

***HONG KONG AWARDS FOR
ENVIRONMENTAL EXCELLENCE***

ENVIRONMENTAL LABELS

WASTEWISE LABEL GUIDEBOOK

April 2014

Preface

Building on the success of various government initiated awards to promote environmental awareness in the community, the Hong Kong Awards for Environmental Excellence (HKAEE) is a merger and extension of three former environmental award schemes, namely the Hong Kong Eco-Business Awards, the Wastewi\$e Scheme and the Hong Kong Energy Efficiency Awards. In line with government policy on the environment and the need of the community, the HKAEE aims to encourage businesses and organisations to adopt green management and innovations, as well as to present them with an opportunity to benchmark their commitment towards environmental excellence.

Started in 2008, the HKAEE is led by the Environmental Campaign Committee (ECC) alongside the Environmental Protection Department and in conjunction with nine organisations, namely, in alphabetical order, the Advisory Council on the Environment, the Business Environment Council, the Chinese General Chamber of Commerce, the Chinese Manufacturers' Association of Hong Kong, the Federation of Hong Kong Industries, the Hong Kong Chinese Importers' & Exporters' Association, the Hong Kong Council of Social Service, the Hong Kong General Chamber of Commerce and the Hong Kong Productivity Council.

As an environmental award that aims for excellence, the HKAEE takes the pyramidal shape as the form of its logo to show the commitment of different sectors of society for reaching excellence in environmental performance. At the apex of the logo is a tender leaf that symbolises the growth of environmental awareness in the community. The white ribbon that wraps around the pyramid forms the letter "Q" to represent both quality and qualified environmental performance of the awarded organisations.



The HKAEE has been recognised by the community as one of the most prestigious and reputable award schemes in Hong Kong. In 2014, five schemes will be offered, namely, "*Environmental Labels*", "*Green Organisation Labels*", "*Carbon Reduction Certificates*" (renamed from the formerly Carbon"Less" Certificates), "*Green Innovations Awards*" and "*Sectoral Awards*". The *Environmental Labels* scheme offers recognition to those that have achieved goals in waste reduction, energy conservation, improving indoor air quality (IAQ) and improving environmental attributes of their products. The *Green Organisation Labels* benchmark green organisations with substantial achievement in green management. The *Carbon Reduction Certificates* scheme recognises organisations with carbon reduction achievements. The *Green Innovations Awards* scheme recognises the achievements of a green innovation rather than the overall environmental achievement of an organisation. The *Sectoral Awards* scheme grants awards to organisations of designated sectors with an overall outstanding environmental performance.

There are four Environmental Labels, namely Wastewi\$e, Energywi\$e, IAQwi\$e and Productwi\$e.

The Environmental Labels aim to encourage, benchmark and recognise the efforts of organisations in waste reduction, energy saving, indoor air quality improvement and product environmental attributes improvement. They are designed to complement the existing mechanisms or with reference to existing standards as far as practicable. Participants can join any of the four Environmental Labels at any time and there is no limit for the number of awardees.

Organisations applying for these four Environmental Labels will be required to demonstrate their commitment to self-improvement in specific environmental aspects. Achievements in respective environmental improvements will form the basis of granting Labels. In addition, participants are highly encouraged to educate others, both organisations in the same sector and the community at large, on the benefits and practices of environmental initiatives. Information on the Energywi\$e, IAQwi\$e and Productwi\$e Labels can be found in the individual Guidebooks.

The Green Organisation Label is first introduced in 2014, which aims to benchmark green organisations with substantial achievement in green management and encourage participants to adopt environmental practices in different aspects.

This **Wastewi\$e Label Guidebook** is designed for use by all business/organisation operators in Hong Kong. It details the Wastewi\$e Label rules, process and benefits of joining the Label. Furthermore, the Guidebook presents an overview of sustainable waste reduction practices that businesses/organisations could implement within their establishments. All businesses/organisations are welcome to join this meaningful scheme to demonstrate their commitment to creating a better environment for Hong Kong.

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1. INTRODUCTION

1.1 Hong Kong's Waste Problem

Each year, Hong Kong produces millions of tonnes of municipal solid waste (MSW). MSW requires efficient collection, transfer and proper disposal. In 2012 alone, a total of 5.56 million tonnes were generated, of which 2.16 million tonnes (39%) were recovered and 3.40 million tonnes (61%) were disposed of at landfills. The continued growth in waste loads means Hong Kong is running out of landfill space far earlier than expected, and the existing landfills will be filled up, one by one, by 2020. Unless solutions are identified immediately, we could face a crisis in the next decade of having nowhere to put the thousands of tonnes of waste thrown away each day.

1.2 Government Policy and Initiatives

Hong Kong's growing waste problem could be solved if we ceased producing waste. However, this is not a realistic goal, yet achievable measures can be taken to reduce waste. New, effective and long-term measures to help reduce the amount of waste generated, reuse, recycle and dispose of waste are sought to improve the current situation.

In 1998, the Government unveiled the Waste Reduction Framework Plan (WRFP), which sets out the various initiatives for waste reduction. The progress of the Plan was reviewed in 2001. It is found that although we have made some progress in the overall waste recovery rate, there is still room for improvement in different aspects in waste reduction and domestic waste recovery. The review recommends a series of measures to facilitate domestic waste separation and recovery in Hong Kong.

The Environmental Protection Department published "A Policy Framework for the Management of Municipal Solid Waste in Hong Kong (2005-2014)" in December 2005. The Policy Framework sets out the strategy and measures to address the MSW problem in Hong Kong in the next decade. The main vein of the strategy is to implement the polluter-pays principle through MSW charging and producer responsibility schemes (PRSS). The Policy Framework proposes simple, yet effective, economic tools that would create incentives for the community to recycle more and discard less.

The Product Eco-responsibility Ordinance was enacted in July 2008. The Ordinance is a piece of "framework" legislation that provides a legal basis for implementing producer responsibility scheme in Hong Kong. Under the Ordinance, the Product Eco-responsibility (Plastic Shopping Bags) Regulation was enacted in April 2009 and the actual charging of the environmental levy has commenced on 7 July 2009. The objective of the levy scheme is to provide a direct economic incentive to encourage the public to switch to reusable shopping bags with a view to reducing the indiscriminate use of the plastic shopping bags. In January 2010, the Environment Bureau issued a consultation document to seek public views on introducing legislation to implement a mandatory producer responsibility scheme for the proper management of waste electrical and electronic equipment (WEEE).

On 7 February 2013, the Environment Bureau released a consultation document on the implementation of a mandatory producer responsibility scheme (PRS) for glass beverage bottles. The consultation document proposes a government-led approach under which the Government on one hand would appoint a contractor to collect and recycle glass beverage bottles, and on the other hand would collect recycling fees from suppliers of glass-bottled beverages to cover PRS operation costs in line with the "polluter pays" principle. The document also proposes that beverage retailers should provide recycling information and glass recyclers should be licensed.

In May 2013, the Government has laid out in the "Hong Kong Blueprint for Sustainable Use of Resources 2013-2022" the target to reduce MSW disposal rate on a per capita basis by 40% in 2022. The Government has been acting to reduce waste and relieve pressure on landfills. The key actions include driving behavioural change through policies and legislation to reduce waste, such as MSW charging and Producer Responsibility Schemes (PRS), mobilising the community through targeted campaigns, such as with food waste, glass beverage bottles collection, bring your own bag (BYOB), community green stations etc, as well as investing in waste infrastructure, including Organic Waste Treatment Facilities (OWTFs), waste-to-energy MSW treatment, and landfill extensions.

1.3 What Can Businesses/Organisations Do?

Joining the Wastewi\$e Label

Many members of Hong Kong's private and public sectors have initiated waste reduction measures within their operations, including the establishment of paper waste recycling programmes and the education of staff regarding the purchase of recyclable materials. These organisations have realised that by minimising the amount of resources they use, they can substantially benefit from the cost savings they obtain. Furthermore, the combined effects of their actions help Hong Kong since they result in resource protection and decreased pressure on landfills. Businesses/ Organisations can help to reduce the amount of waste they generate by undertaking waste reduction measures, educating staff on ways to reduce waste and by joining the **Wastewi\$e Label**.

Wastewi\$e Label members will be presented with a number of new waste reduction initiatives; for example, some of the following measures may be suggested:

- using supplies and materials more efficiently;
- using or manufacturing minimal or reusable packaging;
- using and maintaining durable equipment and supplies;
- reusing products and supplies;
- exchanging, selling or giving away goods for recycling that are no longer required;
- reducing the use of hazardous constituents in product manufacture (reducing the potential risk of pollution from those products);
- material recovery and recycling;
- purchasing of products with high recycled content; and
- monitoring and publication of targets and performance.

1.4 How Can This Guidebook Help You?

This **Wastewi\$e Label Guidebook** outlines the rules, process and benefits of joining the Wastewi\$e Label. Furthermore, it provides a series of practical measures that businesses/organisations can implement to help reduce, reuse and recycle waste within their operations. A collection of useful forms, worksheets and examples are also included in this guidebook for use of business/organisation. All Hong Kong businesses/organisations, no matter whether they have substantial waste management experience or possess little or no knowledge of waste reduction practices, are all encouraged to apply. Joining the Wastewi\$e Label is easy, you can learn the process by reading Section 3 of this guidebook.

2. THE WASTEWISE LABEL

2.1 Objectives of the Wastewi\$e Label

The **Wastewi\$e Label** is a recognition scheme established to:

- Encourage Hong Kong businesses/organisations in adopting measures to reduce the amount of waste generated within their establishments or generated through the services and products they provide; and
- Recognise the waste reduction efforts of those companies.

2.2 Co-operation Structure

The Environmental Campaign Committee (ECC) is the organiser of the Label in association with other joint organisers. Wastewi\$e Adviser is responsible for coordinating, assessing and assisting the organisations that join the Label. Guided by the Awards Committee and the Adviser, organisations that join the Label will fundamentally work on a self-initiated basis to achieve waste reduction goals.

The Wastewi\$e Adviser will work with each applicant and help them to determine what measures they can take to reduce their waste, set waste reduction goals and monitor their progress. Furthermore, when businesses/organisations achieve the goals that they have set, their good efforts will be recognised and they will be granted the use of the **Wastewi\$e Label**.

2.3 Eligibility to the Wastewi\$e Label

The Label is open to all local businesses and organisations as well as their individual functional units that primarily operate within Hong Kong.

2.4 Wastewi\$e Label Benefits

The **Wastewi\$e Label** presents businesses/organisations with the opportunity to improve their commitment towards environmental protection through waste reduction. By joining and fulfilling the Label requirements, Label members can enjoy many benefits:

Use of Prestigious Wastewi\$e Label

The Label is synonymous with demonstrating exceptional leadership within the environmental arena and can be used for publicising members' achievements regarding waste reduction.

Recognition and Publicity of Waste Reduction Achievements

Becoming a Wastewi\$e Label member means entering into partnership with the Government to achieve common environmental objectives. The ECC will commend

organisations for their efforts through publicity and marketing activities that will make their environmental achievements and contributions known to the public.

Recognition by the Caring Company Scheme

Subject to the endorsement of the Hong Kong Council of Social Service (HKCSS), an awardee of any one of the *Environmental Labels* will be recognised as having fulfilled the criterion on "Caring for the Environment" under the Caring Company Scheme. For details of the Caring Company Scheme, please visit the Caring Company website at www.caringcompany.org.hk

Discount on the Hong Kong Green Mark Certification Scheme

Subject to the approval by the Hong Kong Q-Mark Council, Federation of Hong Kong Industries (FHKI), discount on application fee and quarterly surveillance fees for each first application for "Green Mark" certification may also be offered to the *Environmental Label(s)* holders under the HKAEE. For details of the Hong Kong Green Mark Certification Scheme, please visit the FHKI's website at www.qmark.org.hk

Discount on the Hong Kong Green Label Scheme

Subject to the approval by the Green Council, discount on application fee for each first application for "Hong Kong Green Label" certification may also be offered to the *Environmental Label(s)* holders under the HKAEE. For details of the Hong Kong Green Label Scheme, please visit the Hong Kong Green Label Scheme website at www.greenlabel.org.hk

Recognition on the Low-carbon Office Operation Programme (LOOP)

Subject to the endorsement of WWF-Hong Kong, awardees of the Wastewi\$e Label and Energywi\$e Label of the *Environmental Labels* will receive 2.5 points in the LOOP labelling verification (Maximum credits gained from the *Environmental Labels* in LOOP labelling verification are 5 points or 5% of total credits). For details of LOOP, please visit WWF-Hong Kong's website at www.wwf.org.hk/getinvolved/sustainablebusiness/

Cost Savings

Wastewi\$e Label measures will enable the efficient use of materials within business/organisation operations, thereby achieving savings on purchasing materials.

Enhancing Productivity and Competitiveness

Waste reduction measures help to streamline business/organisation operations and thereby increase business competitiveness. Furthermore, businesses/organisations can also attract those customers who value conducting business with companies that are committed to improving environmental quality.

Obtaining Technical Assistance on Waste Reduction Practices

Wastewi\$e Label members will have the help and support of the Wastewi\$e Adviser when needed. Enquiries can be made through the Label helpline. All assistance given by the Wastewi\$e Adviser is free of charge.

Contribution to Environmental Protection

Everyone strives to live a comfortable and enjoyable life. Waste reduction can help to create a better quality of life for all. By reducing the amount of waste generated, there will be less demand for additional landfill space and hence our valuable land resources can be better utilised to improve our living environment. Waste reduction will also help to keep our environment clean.

3. WASTEWI\$E LABEL CRITERIA AND PROCESS

3.1 Goal Categories

Figure 1: Three Goal Categories



The Wastewi\$e Label comprises three key categories of measures that will benefit the environment.

Goal Category 1- Waste Avoidance & Reduction Measures

Avoiding waste creation is one of the main activities that everyone can participate in to help improve Hong Kong's waste situation. Waste avoidance mainly requires businesses/organisations to prevent/reduce their waste generation or reuse materials that are otherwise thrown away during their daily operations. For example, asking oneself should an item be thrown away or can it be used again. If everyone takes even one simple measure to reduce waste each day, substantial reduction in the amount that ends up in landfills can be obtained collectively.

Goal Category 2 – Collection & Recycling of Recyclable Materials

By recycling waste materials and turning them into other useable materials or products, the amount of waste materials that end up in landfills will be reduced. Everyone can help to participate in waste recycling programmes within their workplaces.

Goal Category 3 - Purchase of Recycled Products

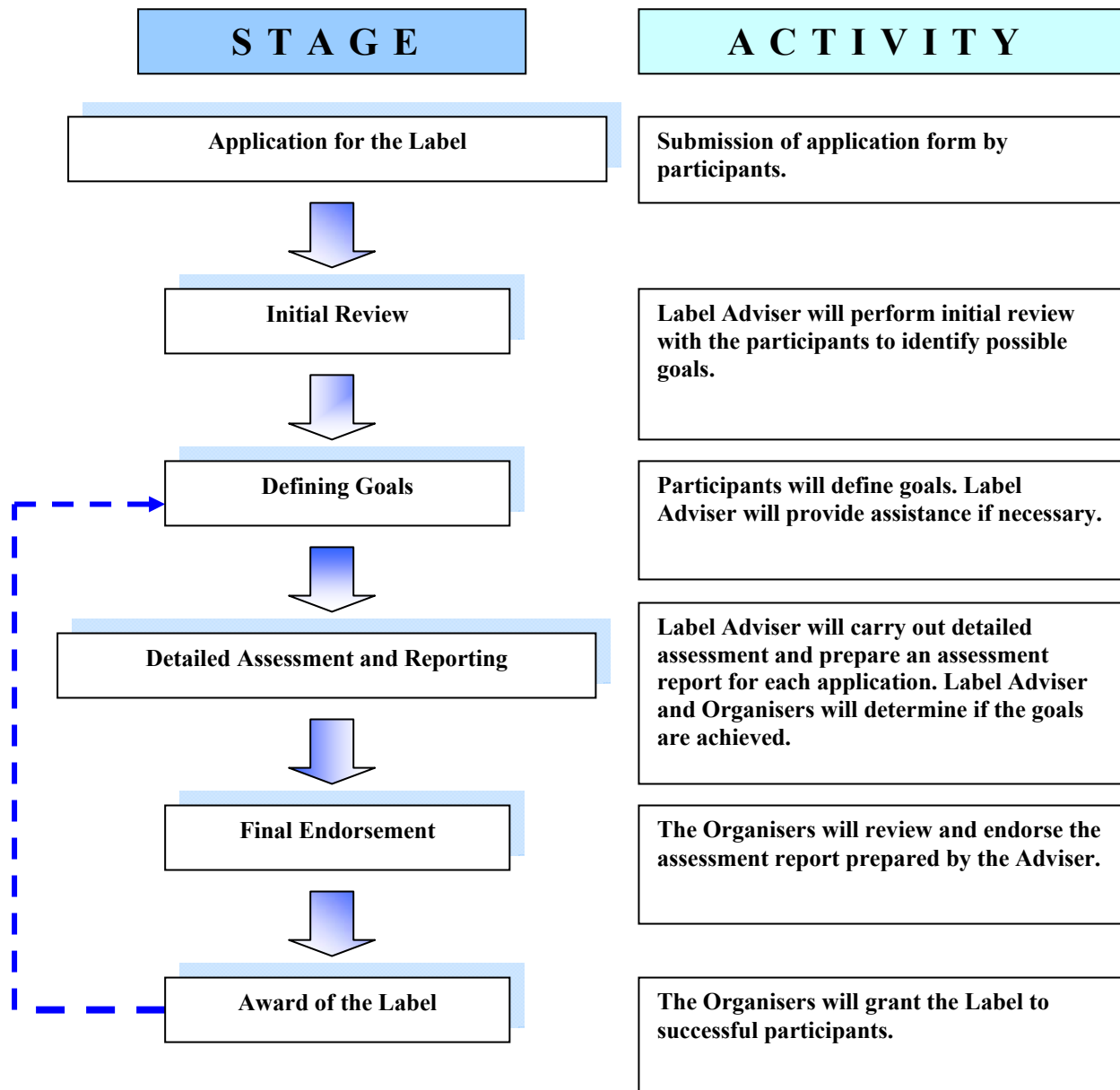
Every product purchased by an establishment has the potential to end up as waste. The amount of waste generated can be reduced if decisions are made carefully during product procurement. In instances where there are different brands of the same type of product, those brands that are made of recycled materials should be purchased.

Each category is designed to address a specific type of waste management area that individually or collectively will lead to the ultimate goal of generating less waste.

3.2 Wastewi\$e Label Process

Becoming a Wastewi\$e Label member is a worthwhile yet simple activity. Businesses /Organisations can join the Label all year round. Membership can last as long as businesses/organisations comply with the Wastewi\$e Label requirements. Figure 2 outlines the process for becoming a member of the Wastewi\$e Label.

Figure 2 : Wastewi\$e Label Process



3.3 Applying for the Wastewi\$e Label

Application Form

To apply for the Wastewi\$e Label, an organisation should complete the Application Form (WW/01) in this Guidebook and return it to the Wastewi\$e Adviser or through the on-line application on the website: www.hkaee.org.hk. Once the application has been processed, the applicant will receive an individual Wastewi\$e Membership Number. This number will represent the organisation and will remain with the member for the duration of the time that they are in the Label, it will be used in all future correspondence between the member, the ECC and the Wastewi\$e Adviser. Application to the Label is free of charge.

Initial Review

For the first time participants, once they have received their Wastewi\$e Membership Number, the Wastewi\$e Adviser will carry out an Initial Review with them to fully explain the aim of the Label and how the Label works. The Review will also serve to examine the waste reduction measures undertaken within the business/organisation and to identify areas for improvement.

Defining Goals

The first time participants can set their goals according to the suggestions made in the Initial Review. All existing members can set their goals according to their experiences and needs. The Wastewi\$e Adviser will help if necessary. All goals are to be achieved in 9-12 months. The number of goals needed to obtain the Wastewi\$e Label is listed in Table 1.

Table 1 : Classes of Wastewi\$e Label

Label Ranking	“Class of Good” Wastewi\$e Label	“Class of Excellence” Wastewi\$e Label
Minimum Requirements	Achieved at least <u>3 new goals</u> per year covering at least 2 Goal Categories set out in Section 3.1.	Accumulation of <u>9 goals or more</u> covering at least 2 Goal Categories set out in Section 3.1; or For holders of a valid Label in the Class of Excellence, having achieved at least <u>1 new goal</u> in each subsequent year from any of the Goal Categories or a new goal on motivating and supporting one of its business partners (e.g. suppliers) to join and successfully obtain at least the Wastewi\$e Label in the Class of Good level.

Label Validity	1 year from the date of Label accreditation, subject to renewal or advancement to “Class of Excellence” Wastewi\$e Label status.	1 year from the date of Label accreditation, subject to renewal*.
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Other than the basic requirements listed in Table 1, individual organisations are encouraged to set more goals if they choose to do so. Once goals have been chosen, the Goal Identification Form (WW/02) should be completed and sent to the Wastewi\$e Adviser for onward submission to the ECC Secretariat. The process of choosing goals, completing the Goal Identification Form and sending it in is normally completed within 2 months after the participant receives their Wastewi\$e Membership Number. Wastewi\$e Label members who fail to submit the Goal Identification Form to the Wastewi\$e Adviser in time, their Wastewi\$e Label membership status will be terminated.

* For the renewal of “Class of Excellence” Wastewi\$e Label, participants should provide a valid explanation if they cannot identify any further waste reduction measures for goal setting. These participants shall at least maintain the current achievement level and, in addition, set new goals with education elements. Examples of education elements include promotion of HKAEE such as printing the HKAEE logo on letterheads / name cards, displaying of the logo on company websites etc. The acceptance of explanation and endorsement of such goal are subject to the final approval of the Organisers.

Box 1 : Wastewi\$e Label Goal Determination Guidelines

SMART Goal-setting Guidelines

Principles		Description
S	Significant	To focus on environmental aspects that will deliver real benefit and make a difference.
	Specific	To be clear enough for staff members to follow, with roles and inputs of different responsible parties clearly stated.
M	Measurable	To allow for an evaluation of progress and a measure of success.
A	Achievable	To allow both management and employees to feel that the goal is realistic and can be achieved within the determined time scale without over-stretching resources.
R	Realistic	
T	Time-frame	

Detailed Assessment and Reporting

Participants, the ECC Secretariat and Wastewi\$e Adviser will jointly determine if the set goals have been achieved. Each member will be required to fill out an Assessment and Reporting Form (WW/03). The Wastewi\$e Adviser will then schedule an on-site visit with the participants if appropriate.

An on-site visit will be scheduled and conducted by the Wastewi\$e Adviser for all new participants to verify the accomplished goals, whereas a random on-site visit will be arranged for all existing Wastewi\$e Label holders.

Final Endorsement

Reports will be submitted to the ECC Secretariat for final endorsement.

Award of Label

Granting of Wastewi\$e Label to successful participants will take place quarterly.

4. WASTEWI\$E LABEL MEMBERSHIP AND LABEL USE

4.1 Wastewi\$e Label Membership

Wastewi\$e Label members may be granted the use of one of the two prestigious labels, the “Class of Good” Wastewi\$e Label and the “Class of Excellence” Wastewi\$e Label. Both labels are synonymous with a high commitment to achieving waste reduction in Hong Kong. Businesses/Organisations that display either label will be recognised by customers, suppliers and business partners for their good work. Furthermore, Wastewi\$e Label members will benefit greatly from the publicity of the use of the labels.

Label Validity

Each label granted to Wastewi\$e Label member is valid for one year and is subject to renewal or advancement to the “Class of Excellence” Wastewi\$e Label status.

Reactivation of Membership Status

For those members who fail to renew their Label, they can reactivate their membership status if they re-join the scheme within 3 years from the expiry of their Label and need not to go through the assessment afresh like a first-time applicant.

4.2 Use of the Wastewi\$e Label

Wastewi\$e Label members who successfully achieved the label requirements, upon ECC’s consent, may use the label subject to the *Guidelines for the Use of the Wastewi\$e Label* as stipulated by the ECC, which will be distributed to Wastewi\$e Label members upon label conferment.

4.3 Final Message

Hong Kong’s growing waste problem can be controlled if everyone takes actions to reduce, reuse and recycle waste. Businesses/Organisations in Hong Kong can play a leading role in reducing waste and improving environmental quality by joining efforts such as the Wastewi\$e Label. The Wastewi\$e Label has been designed to aid businesses/organisations in the development of waste reduction goals and recognise their efforts. Essentially, businesses/organisations can benefit through cost savings, gain recognition and publicity by joining the Label. The Label provides a win-win situation for both Hong Kong’s environment and businesses alike. Every business/organisation in Hong Kong is encouraged to join.

Appendix I : What You Can Do To Reduce Waste

Establish the Driving Force

- Appoint a “Green Manager” to co-ordinate and oversee your waste reduction programme and to keep track of the progress and achievements of the programme.
- Establish a task force comprising 2 to 5 staff members to support the Green Manager to roll out your waste reduction programme. The task force members to be chosen should preferably be keen, energetic and interested in protecting the environment.

Design and Implement Waste Reduction Measures to Achieve Goals

Measures to facilitate waste reuse and recycling

See examples in Box 1

Measures to reduce paper waste

See examples in Box 2

Measures to reduce packaging

See examples in Box 3

Measures to reduce other solid wastes

See examples in Box 4

Measures to avoid wastage of materials

See examples in Box 5

Measures to make use of your purchasing power to reduce waste

See examples in Box 6

Set up an Incentive and Recognition Mechanism

Establish incentive schemes to encourage your employees to contribute to your waste reduction programme. Examples of such incentive schemes are:

- to openly commend individual employees who have raised good waste reduction ideas and/or have done well in reducing waste from their daily operations;
- to grant cash/prize awards for those employees who have made good waste reduction suggestions; and
- to grant cash/prize award for the department/division which has achieved the best performance in terms of waste reduction in a year.

Raise Awareness and Keep Up the Momentum

- Promote your employees’ awareness on your waste reduction programme and/or specific waste reduction measures by means of posters, internal newsletters, intranet and/or any other channels of internal communications.
- Introduce your waste reduction programme to newly joined staff during orientation.
- Regularly publish your waste reduction results to help maintain your employees’ momentum and enthusiasm.

Monitor and Review Your Progress

- Your Green Manager should regularly meet with the task force to discuss and monitor the progress of your waste reduction programme.
- Maintain and analyze relevant records to keep track of the actual waste reduction results.
- Review your waste reduction programme to identify any areas for further improvement.

Box 1 : Suggested Ways to Facilitate Waste Reuse and Recycling

- Establish collection bins for used packaging, cord bindings, envelopes and any other materials that can be reused and encourage your employees to reuse these materials.
- Seek to identify any other establishments (e.g., your subsidiaries, customers, suppliers and/or subcontractors) which may utilise the waste, rejects or by-products generated at your premise.
- Donate the unwanted but usable items to charity bodies or people in need for reuse (you may browse the Environmental Protection Department's webpage <https://wasteexchange.wastereduction.gov.hk/english/aboutus/objective.php> for posting unwanted but usable items on the Hong Kong Second-hand Exchange.)
- Provide facilities in your establishment for source separation of waste with recyclable values (e.g., scrap paper; metals; plastics and glass, wooden planks, waste tires, etc.) and employ outside waste recycling agents to collect the recyclable waste (you may browse the Environmental Protection Department's webpage <https://www.wastereduction.gov.hk/en/quickaccess/vicinity.htm> for a list of the waste collectors / recyclers in Hong Kong).
- Suggest the building management company or cleaning contractor to establish a centralised recyclable waste collection point.
- Participate in community campaigns/programmes on waste recycling that would be from time to time organised by government departments and/or green groups (e.g. computer recycling programme, fluorescent lamp recycling programme, etc.).
- Use of composter to reduce the food waste (you may browse the Environmental Protection Department's webpage https://www.wastereduction.gov.hk/en/materials/workplace/Composter_supplier_eng.pdf for a list of non-exhausted list of local suppliers of electric composters).

Box 2 : Suggested Ways to Reduce Paper Waste

- Encourage your employees to use e-mail to replace circulation of memos and sending out fax/letters for both internal and external communication.
- Write and photocopy on both sides of paper and collect paper printed on one side for rough works.
- Avoid handing out excessive paper flyers.
- Reuse envelopes for internal mailing or by attaching new labels on them.
- Use shredded waste paper as filling materials for packaging.
- Install air hand dryers in washrooms or cloth roller towels instead of paper towels.

Box 3 : Suggested Ways to Reduce Packaging Waste

- Reuse the boxes you receive from your suppliers for storing materials or delivering products to your customers.
- Offer to return your unused packaging materials to your suppliers for reuse.
- If you are engaged in manufacturing or supplying of products, you may consider to establish a take-back system to encourage your customers to return the packaging carton to you for reuse.
- Avoid giving out plastic bags.
- Avoid the use of disposable styrofoam containers.
- Choose proper sized packages to minimise the use of filling materials.
- Minimise the use of tape, strapping and plastic wrap when sealing packages.
- Use reusable shipping crates instead of cartons.

Box 4 : Suggested Ways to Reduce Other Solid Waste

- Think twice before you throw away any materials.
- Wherever possible, repair appliances rather than disposing them.
- Collect used toner cartridges for collection by outside recycling agents.
- Collect laundry bags and hangers, and return them to laundry company for reuse.
- Use solar powered appliances such as calculators to avoid battery disposal.
- Use rechargeable batteries instead of non-rechargeable ones to minimise the disposal of batteries.
- Use refillable-type stationery such as refillable ball point pens, markers, etc.
- Consider to sell any old furniture/appliances or donate them to charity bodies.
- Consider to donate remaining food to charity bodies.
- Use rags as cleaning cloths before disposal.
- Use refillable containers for cleaning products.
- Avoid using disposable paper cups, plates or plastic forks, spoons products in your pantry.
- To study the feasibility of removing one or two fluorescent tubes in each lighting set. The removed fluorescent tubes will be used to replace the exhausted tubes.

Box 5 : Suggested Ways to Avoid Wastage of Materials

- Exercise proper inventory control to avoid over-stock and always use the "first-in-first-out" principle in order to avoid expiry of materials before their consumption.
- Implement measures to minimise over-ordering and wastage of materials.
- Label materials to clearly show their expiry dates.
- Locate materials in easy-to-reach areas.
- Carefully handle and store materials, especially those with hazardous constituents, to reduce breakage, leakage and spills.

Box 6 : Suggested Ways to Use Your Purchasing Power to Reduce Waste

Wherever possible, you are suggested to consider purchasing environmentally friendly alternatives. Examples of such alternatives are:

- More durable goods, e.g. use mugs instead of disposable paper cups, etc.
- Materials with high recycled contents such as paper with high percentage of recycled fibres, recycled toner cartridges, parts manufactured with recycled plastics, etc. If recycled products are not yet available, maintain a regular dialogue with your suppliers so you can purchase recycled products as they become available.

Appendix II : Forms and Worksheets

WW/01: Application Form

WW/02: Goal Identification Form

WW/03: Assessment and Reporting Form

HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE ENVIRONMENTAL LABELS APPLICATION FORM

Please complete the following Application Form and send it by email, fax or mail to:

HKAEE Technical Consultant
Hong Kong Productivity Council
4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
Tel : 2788 5903 Fax : 2776 1617
Email: labels@hkaee.org.hk

You may also submit the application via the website below:

<http://www.hkaee.org.hk>

We are interested to join the following Environmental Label(s):

- Wastewi\$e Label IAQwi\$e Label
 Energywi\$e Label Productwi\$e Label

About Your Organisation

(Please use block letters)

Name of organisation (English) : _____

Name of organisation (Chinese) : _____

Business address : _____

Name and model no. of your product :
(Applicable to Productwi\$e Label Only) _____

Nature of business : _____

No. of employee : _____

Contact Person & Affirmation

Name of contact person: _____

Post : _____

Tel : _____

Fax : _____

E-mail : _____

Through what channel did you know this scheme? (Please select one)

- Newspapers/Magazines/Radio/TV/Bus TV Broadcast
 Known by participating in Green Innovations Awards, Sectoral Awards or Carbon“Less” Certificates
 The Organisers' promotional information and website
 Information from trade associations (Name of the association) _____
 Known by participating in HKAEE seminars
 Others: _____

I hereby declare that all the information given is true and accurate to the best of my knowledge and agree that the decisions made by the Organisers to award the Environmental Label(s) or not are final and binding.

Signature

Organisation Chop

All the information obtained from the organisations would be used for the Awards. Personal data (including contact details and other information) provided by you will be used for the purpose of the administration, evaluation and management of your application.

HKPC intends to use the personal data that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by HKPC.

Hong Kong Awards for Environmental Excellence
香港環保卓越計劃

Wastewi\$e Label
Goal Identification Form

The completed form will be distributed to the following for record:
 Organisers Adviser Participant

Wastewi\$e Membership No.: WW- - SME? (See Note 3) Yes / No

Name of Organisation / Company : _____

Department / Branch : _____

Nature of Business : _____ No. of Staff : _____

Name of property# : _____ No. of units# : _____ Residential/
Industrial/
Commercial#

Contact Person : _____ Position : _____

Address : _____

E-mail : _____ Telephone No.: _____ Fax No.: _____

Application Date* : _____ Acknowledgement Date* : _____

Date this Goal ID Form was 1st submitted: _____ Cycle No. : _____

Goal Implementation Period of preceding Cycle : From _____ to _____

Goal Implementation Period of current Cycle : From _____ to _____

#For property management companies only; Pls specify the type of building
 *Applicable to Cycle 1 only.

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G1:				
Actions:			Responsible Parties:	Completion Date:
A1.1			1.1	1.1
A1.2			1.2	1.2
A1.3			1.3	1.3
A1.4			1.4	1.4

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G2:				

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Actions:	Responsible Parties:	Completion Date:
A2.1	2.1	2.1
A2.2	2.2	2.2
A2.3	2.3	2.3
A2.4	2.4	2.4

Waste Wise Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G3:				
Actions:			Responsible Parties:	Completion Date:
A3.1			3.1	3.1
A3.2			3.2	3.2
A3.3			3.3	3.3
A3.4			3.4	3.4

Note 1: Types of Recyclable Materials

Paper	Plastics	Metals	Others
<ul style="list-style-type: none"> • Corrugated carton • Office paper (high grade) • Office paper (mixed) • Magazine • Newspaper • Other papers 	<ul style="list-style-type: none"> • PET • HDPE • LDPE • PVC • PP/polypropylene • PS/polystyrene • Other plastics 	<ul style="list-style-type: none"> • Aluminium cans • Other aluminium • Other non-ferrous metals • Steel cans • Other steel • Other ferrous metals 	<ul style="list-style-type: none"> • Glass containers • Food scraps • Wood • Rubber tyre • Toner / Ink-jet cartridge • Textile • Computer accessories • Others

Note 2: Goal Categories

<u>Waste Avoidance and Reduction (WA)</u>	<u>Collection and Recycling of Recyclable Materials (RC)</u>	<u>Buying Recycled Products (BR)</u>
Activities that prevent or reduce waste generation in daily operations or reuse materials by the participating organisations or others.	Activities that include collecting recyclable materials that would otherwise be considered waste, and subsequently sent to sorting and processing facilities to turn recyclables into raw materials.	Activities such as procurement of products/goods with recycled content.

Note 3: An SME is a manufacturing business which employs fewer than 100 persons; or a non-manufacturing business which employs fewer than 50 persons. "Number of persons employed" shall include individual proprietors, partners and shareholders actively engaged in the work of the business; and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary.

All the information obtained from the organisations would be used for the Awards. Personal data (including contact details and other information) provided by you will be used for the purpose of the administration, evaluation and management of your application.

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HKPC intends to use the personal data that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by HKPC.

All decisions made by the Organisers will be final and binding.

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Wastewi\$e Label
Assessment and Reporting Form

The completed form will be distributed to the following for record:
 Organisers Adviser Participant

Wastewi\$e Membership No.: **WW-** _____ - _____

Name of Organisation / Company: _____

Department / Branch: _____

Nature of Business: _____ **No. of Staff:** _____

Name of property# : _____ **No. of units# :** _____ **Residential/ Industrial/ Commercial#**

Contact Person: _____ **Position:** _____

Address: _____

E-mail: _____ **Telephone No.:** _____ **Fax No.:** _____

Date of Assessment: _____ **Cycle No.:** _____

Goal Implementation Period of this Cycle: From _____ **to** _____

#For property management companies only; Pls specify the type of building.

Wastewi\$e Goals	Previous Situation*	Anticipated change	Findings
G1 :			<div style="border-bottom: 1px solid black; height: 40px;"></div> Conclusion: Goal Category :
G2 :			<div style="border-bottom: 1px solid black; height: 40px;"></div> Conclusion: Goal Category :
G3 :			<div style="border-bottom: 1px solid black; height: 40px;"></div> Conclusion: Goal Category :

*Same as "Current Situation" in Goal ID Form (WW/02)

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Achievements – Waste Avoidance and Reduction

Materials	Goal No.	Amount Avoided or Reduced (kg or units)	Cost Savings (HK\$) (optional)	Remarks
<i>Paper:</i>				
<i>Plastics:</i>				
<i>Metals:</i>				
<u>Others:</u>				
Glass Containers				
Food Scraps				
Wood				
Toner / Ink-jet Cartridge				
Textile				
Battery				
Computer / Electronic and Electrical Equipment				
Others (Please Specify)				

Achievements – Collection and Recycling of Recyclable Materials

Materials	Goal No.	Amount of Recyclables Collected and Recycled (kg or units)	Cost Savings (HK\$) (optional)	Remarks
<i>Paper:</i>				
<i>Plastics:</i>				
<i>Metals:</i>				
<u>Others:</u>				
Glass Containers				
Food Scraps				
Wood				
Toner / Ink-jet Cartridge				
Textile				
Battery				
Computer / Electronic and Electrical Equipment				
Others (Pls Specify)				

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Achievements – Buying Recycled Products

Materials (Please specify the recycled raw materials used)	Goal No.	Average Recycled Content, If Available (%)	Amount of Products (kg or units)	Amount Spent (HK\$) (Optional)	Remarks
Paper					
Plastics					
Metals					
Others					

Comments:

(For use by the Wastewi\$e Adviser only)

Name of Responsible Person in Applicant Organisation :	Name of Wastewi\$e Adviser :
_____	_____
Date : _____	Date : _____

All the information obtained from the organisations would be used for the Awards. Personal data (including contact details and other information) provided by you will be used for the purpose of the administration, evaluation and management of your application.

HKPC intends to use the personal data that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by HKPC.

All decisions made by the Organisers will be final and binding.

Appendix III – Example of Goal Identification Form
(Reference only for office-based operations)

Wastewi\$e Label
Goal Identification Form

The completed form will be distributed to the following for record:

Organisers Adviser Participant

Wastewi\$e Membership No.: WW- - SME? (See Note 3) Yes / No

Name of Organisation / Company : _____

Department / Branch : _____

Nature of Business : _____ No. of Staff : _____

Name of property# : _____ No. of units# : _____ Residential/Industrial/Commercial#

Contact Person : _____ Position : _____

Address : _____

E-mail : _____ Telephone No.: _____ Fax No.: _____

Application Date* : _____ Acknowledgement Date* : _____

Date this Goal ID Form was 1st submitted: _____ Cycle No. : _____

Goal Implementation Period of preceding Cycle : From _____ to _____

Goal Implementation Period of current Cycle : From _____ to _____

#For property management companies only; Pls specify the type of building
 *Applicable to Cycle 1 only.

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G1: To reduce A4 paper consumption by ____%.	Office paper (high grade)	About _____ reams for the period _____ to _____.	The amount of A4 paper used should be less than _____ reams	WA
Actions:			Responsible parties:	Completion date:
A1.1 To use double-sided and condensed photocopy for filing records and encourage the use of on-line electronic forms within the organisation.			1.1	1.1
A1.2 To provide employees with e-mail accounts and switch to an electronic purchasing system.			1.2	1.2
A1.3 To simplify the daily operation procedure by eliminating, combining or reducing the size of forms, records and notices.			1.3	1.3
A1.4 To use paper printed on one side for internal copies/ printouts/ notepads.			1.4	1.4
A1.5 To establish a system to regularly monitor the paper consumption level.			1.5	1.5
A1.6 To record the amount of A4 paper consumption.			1.6	1.6 On-going

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Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G2: To reduce the consumption quantity of disposable batteries by ____% by adopting rechargeable batteries.	Batteries	No rechargeable battery was used. The consumption of disposable battery was ____ pieces for the period ____ to ____.	The consumption quantity of disposable batteries should be less than ____ pieces.	WA
Actions: A2.1 To check with suppliers to identify re-chargeable batteries that are acceptable in quality with affordable price. A2.2 To start purchasing the appropriate re-chargeable batteries. A2.3 To record the procurement volume of re-chargeable batteries and the total quantity of disposable batteries purchased.			Responsible parties: 2.1 2.2 2.3	Completion date: 2.1 2.2 2.3

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G3: To reduce box files consumption by ____% .	Other papers (box file)	The number of box files purchased in the past ____ months was ____ .	The number of box files purchased should be less than ____ .	WA
Actions: A3.1 To inform staff members to dispatch the documents from the file boxes before the documents were sent for storage. A3.2 To reuse the dispatched box files. A3.3 To record the number of box files reused and the amount of new box files purchased.			Responsible parties: 3.1 3.2 3.3	Completion date: 3.1 3.2 3.3

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G4: To reduce paper towel consumption by 10%.	Paper towel	The consumption of paper towel was ____ pieces for the period ____ to ____ .	The paper towel consumption should be less than ____ pieces.	WA
Actions: A4.1 To encourage the use of hand dryers to reduce the usage of paper towel. A4.2 To keep record on the amount of paper towel consumed.			Responsible parties: 4.1 4.2	Completion date: 4.1 4.2

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Waste/Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G5: To reduce corporate printed matter (such as newsletter) by ____%.	Newsletter	About ____ copies of printed matter was printed during the period _____ to _____.	The printing quantity of corporate printed matter should be less than ____ copies.	WA
Actions:			Responsible parties:	Completion date:
A5.1 To reduce the frequency of issuing corporate newsletter.			5.1	5.1
A5.2 To explore the possibility of setting up website / intranet for posting of the printed matter.			5.2	5.2
A5.3 To keep records on the quantity of corporate printed matter issued.			5.3	5.3

Waste/Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G6: To increase the waste paper recycling amount by ____%.	Office paper, newspaper	For the period of _____ to _____, the paper recycling amount was _____ kg.	The amount of waste paper collected for recycling should be at least ____ kg.	RC
Actions:			Responsible parties:	Completion date:
A6.1 To place clearly labelled waste paper collection bins/boxes in the offices and encourage staff to put waste paper at these collection points.			6.1	6.1
A6.2 To engage waste paper recycling agents or cleaning contractors for recycling of collected waste paper.			6.2	6.2
A6.3 To keep records on the quantity of waste paper recycled.			6.3	6.3

Waste/Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G7: To collect all exhausted toner and ink cartridges for recycling.	Toner cartridges	No recycling record.	To collect all exhausted toner and ink cartridges for recycling.	RC
Actions:			Responsible parties:	Completion date:
A7.1 To inform staff to return exhausted cartridges to Administration Department for exchanging a fresh one.			7.1	7.1
A7.2 To liaise with toner /ink-jet cartridge recycling agents to collect the cartridges for recycling.			7.2	7.2
A7.3 To keep records on the quantity of cartridges consumed and recycled.			7.3	7.3

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Waste/Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G8 : To use recycled paper for at least _____% of the amount of A4 paper used.	Office papers	No recycled paper is used.	At least _____% of the amount of A4 paper used should be recycled paper with at least 50% recycled content.	BR
Actions:			Responsible parties:	Completion date:
A8.1 To check with recycled paper suppliers to identify recycled paper that is suitable for use with affordable price.			8.1	8.1
A8.2 To set up a trial test programme for the recycled paper to see if the quality of paper and the compatibility to office equipment are satisfactory.			8.2	8.2
A8.3 To collect from suppliers evidence of recycled content of paper.			8.3	8.3
A8.4 To keep records on the consumption of recycled paper and the total amount of A4 paper used.			8.4	8.4

Waste/Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G9: To use recycled toner cartridges for at least _____% of the total amount of toner cartridges used.	Toner cartridge	No recycled toner cartridge is used.	At least _____% of toner cartridges used will be of recycled type.	BR
Actions:			Responsible parties:	Completion date:
A9.1 To set up a trial test programme for recycled toner cartridges to see if the quality and the compatibility to office equipment are satisfactory.			9.1	9.1
A9.2 To monitor and record the quantity of recycled toner cartridge and total toner cartridges used.			9.2	9.2

Waste/Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G10 : To use recycled paper for the printing of corporate newsletter / leaflet for at least _____% of the total use.	Other papers	Total volume of newsletter issued: _____ copies. OR The amount of leaflet printed: _____ piece.	At least _____ % of corporate newsletter (or leaflet) will be printed with recycled paper with at least 50% recycled content.	BR

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Actions :	Responsible parties:	Completion date:
A10.1 To liaise with printers to identify recycled paper that is suitable for use with affordable price.	10.1	10.1
A10.2 To use recycled paper with at least 50% recycled content for the printing of corporate newsletter.	10.2	10.2
A10.3 To keep evidence, such as certificate, for the use of recycled paper and keep record of newsletter issued.	10.3	10.3

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G11 : To use recycled paper for the printing of name cards, letterhead and envelope.	Other papers	Total consumption amount for the past _____ months : name cards : _____ letterhead : _____ envelop : _____	All name cards, letterhead and envelope will be printed with recycled paper with at least 50% recycled content.	BR
Actions :			Responsible parties:	Completion date:
A11.1 To liaise with printers to identify recycled paper that is suitable for use with affordable price.			11.1	11.1
A11.2 To use recycled paper with at least 50% recycled content for the printing of name cards, letterhead and envelop.			11.2	11.2
A11.3 To keep evidence, such as certificate, for the use of recycled paper and keep record on the name cards letterhead and envelope printed.			11.3	11.3

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G12 : To use hand roll tissue made of at least _____% recycled content for at least _____% of total consumption.	Paper (other paper)	No recycled content.	At least _____% of hand roll tissue used should be made of at least _____% recycled content.	BR
Actions:			Responsible parties:	Completion date:
A12.1 To check with recycled hand roll tissue suppliers to identify recycled paper products that are acceptable in quality with affordable price.			12.1	12.1
A12.2 To collect from suppliers the evidence of recycled content.			12.2	12.2
A12.3 To record the procurement volume of recycled hand roll tissue.			12.3	12.3

Note 1: Types of Recyclable Materials

Paper	Plastics	Metals	Others
<ul style="list-style-type: none"> • Corrugated carton • Office paper (high grade) • Office paper (mixed) • Magazine • Newspaper • Other papers 	<ul style="list-style-type: none"> • PET • HDPE • LDPE • PVC • PP/polypropylene • PS/polystyrene • Other plastics 	<ul style="list-style-type: none"> • Aluminium cans • Other aluminium • Other non-ferrous metals • Steel cans • Other steel • Other ferrous metals 	<ul style="list-style-type: none"> • Glass containers • Food scraps • Wood • Rubber tyre • Toner / Ink-jet cartridge • Textile • Computer accessories • Others

Note 2: Goal Categories

<u>Waste Avoidance and Reduction (WA)</u>	<u>Collection and Recycling of Recyclable Materials (RC)</u>	<u>Buying Recycled Products (BR)</u>
Activities that prevent or reduce waste generation in daily operations or reuse materials by the participating organisations or others.	Activities that include collecting recyclable materials that would otherwise be considered waste, and subsequently sent to sorting and processing facilities to turn recyclables into raw materials.	Activities such as procurement of products/goods with recycled content.

Note 3: An SME is a manufacturing business which employs fewer than 100 persons; or a non-manufacturing business which employs fewer than 50 persons. "Number of persons employed" shall include individual proprietors, partners and shareholders actively engaged in the work of the business; and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary.

Purpose of Data Collection :

All the information obtained from the applicant organisation and field assessments are for the use of the scheme. Personal data (including your name, contact details and other information) provided by you will be used for the purpose of the administration, evaluation and management of your application. HKPC intends to use the personal data that you have provided to promote the latest development, consultancy services, events and training courses of HKPC and our business partner(s) organising this event. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by HKPC.

I object to the proposed use of my personal data in any marketing activities arranged by HKPC's business partner(s) of this Award scheme.

All decisions made by the Organisers will be final and binding.

Example of Goal Identification Form
(Reference only for Property Management Sector)

Wastewi\$e Label

The completed form will be distributed to the following for record:

Goal Identification Form

Wastewi\$e Membership No.: WW- - SME? (See Note 3) Yes / No

Name of Organisation / Company : _____

Department / Branch : _____

Nature of Business : _____ No. of Staff : _____

Name of property# : _____ No. of units# : _____ Residential/Industrial/Commercial#

Contact Person : _____ Position : _____

Address : _____

E-mail : _____ Telephone No.: _____ Fax No.: _____

Application Date* : _____ Acknowledgement Date* : _____

Date this Goal ID Form was 1st submitted: _____ Cycle No. : _____

Goal Implementation Period of preceding Cycle : From _____ to _____

Goal Implementation Period of current Cycle : From _____ to _____

#For property management companies only; Pls specify the type of building
*Applicable to Cycle 1 only.

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G1: To reduce A4 paper consumption by ____%.	Office paper (high grade)	About ____ reams of A4 paper were consumed for the past year.	The amount of A4 paper ordered should be less than ____ reams.	WA
Actions:			Responsible parties:	Completion date:
A1.1 To encourage the use of electronic communication.			1.1	1.1
A1.2 To adopt double-sided printing.			1.2	1.2
A1.3 To use paper printed on one side for internal printouts/ notepads.			1.3	1.3
A1.4 To adopt condensed photocopy for filing records			1.4	1.4
A1.5 To reduce the size of management fee receipts.			1.5	1.5
A1.6 To collect the expired notices for reuse and reduce the size of regular notices.			1.6	1.6
A1.7 To explore the possibility of setting up website including notice, latest activity news, receiving complaint and suggestion box, etc. for the residents.			1.7	1.7
A1.8 To record the amount of A4 paper consumption.			1.8	1.8

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Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G2: To reduce the consumption quantity of disposable batteries by ____% by adopting rechargeable batteries.	Disposable batteries	The consumption of disposable battery was ____ pieces for the period ____ to ____.	The consumption quantity of disposable batteries should be less than ____ pieces.	WA
Actions:			Responsible parties:	Completion date:
A2.1 To check what sorts of equipment are suitable for use with rechargeable batteries.			2.1	2.1
A2.2 To encourage staff members to use rechargeable batteries for the recommended equipments as far as possible.			2.2	2.2
A2.3 To record the purchasing quantities of rechargeable batteries and disposable batteries.			2.3	2.3

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G3: To reduce consumption of patrol / printed logbooks by ____%.	Other paper	____ copies of patrol logbook were consumed for the period ____ to ____.	The consumption quantity of patrol / printed logbooks should be less than ____ copies.	WA
Actions:			Responsible parties:	Completion date:
A3.1 To introduce PDA electronic system for record during patrolling by security staff.			3.1	3.1
A3.2 To maintain records on the amount of logbook consumed.			3.2	3.2

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Waste Wise Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G4: To reduce rubbish bags consumption by ____%.	Plastic (Rubbish bags)	About ____ rubbish bags were consumed for the period ____ to ____.	The quantity of rubbish bags ordered should be less than ____ pieces.	WA
Actions:			Responsible parties:	Completion date:
A4.1 To set up incentives e.g. clubhouse facilities coupons are given to those residents who do not collect rubbish bags from management office.			4.1	4.1
A4.2 To organise campaigns to encourage residents to use less plastic bags			4.2	4.2
A4.3 To study the feasibility of modifying the rubbish bag collection system. e.g. Residents could collect rubbish bags upon showing receipt of management fee. If the residents haven't taken rubbish bags for 3 months, their right to get rubbish bags would be cancelled.			4.3	4.3
A4.4 To record the consumption quantity of the rubbish bags.			4.4	4.4

Waste Wise Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G5: To increase the recycling quantity of used clothes by ____%.	Used clothes	Recycling quantity of used clothes was ____ kg for the past 12 months.	The quantity of used clothes collected for recycling should be at least ____ kg.	WA
Actions:			Responsible parties:	Completion date:
A5.1 To place clearly labelled used clothes collection bins / boxes at suitable locations.			5.1	5.1
A5.2 To encourage residents to donate used clothes by using posters and posting the messages on the newsletter.			5.2	5.2
A5.3 To liaise with used clothes recycling agents / charity bodies to collect the used clothes for recycling.			5.3	5.3
A5.4 To keep records on the quantity of used clothes collected.			5.4	5.4

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Waste Wise Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G6: To organise electrical / electronic appliance recycling programme for the residents. Or To increase the amount of electrical / electronic appliance collected for recycling by ____ %	Others (Electrical / Electronic appliance)	No such recycling practice before. or The recycling quantity was ____ pieces for the past 12 months.	The quantities of electrical / electronic appliances collected for recycling should be at least ____ pieces.	WA
Actions:			Responsible parties:	Completion date:
A6.1 To designate specific locations for the collection of electrical / electronic appliances.			6.1	6.1
A6.2 To inform the residents on the recycling programme by posting notice and poster.			6.2	6.2
A6.3 To liaise with Environmental Protection Department or charity bodies to collect the electrical / electronic appliance for recycling.			6.3	6.3
A6.4 To keep record on the amount and types of electrical / electronic appliance collected for recycling in terms of number and weight.			6.4	6.4

Waste Wise Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G7: To return at least ____ % of the clothes hangers to the cleaning company for reuse.	Clothes hangers	No record on returning the clothes hangers for reuse.	At least ____ % of the clothes hangers should be returned to the cleaning company for reuse.	WA
Actions:			Responsible parties:	Completion date:
A7.1 To encourage staff members to return the unwanted clothes hangers at a designated location.			7.1	7.1
A7.2 Keep record of the number of new clothes hangers obtained from the cleaning company and the unwanted clothes hangers returned to the cleaning company for reuse.			7.2	7.2

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Waste/Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G8: To collect toner / ink-jet cartridges for recycling. Or To increase the amount of toner/ink cartridges for recycling by ____%	Toner / ink-jet cartridges	No such recycling practice before or Recycling quantity was ____ pieces for the past 12 months.	The quantities of toner / ink-jet cartridges collected for recycling should be more than ____ pieces.	RC
Actions:			Responsible parties:	Completion date:
A8.1 To place clearly labelled exhausted toner / ink-jet cartridge collection bins at suitable locations and encourage residents to recycle.			8.1	8.1
A8.2 To liaise with toner /ink-jet cartridge recycling agents to collect the cartridges for recycling.			8.2	8.2
A8.3 To keep records on the quantity of cartridges recycled.			8.3	8.3

Waste/Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G9: To increase the recycling quantities of waste paper, aluminium cans and plastic bottles by ____%.	Mixed paper, aluminium can, plastic bottle	Recycling quantities for last year: Waste paper: ____ kg Plastic : ____ kg Aluminium Can: ____ kg	The recycling quantities should be more than Waste paper: ____ kg Plastic : ____ kg Aluminium Can: ____ kg	RC
Actions:			Responsible parties:	Completion date:
A9.1 To designate specific corners for the location of waste recycling bins to encourage residents to pitch in recyclables.			9.1	9.1
A9.2 To study the feasibility of displaying the achievements recycling figures in each residential blocks and organise the waste recycling competition to award the residential blocks or families with the highest recycling figures.			9.2	9.2
A9.3 To liaise with recycling agents to collect the materials for recycling.			9.3	9.3
A9.4 To keep records on the quantities of waste paper, aluminium cans and plastic bottles recycled.			9.4	9.4

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Waste Wise Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G10: To collect moon cake boxes / metal gift boxes for recycling. Or To increase the amount of moon cake boxes / metal gift boxes collected for recycling by ____%.	Moon cake boxes, metal containers	No such recycling practice before or Recycling quantity was ____ pieces for the past 12 months.	The quantities of moon cake boxes / metal gift boxes collected for recycling should be more than ____ pieces.	RC
Actions:			Responsible parties:	Completion date:
A10.1 To designate specific locations for the collection of moon cake boxes / metal gift containers.			10.1	10.1
A10.2 To organise recycling programmes during mid-Autumn festival and Chinese New Year. To inform the residents on the recycling programmes by posting notice and poster.			10.2	10.2
A10.3 To liaise with recycling agents to collect the materials for recycling.			10.3	10.3
A10.4 To keep record on the amount of moon cake boxes / metal gift containers.			10.4	10.4

Waste Wise Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G11: To increase the amount of exhausted rechargeable batteries collected for recycling by ____%. Or To collect exhausted rechargeable batteries for recycling.	Waste rechargeable battery	The recycling quantity was ____ pieces last year or No such programme organised before.	The quantity of waste rechargeable battery collected for recycling should be at least ____ pieces.	RC
Actions:			Responsible parties:	Completion date:
A11.1 To designate specific areas for the collection of waste rechargeable batteries and encourage residents and staff members to recycle waste batteries.			11.1	11.1
A11.2 To liaise with collectors to collect waste rechargeable batteries for recycling.			11.2	11.2
A11.3 To keep records on the quantity of waste rechargeable batteries recycled.			11.3	11.3

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Waste Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G12: To purchase recycled paper for at least ____% of the amount of paper ordered with at least 50% recycled content.	Office papers	No recycled paper was used before.	At least ____% of A4 paper ordered should be recycled paper with at least 50% recycled content.	BR
Actions:			Responsible parties:	Completion date:
A12.1 To check with recycled paper suppliers to identify recycled paper that is suitable for use with affordable price.			12.1	12.1
A12.2 To set up a trial test programme for the recycled paper to see if the quality of paper and the compatibility to office equipment are satisfactory.			12.2	12.2
A12.3 To keep records on the certificate of recycled content, consumption quantities of recycled paper and non-recycled paper.			12.3	12.3

Waste Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G13 : To use recycled paper for the printing of at least ____% estate newsletter.	Other papers	No recycled paper was used before for the production of estate newsletter.	At least ____% of estate newsletters produced should be recycled paper with at least 50% recycled content.	BR
Actions:			Responsible parties:	Completion date:
A13.1 To liaise with printers to identify recycled paper that is suitable for use with affordable price.			13.1	13.1
A13.2 To use recycled paper with at least 50% recycled content for the printing of estate newsletter.			13.2	13.2
A13.3 To keep records on the certificate of recycled content, production quantities of estate newsletter.			13.3	13.3

Note 1: Types of Recyclable Materials

Paper	Plastics	Metals	Others
<ul style="list-style-type: none"> • Corrugated carton • Office paper (high grade) • Office paper (mixed) • Magazine • Newspaper • Other papers 	<ul style="list-style-type: none"> • PET • HDPE • LDPE • PVC • PP/polypropylene • PS/polystyrene • Other plastics 	<ul style="list-style-type: none"> • Aluminium cans • Other aluminium • Other non-ferrous metals • Steel cans • Other steel • Other ferrous metals 	<ul style="list-style-type: none"> • Glass containers • Food scraps • Wood • Rubber tyre • Toner / Ink-jet cartridge • Textile • Computer accessories • Others

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Note 2: Goal Categories

<u>Waste Avoidance and Reduction (WA)</u>	<u>Collection and Recycling of Recyclable Materials (RC)</u>	<u>Buying Recycled Products (BR)</u>
Activities that prevent or reduce waste generation in daily operations or reuse materials by the participating organisations or others.	Activities that include collecting recyclable materials that would otherwise be considered waste, and subsequently sent to sorting and processing facilities to turn recyclables into raw materials.	Activities such as procurement of products/goods with recycled content.

Note 3: *An SME is a manufacturing business which employs fewer than 100 persons; or a non-manufacturing business which employs fewer than 50 persons. "Number of persons employed" shall include individual proprietors, partners and shareholders actively engaged in the work of the business; and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary.*

All the information obtained from the organisations would be used solely for the Awards. Personal data (including your name, contact details and other information) provided by you will be used for the purpose of the administration, evaluation and management of your application. HKPC intends to use the personal data that you have provided to promote the latest development, consultancy services, events and training courses of HKPC and our business partner(s) organising this event. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

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Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G2: The wastage of steel bars should not be more than ____%.	Steel bars	No Goal	The wastage of steel bars should not be more than ____% of the total amount of steel bars used.	WA
Actions:			Responsible parties:	Completion Date:
A2.1 Accurately estimate the suitable size/length of steel bars.			2.1	2.1
A2.2 Record the amount of steel bars purchased.			2.2	2.2
A2.3 Record the amount of wasted steel bars.			2.3	2.3

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G3 : To reuse ____%old box files from other site offices.	Box file	____ old box files have been transferred to site for reuse.	At least ____ pieces of box files used will be the old one.	WA
Actions:			Responsible parties:	Completion Date:
A3.1 Record the amount of old box files transferred from other sites.			3.1	3.1
A3.2 Inform all staff members to use the old box files and not to purchase new one.			3.2	3.2
A3.3 After the completion of the project, detach the document from the box files and transfer the box files to other sites for reuse			3.3	3.3

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G4: To replace the use of wooden formwork by metal formwork. The ratio of the use of metal formwork should not be less than ____%.	Wooden board, metal	No Goal	The ratio of the use of metal formwork should not be less than ____%.	WA
Actions:			Responsible parties:	Completion Date:
A4.1 Improve construction method by using metal formwork.			4.1	4.1
A4.2 Calculate the floor area built by wooden formwork.			4.2	4.2
A4.3 Calculate the floor area built by metal formwork.			4.3	4.3

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Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G5: The wastage of sanitary fitting should not be more than ____%.	Others Sanitary fitting (wash basins and water closets)	No Goal	The wastage of sanitary fitting (including wash basins and water closets) should not be more than ____ % of the total amount.	WA
Actions:			Responsible parties:	Completion Date:
A5.1 Educate the workers to handle and store the sanitary fitting carefully.			5.1	5.1
A5.2 Record the amounts of sanitary fitting supplied and consumed.			5.2	5.2

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G6: The wastage of tiles should not be more than ____%.	Tiles	No Goal	The wastage of tiles should not be more than ____% of the total amount of tiles used.	WA
Actions:			Responsible parties:	Completion Date:
A6.1 Educate the workers to handle and store the tiles carefully.			6.1	6.1
A6.2 Record the amounts of tiles supplied and consumed.			6.2	6.2

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G7: To reduce the consumption of disposable AA batteries by ____%.	batteries	Disposable battery consumption : ____	The amount of disposable AA battery consumed should be less than ____ pieces.	WA
Actions:			Responsible parties:	Completion Date:
A7.1 Purchase and use rechargeable batteries for all torches.			7.1	7.1
A7.2 Record the amount of disposable batteries used.			7.2	7.2

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Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G8: To collect waste steel bars to recyclers.	Steel bars	No Goal	At least ____ kg of waste steel bars should be collected for recycling.	RC
Actions:			Responsible parties:	Completion Date:
A8.1 Provide a collection area for waste steel bars in the site.			8.1	8.1
A8.2 Record the amount of waste steel bars collected for recycling.			8.2	8.2

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G9: To collect all the toner/ ink-jet cartridges for recycling.	Toner /ink-jet cartridges	No control	To collect all the toner/ ink-jet cartridges for recycling.	RC
Actions:			Responsible parties:	Completion Date:
A9.1 Provide collection box for toner/ ink-jet cartridges in the site office.			9.1	9.1
A9.2 Record the number of toner/ ink-jet cartridges used and recycled.			9.2	9.2

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G10: To collect expired safety helmets for recycling.	Plastic (ABS)	No such recycling practice.	At least ____ pieces of expired safety helmets will be collected for recycling.	RC
Actions:			Responsible parties:	Completion date:
A10.1 To identify a recycling agent for the recycling of the expired safety helmets.			10.1	10.1
A10.2 To inform all site staff to collect the expired safety helmets to a centralised location for recycling.			10.2	10.2
A10.3 To keep record on the recycling amount of helmets.			10.3	10.3

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Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G11: To collect waste paper for recycling.	Waste paper and carton	The recycling amount was _____ kg/month.	The amount of waste paper collected for recycling should be at least _____ kg.	RC
Actions:			Responsible parties:	Completion Date:
A11.1 Provide collection boxes/bins for waste paper and carton in the site.			11.1	11.1
A11.2 Record the amount of waste paper collected.			11.2	11.2

Wastewi\$e Goal	Material Concerned [see Note 1]	Current Situation	Anticipated Change	Goal Category [see Note 2]
G12 : To purchase recycled paper for at least _____% of the amount of A4 paper ordered with at least 50% recycled content.	Office papers	No recycled paper is used.	At least _____% of the A4 paper ordered should be recycled paper with at least 50% recycled content.	BR
Actions:			Responsible parties:	Completion date:
A12.1 To check with recycled paper suppliers to identify recycled paper that is suitable for use with affordable price.			12.1	12.1
A12.2 To set up a trial test programme for the recycled paper to see if the quality of paper and the compatibility to office equipment are satisfactory.			12.2	12.2
A12.3 To keep records on the consumption of recycled paper and total A4 paper consumption.			12.3	12.3

Note 1: Types of Recyclable Materials

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Appendix IV: Acknowledgement and Enquiry

ACKNOWLEDGEMENTS

Sponsor of the HKAEE

The Organisers wish to thank the Environment and Conservation Fund for sponsoring the HKAEE schemes.

ENQUIRY

For enquiries concerning the HKAEE schemes, please contact the HKAEE Technical Consultant, the Hong Kong Productivity Council, as follows:

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Fax : 2776 1617
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For full operation details of the HKAEE schemes and other information, please visit the HKAEE website on this address : www.hkaee.org.hk

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Environmental Protection Department



Advisory Council on the Environment



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The Chinese General Chamber of Commerce



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