

**Promotion Programme on Source Separation of Waste**  
**廢物源頭分類推廣計劃**

**Application Form for Waste Separation Bins (Commercial & Industrial Buildings)**  
**廢物分類回收桶申請表 (工商業樓宇)**

To: Environmental Campaign Committee Secretariat  
5/F Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
Attn: Executive Officer (Community Relations)2  
(Fax: 2827 8138)

致：香港灣仔軒尼詩道130號修頓中心5樓  
環境運動委員會秘書處  
經辦人：行政主任(社區關係)2  
(傳真：2827 8138)

Use Block Letters 請以正楷填寫

Part 1 General Information 第一部分 一般資料				
Name of Property Management Company 物業管理公司	(English)			
	(中文)			
Name of Building 工商業大廈名稱	(English)			
	(中文)			
Address of Building 物業地址	(English)			
	(中文)			
Number of Flat in Each Storey 每層單位數目	(Units) (戶)	Number of Storeys & Blocks 物業層數及座數	(No. of Storeys) (每座層數)	(Blocks) (座)
Occupancy Rates (%) 出租率/使用率	(%)	Grand Total Area of Property 樓宇總面積		(Sq. ft) (平方尺)
Property Type (Select one) 物業類別 (選擇其一)#	<input type="checkbox"/> Pure Office* (Note 1) (Grade ___) 純寫字樓* (註1) ( ___ 級) <input type="checkbox"/> Mixed Office* (Grade ___) 綜合式寫字樓* ( ___ 級) <input type="checkbox"/> Shopping Mall/ Arcade 商場 <input type="checkbox"/> Industrial/ Office 工貿大廈 <input type="checkbox"/> Industrial & Godown 工業大樓或貨倉 <input type="checkbox"/> Others 其他			
Contact Person 聯絡人	Name 姓名	(English) (中文)		
	Position 職位			
	Tel No. 電話號碼	Fax No. 傳真號碼		
	Email Address 電郵地址			
Part 2 Application for Waste Separation Bins 第二部分 申請廢物分類回收桶				
Our building would like to sign up to join the Promotion Programme on Source Separation of Waste. 本大廈現報名參加「廢物源頭分類推廣計劃」。				
I) Number of waste separation bins required*(Notes 2-4) 所需分類回收桶數目*(註2至4)		Indoor 室內 (Metal 金屬) _____ (Sets 套)		Outdoor 室外 (Plastic 塑膠) _____ (Sets 套)
II) (This item is only applicable to shopping malls) Number and types of Designer Waste Separation Bins required*(Notes 2-4) Please visit the ECC website for the design of bins (www.ecc.org.hk) (此項只適用於商場申請) 所需設計師分類回收桶數目及樣式*(註2至4) 請瀏覽環運會網站參閱回收桶樣式 (www.ecc.org.hk)		Indoor 室內 Design 樣式 1 _____ (Sets 套)		Design 樣式 2 _____ (Sets 套)
		Design 樣式 3 _____ (Sets 套)		Design 樣式 4 _____ (Sets 套)
		Design 樣式 5 _____ (Sets 套)		
III) Number of glass bottle recycling bins required *(Notes 2-5) 所需玻璃樽回收桶數目*(註2至5)		Outdoor 室外 (Plastic 塑膠) _____ (Unit 個)		
IV) Location(s) of waste separation bins to be applied (sets) 申請擺放分類回收桶的位置及數目(套/個)	<input type="checkbox"/> Main lift lobby 升降機大堂: _____ <input type="checkbox"/> Shopping arcade 購物中心: _____ <input type="checkbox"/> Podium/roof garden 平台/天台花園: _____ <input type="checkbox"/> Others 其他 (Please specify 請註明): _____	<input type="checkbox"/> Pedestrian exit 行人出入口: _____ <input type="checkbox"/> Canteen/food court 食堂/美食廣場: _____		
V) Reason for Application 申請原因	<input type="checkbox"/> For first installation 首次安裝分類回收桶 <input type="checkbox"/> Inadequate waste separation bins 分類回收桶不足	<input type="checkbox"/> For replacement 更換已損壞的分類回收桶		

( Please turn over )  
請揭後頁

Part 3 Collection of Recyclables 第三部分 回收情況

I) Our building(s) is/are participating in the Programme on Source Separation of Commercial & Industrial Waste (SSW) organized by the Environmental Protection Department (EPD).  
 本大廈現正參與由環境保護署(環保署)舉辦的「工商業廢物源頭分類計劃」(簡稱“SSW”)。  
 Yes (NO need to complete (II)-(VI) below) 有 (無需續填下列第(II)至第(VI)項)  
 No (Please complete (II)-(VI) below) 否 (請續填下列第(II)至第(VI)項)

II) Our building(s) will join the aforesaid SSW Programme and  will join\* (Notes 6 to 7)  will not join its Competition on Source Separation of Commercial and Industrial Waste.  
 本大廈將參加上述 SSW 計劃, 並  願意\* (註 6 至 7)  不願意 參加該計劃的「工商業廢物源頭分類比賽」。

III) Did the cleansing company or cleansing worker conduct any waste recovery activity in your building(s)?  
 據貴公司了解, 清潔公司或清潔工人現時有否在上述的工商業大廈內自發組織及進行廢物回收活動?  
 Yes 有  No 否

IV) If your building(s) is/are implementing waste recovery activity, what kinds of recyclables have been recovered in your building(s)?  
 如大廈/清潔公司正在推行廢物回收活動, 所回收的廢物包括什麼?  
 Waste paper 廢紙  Plastics 塑膠  Metals 金屬  
 Others 其他 (Please specify 請註明): \_\_\_\_\_

V) If your building(s) is/are implementing waste recovery activity, is there any recycling facility (e.g recycling bins, recycling bags, etc.) installed in your building(s)?  
 如大廈/清潔公司正在推行廢物回收活動, 大廈內有否放置回收設備(例如回收桶、回收袋等)?  
 Yes 有  
 Please specify the location(s) of recycling facility (can select more than one)  
 如有, 上述的回收設備擺放在什麼位置?(可選多項)  
 Within tenant's premises 租戶單位內  Corridor 走廊  Staircase 梯間  
 Material recovery room 物料回收房  Cleansing room 清潔房  Refuse chute 垃圾槽  
 Lift lobby 電梯大堂  Building entrance 大廈入口  Podium 平台  
 Garden 花園  Car park 停車場  
 Others 其他 (Please specify 請註明): \_\_\_\_\_  
 No 否

VI) Mode of collection of recyclables (select one)  
 現時回收物料是通過什麼方式和途徑收集?(選擇一項)  
 Cleansers separate the recyclables from the refuse collected  
 清潔工人從收集到的垃圾中自行揀選可回收物料  
 Tenants put recyclables in recycling facilities and recyclables to be collected by cleansing worker later  
 租戶把回收物料放入回收設備, 稍後由清潔工人收集  
 Cleansers enter the tenant's premises to collect the recyclables  
 清潔工人進入租戶單位內收集  
 Tenants put recyclables in designated place at designated date and time  
 租戶把回收物料於指定日期和時間, 放到指定地點  
 Others 其他 (Please specify 請註明): \_\_\_\_\_

# Please choose as appropriate 請選擇適合者 \* Please see the last page for Notes 請見後頁註解

Signature of Representative :

大廈代表簽署 : \_\_\_\_\_

Name and Position of Representative :

代表人姓名及職位 : \_\_\_\_\_

Date :

日期 : \_\_\_\_\_

Company/Organization Chop :

公司/團體蓋印 : \_\_\_\_\_

Please fax the **completed form, Undertaking for Building, Undertaking for Contractor/Recycler (if applicable) and floorplan** to 2827 8138 or mail to the ECC Secretariat, 5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong. (Attn: Executive Officer (Community Relations)2)

有興趣參加的大廈必須清楚填寫**報名表、大廈承諾書及承辦商/回收商承諾書(如適用)**, 並連同**大廈平面圖**傳真至 2827 8138 或郵寄至香港灣仔軒尼詩道 130 號修頓中心 5 樓 環境運動委員會秘書處 (經辦人: 行政主任(社區關係)2)。

**Promotion Programme on Source Separation of Waste**  
**廢物源頭分類推廣計劃**

**Undertaking for Building**  
**大廈承諾書**

To: Environmental Campaign Committee Secretariat  
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
Attn: Executive Officer (Community Relations)2  
(Fax: 2827 8138)

致：香港灣仔軒尼詩道130號修頓中心5樓  
環境運動委員會秘書處  
經辦人：行政主任(社區關係)2  
(傳真：2827 8138)

I, \_\_\_\_\_ (Name), hereby on behalf of \_\_\_\_\_ (Name of building), undertake to participate in the “Promotion Programme on Source Separation of Waste” organized by the Environmental Campaign Committee (ECC) with full consent and support from the majority of owners and tenants in our building, and to abide by the following provisions:

1. Upon successful enrolment in the “Promotion Programme on Source Separation of Waste”, our commercial and industrial building will **automatically become the participant in the “Programme on Source Separation of Commercial and Industrial Waste” (SSW) launched by the Environmental Protection Department (EPD).** Meanwhile, if our building also participates in the SSW Competition, after each phase of the Competition, we will automatically become the participant of the next phase, no further application is required;
2. Our building accepts the waste separation bins presented by the ECC on a free-of-charge basis. We agree to place the waste separation bins at noticeable and accessible area(s) within the domain of our building to provide a waste separation facility for the owners and tenants for at least three years. Our building will ensure the cleanliness, hygiene and maintenance of the waste separation bins, and arrange periodic collection of recyclable materials for recycling with cleansing contractors or recyclers; and
3. Under any circumstances, our building will not abandon the waste separation bins, nor place them outside our domain. We will implement appropriate measures to prevent malicious damage of the waste separation bins. If the waste separation bins are no longer usable due to natural wear and tear, we will arrange a recycler to collect the bins for recycling in a proper way.

本人\_\_\_\_\_ (姓名)謹代表\_\_\_\_\_ (大廈名稱)聲明已經獲得大部份大廈業主及租戶同意及支持，決定參加由環境運動委員會(環運會)主辦的「廢物源頭分類推廣計劃」，並承諾會遵守以下各項細則：

- (一) 一經成功參加「廢物源頭分類推廣計劃」後，本工商業大廈將**自動成為由環境保護署(環保署)舉辦的「工商業廢物源頭分類計劃」的參加者**。同時，如參加該計劃下的「工商業廢物源頭分類比賽」，於每期比賽完畢後，本大廈將自動成為下一期比賽的參加者，無需另行申請參加；
- (二) 本大廈接受由環運會送贈給本大廈的廢物分類回收桶，並同意把分類回收桶放置在本大廈管轄範圍內，業主及租戶可進出的當眼地方，以提供廢物回收的設施，為期最少三年。本大廈將妥善清潔及保養分類回收桶，並自行安排清潔承辦商或廢物回收商，定期到大廈收集回收物料，以供循環再造；及
- (三) 本大廈承諾不會以任何理由，將所獲贈的回收桶轉移到大廈以外的地方或隨意丟棄，並會執行適當的措施，防止分類回收桶被惡意破壞。如回收桶因自然耗損致不能使用，本大廈會安排廢物回收商妥善回收該等回收桶。

Signature of Representative:

公司代表簽署: \_\_\_\_\_

Name and Position of Representative:

代表人姓名及職位: \_\_\_\_\_

Contact No.:

聯絡電話: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

Company/Organization Chop:

公司蓋印: \_\_\_\_\_

## Notes

- 1) An office building with less than a whole floor/level of shops or shopping arcade will be classified as "Pure Office", otherwise it will be classified as "Mixed Office".
- 2) Each building can apply for not more than 5 sets of recycling bins and 2 glass bottle recycling bins on the basis of one set per common accessible floor.
- 3) It is entirely within the Environmental Campaign Committee's discretion to decide whether and how many recycling bins will be distributed to each applicant.
- 4) Specifications of waste separation bins:

<u>Indoor (metal)</u> One set with three compartments: In total, 1m (width) x 0.4m (depth) x 0.9m (height)	<u>Outdoor (plastic)</u> One set of three individual bins: Each 0.5m (width) x 0.46m (depth) x 1.13m (height)
<u>Glass bottle recycling bin (plastic)</u> Each 0.5m (width) x 0.48m (depth) x 1.13m (height)	<u>Designer Waste Separation Bin (metal)</u> One set of three individual bins: Each 0.35m (width) x 0.3m (depth) x 0.68m (height)

Please visit [www.ecc.org.hk](http://www.ecc.org.hk) for the design of each type of waste separation bin.
- 5) Apart from the Application Form and "Undertaking for Building", the participating building(s) applying for glass bottle recycling bins are required to liaise with cleansing contractors or recyclers for completing the "Undertaking for Contractor/Recycler" to ensure that the collected glass bottles are properly recycled. The template of the undertaking can be found on ECC website ([www.ecc.org.hk](http://www.ecc.org.hk)).
- 6) The participating building(s) joining the SSW Competition is/are obliged to contact the cleansing contractors or recyclers to provide certified receipts recording separately the quantities of collected recyclables.
- 7) The participating building(s) joining the SSW Competition is/are required to submit the recovery data of the previous months by completing the "Quarterly Record Report", based on the above receipts issued by recyclers, to the Waste Reduction & EcoPark Group of the Environmental Protection Department (EPD) (Fax No.: 2872 0389) for recording purpose. The receipts will be kept by the participating building(s) for future reference by EPD. For more information, please contact EPD at the hotline (Tel: 2838 3111) or visit EPD website (<https://www.wastereduction.gov.hk/en>).

## 註

- 1) 一幢寫字樓若設少於一整層的店舖/商場而其餘為辦公室者，應被界定為「純寫字樓」，含一整層或以上店舖/商場者則視作「綜合式寫字樓」。
- 2) 每幢大廈可申請不多於 5 套分類回收桶及 2 套玻璃樽回收桶，獲發的回收桶須分散放置，每一樓層最多只可擺放一套。
- 3) 環境運動委員會保留審批申請及分配分類回收桶數目的最終決定權。
- 4) 分類回收桶尺寸規格：

<u>室內 (金屬)</u> 一套，內分三格： 共 1 米 (闊) x 0.4 米 (深) x 0.9 米 (高)	<u>戶外 (塑膠)</u> 一套，包括三個獨立的回收桶： 各 0.5 米 (闊) x 0.46 米 (深) x 1.13 米 (高)
<u>玻璃樽回收桶(塑膠)</u> 每個 0.5 米 (闊) x 0.48 米 (深) x 1.13 米 (高)	<u>設計師分類回收桶 (金屬)</u> 一套，包括三個獨立的回收桶： 各 0.35 米 (闊) x 0.3 米 (深) x 0.68 米 (高)

\*請瀏覽環運會網站 [www.ecc.org.hk](http://www.ecc.org.hk) 參閱樣式

- 5) 除申請表及「大廈承諾書」外，申請玻璃樽回收桶的大廈須聯絡清潔承辦商或回收商，填妥「承辦商/回收商承諾書」，以確保所收集的玻璃樽得以妥善地回收再造。承諾書樣本可於本會網頁([www.ecc.org.hk](http://www.ecc.org.hk)) 下載。
- 6) 參加「工商業廢物源頭分類比賽」的大廈須向清潔承辦商或回收商索取蓋有公司印章的回收物品重量記錄單據。
- 7) 參加「工商業廢物源頭分類比賽」的大廈須根據回收商所申報的回收物品重量記錄單據，填妥「廢物回收重量記錄表」，並於每季提交至環保署減廢及環保園組(傳真：2872 0389)作紀錄。同時，參加的大廈亦須保留回收商的記錄單據，以便環保署日後參考。如有查詢，可致電環保署熱線(電話：2838 3111)或瀏覽環保署網頁(網址：<https://www.wastereduction.gov.hk/chi>)。