HONG KONG GREEN ORGANISATION CERTIFICATION

清新室內
空氣證書
IAQwi$e
—Certificate—

GUIDEBOOK FOR IAQWI$E CERTIFICATE 2023

Preface

The **IAQwi$e Certificate** is one of the certificates of the Hong Kong Green Organisation Certification (HKGOC) scheme. HKGOC aims to benchmark green organisations with substantial achievements in green management, to encourage participants to adopt environmental practices in different aspects and to recognise their efforts and commitments to the environment. It is a prestigious certification scheme with high credibility. It also encourages participants to strive for self-improvement in specific environmental aspects.

The HKGOC is led by the Environmental Campaign Committee (ECC) alongside the Environmental Protection Department and in conjunction with nine organisations, 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.

Starting from 2020, HKGOC consists of four Certificates, namely **"Wastewi$e Certificate"**, **"Energywi$e Certificate"**, **"IAQwi$e Certificate"** and **"Carbon Reduction Certificate"**. The first three Certificates encourage initiatives on waste reduction, energy saving and improvement of indoor air quality (IAQ) respectively and recognise participating organisations that have attained specified environmental requirements and achieved self-improvement goals. In addition, the Carbon Reduction Certificate recognises organisations with quantifiable carbon reduction achievements.

Hong Kong Green Organisation Certification

Organisations applying for these Certificates will be required to demonstrate their commitment to environmental protection in specific aspects in order to be granted a respective Certificate. Organisations can join any of the HKGOC Certificates at any time and there is no limit for the number of awardees for the certificates. Certificate holders can further obtain the title of “Hong Kong Green Organisation” by attaining the requirement in multiple aspects of environmental practices and the details could be found in the separate programme booklet of "Hong Kong Green Organisation". In addition, participants are highly recommended to educate others, including organisations in the same sector and the community at large, on the benefits and practices of other environmental initiatives.

This **IAQwi$e Certificate Guidebook** is designed for use by all companies / organisations operators which have offices and public places in Hong Kong. It details the IAQwi$e Certificate rules, process and benefits of obtaining the Certificate. Furthermore, this Guidebook presents an overview of sustainable indoor air quality practices that companies / organisations could implement within their establishments. All companies / organisations are welcome to join this meaningful Certificate to demonstrate their commitment to creating a better environment for Hong Kong.

清新室內
空氣證書
IAQwi$e
—Certificate—

TABLE OF CONTENTS

1. INTRODUCTION 1

1.1 Why is Indoor Air Quality (IAQ) Important? 1

1.2 What Can Companies / Organisations Do? 1

2. THE IAQWI$E CERTIFICATE 2

2.1 Objectives of the IAQwi$e Certificate 2

2.2 Co-operation Structure 2

2.3 Eligibility to the IAQwi$e Certificate 2

2.4 IAQwi$e Certificate Benefits 3

3. IAQWI$E CERTIFICATE CERTIFICATION CRITERIA AND PROCESS 5

3.1 Certification Criteria 5

3.2 Certification Process 6

4. IAQWI$E CERTIFICATE MEMBERSHIP AND USE OF CERTIFICATE 8

4.1 IAQwi$e Certificate Membership 8

4.2 Use of Certificate 8

4.3 Final Message 9

5. ACKNOWLEDGMENT AND ENQUIRY 10

Appendix I : What You Can Do To Improve Indoor Air Quality

Appendix II : Forms

- IAQ/01R: Application Form
- IAQ/03R : Assessment and Reporting Form

1. INTRODUCTION

1.1 Why is Indoor Air Quality (IAQ) Important?

On average, we spend more than 70% of our time at homes, in offices and other indoor environments. The polluted indoor environment may give you a headache, itchy eyes, respiratory difficulties, skin irritation, nausea and fatigue. Those with existing respiratory or heart disease are more susceptible to the effects of indoor air pollution. Improved indoor air quality can result in higher productivity, fewer lost workdays and better companies / organisation.

1.2 What Can Companies / Organisations Do?

Many premises in Hong Kong have been awarded IAQ Certificates issued by the Environmental Protection Department (EPD). The premises / building owners or management have realised that good IAQ in offices and public places could:

- enhance the comfort level of the occupants
- increase the productivity of the workers
- attract more tenants or customers

In addition to the IAQ Certification Scheme under the "IAQ Management Programme" run by EPD, the premises / building owners or management can further enhance the IAQ at offices and public places beyond certification requirements of the IAQ Certification Scheme by joining the **IAQwi$e Certificate** of **HKGOC**.

2. THE IAQWI$E CERTIFICATE

2.1 Objectives of the IAQwi$e Certificate

The **IAQwi$e Certificate** is established to encourage and recognise participants implementing or achieving IAQ standards beyond certification requirements of the IAQ Certification Scheme under the"IAQ Management Programme" to further enhance IAQ at offices and in public places in Hong Kong.

2.2 Co-operation Structure

The Environmental Campaign Committee (ECC) is the Organiser of the HKGOC in association with other joint Organisers. IAQwi$e Technical Consultant (Technical Consultant) is responsible for coordinating, assessing and assisting the organisations that join the Certificate. A Technical Consultant will work with each applicant and help them to check against what IAQ improving measures have been implemented in their companies / organisations, and will educate them on what extra measures can be taken for future improvement.

2.3 Eligibility to the IAQwi$e Certificate

The Certificate is open to offices and indoor public areas of local companies and organisations as well as their functional units that primarily operate within Hong Kong. The applicant should plan to apply / hold a valid IAQ Certificate issued by a Certification Issuing Body under the IAQ Certification Scheme for Offices and Public Places (IAQ Certification Scheme) implemented by the EPD.

The IAQ Certificates and Labels for certification are shown below for reference:

IAQ Certificates

IAQ labels for certification

2.4 IAQwi$e Certificate Benefits

The **IAQwi$e Certificate** is to recognise companies / organisations for their commitment and effort in environmental protection through better IAQ. By joining and fulfilling the Certificate requirements, Certificate members can enjoy many benefits, such as -

- **Enhancing Productivity and Competitiveness**
  IAQ improvement measures help increase business competitiveness by attracting those customers who value conducting business with companies that are committed to improving environmental quality as well as to enhance corporate image.

- **Obtaining Technical Assistance on IAQ Practices**
  IAQwi$e Certificate participants will have the help and support from the Technical Consultant when needed. Enquiries can be made through the Certificate helpline. All assistance given by the IAQwi$e Technical Consultant is free of charge.

- **Improving the Quality of Life**
  Everyone strives to live a comfortable and enjoyable life. Better IAQ can help create a better quality of life for all.

- **Awarding Prestigious IAQwi$e Certificate**
  The Certificate is synonymous with demonstrating exceptional leadership within the environmental arena and can be used for promoting Certificate holders' achievements regarding improving IAQ.

- **Recognition and Publicity of Good IAQ Achievements**
  Becoming an IAQwi$e Certificate participant means entering into a partnership with the Government to achieve common environmental objectives. The ECC may commend certificate holders for their efforts through publicity and marketing activities that will make their environmental achievements and contributions known to the public.

- **Participating in HKAEE**
  Certificate holders can also achieve relevant bonus points in the Hong Kong Awards for Environmental Excellence (HKAEE), which is an annual award led by the ECC, aiming to recognise the overall environmental achievements of an organisation. Details of the HKAEE are in the HKAEE Programme Booklet on the HKAEE official website (http://www.hkaee.gov.hk).

香港環境卓越大獎
Hong Kong Awards for Environmental Excellence

Recognition of Other Environmental Protection Award Programmes and Schemes[1]

IAQwise certificate is well recognised by many other environmental protection award programmes and schemes. The certificate holders will gain bonus point(s) / credit when joining the following environmental protection award programmes and schemes:

- **BOCHK Corporate Low-Carbon Environmental Leadership Awards Programme**
  IAQwi$s Certificate holders under the HKGOC will be given 1 bonus point on top of the full marks of the BOCHK Corporate Environmental Leadership Awards Programme. For details, please visit the Programme's website at http://oneoneone.industryhk.org/main-en.php.

- **BEAM Plus scheme**
  IAQwi$e Certificate holders under the HKGOC will be given 1 bonus credit in BEAM Plus Existing Buildings Version 2.0 – Comprehensive Scheme, or 1 credit in Indoor Environmental Quality Aspects under BEAM Plus Existing Buildings Version 2.0 – Selective Scheme. For details, please visit the HKGBC's website at www.hkgbc.org.hk/eng/BEAMPlus.aspx.

- **Caring Company Scheme**
  IAQwi$e Certificate holders under the HKGOC will be recognised as having fulfilled the criterion on "Caring for the Environment, Criteria 5 – Environmental Label or other recognition" under the Caring Company Scheme. For details, please visit the Caring Company's website at http://www.caringcompany.org.hk.

- **Green Office Awards Labelling Scheme (GOALS)**
  IAQwi$e Certificate holders under the HKGOC will be recognised as having fulfilled two Green Office Best Practice Criteria under the Green Office Awards Labelling Scheme (GOALS). For details, please visit the WGO's website at http://thewgo.org/website/eng/goals-green-office/.

- **Green Shop Alliance Award (GSA)**
  IAQwi$e Certificate holders under the HKGOC will be given 1 bonus point in HKGSA Award assessment. For details, please visit the HKGBC's website at http://hkgsa.hkgbc.org.hk/index.php.

Enjoy Discount on Other Green Mark and Label Schemes[1]

- **Hong Kong Green Mark Certification Scheme**
  IAQwi$e Certificate holders under the HKGOC will be offered discount on application fee and quarterly surveillance fee for each first application for the Hong Kong Green Mark Certification Scheme. For details, please visit the FHKI's website at www.gmark.org.hk.

- **Hong Kong Green Label Scheme**
  IAQwi$e Certificate holders under the HKGOC will be offered discount on application fee for each first application for the Hong Kong Green Label Scheme. For details, please visit the Scheme's website at http://www.greencouncil.org.

[1] Subject to the endorsement of the respective Scheme Organisers.

3. IAQWI$E CERTIFICATE CERTIFICATION CRITERIA AND PROCESS

3.1 Certification Criteria

Levels	Requirements
	- **Not yet** obtained any certificate under the Environmental Protection Department (EPD)'s IAQ Certification Scheme; - Committed to participate in the EPD's IAQ Certification Scheme; and - Demonstrated improvement on IAQ standards in comparison to past 12 months; or Implemented educational / promotional programmes in the past 12 months.
	- Obtained **Good** Class Certificate under EPD's IAQ Certification Scheme; and - Demonstrated further improvement on IAQ standards in comparison to past 12 months; or Implemented educational / promotional programmes in the past 12 months.
	- Obtained **Excellent** Class Certificate under EPD's IAQ Certification Scheme; and - Demonstrated further improvement on IAQ standards in comparison to past 12 months; or Implemented educational / promotional programmes in the past 12 months.

3.2 Certification Process

Companies / organisations can join the Certificate all year round. Various stages of certification process are illustrated in the following flow chart.

STAGE	ACTIVITY
Application for the Certificate	Submission of **Application Form (IAQ/01R)** by participant.
Initial Review	Technical Consultant will perform an initial review, explain the aim and the process of the Certificate to participant as well as the different requirements for each level of the Certificate.
Identification of Implemented Measures	Participant is required to submit **IAQwi$e Assessment and Reporting Form (IAQ/03R)** to demonstrate their compliance with the related requirements according to the level of Certificate which it wishes to pursue.
Verification and Reporting	***For New Participants:*** An on-site visit will be scheduled and conducted by IAQwi$e Technical Consultant. ***For existing Certificate holders*** An on-site or document review will be arranged to verify the performance of all participants' environmental initiatives. Technical Consultant will verify the result and finalise the **Assessment and Reporting Form (IAQ/03R)** for each application.
Final Endorsement	The Organisers will review and endorse the assessment report.
Award of the Certificate	The Organisers will grant the Certificate to successful participants.

Going for the next cycle

Application for the Certificate

To apply for the IAQwi$e Certificate, companies / organisations should complete the Application Form (IAQ/01R) in this Guidebook and return it to the Technical Consultant. Once the application has been processed, the applicant will receive a unique IAQwi$e Membership Number. This number will represent the organisation and will remain throughout the duration of its participation in the Certificate, it will be used in all future correspondence between the member, the ECC and the Technical Consultant. Membership can last as long as companies / organisations comply with the IAQwi$e Certificate requirements. All applications are free of charge.

Initial Review

Initial Review will be scheduled with first-time participants to fully explain the aim, the process and different requirements of each level of the Certificate. Technical Consultant will assist the participant in pursuing various levels of the Certificate, which are “Basic” Level, “Good” Level and “Excellent” Level.

Identification of Implemented Measures

Participants are required to submit the IAQwi$e Assessment and Reporting Form (IAQ/03R) to demonstrate their compliance with the related requirements according to the level of Certificate which it wishes to pursue. They need to report the certification status at the EPD’s IAQ Certification Scheme (for Good and Excellent Level) or their plan to join the Scheme (for Basic Level), as well as the achievements in enhancing the IAQ standard over the past 12 months, or the educational / promotional programmes that have been implemented. This process should be completed within two months after the participant receives its IAQwi$e Membership Number or completes the previous implementation cycle.

Verification and Reporting

An on-site visit will be scheduled and conducted by the Technical Consultant for all new participants to verify the accomplished measures, whereas a random on-site visit will be arranged for all existing Certificate holders. The participant is required to provide information / evidence to demonstrate compliance with the requirements of the target level that it pursues. The Technical Consultant will finalise the Assessment and Reporting Form (IAQ/03R) to report the achievements that the participant made. The ECC Secretariat and Technical Consultant will jointly determine the level of Certificate that the participant achieved.

Final Endorsement

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

Award of Certificate

The validity of IAQwi$e Certificate is one year from the date of Certificate accreditation, subject to renewal[2] or advancement to a higher level(s) or the expiry date of the IAQ Certificate issued by the Government, whichever is earlier. Granting of IAQwi$e Certificate to successful participants will take place quarterly.

[2] For renewal, participants can consider to achieve their awarded level of requirements or pursue other levels of Certificate according to the requirements listed in Section 3.1.

4. IAQWI$E CERTIFICATE MEMBERSHIP AND USE OF CERTIFICATE

4.1 IAQwi$e Certificate Membership

IAQwi$e Certificate members may be granted one of the three levels of Certificates, namely "Basic" Level IAQwi$e Certificate, "Good" Level IAQwi$e Certificate, and "Excellent" Level IAQwi$e Certificate. The three Certificates are synonymous with a high commitment to achieving good and outstanding IAQ respectively in Hong Kong. Companies / organisations that display the Certificates will be recognised by customers, suppliers and business partners for their good work in improving IAQ. Furthermore, IAQwi$e Certificate members will benefit greatly from the publicity on the attainment of the Certificates.

Certificate Validity

Each Certificate granted to IAQwi$e Certificate member is valid for one year or the expiry date of the Indoor Air Quality Certificate issued by the EPD, whichever is earlier.

Reactivation of Membership Status

For those members who fail to renew their Certificate, they can reactivate their membership status if they re-join the Certificate within three years from the expiry of their Certificate and their Certificate status can remain unchanged.

4.2 Use of Certificate

The Certificate holders are encouraged to use the Certificate, which will be distributed to Certificate holders upon certificate conferment, on their premises, publicity materials or advertisement, etc. The Certificate holders shall at all times –

- Comply with the certification criteria. The ECC may amend the criteria from time to time and the Certificate holders shall fulfill the amended accreditation criteria within the time specified by the ECC;
- Allow the ECC to make publication or announcement about the successful application, suspension and / or termination of accreditation status for the Certificate;
- Represent honestly and truthfully to any person concerned that it is only accredited for the scope and status as stated in the Certificate; and
- Endeavour to ensure that the certificate granted by the ECC is not used in a misleading manner or in a way that will bring the ECC or the Certificate into disrepute.

The ECC may, at its sole and absolute discretion, terminate the accreditation status of a Certificate holder for any of the following reasons –

- There is reasonable ground to believe that the Certificate holder concerned does not have genuine intention to honour and discharge its obligations under the Certificate;
- The business concerned has been adjudicated bankrupt; or faces a winding-up order;
- The Certificate holder concerned is behaving in a dishonest or fraudulent manner which jeopardises or damages the reputation or interests of the Certificate, the ECC, or the Technical Consultant; or
- The Certificate holder concerned ceases to carry on its business or operation.

The use of the Certificate and its related publicity means (such as logos, right to use at participant(s)' website, name card, etc.) rested with the explanation of the ECC Secretariat and in accordance with the relevant guidelines about the usage of the Certificate(s) and Logo(s).

In the event that the certification status is terminated or not renewed, the Certificate holder shall immediately cease the use of any advertisement bearing the Certificate.

清新室內
空氣證書
IAQwi$e
—Certificate—

4.3 Final Message

Hong Kong's growing IAQ problem can be controlled if everyone takes actions to improve the indoor air condition. Companies / organisations in Hong Kong can play a leading role in improving IAQ and hence improving environmental quality by joining efforts such as joining the IAQwi$e Certificate. The IAQwi$e Certificate has been designed to aid companies / organisations in the development of IAQ improvement measures and goals as well as recognise their efforts. Essentially, companies / organisations can benefit from gaining recognition and publicity by joining the Certificate. The Certificate provides a win-win situation for both Hong Kong's environment and businesses alike. Every company / organisation in Hong Kong is encouraged to join.

5. ACKNOWLEDGMENT AND ENQUIRY

Acknowledgment

The Organisers wish to thank the Environment and Conservation Fund for funding the HKGOC.

Organisers

Environment and Ecology Bureau

Environmental Campaign Committee

Funded by

Environment and Conservation Fund

Co-organisers

Advisory Council on the Environment

Business Environment Council

Federation of Hong Kong Industries

Hong Kong General Chamber of Commerce

Hong Kong Productivity Council

The Chinese General Chamber of Commerce

The Chinese Manufacturers' Association of Hong Kong

The Hong Kong Chinese Importers' and Exporters' Association

The Hong Kong Council of Social Service

Enquiry

Tel: 2788 5903

E-mail: enquiry@hkgoc.gov.hk

Website: www.hkgoc.gov.hk

DISCLAIMER

The information contained in this guidebook has been produced for guidance only. While every precaution has been taken to ensure its accuracy, no responsibility for any claims, losses or expenses as a result of any material in this publication can be accepted by the Organisers or any organisations involved in this guidebook.

Appendix I : What You Can Do To Improve Indoor Air Quality

Step 1: Establish the Driving Force

- Appoint "IAQ Manager" to coordinate, keep track, and oversee IAQ improvement programmes.
- Engage "IAQ Certificate Issuing Body" (IAQ CIB).
- List of accredited IAQ CIBs (https://www.iaq.gov.hk/en/iaq-certification-scheme-iaq-service-providers)

Step 2: Design and Implement IAQ Improvement Measures

Suggestion 1
Facility Maintenance

Suggestion 2
What Everyone Can Do

Suggestion 3
IAQ Management Programme

Suggestion 4
Green Procurement

Suggestion 5
Clean Up Mould

***Suggestions are given on the next two pages.**

Step 3: Develop IAQ Management Programme

Indoor air quality is the result of the interplay of many different and often very complex factors unique to each building. It is not a subject which is susceptible to prescriptive policies. Actions which may improve air quality in one building will not necessarily improve it in another. In order to prevent and deal with IAQ problems it is therefore necessary to create an IAQ Management Programme specific to the building.

Step 4: Set Up IAQ Objectivities

- Set up Health-based benchmark for evaluating and assessing IAQ based on IAQ Certification Scheme.
- Encourage building owners to aim at the best IAQ.

Step 5: Regularly Analyse and Review

- IAQ Manager should regularly maintain and analyse relevant records to keep track of the IAQ monitoring results.
- Review IAQ management programme regularly to identify any areas for further improvement.
- Regularly publish IAQ monitoring results to maintain employees' momentum and enthusiasm.

Step 6: Promote Awareness of Indoor Air Quality

- Promote employee's awareness on the IAQ management programme and / or specific IAQ improvement measures by different channels of internal communications.
- Introduce IAQ management programme to newly joined staff during orientation.

Suggestion 1: Facility Maintenance

1. Filters

- Replace dirty filters frequently to avoid accumulation of dust and prevent blockage.
- Check filters in air-handling units regularly to ensure filtering efficiently.
- Contact manufacturers when filters fail to meet the equipment specifications.
- Check if it is securely installed in device without air not being filtered.
- Check if pre-filter and final filter are installed properly.
- Check if filter display / alarm is installed and operating properly.
- Make sure filters are regularly cleaned & replaced.

2. Air Movement, Intakes and Return Vents

- Avoid furniture and other materials near intake/return air vents may affect air flow. Make sure dampers are operable and air intakes are not blocked.
- Pollutant sources, e.g. idling vehicle emissions and furnace exhausts, etc., should be 10 m away from air intakes.
- Chemicals & pets should not stay near air vents.
- Ensure louvres are not covered/blocked.
- Photocopiers & laser printers should be located at independently ventilated/properly ventilated areas since ozone will generate during operation.
- If your workplace is either hot, cold, stuffy or draft, notify the building management according to your office's procedures.
- Check stainless steel wire gauze's status.
- Check potential sources of pollution near the fresh air entrance (e.g. exhaust gas, garbage collection stations, bus stops, etc.)
- System should be regularly cleaned & replaced.

3. MVAC system and Exhaust Ventilation

- Use tissue paper/smoke testing for local exhaust systems inspection to assure air is being exhausted to the outside.
- Maintain exhaust fan in good condition.
- Ensure to keep clean and dry.
- Do not store chemicals/garbage.
- Ensure the drainage is not blocked.

Suggestion 2: What everyone Can Do

1. Regular Cleaning

- Clean building when it is unoccupied/out of office hours.
- Select products with no/ low volatile organic compounds.
- Clean water spills and remove mouldy materials immediately to minimise mould growth.
- Dried traps can emit sewer gases, check the drain traps are filled with water regularly.
- Water creates a hospitable environment for growth of microorganisms. Keep places dry.
- Often vacuum carpets (best for daily) particularly in heavy use areas.
- Purchase vacuum cleaners effective at capturing fine particles if possible.
- Avoid dry sweeping/dusting and clean hard surfaces with a damp cloth/mop.
- Discuss what should be cleaned more often.
- Dispose of garbage in appropriate containers that are emptied daily to prevent odors & biological contamination.

2. Moisture Issue

- Leave space between furniture and walls (couple of inches) to allow air circulation and prevent moisture accumulation.
- Cut back trees & shrubs that are touching walls.
- Remove immediately by cleaning hard surfaces with non-ammonia based detergent if mould appears.
- Moisture damaged materials should be dried or replaced within 2 days to prevent mould growth.
- Maintain humidity level through MVAC system and use of dehumidifier.
- Avoid condensation on walls, ceiling, and floors.
- Use a hygrometer / humidity meter to measure indoor relative humidity & record.
- Through proper operation of the mechanical ventilation & air-conditioning system, and the use of dehumidifier, maintain relative humidity of less than 70%

3. Storage of Food

- Often clean the refrigerator to prevent odors.
- Do not store perishable food products in desk area.
- Keep kitchens and dining areas clean to prevent pests and maintain hygiene. Do not store chemicals/garbage.
- Follow "first in, first out" method, use ingredients that have been stored for a long time first.
- Remove visible mould regularly.

4. Notice the facility manager immediately when an IAQ problem exists

- Help management determine the cause of the problem and solve it as soon as possible.

Suggestion 3: IAQ Management Programme

7-Steps of IAQ Management Programme

- Step 1: Allocation of responsibility
- Step 2: Preparation
- Step 3: Review of work contracts and procedures
- Step 4: Review of occupation contracts
- Step 5: Communication
- Step 6: Investigation of complaints
- Step 7: Record keeping

Suggestion 4: Green Procurement

- Look for and purchase carpet, cushion, or/and floor-covering adhesive with green label, e.g. the Carpet and Rug Institute (CRI) in collaboration with USEPA label, identifies the products that have been tested and met stringent IAQ requirements for very low emissions, which covers carpet, carpet cushion, and floor covering installation adhesives.
- Choose furniture that has low emission of formaldehyde. Furniture made of solid hardwood, solid softwood/softwood plywood coated with low-toxicity sealant to retard the emissions from the manufactured wood products is preferable. All exposed edges & surfaces should be thoroughly sealed.
- Apply low emission office equipment to reduce the impact on health and reduce contribution of indoor air pollutants, e.g. ozone, dust, and total volatile organic compounds to office.

Suggestion 5: Clean Up Mould

- For moulds on hard surfaces/non-porous materials, wash them with cleaning detergent & water, then dry them thoroughly.
- For moulds on absorbent and porous materials (e.g. ceiling tiles and carpet) that cannot be cleaned, discard them in sealed plastic bag, clean the outside of bag, remove it from the mouldy area, then tie it in another plastic bag for disposal.
- Prevent dust generation during cleanup, e.g. gently misting mould-damaged wallpaper with dilute soap/detergent solution prior to removal.
- If necessary, you may seek advice from professionals/engage a competent person for cleanup.

Appendix II : Forms

IAQ/01R: Application Form

IAQ/03R: Assessment and Reporting Form

HONG KONG GREEN ORGANISATION CERTIFICATION APPLICATION FORM

Please complete and submit the Application Form by email or post, or via the HKGOC website at www.hkgoc.gov.hk :

HKGOC Technical Consultant (Hong Kong Productivity Council)
Address: HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong
Tel : 2788 5903 Email: enquiry@hkgoc.gov.hk

Please select the item(s) which your organisation would like to join (can select more than one item)

☐ Hong Kong Green Organisation ☐ Wastewi$e Certificate ☐ Energywi$e Certificate

☐ IAQwi$e Certificate ☐ Carbon Reduction Certificate

About Your Organisation

Name of organisation (English) : _____

Name of organisation (Chinese) : _____

Business address (English) : _____

Business address (Chinese) : _____

Nature of business : _____

No. of employee : _____

Contact Person & Affirmation

Name of contact person: _____

Post : _____

Tel : _____

E-mail : _____

How do you know about the Hong Kong Green Organisation Certification? (can select more than one)

- ☐ Mass media (e.g. TV and newspaper)
- ☐ Social Media (e.g. Facebook, Youtube and Instagram)
- ☐ Roving exhibitions
- ☐ Through the Technical Consultant
- ☐ Referral from another company/organisation (Please specify the name of the company/organisation: _____)
- ☐ Outdoor advertisement or posters
- ☐ Official website or eDMs
- ☐ Experience Sharing Seminars held by the Organiser
- ☐ Through participation in Hong Kong Awards for Environmental Excellence (HKAEE) or Hong Kong Green Innovations Awards (HKGIA)
- ☐ Through commerce chambers/trade associations (Please specify name of chamber/association:_____)
- ☐ Others (Please specify: _____)

Please read the consent statement below before signing and submitting this application form.

_____ _____

Signature **Organisation Chop**

Please immediately call the HKGOC hotline at 2788 5903 if no acknowledgement of application is received within 7 working days from the date of application.

The HKGOC Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKPC's Personal Data Controlling Officer for further details. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send an email to: edm@hkpc.org.

CONSENT STATEMENT

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers (i.e. Environment and Ecology Bureau and Environmental Campaign Committee and its Secretariat) are final and binding in all aspects relating to the HKGOC. I understand that any false or misleading information may lead to disqualification of my application.

I agree that personal data (including name, phone number, correspondence address and email address) provided by me will be used for the purpose of the administration, evaluation and management of my application. I understand if I cannot provide the relevant personal data, processing of my application by the Organisers and the Technical Consultant may be affected.

The HKGOC Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, correspondence address and email address) 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 HKGOC Technical Consultant (HKPC).

The Environment and Ecology Bureau (EEB) and / or the Environmental Campaign Committee (ECC) and its Secretariat also intend to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, policies, activities and schemes of the EEB and / or the ECC. 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 the EEB and / or the ECC and its Secretariat.

Hong Kong Green Organisation Certification
IAQwi$e Certificate
Assessment and Reporting Form
香港綠色機構認證 清新室內空氣證書
評審及報告表格

The completed form will be distributed to the following for record:
完成的表格會分到以下各機構作紀錄:
☑ Organisers 主辦機構
☑ Technical Consultant 技術顧問
☑ Participants 參加機構

A. General Information 一般資料

IAQwi$e Membership No. 清新室內空氣證書成員編號	:	**IAQ - -**
Cycle No. 參加年次	:	
Building's Name 檢定建築物名稱	:	
Building's Address 檢定建築物地址	:	
Name of Organisation / Company 機構 / 公司名稱	:	
Department / Branch 部門 / 分行	:	
Nature of Business 業務性質	:	
No. of units# 單位數目#	:	Residential/Industrial/Commercial# 住宅/工廈/商廈#
No. of Staff 員工人數 II SME? (See Note 1) 中小企? (參閱註解 1)	:	II **Yes / No 是 / 否**
Contact Person 聯絡人姓名	:	
Position 職銜	:	
Address 地址	:	
E-mail 電郵地址	:	
Telephone No. 電話號碼	:	
Application Date* 申請日期*	:	
Acknowledgement Date* 確認函發出日期*	:	
Date of this Form was sent to IAQwi$e Technical Consultant 首次遞交本目標表格日期	:	
Date of Assessment (To be filled by the Technical Consultant) 評核日期（由技術顧問填寫）	:	

*Applicable to Cycle 1 only *只適用於第一次參加的機構 / 公司

#For property management companies only; Pls specify the type of building. #物業管理公司適用；請選擇建築物類別

Note 1 : An SME is a manufacturing business which employs fewer than 100 persons; or a nonmanufacturing business which employs fewer than 50 persons. The "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.

註解 1 : 中小型企業的定義，是從事製造業僱用少於100 人的企業；或從事非製造業僱用少於50 人的企業。"僱用人數"包括經常參與企業業務的在職東主、合夥人及股東，以及企業的受薪員工，包括由有關企業直接支付薪酬的全職或兼職受薪僱員，其中包括長期或臨時聘用的僱員。

B. Commitment of Participation in the EPD's IAQ Certification Scheme
(Only applicable to "Basic Level" participants)
承諾參加環境保護署室內空氣質素檢定計劃
（只適用於「基礎級別」參與機構）

Planned date of application to EPD's IAQ Certification Scheme 擬定參加環境保護署室內空氣質素檢定計劃日期	:	
Target Class of IAQ Certificate 室內空氣質素目標級別	:	(Excellent Class / Good Class) (卓越級 / 良好級)

Certification Status of the EPD's IAQ Certification Scheme
(Only applicable to "Good Level"/ "Excellent Level" participants)
參加環境保護署室內空氣質素檢定計劃的認證狀態
（只適用於「良好級別」或「卓越級別」參與機構）

IAQ Scheme Certification No. 室內空氣質素檢定證書編號	:	
Class of IAQ Certificate 室內空氣質素證書級別	:	Good Class / Excellent Class 良好級 / 卓越級
Certificate Valid Period 證書有效日期	:	From To 由 到
If the Certificate will expire within 3 months, will the participant renew it? 如證書在三個月內到期，參加機構是否會續期?	:	**Yes / No** **會 / 不會**

C. Improvement in IAQ Standard (in comparison to the past 12 months)
空氣質素提升水平（比較過去 **12** 個月）

Improvement Item(s) in IAQ Parameter* **室內空氣參數的改善項目 ***	**Improvement in IAQ Standard (in comparison to the past 12 months)** 空氣質素提升水平 (比較過去 **12** 個月)		
	Actions 行動	**Start and Completion Dates** 開始及完成日期	**Result** 結果

*The parameters selected should be referenced to the parameters as listed under EPD's IAQ Objectives (at Note 2).
*改善項目需參考環境保護署室內空氣質素的指標項目 (詳見註解 2)

D. IAQ Educational or Promotional Programme
室內空氣質素教育或推廣計劃

Name and type of IAQ Educational or Promotional Programme 室內空氣質素教育或推廣計劃 的名稱及類型	**Name of the Programme:** 計劃的名稱: **Type of the Programme [See Examples below] :** 計劃 的類型 [參閱下表例子] ：
Objectives of the the IAQ Educational or Promotional Programme 教育或推廣計劃的目的	
Start and Completion Dates 計劃開始及完成日期	
Venue 地點	
No. of participants 參與人數	
Role of Organisation 機構角色	Organiser 主辦機構 / Co-organiser / 合辦機構 / Supporting Organisation 支援機構
Type(s) of support from Organisation 機構支持的方式	Financial 財政資助 / Human Resources / 人力協助 / Others (Please specify): 其他 (請說明):

Examples of Educational or Promotional Programmes
教育或推廣計劃例子

- Experience sharing of company's IAQ programmes in public Seminars / Workshops / Conferences
  於公開研討會/工作坊/會議上作室內空氣質素教育或推廣計劃之經驗分享
- Active Participation in Societies / Committees of IAQ
  積極參與有關室內空氣質素的學會/委員會
- Public Exhibitions
  公開展覽
- Any Activities that promote IAQ to audience outside of the organisation
  向公司以外的人推廣室內空氣質素的任何活動

E. Comments 評語

(For use by the Technical Consultant only 只供技術顧問使用)

Name of Responsible Person in Applicant Organisation 負責人姓名： _____ **Date** ： _____ 日期	Name of Technical Consultant 技術顧問姓名： _____ **Date** ： _____ 日期

Personal data (including your name, phone number, correspondence address and email address) provided by you will be used for the purpose of the administration, evaluation and management of your application. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send email to: edm@hkpc.org.
閣下提供之個人資料（包括姓名、聯絡電話、通訊地址和電郵地址）將會用於處理、評估和管理閣下申請之用。閣下有權 查閱及修正閣下所提供的個人資料。如有需要，請電郵至 edm@hkpc.org 。

HKGOC Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, correspondence address and email address) 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 HKGOC Technical Consultant (HKPC).

「香港綠色機構認證」技術顧問(香港生產力促進局)擬使用您所提供的個人資料（包括姓名、聯絡電話、通訊地址和電郵地址）向您推介本局的最新發展、顧問服務、活動和培訓課程。如您不同意此安排，請在以下面空格加上「✓」號。

☐ 本人反對「香港綠色機構認證」技術顧問(香港生產力促進局)使用本人的個人資料於擬作出的任何推廣用途。

I hereby declare that all the information given is accurate to the best of my knowledge and agree that all decisions made by the Organisers are final and binding in all aspects relating to the HKGOC.
本人謹此聲明以上提供之資料全屬確實無訛，亦同意主辦機構所作的一切決定為最終決定，並於一切有關「香港綠色機構認證」事宜上均具約束力。

Note 2 -

IAQ Objectives for Offices and Public Places under the IAQ Certification Scheme (Effective from 1 July 2019)

註解 2 - 根據室內空氣質數考核計劃, 辦公室及公眾場所的室內空氣質素指標（於 2019 年 7 月 1 日 起實施）

Parameter **參數**	**Unit** **單位**	**8-hour average** **八小時平均值**	
		Excellent 卓越級	**Good 良好級**
Carbon Dioxide（CO_2）二氧化碳	mg/ m^3	1,440	1,800
	ppmv	800	1,000
Carbon Monoxide（CO）一氧化碳	μg / m^3	2,000	7,000
	ppmv	1.7	6.1
Respirable Suspended Particulates（PM_{10}）可吸入懸浮粒子	μg / m^3	20	100
Nitrogen Dioxide（NO_2）二氧化氮	μg / m^3	40 (1-hour average 一小時平均值: 100)	150 (1-hour average 一小時平均值: 200)
	ppbv	21 (1-hour average 一小時平均值: 53)	80 (1-hour average 一小時平均值: 106)
Ozone（O_3）臭氧	μg / m^3	50	120
	ppbv	25	61
Formaldehyde（HCHO）甲醛	μg / m^3	30 (30-minute average 三十分鐘平均值: 70)	100 (30-minute average 三十分鐘平均值: 100)
	ppbv	24 (30-minute average 三十分鐘平均值: 57)	81 (30-minute average 三十分鐘平均值: 81)
Total Volatile Organic Compounds（TVOC）總揮發性有機化合物	μg / m^3	200	600
	ppbv	87	261
Radon（Rn）氡氣	Bq / m^3	150	167
Airborne Bacteria 空氣中細菌	cfu / m^3	500	1,000
Mould 霉菌	---	Assessment through walkthrough inspection 實地視察	

Data Retention Policy

This policy stipulates the kinds of personal data collected, means of collecting personal data, duration of retention, ways of using the personal data and data security measures for the HKGOC.

1. Purpose of collection of personal data

The personal data provided in the Application Form and Assessment and Reporting Form for the HKGOC will be used for the following purposes –

(a) for the administration, evaluation and management of the application for HKGOC by the Technical Consultant(s) of the HKGOC; and

(b) for the promotion of latest environment-related development, policies, activities and schemes by the Environment and Ecology Bureau and/or the Environmental Campaign Committee and its Secretariat.

2. Category of personal data

Each participating company / organisation of HKGOC is asked to provide the (i) name, (ii) phone number, (iii) correspondence address and (iv) email address of a contact person ("Contact Person") in the Application Form and Assessment and Reporting Form of HKGOC.

3. Means of collection

The provision of personal data by the Contact Person in the HKGOC Application Form and Assessment and Reporting Form is voluntary. The HKGOC Application Form and Assessment and Reporting Form can be submitted by email. If participating companies / organisations of HKGOC do not provide sufficient information, the processing of their applications may be affected.

4. Access to Personal Data

Each Contact Person has the right to request access to and correction of his/her personal data as stipulated in the Personal Data (Privacy) Ordinance (Chapter 486). Enquiries concerning the personal data collected by means of the HKGOC Application Form and Assessment and Reporting Form should be addressed to edm@hkpc.org.

5. Duration of retention

The personal data collected from the Contact Person will be erased or destroyed 24 months after the completion of the assessment of HKGOC each year.