

Guidelines to Property Managers on Implementing Waste Separation at Source in Housing Estates

A. Introduction

The Source Separation of Domestic Waste Programme (SSDWP) was launched in 2005 by the Environmental Protection Department (EPD) to promote public participation in waste separation and recycling at source by providing waste separation facilities near the point of waste generation. This Guideline provides basic information and advice to Property Managers on how to implement waste separation at source 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 facilities

1. To set up waste separation facilities at the ground floor (entrance, lift lobby, carpark etc.) which are convenient to the residents. Eligible parties can apply recycling bins for collection of waste paper, plastics and metals from the Environmental Campaign Committee (ECC) free of charge. Details can be found from the ECC website:

http://www.ecc.org.hk/english/resources_forms/resources_forms.html

2. To provide a rubbish bin beside each set of waste separation facilities for disposal of non-recyclables.
3. To maintain waste separation facilities in clean and working condition, replace damaged or discolored labels. Recycling bin labels can be obtained from the EPD.

B2. Handling of recyclables

4. To arrange timely emptying of waste separation facilities to avoid overflowing with recyclables.
5. To store the collected recyclables properly to facilitate subsequent transfer to recyclers.
6. To engage recyclers or organizations to collect recyclables. The WR Website sets out a non-exhaustive list of outlets for reusable/ recyclables materials for reference: https://www.wastereduction.gov.hk/en/assistancewizard/recyc_note.htm
7. To ensure the collected recyclables are sent for recycling by keeping proper records of all collection and transfer transactions. These records can be sent to EPD for record.

B3. Promotions

8. To inform residents about the SSDWP and the locations of all the waste separation facilities in the estate / building regularly.
9. To promote waste separation by displaying notices and posters at conspicuous locations and through estates newsletter and residents intranet. SSDWP estates can obtain education and promotion materials (including posters, leaflets and banners) from the EPD.
10. To disseminate the messages of clean recycling to the residents. Property Managers should - advise residents to clean recyclables before placing them into the waste separation facilities and not to recycle contaminated wastes. The promotional video of “Clean Recycling” can be downloaded at the following webpage: https://www.wastereduction.gov.hk/en/assistancewizard/resource_centre_tv.htm Furthermore, free posters and leaflets on types of recyclables and non-recyclables are available from the EPD.

11. To notify the residents of alternative arrangement in case the waste separation facilities have to be relocated or temporarily removed due to various reasons such as building renovation.
12. To review the recovery results and organise publicity campaigns to improve awareness and participation of the residents.

B4. Enquiries

13. For enquiry, please call the EPD hotline at 28383111.

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
 - Rechargeable batteries
 - Computers and Electrical and electronic equipment
 - Glass bottles
 - Clothes
 - Food waste
2. While detailed information and guidelines are available on the WR Website at the link below, a brief description on the recycling of various recyclables are given in this Section. <https://www.wastereduction.gov.hk/en/waste-reduction-programmes.html>
3. WASTE LESS is a mobile application about waste management, reduction and recycling developed by the EPD. It has been launched in March 2014 and it carries a database covering information on the recyclable collection points located in public places and housing estates. It displays the user and the nearby recyclable collection points in the form of a map on the mobile device, and shows other relevant information such as photos, address and types of collected recyclables. The mobile application is available on two major mobile platforms including iOS and Google Android. The downloading webpages are
 - iOS version:
<https://itunes.apple.com/hk/app/mi-sai-ye/id826382645?l=zh&mt=8>

- Android version: <https://play.google.com/store/apps/details?id=hk.com.codecrafters.wsb>

C1. Paper, plastics and metals

4. Besides paper, aluminium 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. pots)
5. Estates can apply for waste separation facilities placing at ground floor 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: <http://www.ecc.org.hk/english/publicity/publicityf41b.html?id=10>
6. Property Manager shall arrange collection of recyclables for recycling with private contractors or recyclers.



Waste separation facilities for paper, plastics and metals

C2. Fluorescent lamps

7. A Fluorescent Lamp Recycling Programme (FLRP) for households was launched to provide free collection 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 could enroll with the EPD. 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.
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 Lamp Recycling Programme

C3. Rechargeable batteries

14. Property Manager can enroll in the Rechargeable Battery Recycling Programme with the EPD. 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 return the Record Form to the EPD for record purpose.
17. Starting from April 2014, 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.



Rechargeable battery collection box

C4. Computer Equipment

18. Computer and Communication Products Recycling Programme accepts:

- desktop computers
- laptops
- 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 mobile phones, dect phones, pagers, walkie talkies and routers

19. Property Manager can sign up to the Computer 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, printer, scanner, LCD and LED monitors)*.

* 10 or more pieces of main computer equipment for outlying islands and remote areas

20. Property Manager can also engage private recyclers or non-government organizations (NGOs) for collection of the collected computers.

C5. Electrical and electronic equipment

21. Other than computer items, other electrical appliances can also be reused/ recycled. To provide a convenient channel for the public to properly handle their e-wastes, From October 2016, the contractor (ALBA-IWS) will provide e-waste collection through appointment via the hotline (2676 8888). They collect mainly washing machines, refrigerators, air conditioners, televisions and computer products viz. computers (i.e. desktops, laptops and tablets), printers, scanners and monitors.

22. Property Manager can also engage private recyclers or other non-government organizations (NGOs) for collection of the collected WEEE.

C6. 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 housing estates can refer to the following link:

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.



Glass bottle recycling bin

C7. Clothes

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

C8. Food waste

27. The Food Wise Hong Kong Campaign has drawn up a Good Practice Guide for the residential sector to reduce food waste : http://www.foodwisehk.gov.hk/pdf/GPGuide_Residential_en.pdf
28. Estates interested in recycling food waste on-site could apply to the ECF for the Food Waste Recycling Projects in Housing Estates. This scheme will provide funds to support housing estates to set up on-site food waste treatment facilities and organise food waste collection and recovery programmes and associated activities. These projects also encourage housing estates to engage NGOs to organise educational and promotional activities in order to raise residents' awareness towards food waste reduction and encourage their participation in food waste recovery.
29. A Help-desk Service for Food Waste Recycling Projects in Housing Estates has been set up to provide technical advice to successful estates throughout the implementation of the on-site food waste recycling project. Information on the scheme is available at the WR Website. For enquiry on the Food Waste Recycling Projects in Housing Estates, please contact the Help-desk at 2788 5598 or by email: hd-fwrs@hkpc.org
30. Alternatively, Property Manager can also contact private recyclers for the collection and recycling of food waste.

Environmental Protection Department

September 2021