

Source Separation Programme for Commercial & Industrial Waste
Quarterly Report Form for Materials Recovered
1st / 2nd / 3rd / 4th Quarter, 20__

Ref. :

To : Waste Reduction & Recycling Group, Environmental Protection Department

<< Email : ssc-iw@epd.gov.hk Fax : 3121 5730 >>

Last updated: Dec 2019

Building Name: _____ Company Name : _____

Contact Person / Post : _____ Signature/ Stamp : _____

Tel. : _____ Fax/ Email Address : _____

1. Quantity of Materials Recovered

Type Month	Paper (kg)	Metals (kg)	Plastics (kg)	Printer Cartridge (kg)	Rechargeable Batteries (kg)	Spent Mercury Lamps (kg)	Others (kg)
Total (Quarterly)							

Conversion factors for weight of recyclable materials:

1 tonne = 1000 kg , 1 catty = 0.606 kg , 1 pound = 0.455 kg

1 x Aluminium can = 0.017 kg , 1 x Plastic bottle = 0.028 kg , 1 x Newspaper = 0.74 kg for reference only

2. Quantity of Garbage Disposed of

Average amount of garbage disposed of daily : _____ bags / kg/ bins (bin volume : 660 / 240 / 120 / _____ liter)

If you have recently commissioned a different cleansing contractor or recycling contractor, please update:

New Cleansing Contractor	Name :	
	Contact Person :	Tel. :
New Recycling Contractor	Name :	
	Contact Person :	Tel. :

- Remarks: 1) Please complete this form in **Jan / Apr / Jul / Oct** using the data of the last 3 months and return by fax;
 2) Please keep all transaction records with the recycling contractors for future reference; and
 3) Use additional sheet(s) if necessary