



## **Guidelines for Property Managers on Implementing Source Separation of Domestic Waste**

### **A. Introduction**

The Environmental Protection Department (EPD) launched the Programme on Source Separation of Domestic Waste (the Programme) in 2005 to promote public participation in waste separation and recycling at source by providing waste separation and recycling facilities near the points of waste generation. This Guideline provides property managers with basic information and recommendations on implementing waste separation at source and recycling in housing estates/ residential buildings. General guidelines for implementing the Programme are given in Section B, while specific guidelines on recycling of different recyclable materials are given in Section C.

### **B. General guidelines**

#### **B1. Provision and maintenance of waste separation and recycling facilities**

1. To set up waste separation and recycling facilities within the housing estate or residential building areas (such as entrances, lift lobbies, podiums, or carpark). The facilities should be placed at convenient locations for residents' use. Housing estates or residential buildings may apply to the Environmental Campaign Committee (ECC) for free waste separation bins for collection of waste paper, plastics and metals. Details can be found from the ECC website: [https://www.ecc.org.hk/en/publicity/ppsw\\_Residential.html](https://www.ecc.org.hk/en/publicity/ppsw_Residential.html)
2. To provide a rubbish bin beside each set of waste separation and recycling facilities to allow residents to dispose of non-recyclable waste for maintaining environmental hygiene in the vicinity.
3. To keep waste separation and recycling facilities clean and hygienic, and carry out proper maintenance and repair as necessary. Replace any damaged or discolored labels to ensure normal operation. Participating housing estates or residential buildings may obtain free recycling bin labels from the EPD through the following Hong Kong Waste Reduction Website: <https://www.wastereduction.gov.hk/en->

## B2. Handling of recyclables

4. To arrange timely emptying of waste separation and recycling facilities to avoid overflowing with recyclables. Large recycling bins, cage carts, or other collection equipment used for collecting recyclables should be clearly labeled their recycling purpose for easy identification by frontline staff and residents.
5. To properly sort and temporarily store the collected recyclables by category and to clearly label each type and its designated storage area to ensure easy identification and facilitate subsequent collection by recyclers or organisations.
6. To arrange suitable recyclers or organisations to collect recyclables. The Hong Kong Waste Reduction Website provides the “Hong Kong Collector/Recycler Directory” for reference: <https://www.wastereduction.gov.hk/en-hk/industry-support/hong-kong-collector-recycler-directory>  
Property management companies may also seek assistance from the EPD in identifying suitable recyclers or organisations if needed.
7. All collection and transfer records must be properly maintained to ensure that collected recyclables are appropriately processed or recycled. These records can be sent to EPD for record via the following “Property Management Corner”: <https://pmc.epd.gov.hk/en/Home/Login>
8. The EPD organises “Programme on Source Separation of Domestic Waste Commendation Scheme” each year. Participating housing estates or residential buildings that submit complete annual recycling data within the assessment period will receive awards and certificates corresponding to their recycling performance. The EPD showcases the names of award-winning estates or residential buildings and their awards on the Hong Kong Waste Reduction Website for public recognition.

## B3. Promotions

9. To regularly notify and promote to residents about the Programme and the locations of all the waste separation and recycling facilities within the housing estate or residential building.

10. To display notices and posters at conspicuous locations, and promote waste separation and recycling messages through estate/ residential building newsletters, residents' intranet/ social media highlighting the estate's/ residential building's achievements in waste separation and recycling to encourage more residents to participate. Participating housing estates or residential buildings may request free educational and promotional materials (including posters and leaflets) from the EPD.
11. To disseminate the messages of clean recycling to the residents. Property Managers should remind residents to clean recyclables before placing them into the waste separation and recycling facilities, and not to put contaminated wastes into these facilities. The promotional videos of "Waste Reduction and Recycling Tips" can be downloaded at the following website: <https://www.wastereduction.gov.hk/en-hk/recycling-tips>  
Participating housing estates or residential buildings may request free posters on source separation and recycling information from the EPD.
12. To notify the residents of alternative arrangement in case the waste separation and recycling facilities need to be relocated or temporarily removed due to various reasons such as building renovation.
13. To regularly review recycling performance and organise promotional activities to enhance residents' environmental awareness and participation rates.

#### B4. Enquiries

14. For enquiry, please call the EPD hotline at 2838 3111.

#### **C. Specific guidelines on recycling different types of recyclables**

1. Various types of recyclables can be separated from waste at source. They include:
  - Paper, plastics and metals
  - Fluorescent lamps/ tubes
  - Rechargeable batteries
  - Computers and electrical and electronic equipment
  - Glass bottles
  - Clothes

- Food waste
- Beverage cartons

For information on recyclable materials and proper clean recycling methods, please refer to the following website: <https://www.wastereduction.gov.hk/en-hk/one-stop-shop>

2. This section provides an overview of information on the recycling of various types of recyclable materials. For more details and guidelines, please refer to the “Domestic Recycling Support” section on the Hong Kong Waste Reduction Website at:  
<https://www.wastereduction.gov.hk/en-hk/domestic-recycling-support>
3. The “Map of Recycling Points” available on the Hong Kong Waste Reduction Website and GREEN\$ mobile app displays the recycling points located in public places and housing estates or residential buildings in Hong Kong in a map format. The latter features a positioning function that allows users to view their own location and nearby recycling points in real time. The "Map of Recycling Points " also provides related information such as photos of the recycling points, detailed addresses, and the types of recyclables accepted.

#### C1. Paper, plastics and metals

4. Besides paper, aluminum cans and plastic bottles, types of recyclables are broadened to cover all other metals like:
  - Other metal cans (e.g. biscuit tins, clean food cans)
  - Other metal items (e.g. metal cookware)
5. Housing estates/ residential buildings can apply for waste separation and recycling facilities to collect waste paper, plastics and metals free-of-charge under the Promotion Programme on Source Separation of Waste launched by the ECC. Details can be found from the ECC website:  
[https://www.ecc.org.hk/en/publicity/ppssw\\_Residential.html](https://www.ecc.org.hk/en/publicity/ppssw_Residential.html)
6. Property Manager shall arrange collection of recyclables for recycling with downstream recyclers.



Waste separation and recycling facilities for  
paper, plastics and metal

## C2. Fluorescent lamps / tubes

7. Fluorescent Lamp Recycling Programme (FLRP) provides free collection from residential premises and treatment for all used mercury-containing lamps, including:
  - compact fluorescent lamps,
  - fluorescent tubes, and
  - high intensity discharge lamps.
8. Estates interested in joining the Programme can enroll with the EPD or the Programme Helpdesk. Upon confirmation of the enrolment, estates will receive paper collection box, which should be placed at the building counter or other attended location with good ventilation such as near a window or door that can open to the outside for residents to place their fluorescent lamps. Collection of the fluorescent lamps will be arranged by the Programme's Contractor according to a district roster once every six months. Details of the Programme can be found on <https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/fluorescent-lamp-recycling-programme>
9. Property Manager shall advise residents to place the used fluorescent lamps in the packaging before depositing them to the collection box.
10. Property Manager shall empty the paper collection box daily and store the fluorescent lamps collected in a designated area which should be kept dry and ventilated.

11. For broken lamps or fluorescent tubes that are too long for the collection box, estates staff should help the residents to put them directly into designated storage containers at the storage area.
12. Although fluorescent lamps contain a small amount of mercury, broken lamps may present a health hazard if not handled properly. Estates staff and cleaning workers should be reminded to handle the lamps with care.
13. Estates that store a significant quantity (e.g. some 500 pieces) of used mercury-containing lamps have to register with the EPD as a chemical waste producer. It requires the estate management to set up a chemical waste storage area and follow proper labelling and packaging requirements, and arrange for proper collection and treatment of the used lamps at the Chemical Waste Treatment Centre on their own.



Paper collection box for estates participating in the Fluorescent lamps/ tubes Recycling Programme

### C3. Rechargeable batteries

14. Property Manager can enroll in the Rechargeable Battery Recycling Programme with the EPD or the Programme Helpdesk. A rechargeable battery collection box will then be provided to the participating estates for residents to place their rechargeable batteries.
15. Property Manager shall suggest residents to put a piece of masking tape over the batteries' terminals before putting it in the collection box. For rechargeable batteries that are vulnerable to damage, they should be put in a plastic bag and sealed with adhesive tape before deposit.
16. Property Manager shall arrange delivery of the batteries collected to one of the public collection points under the Rechargeable Battery Recycling Programme

and submit the Recovered Batteries Record Form to the EPD via the “Property Management Corner”.

17. Free collection service will also be provided by the Rechargeable Battery Recycling Programme. Estate management will be notified of exact collection date by the Programme's contractor in advance. Details can be found on <https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/rechargeable-battery-recycling-programme>



Rechargeable battery collection box

#### C4. Waste Electrical and Electronic Equipment and Other Computer and Communication Products

18. The Producer Responsibility Scheme on Waste Electrical and Electronic Equipment (WPRS) provides a convenient recycling channel for the proper collection of used equipment requiring disposal, i.e. air-conditioners, refrigerators (including those with a rated storage volume up to 900 litres), washing machines (including those with a rated washing capacity up to 15 kg), televisions, computers, printers, scanners and monitors. Upon purchase of a new REE item, members of the public are entitled to a statutory free removal service arranged by the seller to collect a used item of the same class. For details, please contact REE sellers.
19. Apart from the statutory free removal service, the Government also introduced a new and free collection service. Members of the public not purchasing a new REE item can make an appointment with the operator for the Government for a free collection service through the recycling hotline 2676 8888 or through WhatsApp (6081 5096). This service will not only promote recycling, but it will also save members of the public the burden of disposing the used REE on their own or at a cost.

20. Furthermore, the EPD launched the Computer & Communication Products Recycling Programme (CCRP), which has been set up and funded by the computer trade. The CCRP liaises with various suitable charitable organisations to donate the computers that are still in working conditions to the needy. Computer and Communication Products Recycling Programme accepts:
- Desktop/notebook computers and tablet computers
  - computer monitors (both LCD and LED types)
  - printers
  - scanners
  - all computer-related products, such as keyboards, memory sticks, mouse units, headsets and speakers
  - communication products, such as fax machines, mobile phones, dect phones, pagers, walkie talkies, network hubs, switches and routers
21. Property Manager can sign up to the Computer and Communication Products Recycling Programme with the EPD for a free collection service once every four to six months on a roster basis or collection will be provided on special request for bulk pick-up (5 or more pieces of main computer equipment, i.e. Desktop/notebook computers and tablet computers, printer, scanner, and monitors)\*.
- \* 10 or more pieces of main computer equipment for outlying islands and remote areas
22. Property Manager can also engage private recyclers or other non-government organisations (NGOs) for collection of the collected Waste Electrical and Electronic Equipment (WEEE).

#### C5. Glass bottles

23. Property Manager can engage EPD's Recycling Stations and Glass Management Contractors for setting up glass bottle collection bins with the associated collection services. Interested private housing estates can refer to the following link: [https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro\\_responsibility/gprs\\_gmc.html](https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro_responsibility/gprs_gmc.html)
24. Property Manager shall inform residents that only properly cleaned glass bottles are accepted. Other glass items such as glasses, glass cups, fluorescent tubes and light-bulbs shall not be placed in the recycling bins.



25. Estate staff and cleaning workers should be reminded to handle the glass bottles with care and not to cause noise nuisance to the nearby environment.



Glass bottle recycling bin

#### C6. Clothes

26. Property Manager can engage private recyclers or NGOs for the collection of used clothes.

#### C7. Food waste

27. The Food Wise Hong Kong Campaign has established a Good Practice Guide for the residential sector to reduce food waste:  
[https://www.wastereduction.gov.hk/sites/default/files/food\\_wise/GPG\\_Residential\\_en.pdf](https://www.wastereduction.gov.hk/sites/default/files/food_wise/GPG_Residential_en.pdf)
28. Housing estates/ residential buildings interested in participating in food waste recycling can apply to the EPD for food waste smart recycling bins (FWSRBs) or traditional pedal-operated food waste recycling bins.
29. Residents' organisations or property management companies representing the

housing estates/ residential buildings can apply for the “Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates” launched jointly by the Environmental Campaign Committee (ECC) and the EPD. For the details on the Scheme and the application procedures, please visit the ECC’s website at [https://www.ecc.org.hk/en/publicity/pilot\\_fwsb.html](https://www.ecc.org.hk/en/publicity/pilot_fwsb.html), or contact the EPD at 3690 7839 or email to [fwsbecc@epd.gov.hk](mailto:fwsbecc@epd.gov.hk).

30. In addition to FWSRBs, Residents’ organisations or property management companies representing the housing estates/ residential buildings can also apply for the EPD’s “Pilot Scheme on Food Waste Collection”. The EPD will provide participating housing estates/ residential buildings with traditional pedal-operated food waste recycling bins and food waste collection services. For details about the pilot scheme, please contact the EPD via email at [fwc@epd.gov.hk](mailto:fwc@epd.gov.hk).



Food waste smart recycling bin



Traditional pedal-operated food waste recycling bins

Environmental Protection Department

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