



1 Introduction

1.1 The Programme on Source Separation of Domestic Waste (the Programme) was launched territory-wide in 2005 to encourage more people to separate their waste for recycling.

1.2 Landfills are running out of space so we need to reduce our wasteloads. By getting people to separate their waste for recycling, it will help to minimise the amount of waste requiring disposal.

1.3 Together with the waste reduction and recycling measures set out in the “Waste Blueprint for Hong Kong 2035 ” published in February 2021, our medium-term goal is to gradually reduce the per capita MSW disposal rate by 40-45% and raise the recovery rate to about 55% by implementing Municipal Solid Waste Charging.

1.4 Any housing estates or residential buildings are eligible to enroll in the Programme free of charge through the property management companies, owners’ incorporations, mutual aid committees or residents’ committees..

2 Details

2.1 Making Waste Separation More Convenient

The main objective of the Programme is to facilitate residents to separate waste at source by encouraging and assisting property management companies to provide waste separation facilities within their estate / building premises for increasing the quantity of recyclables collected and reducing the amount of waste disposed. Residents only need to do is to separate recyclables in their waste by category, such as waste paper, metals and plastics, and then take them to the designated recycling points in their estates. This is very convenient.

2.2 'Tailor-made' for Each Estate

Each participating housing estate / residential building is encouraged to adopt a waste separation and recovery system that best suits its particular physical and other characteristics and that is convenient for residents to use. For instance, waste separation facilities, in compliance with relevant building and fire safety requirements, can be set up at refuse rooms on each floor. In a refuse room, property managers may install a wall-mounted shelf for collecting waste paper and separate bins for metals and plastics, or they may provide a bin with compartments for different types of recyclables.

Participating housing estate / residential building should arrange periodic collection of wastes for recycling with cleansing contractors or recyclers. Property management companies should take appropriate monitoring measures and ensure that accurate recycling quantities information is maintained.

2.3 Technical Support

Arrangements can be made for staff of the Environmental Protection Department (EPD) to visit individual housing estates / residential buildings and attend residents' meetings to introduce the Programme and provide the necessary technical support (e.g. appropriate locations for setting up waste separation facilities, procurement of waste separation bins, outlets for recovered recyclables, and etc).

2.4 Education and Promotion Support

A variety of promotional activities are helping to educate people about waste separation and raise awareness on how they can participate. Leaflets and posters are distributed to participating housing estates / residential buildings. Talks, exhibitions and road shows on source separation of waste are arranged from time to time in various locations. These can also be arranged for individual housing estates or residential buildings.

2.5 Periodic Collection of Specific Types of Reusable/Recyclable Materials

The Programme aims to encourage participants to maximize and extend the scope of recyclables they recover. In addition to setting up waste separation facilities, housing estates / residential buildings are also encouraged to organise periodic large-scale collection programmes for specific types of reusable / recyclable materials, such as clothing, waste electrical and electronic equipment and computers, for donation to charitable organisations or give to recyclers.

2.6 Promotion Programme on Source Separation of Waste

Placing waste separation facilities on the ground floor of each building block or commonly accessible areas is an important measure to implement waste recycling in domestic premises. In this regard, the Environmental Campaign Committee (ECC) has launched a Promotion Programme on Source Separation of Waste under which ECC would distribute free waste separation bins to housing estates that are willing to join or have joined the Programme on Source Separation of Domestic Waste. The free bins are of two types that are suitable for indoor and outdoor environments respectively.

If the plastic waste separation bins and metal waste separation bins placed in the housing estates have been used for three years and five years respectively, and have been damaged or deteriorated, the property management companies, owners' incorporations, mutual aid committees or residents' committees can apply to ECC for bin replacement. For other replacement reasons, ECC Secretariat will consider the application on a case-by-case basis. If you are interested in the ECC's Promotion Programme, please click here for more details.

<https://www.ecc.org.hk/en/publicity/ppssw.html>

3 Commendation

In order to encourage the housing estates / residential buildings participating in the Programme to

further increase the quantity of recyclables recovered, reduce the amount of waste requiring disposal and increase residents' awareness and participation, we organise a Commendation Scheme on Source Separation of Domestic Waste on a yearly basis to commend those housing estates / residential buildings with outstanding performance. We also issue an electronic membership certificate to new participating housing estates / residential buildings.

4 How to join

Step 1: Submit Application

- Complete the Online Form
Link: <https://pmc.epd-wastereduction.hk/tc/Register>
- Housing estate / Residential building can also complete and submit the Application Form (Appendix 1) to the Waste Reduction and Recycling Group of EPD by email or fax (Fax No. : 3121 5730; Email : ssdw@epd.gov.hk) .

Step 2: Set Up Waste Separation Facilities

- Decide on the most suitable waste separation mode, depending on the physical setting and characteristics of each building (e.g. whether there is a refuse room on each floor).
- Procure / install the necessary waste separation bins or other waste separation facilities for collecting recyclables. For details you may refer to the [Non-exhaustive List of Local Suppliers of Waste Separation Bins On Each Floor](#) and the [Non-exhaustive List of Local Suppliers of Waste Separation Bins at Ground](#).
- Housing estate / Residential building can apply for free waste separation facilities for placement on the ground floor of each building block or commonly accessible areas via the Environmental Campaign Committee (ECC)'s Promotion Programme on Source Separation of Waste. Details of the application can be clicked here. :
<https://www.ecc.org.hk/en/publicity/ppssw.html>
- Residents can also set up their own waste separation facilities in their homes.

Step 3: Educate Residents

- Organise education and promotion activities at your housing estate / residential building to encourage residents to recycle. Participants are encouraged to design and produce their own education and promotion materials tailor-made to the waste separation system that they have adopted. Standard education and promotion materials and other education and promotion support are also provided by our Department. You may fill out the Request Form for Education and Promotion Materials in the Hong Kong Waste Reduction website to request Recycling Poster and Waste Separation Bin Stickers.

Step 4: Collect Recyclables

- Arrange for the collection of waste paper, metals and plastics on a regular basis by waste recycler(s) and keep the recyclables collection point in a hygienic condition. Periodic collections could also be organised for other types of reusable or recyclable items, such as

clothing, waste electrical & electronic equipment, computers, and etc.

- To find outlets for reusable / recyclable materials, please refer to the [Directory of Recovery / Recycling Companies](#) which provide collection service for housing estates / buildings and [Collection Points of Used Items](#).

Step 5: Submit Monthly Record

- Log the quantities of paper, metals, plastics and other reusables / recyclables collected and submit the monthly record to the Waste Reduction and Recycling Group of EPD. Housing estates / Residential buildings can login to their accounts of the Programme and submit their monthly recyclable statistics online, or complete the Recyclable Record Form (Appendix 2) and submit by fax or email (Fax No.: 3121 5730, Email: ssdw@epd.gov.hk). This data is fed into the Commendation Scheme on Source Separation of Domestic Waste and will be used to determine the winners of the Commendation Scheme.
- Additionally, participants are advised to record their baseline waste data before commencing the Programme, to track the Programme's effectiveness. This should include such information as monthly quantities of recyclables collected and the number of refuse bins emptied each day.

Contact Us

For any enquiries about this Programme, please contact EPD via:

Hotline : 2838 3111

Fax : 3121 5730

Email : ssdw@epd.gov.hk °

Environmental Protection Department
Waste Reduction and Recycling Group
March 2022

Programme on Source Separation of Domestic Waste Enrolment Form

To.: Waste Reduction and Recycling Group, Environmental Protection Department
(Email : ssdw@epd.gov.hk; Fax No.: 3121 5730)

We would like to propose the below housing estate / building to sign up to the Programme on Source Separation of Domestic Waste, and agree to set up appropriate waste separation facilities / arrangement to facilitate the residents to participate waste separation at source and recycling activities. *

Estate / Building Information

Please complete in block letters

Name of Property Management Company/ Resident Organisation	(English)		
	(Chinese)		
Name of Estate/ Residential Building	(English)	(Chinese)	
	(Chinese)		
Address of Estate/ Residential Building	(English)		
	(Chinese)		
# Type	Public Rental Housing under Housing Authority / Public Rental Housing under Housing Society / Tenants Purchase Scheme / Home Ownership Scheme / Sandwich Class Housing Scheme / Private Housing / Government Quarters		
No. of Blocks	Block(s)	No. of Households	Units
Contact Person	Name (English)		(Chinese)
	Position:		
	Tel. No.:		Fax No.:
	Email Address:		

Signature / Chop: _____

Name of Person-in-charge: _____

Position: _____

Date: _____

* Please see Note 1-2

Note 1: We will encourage residents to participate source separation of waste through education and promotion.

Note 2: We will liaise directly with cleansing contractor(s) / recycler(s) for collecting recyclables and request the waste recycler(s) to return receipts recording separately the quantities of waste paper, metals, plastics, used clothing, computers, electrical and electronic appliances etc. collected after each collection exercise, and keep such receipts. Based on the receipts received, we would submit the monthly recyclable statistics to the Environmental Protection Department for the participation of annual Commendation Scheme. Please refer to the following link for the submission methods: https://www.wastereduction.gov.hk/en/household/source_how.htm#Submitrecyclablerecord.

Choose as appropriate

**Programme on Source Separation of Domestic Waste
Recyclable Quantity Report Form**

Revised: Jan 2022

To: Waste Reduction and Recycling Group, Environmental Protection Department
(Email : ssdw@epd.gov.hk; Fax No.: 3121 5730)

Estate Code:

Name of Housing Estate /Residential Building: _____ Name of Property Management Company or Resident Organization: _____

Name of Contact Person: _____ Signature and Company Chop: _____

Tel. No. & Fax No.: _____ / _____ Occupancy Rate: _____

Record on Quantities of Recyclables (Year: 20____ Month: ____)					
1. Paper	2. Metals	3. Plastics	4. Used Clothes	5. Food Waste	
(kg)	(kg)	(kg)	(kg)	(kg)	
6. Glass Bottles*		7. Fluorescent Lamps/Tubes*		8. Rechargeable Batteries*	
(kg) /	(240L bins)	(kg) /	(pcs)	(kg) / (pcs)	
9. Electrical and Electronic Appliances (E&EA)				10. Other Reusable/Recyclable Materials (Please specify)	
				Type	Weight (kg) / Number (pcs)*
A. Large Pieces E&EA (e.g. Television, Washing Machines, Refrigerator, Air-conditioner)	(pcs)	C. Computer and Communication Products (e.g. Desktop, Notebook, CRT/LCD Monitor, Printer, Scanner)		(pcs)	
B. Small Pieces E&EA (e.g. Fan, Microwave Oven, Hi-Fi, Hair Dryer, Toaster, Video Recorder and etc.)	(pcs)				

* Please fill in EITHER the weight (kg) OR the number (bins/pcs) of the recyclables

Weight Unit Reference for Collected Recyclables:

1 Aluminium Can = 0.017kg 1 Plastic Bottle = 0.028kg 1 Glass Bottle = 0.5kg 1 Toner Cartridge = 1kg 1 Ink Cartridge = 0.055kg

Conversion of Weight Units for Reference:

1 tonne = 1000kg 1 catty = 0.61kg (approx.) 1 pound = 0.45kg (approx.)

Daily Average Quantity of Domestic Refuse Disposed of (In Term of No. of Refuse Bin)	
Weekday	_____ bins (Capacity of Each Refuse Bin [#] : 660 / 240 / 120 / _____ Litre)
Weekend	_____ bins (Capacity of Each Refuse Bin [#] : 660 / 240 / 120 / _____ Litre)

Please delete as appropriate

Notes :

- (1) Submission of this record sheet represents your agreement with the following claims: (a) All recorded recyclables had been transferred to recycling company(ies) for recycling purposes; (b) The information in this record sheet are true, correct and complete to the best knowledge and belief of Property Management Company or Resident Organization.
- (2) Please fill in the table based on receipts of recycler(s) and organizer(s) of recyclables collection programmes and keep the original receipts for further reference. The Environmental Protection Department may check the receipts when necessary.
- (3) Please return this monthly record sheet to the Environmental Protection Department by email or fax within the first week of each following month.
- (4) If you have any enquiries, please contact the Waste Reduction and Recycling Group, Environmental Protection Department at 2838 3111 or ssdw@epd.gov.hk.