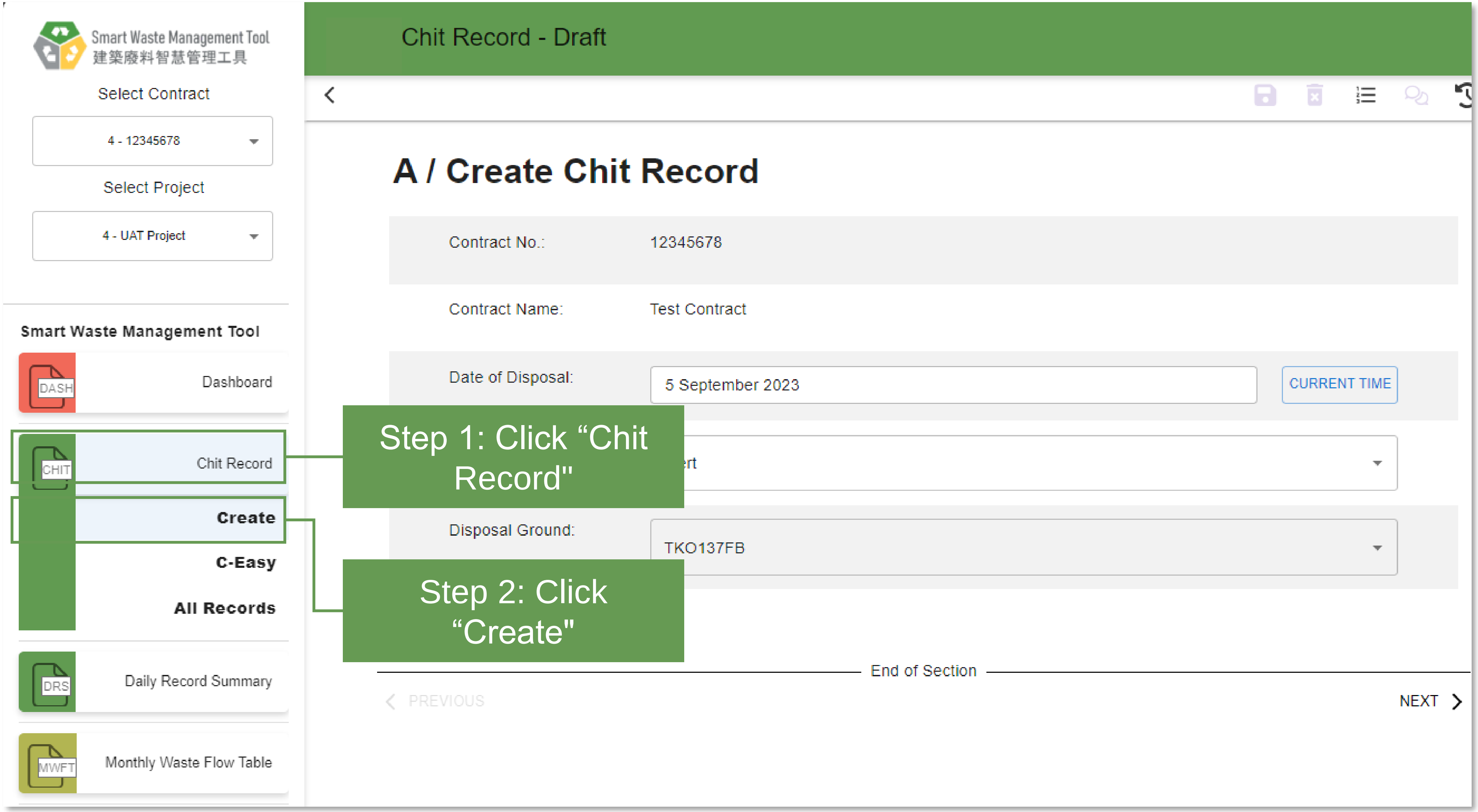
↓

Click to autofill DRS Part 2

↓

Submit Part 2 for approval

Submit Chit Records (Batch Create) (1.1.1)



Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
Create
C-Easy
All Records
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Chit Record - Draft
CURRENT TIME
End of Section
PREVIOUS
NEXT

A / Create Chit Record

Contract No.: 12345678

Contract Name: Test Contract

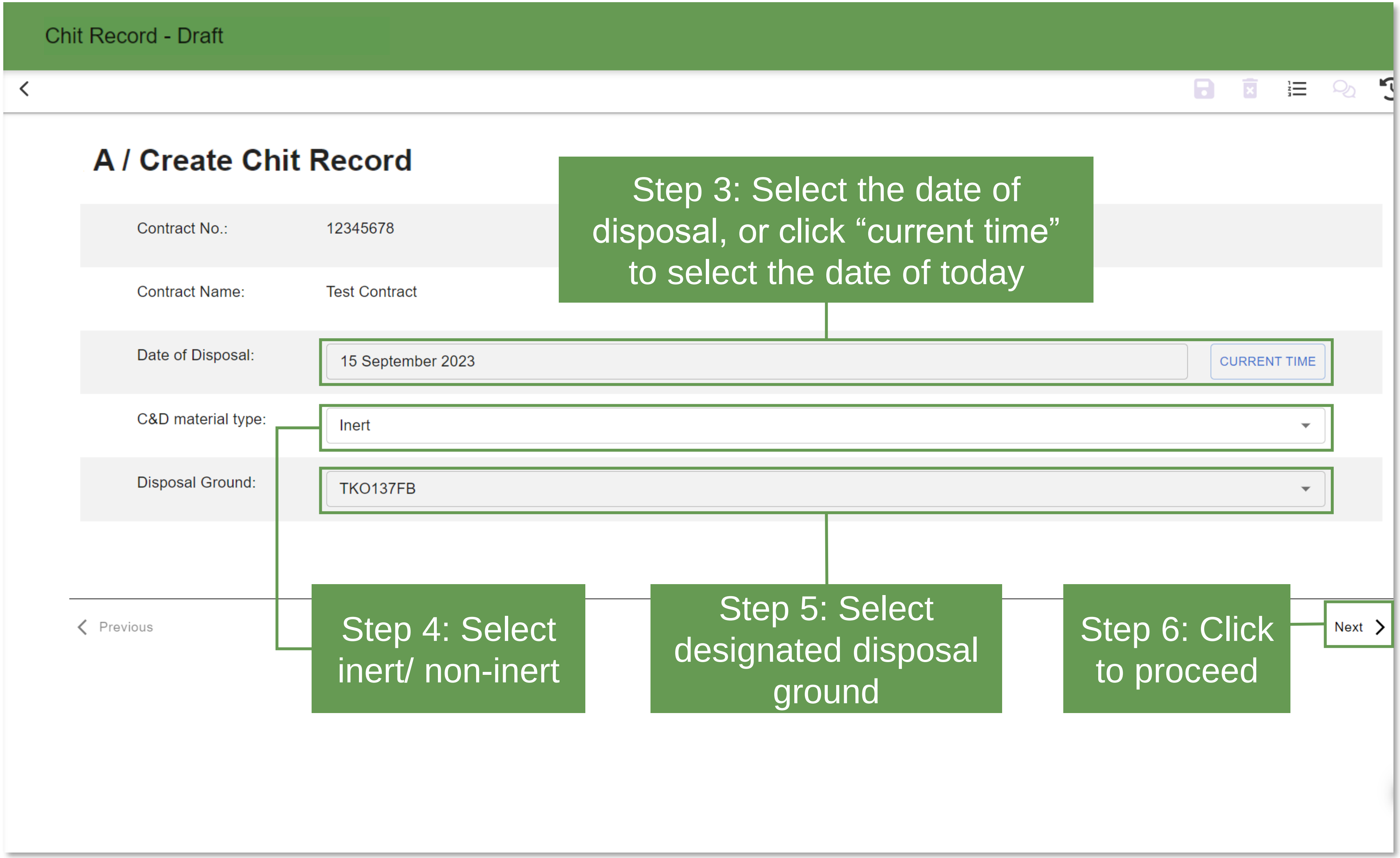
Date of Disposal: 5 September 2023

Disposal Ground: TKO137FB

Step 1: Click “Chit Record"

Step 2: Click “Create"

Submit Chit Records (Batch Create) (1.1.2)



A / Create Chit Record

Contract No.: 12345678

Contract Name: Test Contract

Date of Disposal: 15 September 2023

C&D material type: Inert

Disposal Ground: TKO137FB

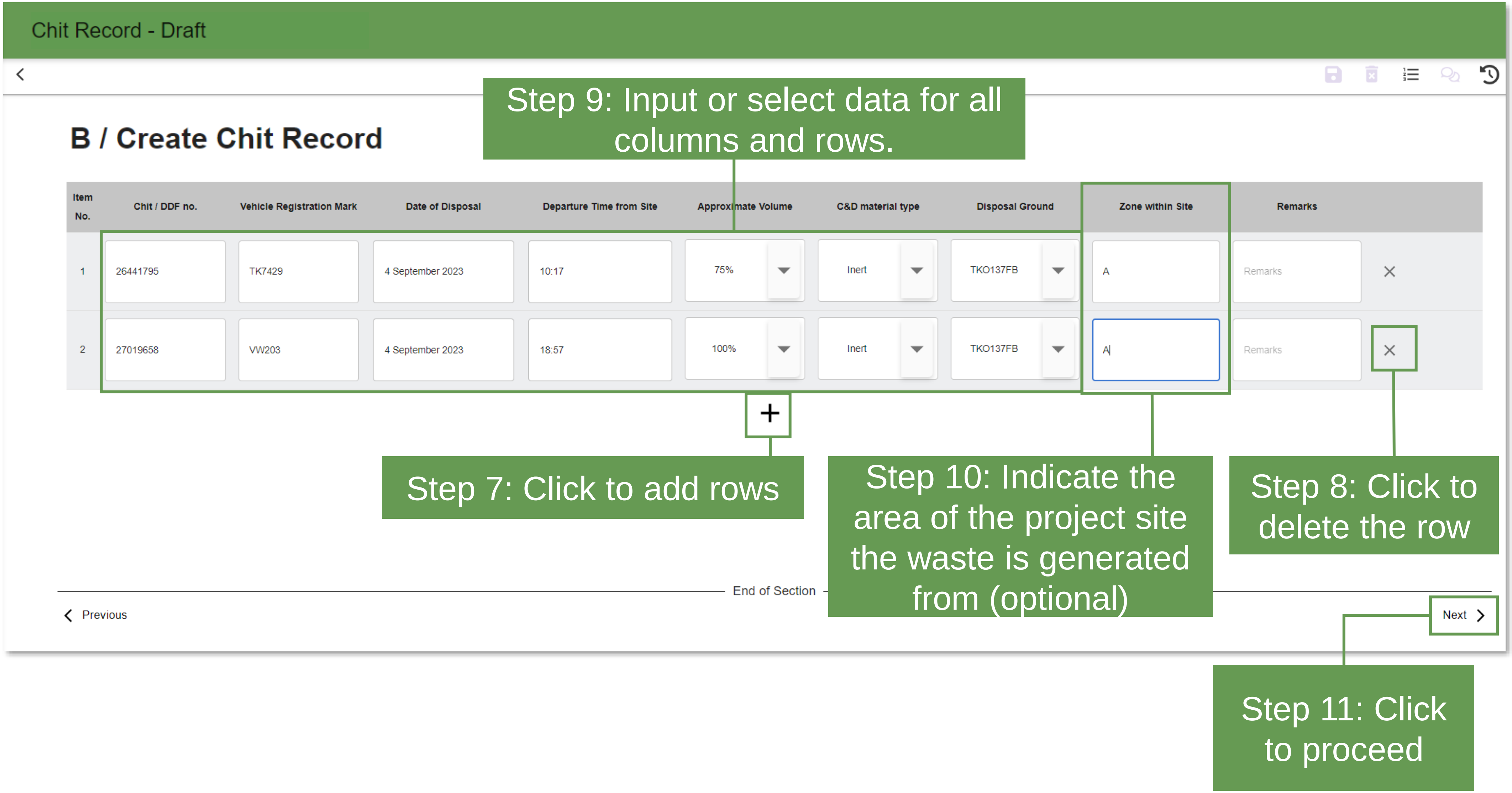
Step 3: Select the date of disposal, or click “current time” to select the date of today

Step 4: Select inert/ non-inert

Step 5: Select designated disposal ground

Step 6: Click to proceed

Submit Chit Records (Batch Create) (1.1.3)



B / Create Chit Record

Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remarks
1	26441795	TK7429	4 September 2023	10:17	75%	Inert	TKO137FB	A	Remarks
2	27019658	VW203	4 September 2023	18:57	100%	Inert	TKO137FB	A	Remarks

Step 9: Input or select data for all columns and rows.

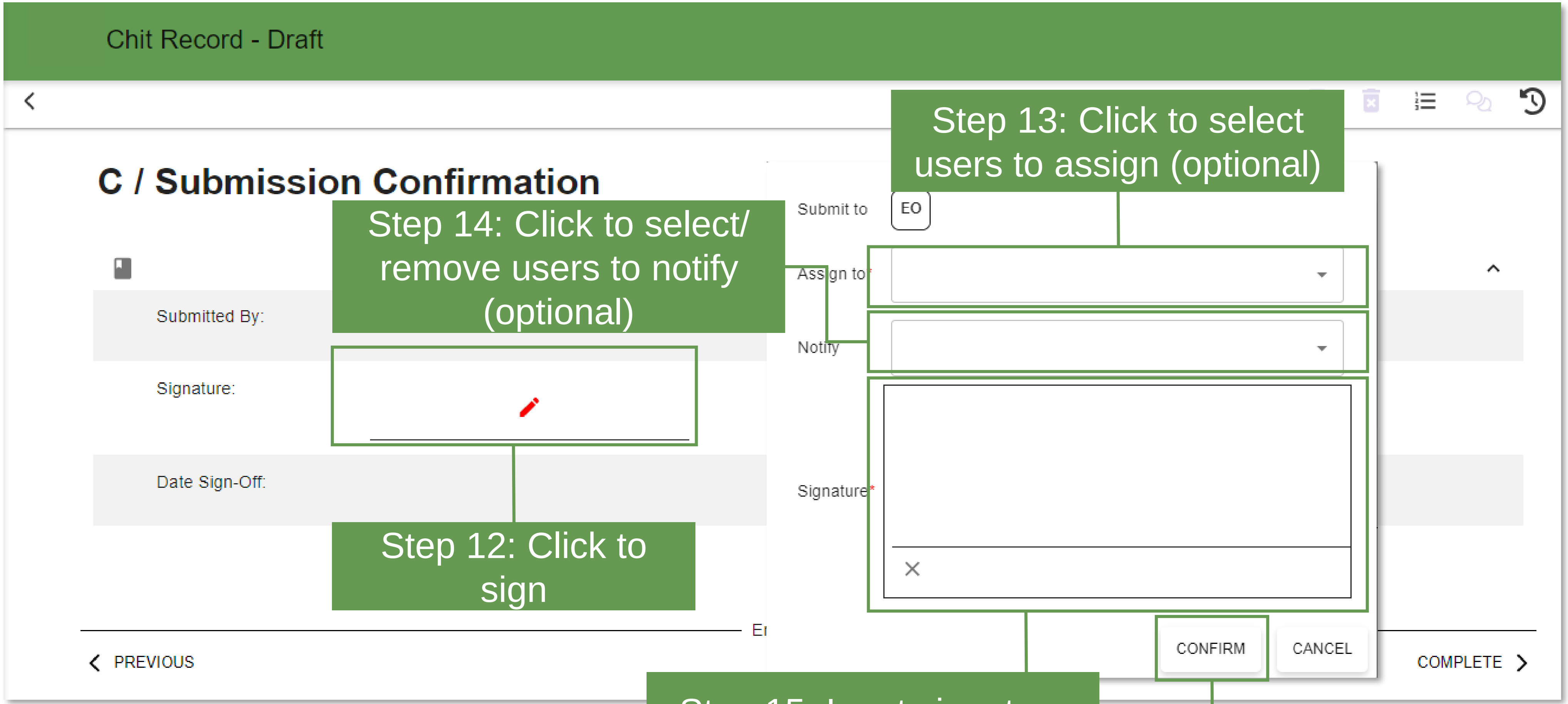
Step 7: Click to add rows

Step 10: Indicate the area of the project site the waste is generated from (optional)

Step 8: Click to delete the row

Step 11: Click to proceed

Submit Chit Records (Batch Create) (1.1.4)


Chit Record - Draft
C / Submission Confirmation
Submitted By:
Signature:
Date Sign-Off:
Er
PREVIOUS
COMPLETE
Submit to
EO
Assign to*
Notify
Signature*
CONFIRM
CANCEL

Step 12: Click to sign

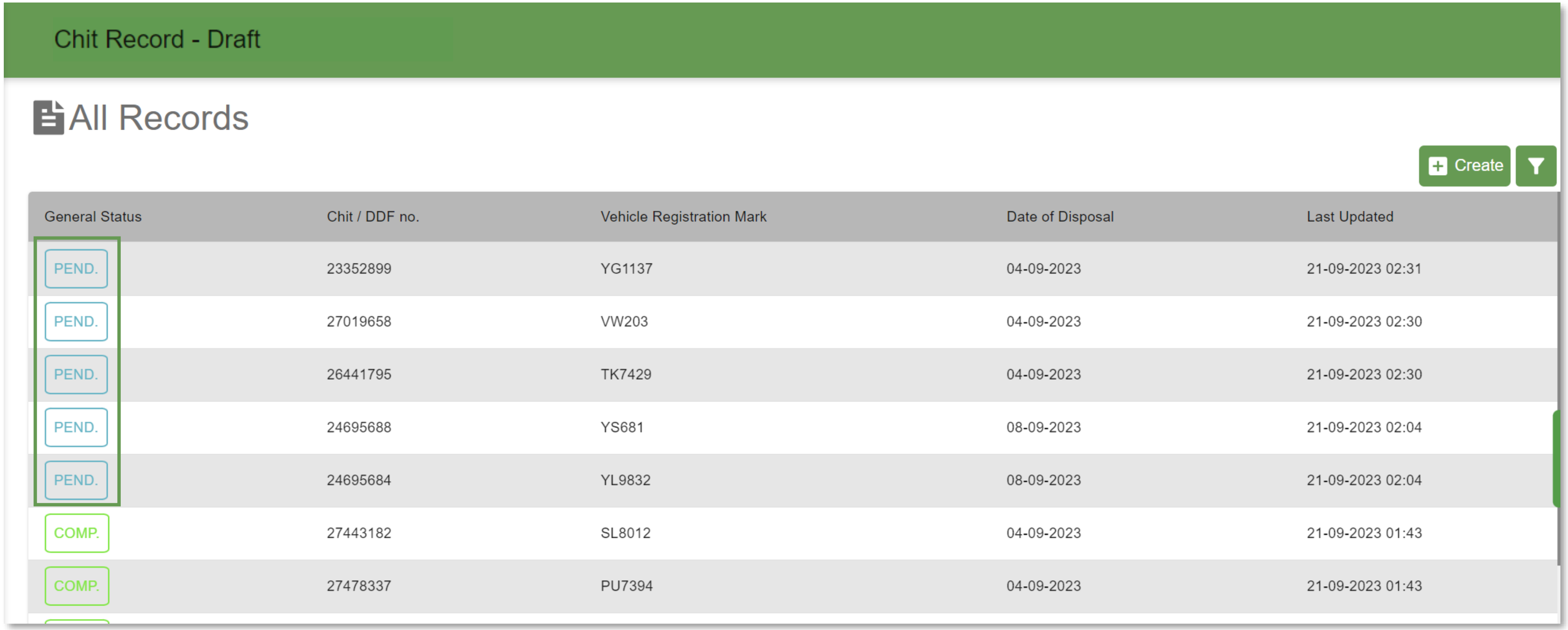
Step 13: Click to select users to assign (optional)

Step 14: Click to select/ remove users to notify (optional)

Step 15: Input signature

Step 16: Click to submit

Submit Chit Records (Batch Create) (1.1.5)

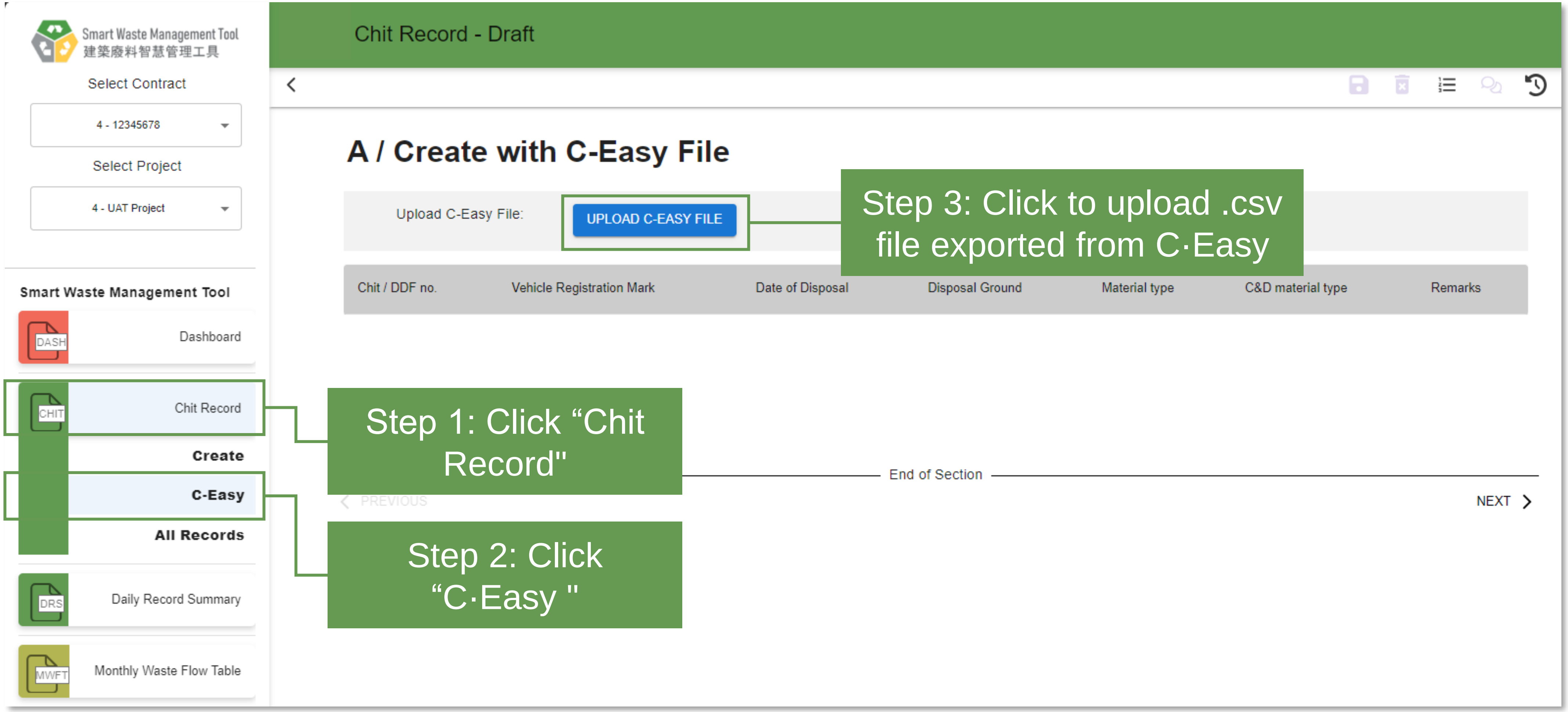


General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.	23352899	YG1137	04-09-2023	21-09-2023 02:31
PEND.	27019658	VW203	04-09-2023	21-09-2023 02:30
PEND.	26441795	TK7429	04-09-2023	21-09-2023 02:30
PEND.	24695688	YS681	08-09-2023	21-09-2023 02:04
PEND.	24695684	YL9832	08-09-2023	21-09-2023 02:04
COMP.	27443182	SL8012	04-09-2023	21-09-2023 01:43
COMP.	27478337	PU7394	04-09-2023	21-09-2023 01:43

Chit tickets have been successfully submitted

Repeat steps 1-16 to submit other Chit tickets

Submit Chit Records (C·Easy) (1.2.1)

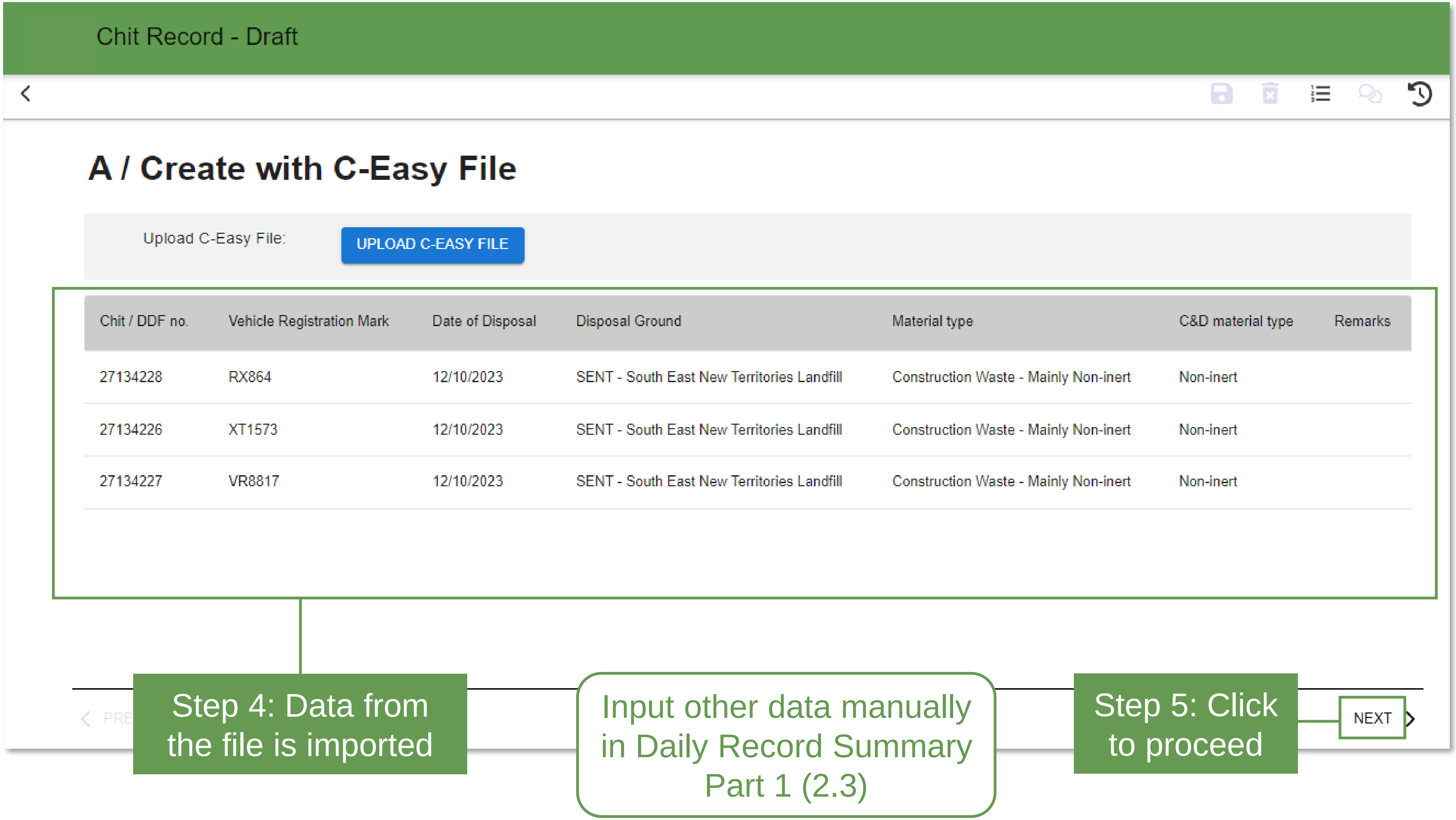

Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
Create
C-Easy
All Records
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Chit Record - Draft
A / Create with C-Easy File
Upload C-Easy File:
UPLOAD C-EASY FILE
Chit / DDF no.
Vehicle Registration Mark
Date of Disposal
Disposal Ground
Material type
C&D material type
Remarks
End of Section
PREVIOUS
NEXT

Step 1: Click “Chit Record"

Step 2: Click “C·Easy "

Step 3: Click to upload .csv file exported from C·Easy

Submit Chit Records (C·Easy) (1.2.2)



A / Create with C-Easy File

Upload C-Easy File:

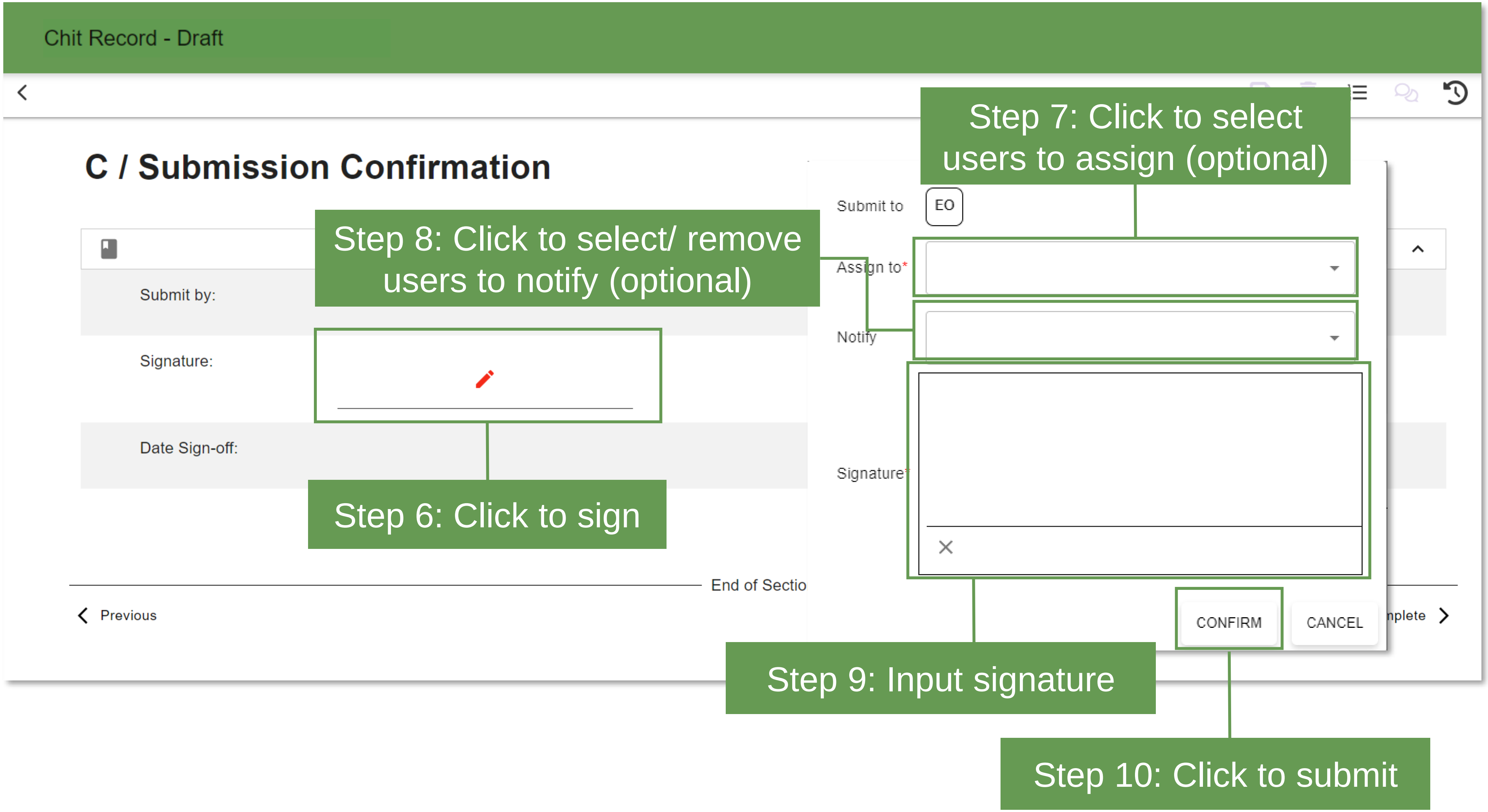
Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Disposal Ground	Material type	C&D material type	Remarks
27134228	RX864	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	
27134226	XT1573	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	
27134227	VR8817	12/10/2023	SENT - South East New Territories Landfill	Construction Waste - Mainly Non-inert	Non-inert	

Step 4: Data from the file is imported

Input other data manually in Daily Record Summary Part 1 (2.3)

Step 5: Click to proceed

Submit Chit Records (C·Easy) (1.2.3)


Chit Record - Draft
C / Submission Confirmation
Submit by:
Signature:
Date Sign-off:
End of Sectio
Previous
Submit to
EO
Assign to*
Notify
Signature*
CONFIRM
CANCEL
nplete

Step 7: Click to select users to assign (optional)

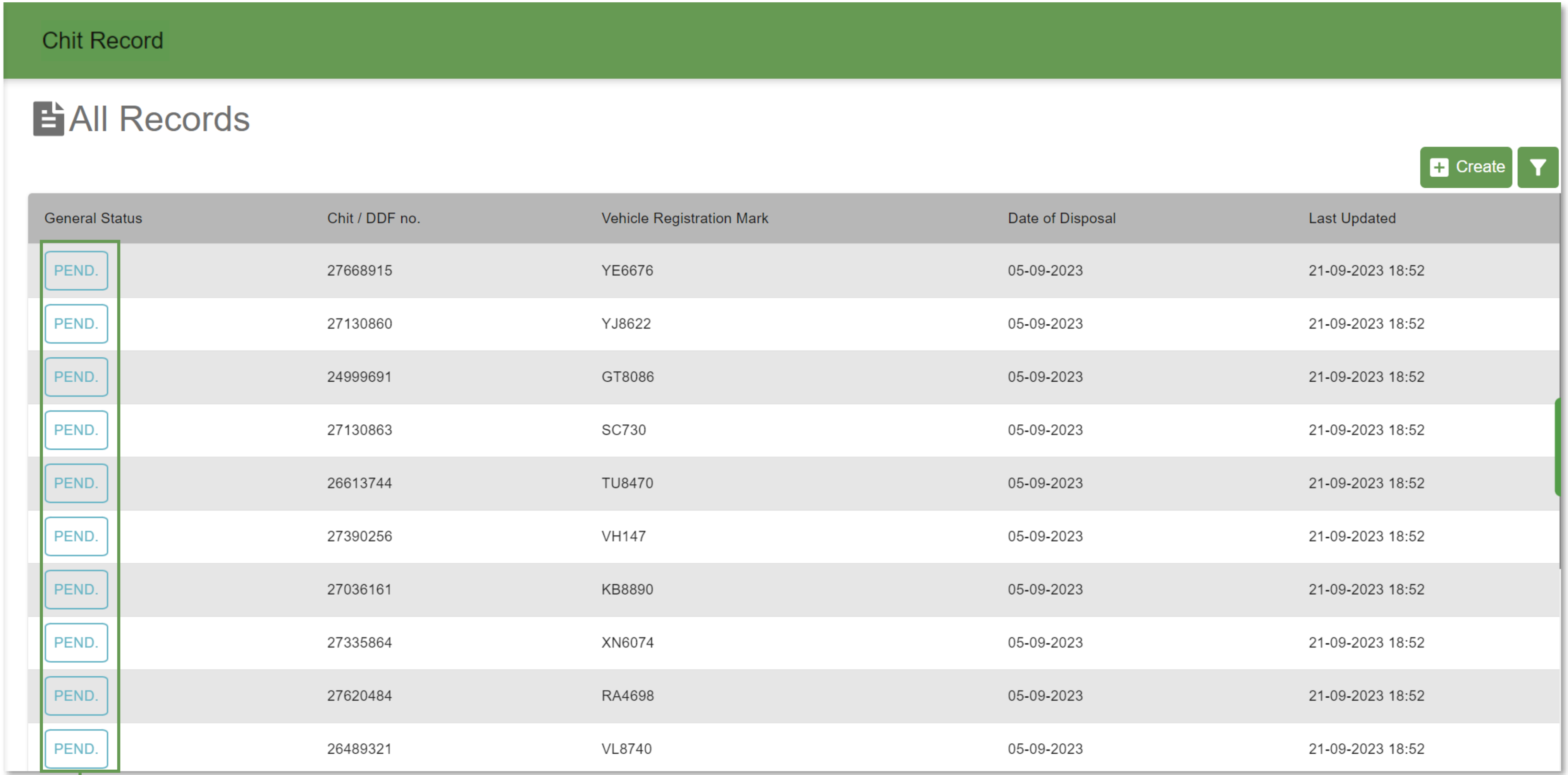
Step 8: Click to select/ remove users to notify (optional)

Step 6: Click to sign

Step 9: Input signature

Step 10: Click to submit

Submit Chit Records (C·Easy) (1.2.4)



Chit Record

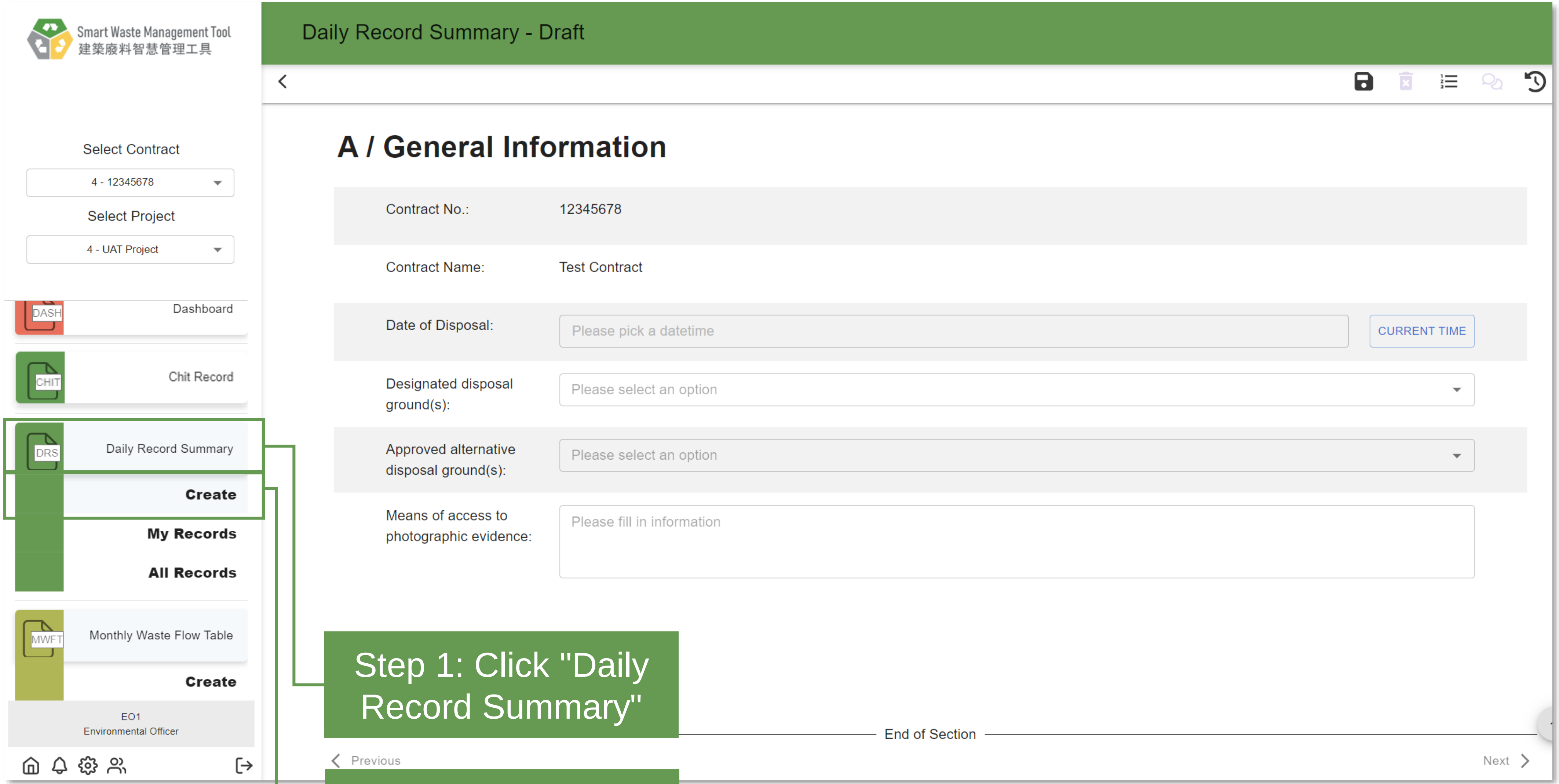
All Records

General Status	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Last Updated
PEND.	27668915	YE6676	05-09-2023	21-09-2023 18:52
PEND.	27130860	YJ8622	05-09-2023	21-09-2023 18:52
PEND.	24999691	GT8086	05-09-2023	21-09-2023 18:52
PEND.	27130863	SC730	05-09-2023	21-09-2023 18:52
PEND.	26613744	TU8470	05-09-2023	21-09-2023 18:52
PEND.	27390256	VH147	05-09-2023	21-09-2023 18:52
PEND.	27036161	KB8890	05-09-2023	21-09-2023 18:52
PEND.	27335864	XN6074	05-09-2023	21-09-2023 18:52
PEND.	27620484	RA4698	05-09-2023	21-09-2023 18:52
PEND.	26489321	VL8740	05-09-2023	21-09-2023 18:52

Chit tickets have been successfully submitted

If the C·Easy export does not include all Chit tickets, follow the procedures **here** to submit Chit tickets manually

Submit DRS Part 1 (1.3.1)



Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
Create
My Records
All Records
MWFT
Monthly Waste Flow Table
Create
EO1
Environmental Officer
Daily Record Summary - Draft
CURRENT TIME
End of Section
Previous
Next

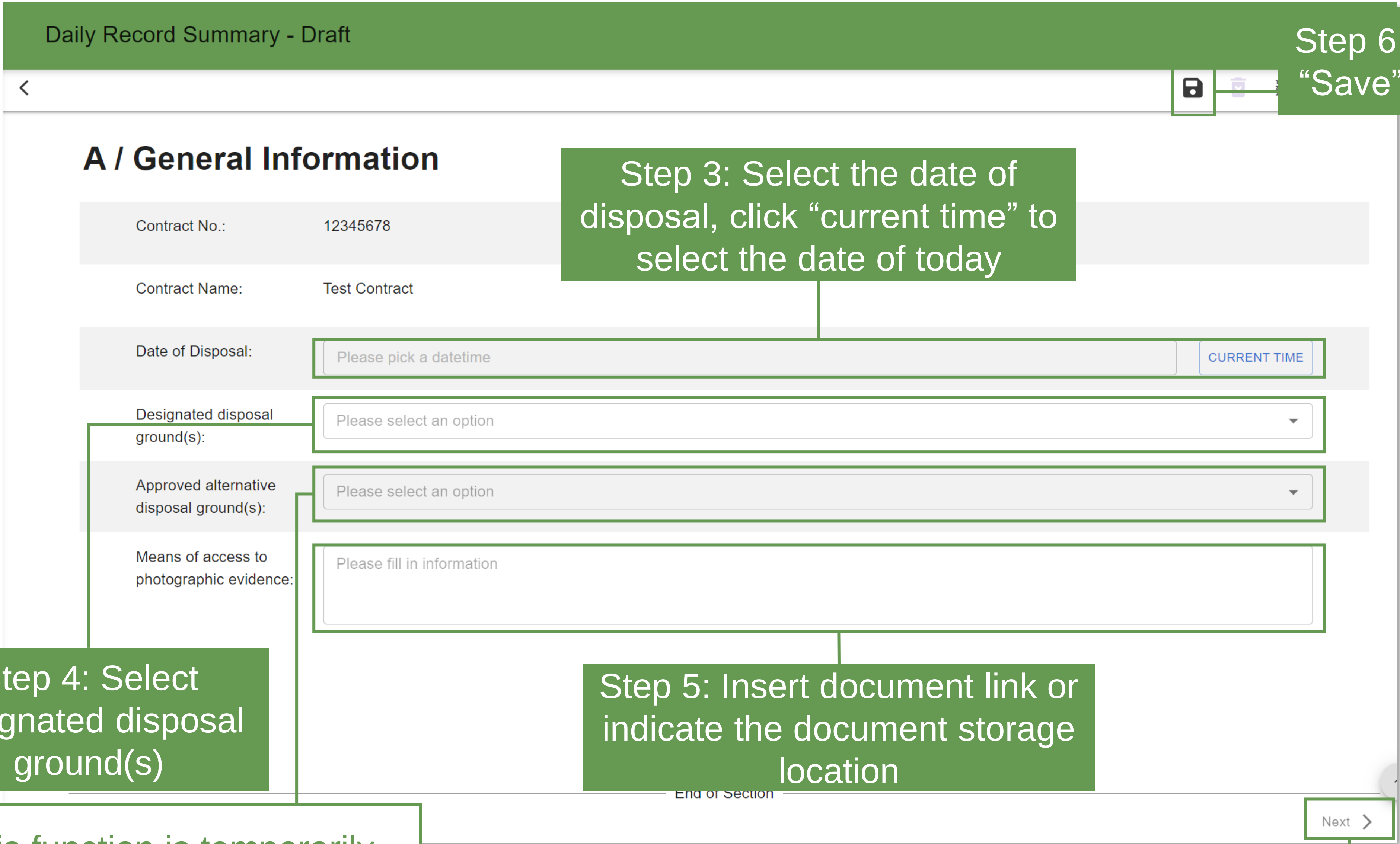
A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	Please pick a datetime
Designated disposal ground(s):	Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	Please fill in information

Step 1: Click "Daily Record Summary"

Step 2: Click “Create"

Submit DRS Part 1 (1.3.2)



Daily Record Summary - Draft

A / General Information

Contract No.:	12345678
Contract Name:	Test Contract
Date of Disposal:	Please pick a datetime
Designated disposal ground(s):	Please select an option
Approved alternative disposal ground(s):	Please select an option
Means of access to photographic evidence:	Please fill in information

Step 3: Select the date of disposal, click “current time” to select the date of today

Step 4: Select designated disposal ground(s)

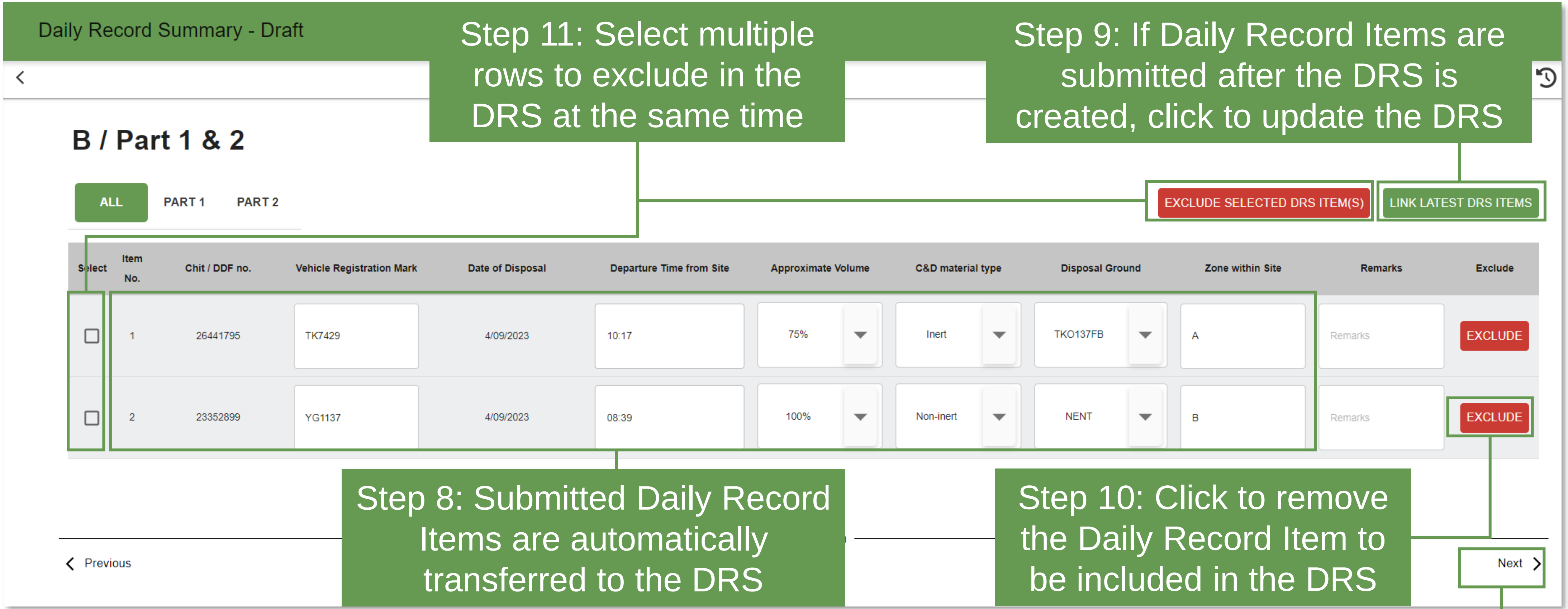
This function is temporarily unavailable

Step 5: Insert document link or indicate the document storage location

Step 6: Click “Save” once

Step 7: Click to proceed

Submit DRS Part 1 (1.3.3)



Daily Record Summary - Draft

B / Part 1 & 2

Select	Item No.	Chit / DDF no.	Vehicle Registration Mark	Date of Disposal	Departure Time from Site	Approximate Volume	C&D material type	Disposal Ground	Zone within Site	Remarks	Exclude
☐	1	26441795	TK7429	4/09/2023	10:17	75%	Inert	TKO137FB	A	Remarks	EXCLUDE
☐	2	23352899	YG1137	4/09/2023	08:39	100%	Non-inert	NENT	B	Remarks	EXCLUDE

Step 11: Select multiple rows to exclude in the DRS at the same time

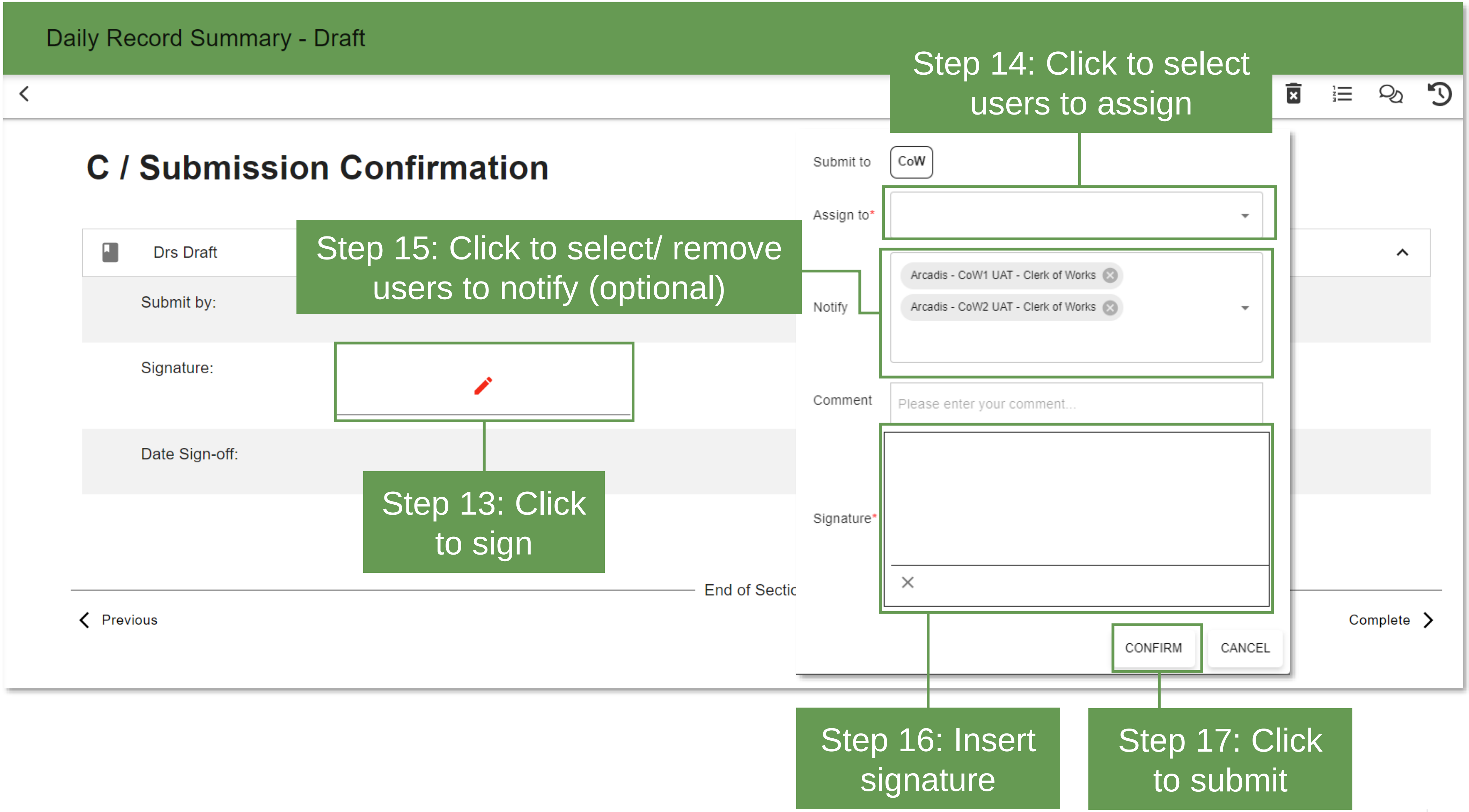
Step 9: If Daily Record Items are submitted after the DRS is created, click to update the DRS

Step 8: Submitted Daily Record Items are automatically transferred to the DRS

Step 10: Click to remove the Daily Record Item to be included in the DRS

Step 12: Click to proceed

Submit DRS Part 1 (1.3.4)



Daily Record Summary - Draft

C / Submission Confirmation

Drs Draft

Submit by:

Signature:

Date Sign-off:

End of Sectic

Submit to: CoW

Assign to*

Notify: Arcadis - CoW1 UAT - Clerk of Works, Arcadis - CoW2 UAT - Clerk of Works

Comment: Please enter your comment...

Signature*

Step 13: Click to sign

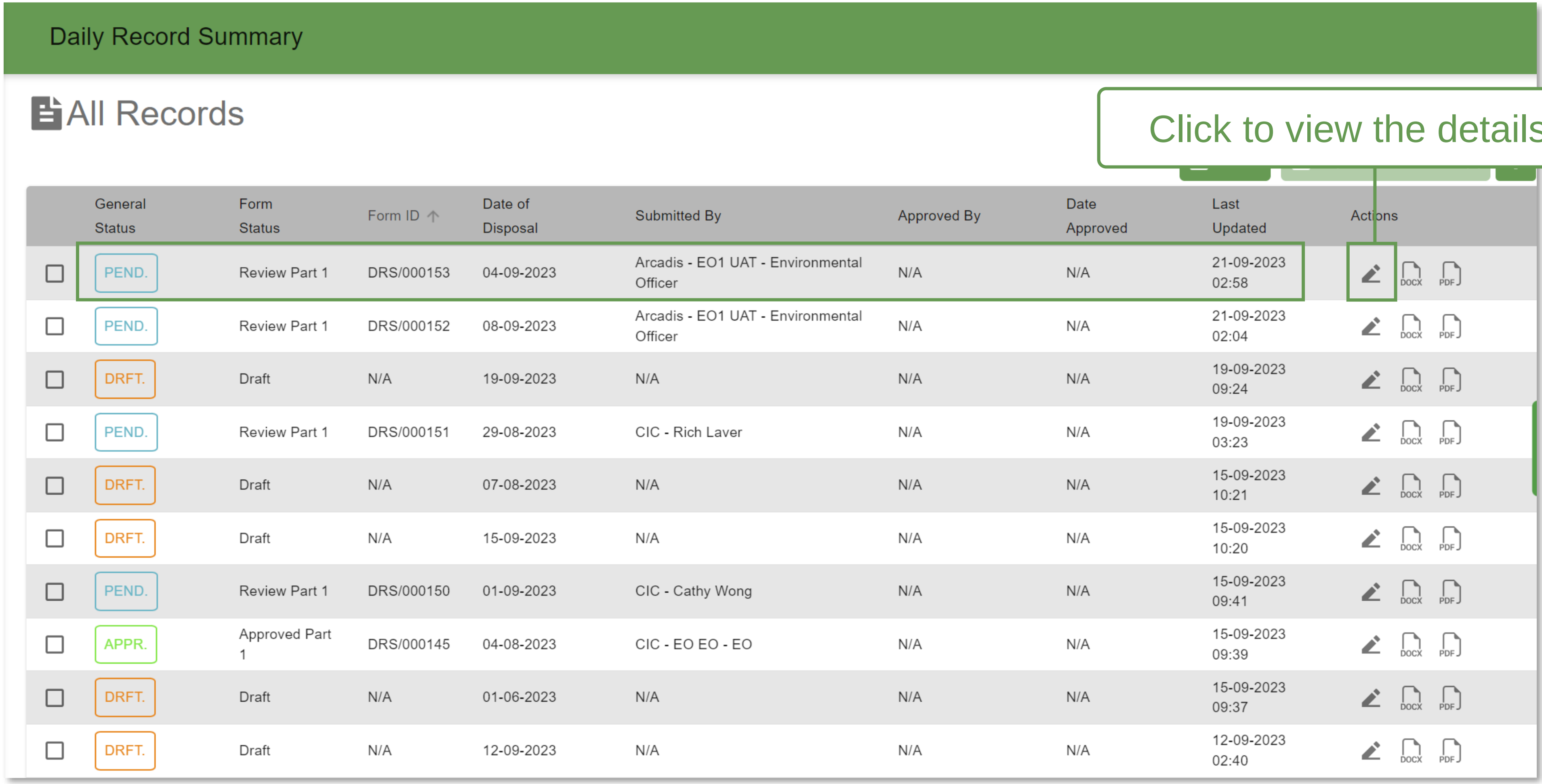
Step 14: Click to select users to assign

Step 15: Click to select/ remove users to notify (optional)

Step 16: Insert signature

Step 17: Click to submit

Submit DRS Part 1 (1.3.5)



Daily Record Summary

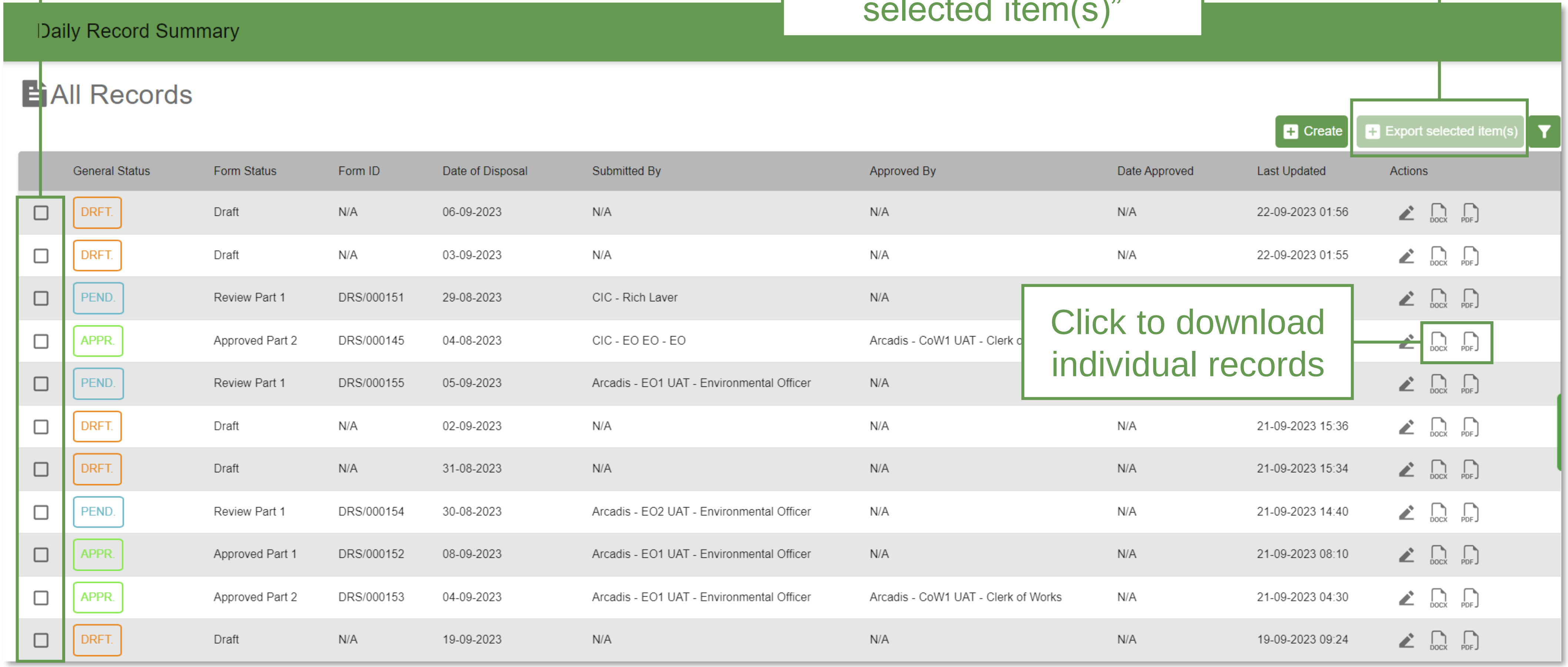
All Records

Click to view the details

	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	PEND.	Review Part 1	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:58	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 02:04	✎ DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A	N/A	19-09-2023 03:23	✎ DOCX PDF
☐	DRFT.	Draft	N/A	07-08-2023	N/A	N/A	N/A	15-09-2023 10:21	✎ DOCX PDF
☐	DRFT.	Draft	N/A	15-09-2023	N/A	N/A	N/A	15-09-2023 10:20	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000150	01-09-2023	CIC - Cathy Wong	N/A	N/A	15-09-2023 09:41	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000145	04-08-2023	CIC - EO EO - EO	N/A	N/A	15-09-2023 09:39	✎ DOCX PDF
☐	DRFT.	Draft	N/A	01-06-2023	N/A	N/A	N/A	15-09-2023 09:37	✎ DOCX PDF
☐	DRFT.	Draft	N/A	12-09-2023	N/A	N/A	N/A	12-09-2023 02:40	✎ DOCX PDF

DRS Part 1 has been successfully submitted

Export Records (1.4.1)



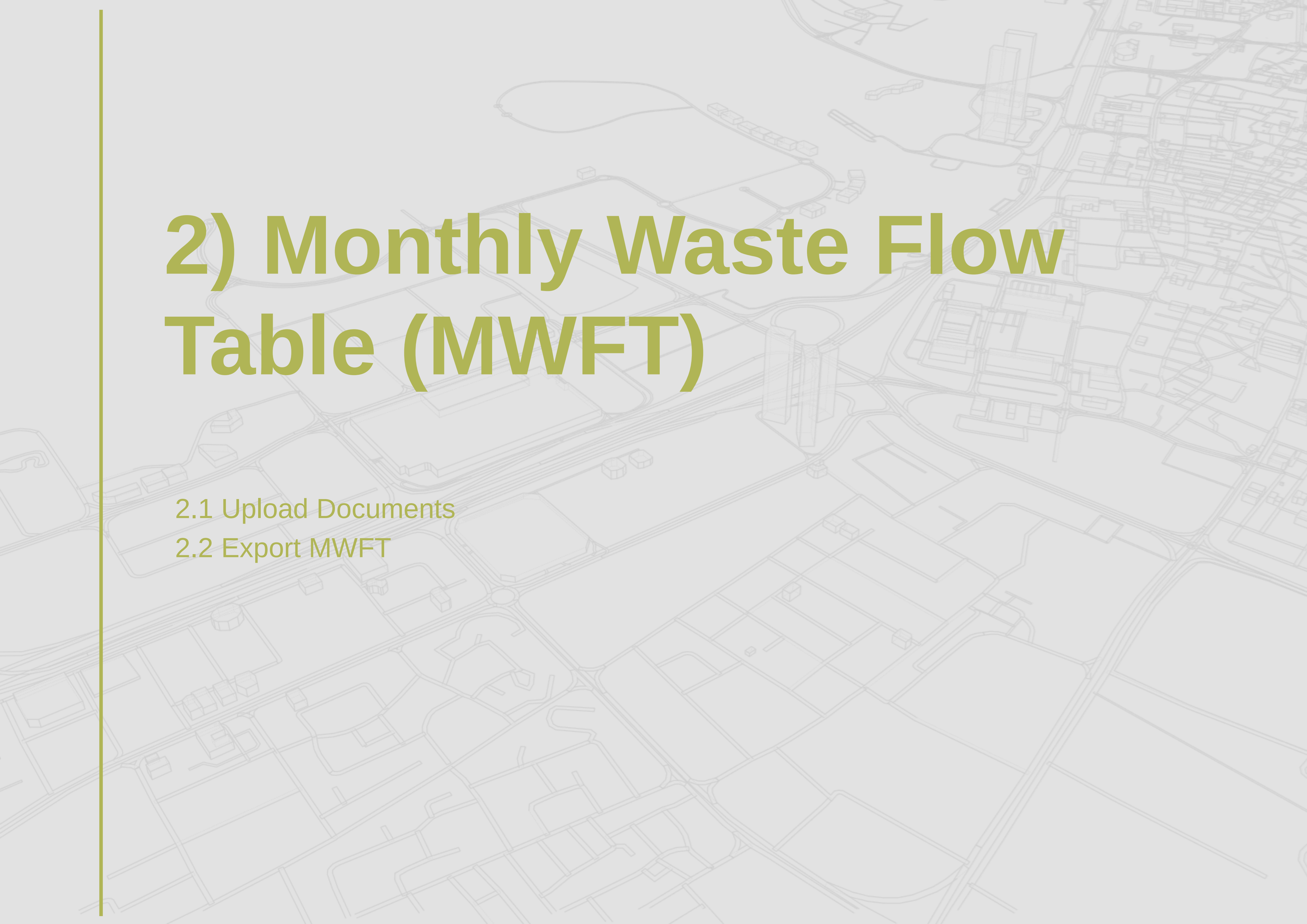
Select multiple records, then select “Export selected item(s)”

Click to download individual records

Daily Record Summary

All Records

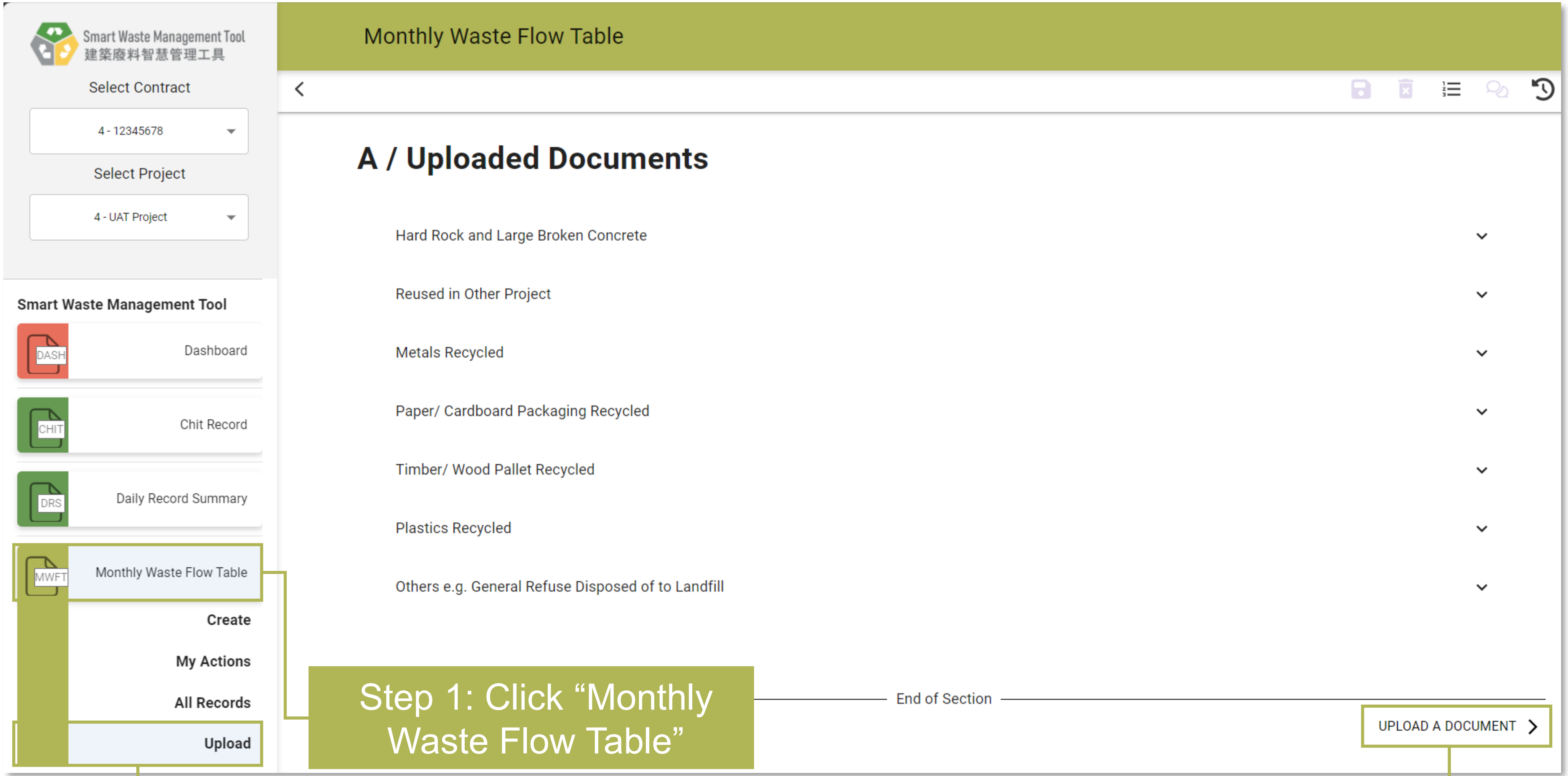
	General Status	Form Status	Form ID	Date of Disposal	Submitted By	Approved By	Date Approved	Last Updated	Actions
☐	DRFT.	Draft	N/A	06-09-2023	N/A	N/A	N/A	22-09-2023 01:56	✎ DOCX PDF
☐	DRFT.	Draft	N/A	03-09-2023	N/A	N/A	N/A	22-09-2023 01:55	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000151	29-08-2023	CIC - Rich Laver	N/A			✎ DOCX PDF
☐	APPR.	Approved Part 2	DRS/000145	04-08-2023	CIC - EO EO - EO	Arcadis - CoW1 UAT - Clerk o			✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000155	05-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A			✎ DOCX PDF
☐	DRFT.	Draft	N/A	02-09-2023	N/A	N/A	N/A	21-09-2023 15:36	✎ DOCX PDF
☐	DRFT.	Draft	N/A	31-08-2023	N/A	N/A	N/A	21-09-2023 15:34	✎ DOCX PDF
☐	PEND.	Review Part 1	DRS/000154	30-08-2023	Arcadis - EO2 UAT - Environmental Officer	N/A	N/A	21-09-2023 14:40	✎ DOCX PDF
☐	APPR.	Approved Part 1	DRS/000152	08-09-2023	Arcadis - EO1 UAT - Environmental Officer	N/A	N/A	21-09-2023 08:10	✎ DOCX PDF
☐	APPR.	Approved Part 2	DRS/000153	04-09-2023	Arcadis - EO1 UAT - Environmental Officer	Arcadis - CoW1 UAT - Clerk of Works	N/A	21-09-2023 04:30	✎ DOCX PDF
☐	DRFT.	Draft	N/A	19-09-2023	N/A	N/A	N/A	19-09-2023 09:24	✎ DOCX PDF



2) Monthly Waste Flow Table (MWFT)

2.1 Upload Documents
2.2 Export MWFT

Upload Documents (2.1.1)

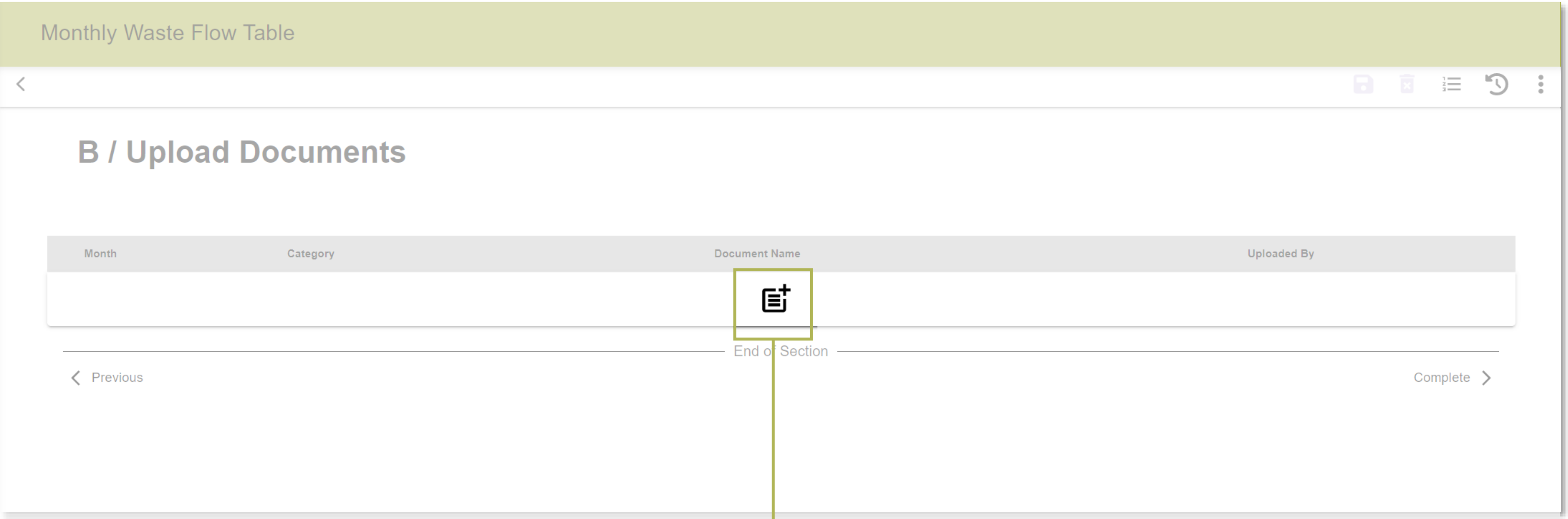

Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
Smart Waste Management Tool
DASH
Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
Create
My Actions
All Records
Upload
Monthly Waste Flow Table
A / Uploaded Documents
Hard Rock and Large Broken Concrete
Reused in Other Project
Metals Recycled
Paper/ Cardboard Packaging Recycled
Timber/ Wood Pallet Recycled
Plastics Recycled
Others e.g. General Refuse Disposed of to Landfill
End of Section
UPLOAD A DOCUMENT

Step 1: Click “Monthly Waste Flow Table”

Step 2: Click ”Upload”

Step 3: Click to upload documents

Upload Documents (2.1.2)



Monthly Waste Flow Table

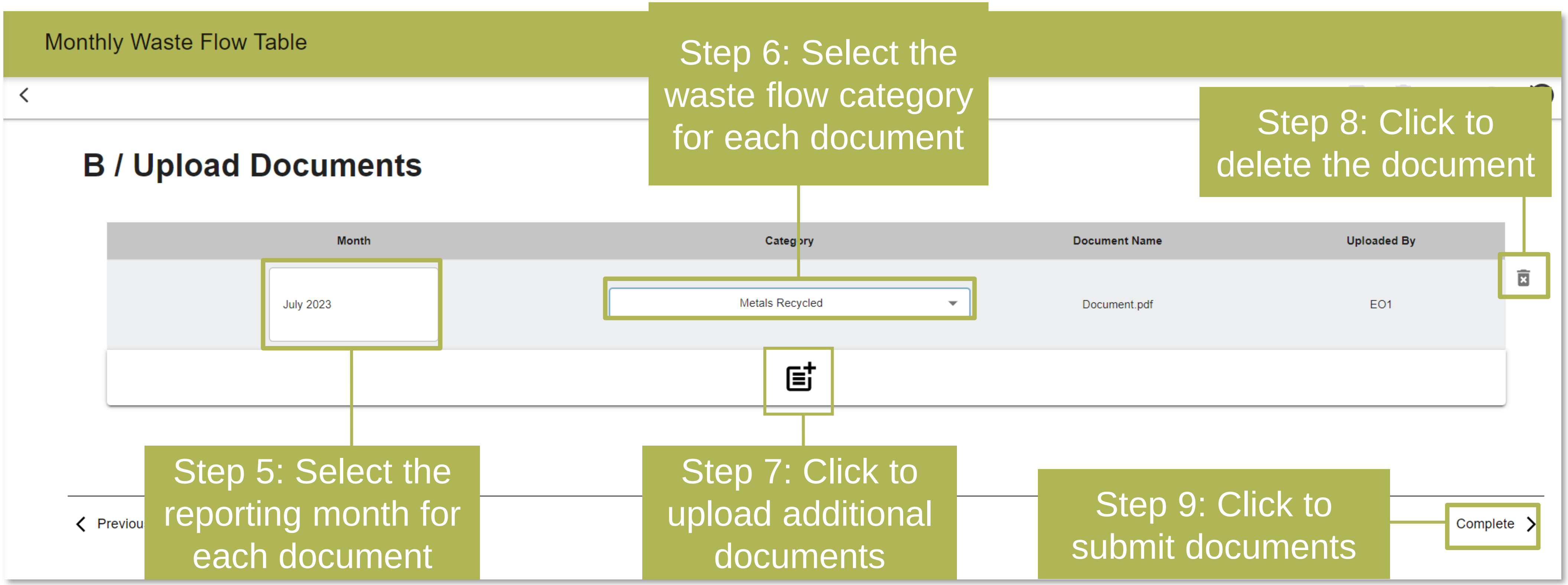
B / Upload Documents

Month	Category	Document Name	Uploaded By

End of Section
Previous
Complete

Step 4: Click to upload documents
Acceptable file format: JPG/ PNG/ PDF

Upload Documents (2.1.3)



Monthly Waste Flow Table

B / Upload Documents

Month	Category	Document Name	Uploaded By
July 2023	Metals Recycled	Document.pdf	EO1

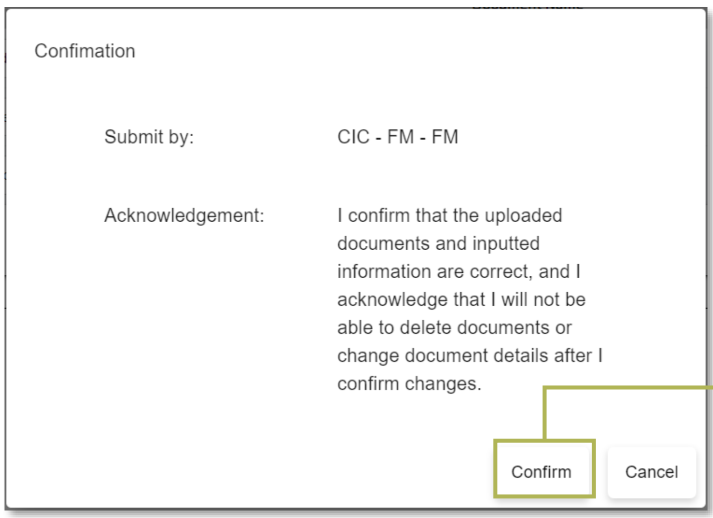
Step 5: Select the reporting month for each document

Step 6: Select the waste flow category for each document

Step 7: Click to upload additional documents

Step 8: Click to delete the document

Step 9: Click to submit documents



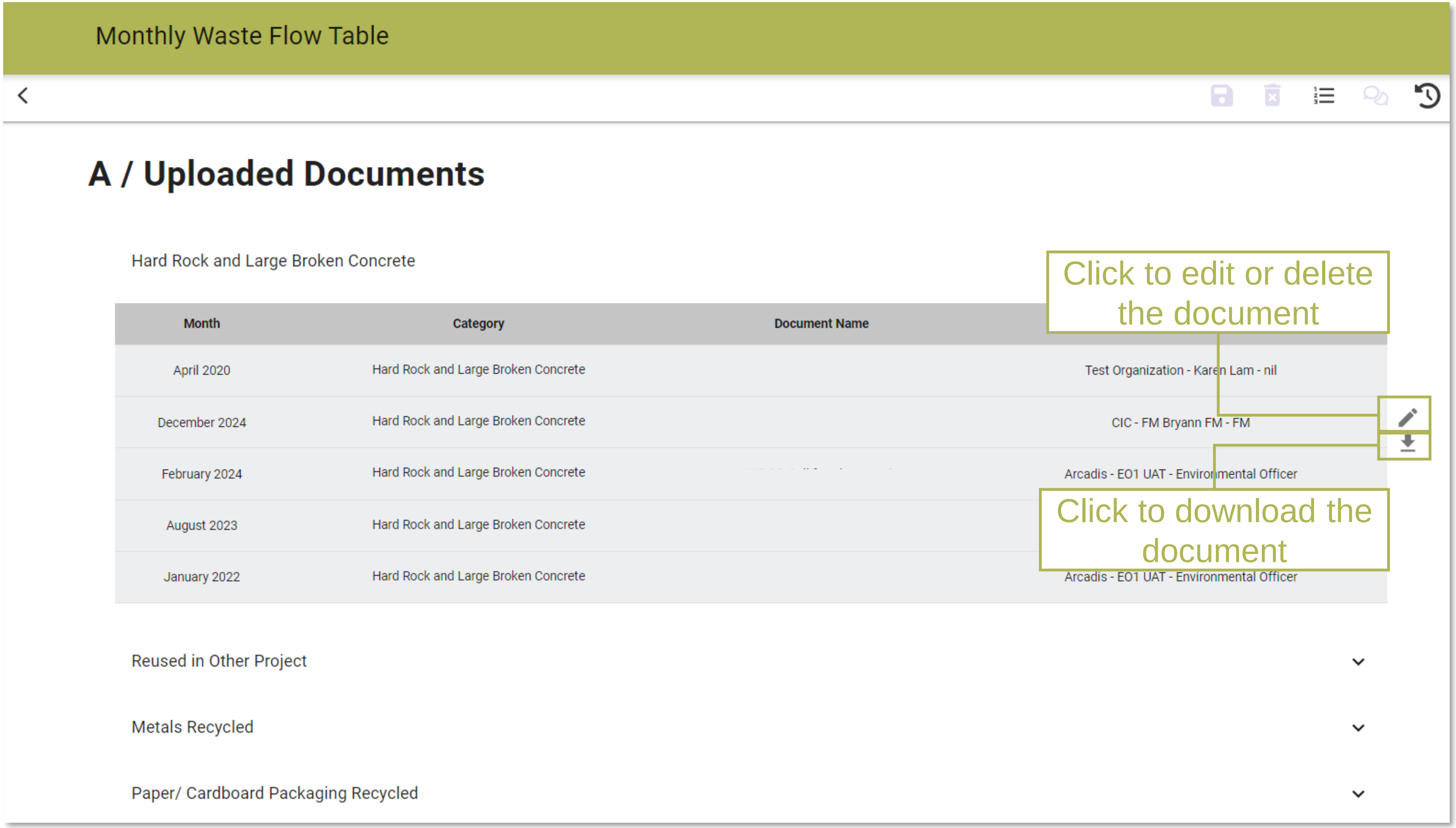
Confimation

Submit by: CIC - FM - FM

Acknowledgement: I confirm that the uploaded documents and inputted information are correct, and I acknowledge that I will not be able to delete documents or change document details after I confirm changes.

Step 10: Click to confirm submission

Upload Documents (2.1.4)



Monthly Waste Flow Table

A / Uploaded Documents

Hard Rock and Large Broken Concrete

Month	Category	Document Name	
April 2020	Hard Rock and Large Broken Concrete		Test Organization - Karen Lam - nil
December 2024	Hard Rock and Large Broken Concrete		CIC - FM Bryann FM - FM
February 2024	Hard Rock and Large Broken Concrete		Arcadis - E01 UAT - Environmental Officer
August 2023	Hard Rock and Large Broken Concrete		
January 2022	Hard Rock and Large Broken Concrete		Arcadis - E01 UAT - Environmental Officer

Reused in Other Project

Metals Recycled

Paper/ Cardboard Packaging Recycled

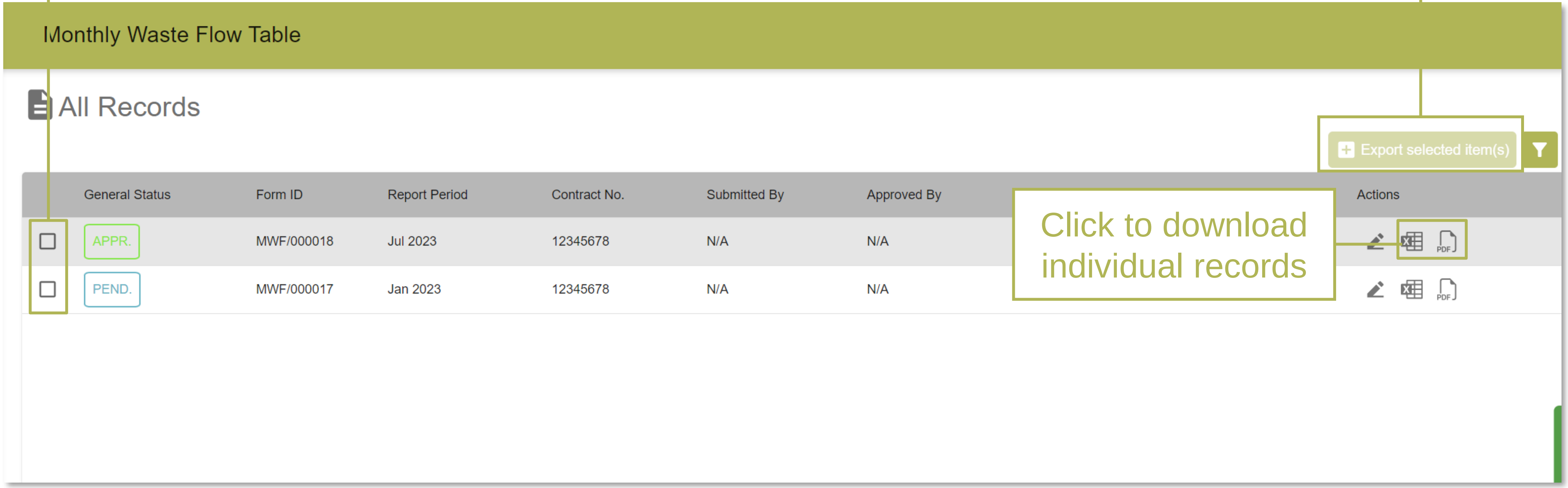
Click to edit or delete the document

Click to download the document

All documents uploaded are displayed here

Export MWFT (2.2.1)

Select multiple records, then select “Export selected item(s)”



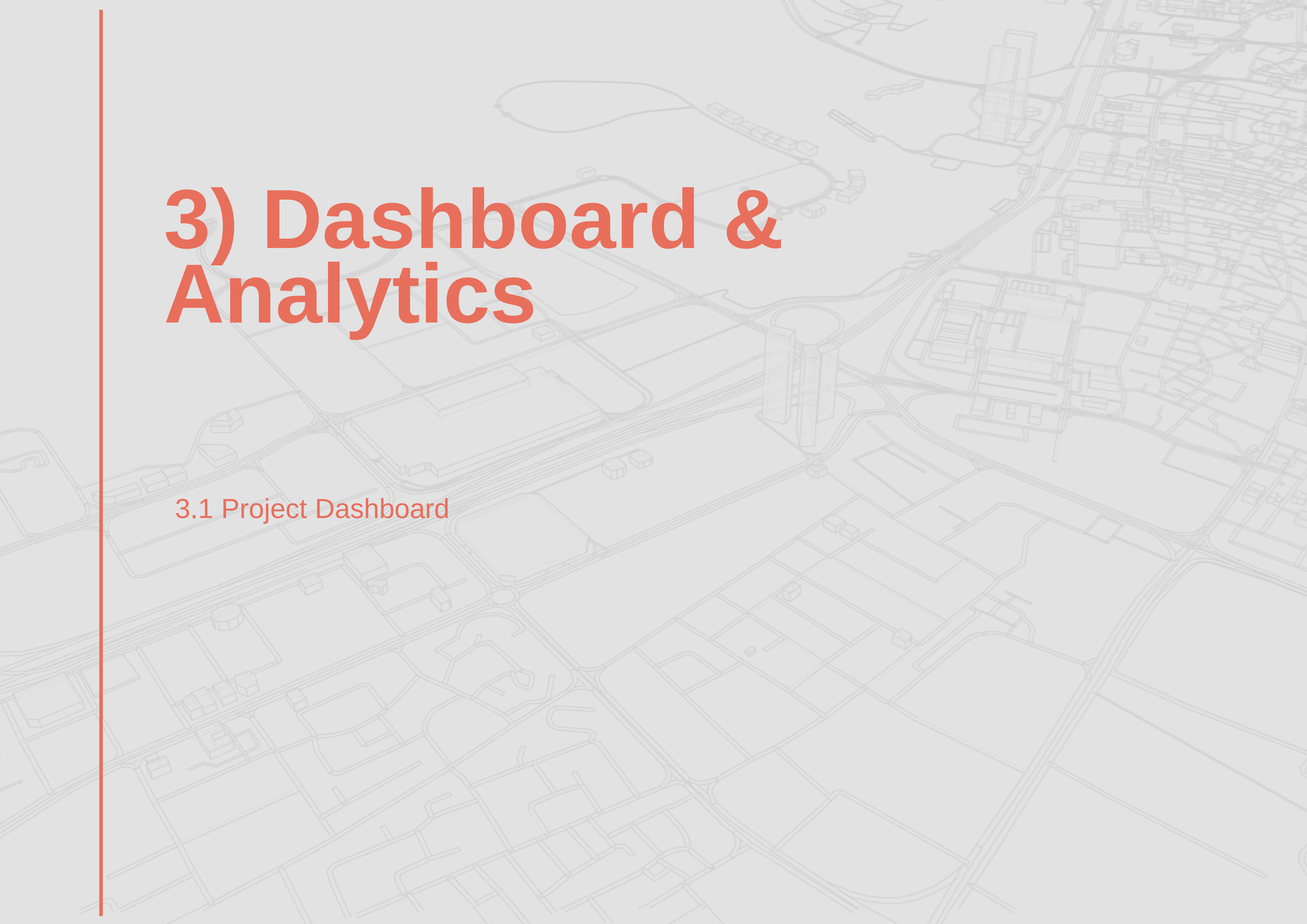
Monthly Waste Flow Table

All Records

	General Status	Form ID	Report Period	Contract No.	Submitted By	Approved By	Actions
☐	APPR.	MWF/000018	Jul 2023	12345678	N/A	N/A	
☐	PEND.	MWF/000017	Jan 2023	12345678	N/A	N/A	

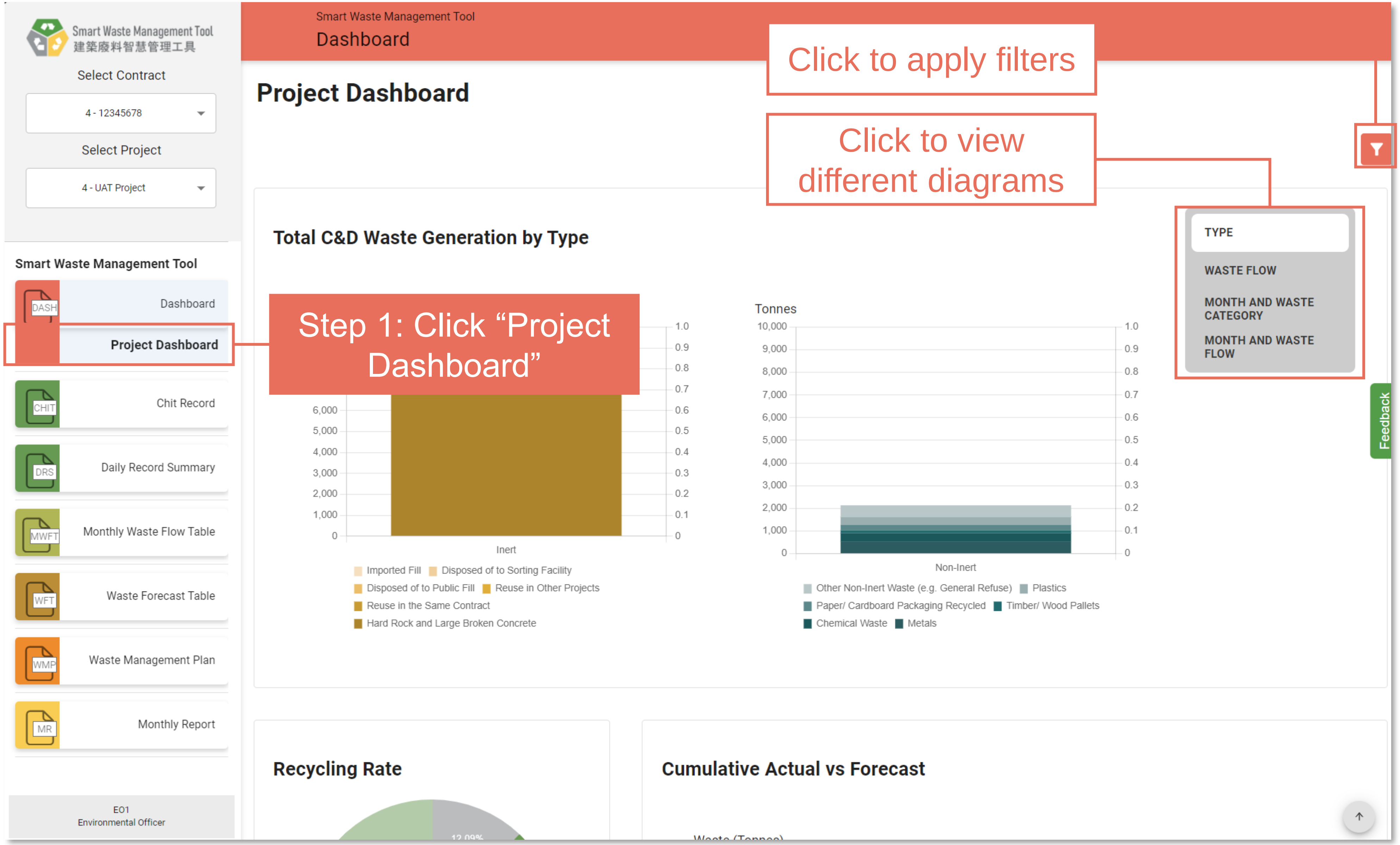
Click to download individual records

3) Dashboard & Analytics



3.1 Project Dashboard

Project Dashboard (3.1.1)



Smart Waste Management Tool

Dashboard

Project Dashboard

Select Contract

4 - 12345678

Select Project

4 - UAT Project

Total C&D Waste Generation by Type

Recycling Rate

Cumulative Actual vs Forecast

EO1
Environmental Officer

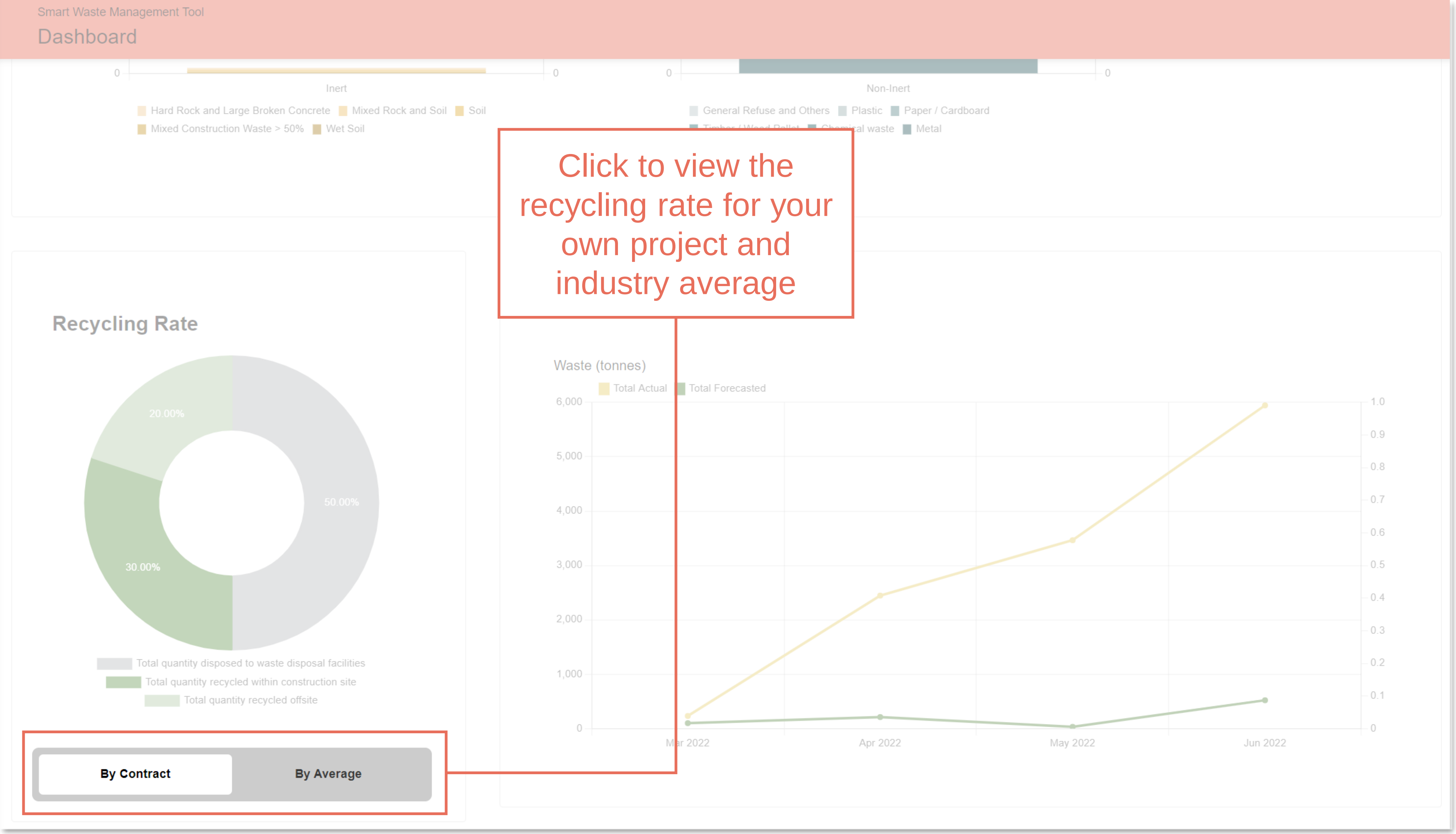
Click to apply filters

Click to view different diagrams

Step 1: Click “Project Dashboard”

Smart Waste Management Tool
建築廢料智慧管理工具
Smart Waste Management Tool
DASH
Dashboard
Project Dashboard
CHIT
Chit Record
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
MR
Monthly Report
TYPE
WASTE FLOW
MONTH AND WASTE CATEGORY
MONTH AND WASTE FLOW
Feedback
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Inert
Imported Fill
Disposed of to Sorting Facility
Disposed of to Public Fill
Reuse in Other Projects
Reuse in the Same Contract
Hard Rock and Large Broken Concrete
Tonnes
10,000
9,000
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
Non-Inert
Other Non-Inert Waste (e.g. General Refuse)
Plastics
Paper/ Cardboard Packaging Recycled
Timber/ Wood Pallets
Chemical Waste
Metals
12.09%
Waste (Tonnes)

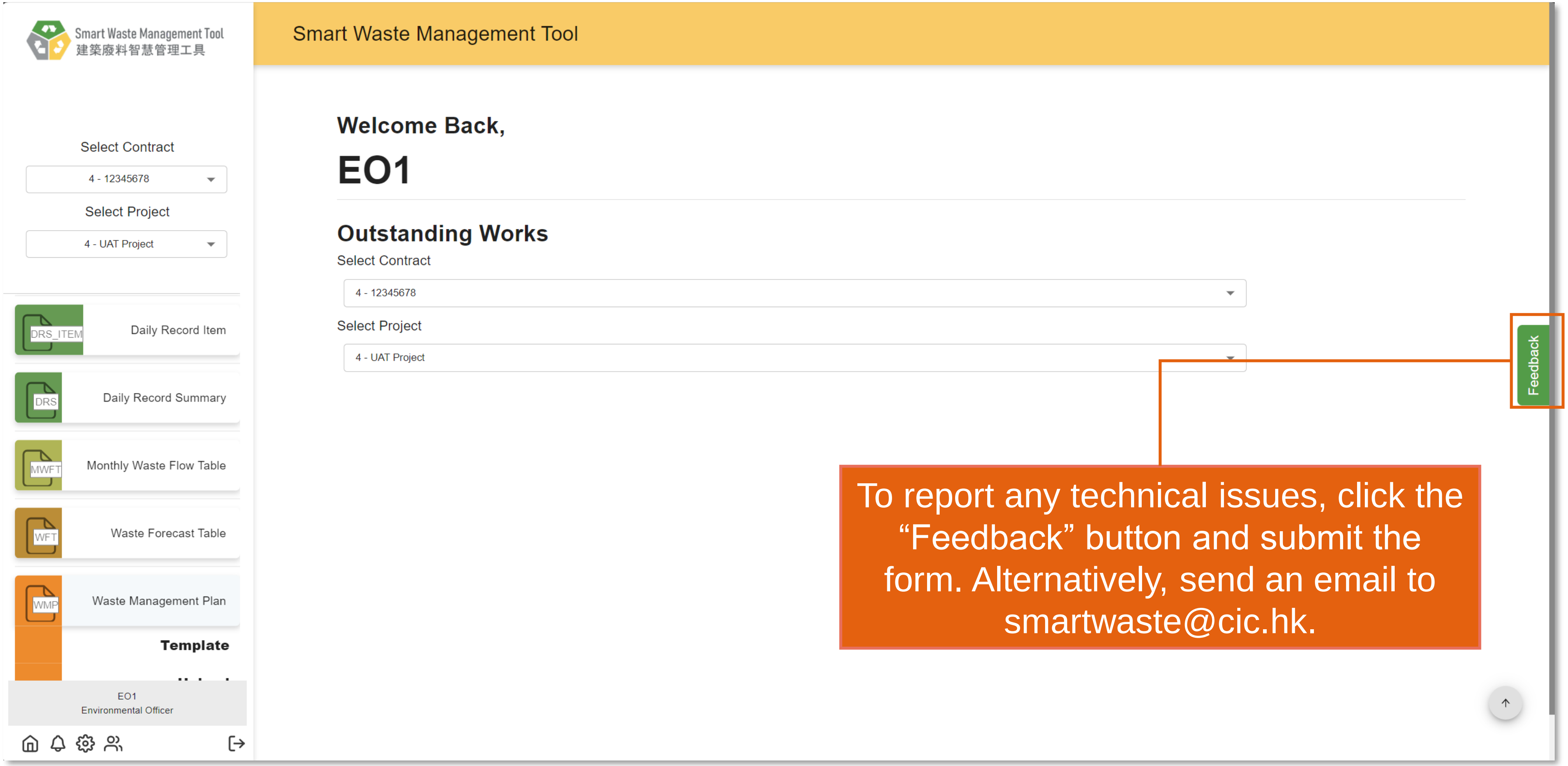
Project Dashboard (3.1.2)


Smart Waste Management Tool
Dashboard
0
Inert
0
0
Non-Inert
0
Hard Rock and Large Broken Concrete
Mixed Rock and Soil
Soil
Mixed Construction Waste > 50%
Wet Soil
General Refuse and Others
Plastic
Paper / Cardboard
Timber / Wood Pallet
Chemical waste
Metal
Recycling Rate
20.00%
50.00%
30.00%
Total quantity disposed to waste disposal facilities
Total quantity recycled within construction site
Total quantity recycled offsite
By Contract
By Average
Waste (tonnes)
Total Actual
Total Forecasted
6,000
5,000
4,000
3,000
2,000
1,000
0
1.0
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Mar 2022
Apr 2022
May 2022
Jun 2022

Click to view the recycling rate for your own project and industry average

4) Support

Support



Smart Waste Management Tool
建築廢料智慧管理工具
Select Contract
4 - 12345678
Select Project
4 - UAT Project
DRS_ITEM
Daily Record Item
DRS
Daily Record Summary
MWFT
Monthly Waste Flow Table
WFT
Waste Forecast Table
WMP
Waste Management Plan
Template
EO1
Environmental Officer
Smart Waste Management Tool
Feedback

Welcome Back,

EO1

Outstanding Works

Select Contract: 4 - 12345678

Select Project: 4 - UAT Project

To report any technical issues, click the “Feedback” button and submit the form. Alternatively, send an email to smartwaste@cic.hk.

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