

Programme on Source Separation of Domestic Waste
Monthly Record Sheet on Quantities of Recyclables and Waste Collected Revised: Dec 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 Machine, 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 :

- 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.
- 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. The Environmental Protection Department reserves the right to amend or update any submitted information.
- Please return this monthly record sheet to the Environmental Protection Department by email or fax within the first week of each following month.
- 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 Incorporated Owners' Committee's prior to any third parties without Property Management Company or Incorporated Owners' Committee's prior consent.
- If you have any enquiries, please contact the Waste Reduction and Recycling Group, Environmental Protection Department at 2838 3111 or ssdw@epd.gov.hk.