



Programme on Source Separation of Commercial and Industrial Waste

1 Introduction

1.1. In January 2005, the Environmental Protection Department (EPD) launched the “Programme on Source Separation of Domestic Waste” (the Programme). In October 2007, the Programme was extended to commercial & industrial (C&I) buildings to encourage waste separation at home and in the workplace.

1.2. The Programme aims to encourage the setting up of an effective mechanism to facilitate waste separation and recycling.

1.3. The definition of “C&I buildings” under the Programme covers general C&I buildings as well as non-residential buildings used for educational, medical, recreational, social welfare, religious and other purposes.

1.4. In recognition of the participants’ commitment to the community, membership certificates will be presented to participating C&I buildings and awards will be presented to those with outstanding performance.

1.5. Assistance on installing waste separation facilities can be provided to participating C&I buildings.

2 Waste Separation at Source

2.1 In brief, to meet the definition and requirement of waste separation at source, participating building only need to separate

recyclables from waste at the buildings and place them together before handing them over to recyclers.

2.2 Participants should take into consideration actual circumstances such as the business nature of tenants of the buildings, sphere of service of property management companies as well as work arrangement between cleaning companies and recyclers, and make the most appropriate and effective arrangements:

- (a) The leading role – Property management companies are not required to organise and implement the entire process of waste separation and recycling. Arrangements can be made for cleaning companies or cleaners to take a leading role during certain stages of the procedure and the buildings concerned can apply and join the Programme by taking appropriate monitoring measures and ensuring that accurate information is maintained.
- (b) Scope of materials – The Programme aims to encourage participants to maximize and extend the scope of recyclables they recover. Property management companies are encouraged to make the necessary adjustment by taking into account the business nature of tenants, market demand and recycling programmes adopted by the government and voluntary agencies;
- (c) Collection facilities – No limitation is set on the mode, specification, quantity and set-up location of the collection facilities. The Programme also allows for appropriate arrangements of manual collection taking the place of collection facilities;
- (d) Operation mode – The programme allows for a considerable degree of freedom in sorting and collection methods. While sorting by tenants remains the preferred option, separation at refuse storage room or other designated locations to accommodate actual

environmental restraints would also fit in with the basic definition and requirements of waste separation at source under the Programme. Recyclable materials can be collected at scheduled or flexible time slots to accommodate the needs of tenants and appropriate property management arrangements.

2.3 Participating buildings would be required to monitor collection results regularly and submit a “tRecyclable Quantity Report Form”. The information and data collected, including the scope and quantity of the materials recovered, participation in other recycling programmes launched by the government or voluntary agencies and other spontaneous arrangements of similar nature, will be used as essential reference during the assessment for granting of awards.

3 Commendation

3.1 A membership certificate will be presented to buildings for display purpose after passing an assessment conducted by EPD. Information such as names of buildings and their appointed property management companies would be incorporated in the Members Registry and released on the EPD website or other related publications.

3.2 In recognition of the commitment made by participating buildings, EPD will promote the Programme and its participants' contribution through various media and organising commendation scheme.

3.3 Started from 2010, EPD organises commendation scheme annually in which awards are presented to members with outstanding performance. Various awards will be presented to different categories of buildings. Details of the competition are provided separately in the competition brochure.

3.4 Progress of the Programme and performance of participants will be monitored by EPD. Members with outstanding performance will be invited to share their experience in EPD promotional activities, website or other media.

4 Support

4.1 Under the “Promotion Programme on Source Separation of Waste” jointly organised by the Environmental Campaign Committee and EPD, C&I buildings can apply for free waste separation bins for tenants and visitors to separate waste for recycling. For details, please refer to the website of the Environmental Campaign Committee: https://www.ecc.org.hk/en/publicity/ppssw_Commercial.html

5. How to join

5.1 Property management companies or related persons interested in participating in the Programme are welcome to complete and submit the application form attached. For enquiries, please contact EPD via:

Telephone: 2838 3111

Fax: 3121 5730

Email: ssc-iw@epd.gov.hk

Environmental Protection Department
Waste Reduction and Recycling Group
November 2024



C&I building No. : _____

Annex

**Application Form for
Programme on Source Separation of Commercial and Industrial Waste**

☞ Please email or fax the completed form to **EPD Waste Reduction and Recycling Group**

(Email: ssc-iw@epd.gov.hk Fax no.: 31215730)

A. General Information

1. Property Information

Name of C&I Building: _____ (Chinese)

_____ (English)

Property Address: _____ (Chinese)

_____ (English)

Type of Property: (Select one)

Pure Office* (Grade_____)

Mixed Office* (Grade_____)

Shopping mall/Arcade

Industrial /Office

Industrial & Godown

Others: _____

(*Note: "Pure Office" refers to office buildings with less than one whole floor of shops/shopping mall. Office building with one or more than one whole floor of shops/shopping mall are classified as "Mixed Office".)

No. of blocks: _____ No. of floors per block: _____ No. of flats per floor: _____

Total area of the building (square feet): _____ Letting rate / Occupancy rate (%): _____

2. Property Management Company

Name of company: _____ (Chinese)

_____ (English)

Name of contact person: _____ (Chinese) Position: _____ (Chinese)

_____ (English) _____ (English)

Tel. no.: _____ Fax no.: _____ Email: _____

3. Cleaning Company

Name of cleaning company (if applicable): _____

Name of contact person and position: _____ Tel. no.: _____

B. Recycling status

4. Has your company ever organised and launched waste recycling activities in C&I buildings under your administration?

Yes (Please go to Question 6)

No

5. According to your understanding, have your cleaning company or cleaners ever organised and launched waste recycling activities spontaneously in C&I buildings under your administration?

Yes

No

6. What type of waste is included under the recycling programme in the building?

Waste paper (Name of recycler: _____ Contact no.: _____)

Metals (Name of recycler: _____ Contact no.: _____)

Plastic (Name of recycler: _____ Contact no.: _____)

Others (Please specify): _____
(Name of recycler: _____ Contact no.: _____)

7. Are there any collection facilities in the building (e.g. recycling bins, recycling bags etc.)?

Yes, (please specify): _____

No

8. Where are the aforesaid collection facilities located? (You may select more than one.)

Inside tenants' flat

Corridor

Staircase

Material Recovery Room

Cleaner Room

Refuse Chute

Lift lobby

Building entrance

Podium

Garden

Car park

Others (Please specify): _____

9. How are the recyclables collected? (You may select more than one)

Tenants place recyclables into recycling facilities which are subsequently collected by cleaners

Tenants place recyclables at designated locations on specific day and time

Cleaners entering tenants' flat to collect recyclables

Cleaners select recyclables from the rubbish collected

Others (Please specify): _____

10. How do cleaners collect recyclables? (You may select more than one)

Refuse Chute

Passenger Lift

Staircase

Service Lift

Others (Please specify): _____

11. Have you ever considered applying for installation of waste separation facilities under the Environment and Conservation Fund?

Yes

No

**Name and post title
of project leader:** _____

**Signature of project
leader:** _____

Date: _____

**Company/
Organisation stamp:** _____