Flow Chart for Collection of Public Fill*

Project Registration

- Project Offices (for public works projects) or Authorized Persons (for private development projects) should submit applications using the standard project registration form to PFC at least 2 weeks in advance for the collection of public fill.
- PFC approves application (with validity period and quantity). Maximum daily quantity of public fill for collection may be specified depending on the prevailing conditions at fill banks.

Before Collection of Public Fill

- Project Offices or Authorized Persons shall inform the corresponding fill bank ER using the standard public fill order form at least 3 working days in advance for the collection of public fill, and provide the quantity and collection schedule.
- Fill Bank ER shall confirm with the Project Offices or Authorized Persons the arrangement for the collection of public fill.

Collection of Public Fill

- Each truck with a valid dumping license shall copy a copy of public fill order form (which shall be authenticated by original office chop) for the collection of public fill at the designated fill bank.
- Truck drivers shall follow instructions of the fill bank site staff to collect public fill at specified locations.
- Fill bank site staff issues transaction records to the truck drivers providing relevant data on the public fill collection.
- Project Offices / Authorized Person shall check the transaction records and monitor the reuse of public fill in their projects to avoid illegal dumping.

Collection of Public Fill

- Project Offices / Authorized Person inform PFC immediately of any irregularities found to guard against illegal dumping of public fill.

* Public Fill as defined in General Specification for Civil Engineering Works Clause 6.59.

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