

**Source Separation Programme for Commercial & Industrial Waste  
Quarterly Report Form for Materials Recovered**

Appendix 1

Last updated: December 2022

1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> Quarter, 20\_\_\_\_\_

To: Waste Reduction & Recycling Group,  
Environmental Protection Department

Email: ssc-iw@epd.gov.hk Fax: 3121 5730 Ref.: \_\_\_\_\_

Building Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person / Post: \_\_\_\_\_

Signature / Stamp: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax / Email Address: \_\_\_\_\_

**1. Quantity of Materials Recovered**

\*Please delete as appropriate.

Month	① Paper (kg)	② Metals (kg)	③ Plastics (kg)	④ Food Waste (kg)	⑤ Used Clothes (kg)	⑥ Wooden Waste (kg)	⑦ Waste Cooking Oil (kg)
<b>Total (Quarterly)</b>							

Month	⑧ Glass Bottles	⑨ Fluorescent Lamps/ Tubes	⑩ Rechargeable Batteries	⑪ Printer Cartridge
	kg / 240 L bins*	kg / pcs*	kg / pcs*	kg / pcs*
	kg / 240 L bins*	kg / pcs*	kg / pcs*	kg / pcs*
	kg / 240 L bins*	kg / pcs*	kg / pcs*	kg / pcs*
<b>Total (Quarterly)</b>				

Month	⑫ Electrical and Electronic Appliances (E&EA)			⑬ Other Reusable/ Recyclable Materials Please specify: _____
	Large Pieces E&EA (pcs) e.g. TV, Washing Machine, Refrigerator, Air-conditioner	Small Pieces E&EA (pcs) e.g. Fan, Microwave Oven, Hi-Fi, Hair Dryer, Toaster, Video Recorder	Computer & Communication Products (pcs) e.g. Desktop, Notebook, CRT/LCD Monitor, Printer, Scanner	
				kg / pcs*
				kg / pcs*
				kg / pcs*
<b>Total (Quarterly)</b>				

Conversion factors for weight of recyclable materials: 1 toone = 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 | 1 x plastic bottle = 0.5 kg

**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:

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

Note:

- Submission of this record sheet represents your agreement with the following claims: (i) All recorded recyclables had been transferred to recycling company(ies) for recycling purposes; (ii) The information in this record sheet are true, correct and complete to the best knowledge and belief of Property Management Company or Agent.
- Please fill in the form 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.
- Please complete this form in **Jan, Apr, Jul and Oct** using the data of the last 3 months and return by fax.
- If you have any enquiries, please contact the Waste Reduction and Recycling Group, Environmental Protection Department at 2838 3111 or ssc-iw@epd.gov.hk.
- The information provided would be used solely for Programme on Source Separation of Waste/ Commendation Scheme and EPD's statistics. The EPD will not disclose the information provided by Property Management Company or Resident Organization to any third parties without Property Management Company or Resident Organization's prior consent.