



Programme on Source Separation of Domestic Waste Commendation Scheme



Assessment Period

The assessment period of the Commendation Scheme is 12 months from 1 April through 31 March.

Eligibility

(1) Signed up to join the Programme and completed the setting up of waste separation facilities by 31 October (Housing estates / residential buildings implementing the Programme after 31 October will be considered in the Commendation cycle of the following year); and

(2) Submitted all monthly records of recyclables and refuse statistics before the end of assessment period. Please keep the receipts of recycler(s) and organiser(s) of collection programmes for verification.

Awards

Basic awards include Diamond, Gold, Silver, Bronze and Certificate of Merit. Please refer to the following table on the Assessment criteria:

Awards	Average total recyclables (per household per month)
Diamond	Equal to or greater than 30 kg
Gold	Equal to or greater than 22 kg but less than 30 kg
Silver	Equal to or greater than 17 kg but less than 22 kg
Bronze	Equal to or greater than 10 kg but less than 17 kg
Certificate of Merit	Less than 10 kg

Special Awards include:

(1) Award for Enhancement

Housing estates / residential buildings with an increase of at least 5 kg/household/month in average total recyclables quantity as compared to the previous assessment period will receive an Award for Enhancement.

(2) Award for Promotion

Housing estates / residential buildings which organised activities actively to promote

the Programme (determined on the basis of the nature, number and frequency of the activities and participation rate of residents in these activities) will receive an Award for Promotion.

Starting from 2017/18, promotional activity about "Clean Recycling" is a mandatory item of this Award.

Any housing estate / residential building wishing to be considered for this Award should submit the Record on Promotional Activities (Appendix 1) together with photographs, attendance records, questionnaires or any proof of residents' participation, not later than 10 weeks beyond the end of assessment period.

Submission of records

Log the quantities of paper, metals, plastics and other reusables / recyclables collected and submit the figures to the Waste Reduction and Recycling Group of Environmental Protection Department. Estates / buildings can input and submit their monthly recyclable figures via the website of the Source Separation Programme, or send the duly completed Recyclable Quantity Report Form (Appendix 2) (Fax No.: 3121 5730, Email: ssdw@epd.gov.hk). This data is fed into the Commendation Scheme on Source Separation of Domestic Waste and will be used to determine the winners of the Commendation Scheme.

Contact us

For any enquiries regarding the Programme, please contact our staff through the following:

Telephone : 2838 3111

Fax : 3121 5730

Email : ssdw@epd.gov.hk

Environmental Protection Department
Waste Reduction and Recycling Group
November 2024

Commendation Scheme on Source Separation of Domestic Waste 20□□ / 20□□

Record on Promotional Activities

Our housing estate/residential building have promoted the “Programme on Source Separation of Domestic Waste” to our residents through the following channels within the period from 1 April 20□□ to 31 March 20□□:

Part I : Promotion of Clean Recycling (Mandatory Item)				
Name of activity	Descriptions	Date	Organizer	No. of Participants
Part II : Other activities for promoting Waste Reduction and Recycling				
Activity	Date	No. of participants	Remark (e.g. amount of recyclables collected)	
2 nd hand items exchange/ Donation Programme				
Used Books Charity Sale/ Donation Programme				
Moon Cake Case Recycling Programme				
Red Packet Recycling Programme				
Chinese New Year Gifts Donation Programme				
Waste Electrical and Electronic Equipment (WEEE) Recycling Day				
Visit of Mobile WEEE Collection Centre				
Visit of Mobile Environmental Resource Centre				
Environmental seminars				
Environmental carnival / Game booths				
Environmental Volunteer Team				
Others(Please specify) :				
Part III : Measures to promote Programme on Separation of Domestic Waste to residents				
Posting/distribution of publicity materials	Add “✓”where appropriate	Date/frequency	Remark(if any)	
Poster				
Leaflet				
Newsletter/ Notice				
Webpage/ Social Media				
Others (please specify):				

Name of Estate : _____ Estate No.: _____

Property Management Company/ Resident’s Organization: _____

Telephone No.: _____

Name: (Mr./Ms.)# _____ Position: _____

Signature: _____ Date: _____

Please delete as inappropriate

Any housing estate/residential building wishing to be considered for this Award should submit the completed Record on Promotional Activities together with photographs and attendance records of activities as proof by June this year.

Programme on Source Separation of Domestic Waste
Monthly Record Sheet on Quantities of Recyclables and Waste Collected Revised: Nov 2024

To: Waste Reduction and Community 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. Beverage Cartons	
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)	(kg)	
	(kg)			11. Other Reusable/Recyclable Materials (Please specify)	
B. Small Pieces E&EA (e.g. Fan, Microwave Oven, Hi-Fi, Hair Dryer, Toaster, Video Recorder and etc.)	(pcs)			Type	Weight (kg) / Number (pcs)*
	(kg)				

* 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 :

- (1) 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.
- (2) 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.
- (3) Please return this monthly record sheet to the Environmental Protection Department by email or fax within the first week of each following month.
- (4) 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.
- (5) If you have any enquiries, please contact the Waste Reduction and Community Recycling Group, Environmental Protection Department at 2838 3111 or ssdw@epd.gov.hk.