



水務署  
Water Supplies Department

總部 Headquarters

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4 January 2019

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**Circular Letter No. 1/2019**  
**Streamlined workflow for effecting of water supply to new village houses**  
**after disinfection of inside service**

The Water Authority (WA) promulgated the “Guidelines on Cleansing and Disinfection of Fresh Water Inside Service” under the Circular Letter No. 2/2012 on 10 August 2012 to provide guideline on how the newly installed fresh water inside service should be cleansed and disinfected to ensure water quality.

2. To avoid possible contamination to the water supplied to the consumers, it is of utmost importance that newly constructed fresh water mains shall be put into operation within 7 calendar days from the completion of disinfection (7-day requirement). A streamlined workflow is to be adopted for village house projects to facilitate compliance with the “7-day requirement” in effecting water supplies to village houses. If the “7-day requirement” cannot be met, the Licensed Plumber (LP) can adopt a simple on site water test in lieu of laboratory water test to allow early effecting of water supply. WSD has consulted the Technical Committee on Plumbing on the streamlined workflow.

3. The streamlined workflow detailed in this Circular Letter will be effective for new village house with final inspections satisfactorily completed on or after 1 February 2019.

**Streamlined workflow to effect water supply for village house projects**

4. Under the streamlined workflow, water meters will be available for collection by the LP upon receipt of satisfactory test report issued by the laboratory for commissioning water sampling tests by the WA. The concerned LP shall proceed to



collect water meters from the designated WSD Regional Stores as soon as possible after receipt of the water test report and shall install the water meters at the village houses as soon as possible.

5. If the LP can install the water meters and submit to the WA relevant photo records and meter installation table showing satisfactory installation of the water meters before 4:30pm on Day 5 after the successful disinfection and water sampling, the WA will arrange to effect water supply on or before Day 7 to fulfil the “7-day requirement”. Workflow of the abovementioned arrangement is illustrated in **Appendix**.

6. The LP shall submit the photo records and meter installation tables to the respective Regional Office of WSD through the following email addresses:

<b>Regional Office</b>	<b>Email Address</b>
Hong Kong & Island Region (except Lantau)	wsd_hk_cs@wsd.gov.hk
Hong Kong & Island Region (Lantau only)	wsd_lantau_cs@wsd.gov.hk
Kowloon Region	wsd_k_cs@wsd.gov.hk
New Territories East Region	wsd_nte_cs@wsd.gov.hk
New Territories West Region	wsd_ntw_cs@wsd.gov.hk

The WA will acknowledge receipt of records received through these email addresses.

7. If satisfactory installation of meters with record cannot be completed/submitted to the WA before 4:30pm on Day 5, the concerned LP is required to flush at the connection point by at least 3 volumes of water in the concerned pipe to ensure that all the stagnant water in the concerned pipe is replaced by fresh water with sufficient residual chlorine. To ensure that there is sufficient flushing, the LP is required to conduct water test using N,N-Diethyl-p-phenylenediamine sulphate (DPD) No. 1 tablet (viz. DPD water test) on site after carrying out the flushing detailed as follows:

- a) Dissolving a DPD No. 1 tablet in about 20 millilitres of flushed water sample collected from the connection point (crush the tablet if necessary). Development of a pink coloration indicates presence of free residual chlorine and hence sufficiency of flushing. DPD No. 1 tablet will be supplied by WSD and can be collected by LP from the responsible Regional Offices.
- b) The LP shall take video record on site for the whole process of the DPD water test conducted, including collection of water samples and the development of pink solution in one go. The video shall also include information such as date, time and village house location of the DPD water test conducted. Furthermore, the pink solution shall be recorded

against a white background in order to easily distinguish the colour of solution from the background.

- c) If the pink coloration fails to develop, flushing and DPD water test shall be repeated until the pink coloration can be detected.

8. After successful completion of the DPD water test, the LP shall submit the video record of the DPD water test together with records of satisfactory installation of meters and meter installation table to the WA through the relevant email address stated in paragraph 6 above. The WA will arrange to effect water supply within 7 days after the date of flushing.

9. The above-mentioned DPD water test can serve as an alternative to collecting water samples by laboratory at the connection point for re-testing when water supply cannot be effected within 7 days after disinfection. The WSD will carry out random spot check on the flushing and DPD water tests carried out by the LP on site.

### **Enquiry**

10. Should you have any enquiry, please contact our Engineer/Technical Support(4) at telephone no. 3428 5814.

Yours faithfully,

(Original signed)

(CHAN Chung-kun)

for Water Authority

Encl.

(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)

Buildings Department

Architectural Services Department

Fire Services Department

The Hong Kong Housing Society

The Hong Kong Institute of Architects

The Hong Kong Institution of Engineers

The Hong Kong Institute of Surveyors

The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Council

Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.

Hong Kong Licensed Plumbing Professionals Association Ltd.

Hong Kong Plumbing General Union  
Hong Kong Water Works Professionals Association Ltd.  
The Hong Kong Institution of Plumbing and Drainage Ltd.  
Plumbing Technology Student Association  
The Association of Registered Fire Service Installation Contractors of Hong Kong Limited  
Real Estate Developers Association of Hong Kong  
Hong Kong Institute of Vocational Education  
Construction Industry Council  
The Hong Kong Construction Association, Ltd  
Hong Kong General Building Contractors Association Ltd  
The Hong Kong Federation of Electrical & Mechanical Contractors Ltd  
Contractor's Authorised Signatory Association Ltd  
Registered Minor Works Contractor Signatory Association Ltd  
Hong Kong Registered Contractors Association Company Ltd  
Building Services Operation and Maintenance Executives Society  
The Hong Kong Air Conditioning and Refrigeration Association Ltd  
Hong Kong Licensed Plumbers Union Limited  
Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong  
The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd

WSD 3318/15/8

**Workflow example of the streamlined arrangement  
for effect of water supply in village houses**

