

HONG KONG GREEN ORGANISATION  
CERTIFICATION



減廢證書

Wastewi\$e  
—Certificate—

GUIDEBOOK FOR  
WASTEWi\$E CERTIFICATE  
2023

## Preface

The **Wastewi\$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 Environment and Ecology Bureau 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 **Wastewi\$e Certificate Guidebook** is designed for use by all companies / organisations operators in Hong Kong. It details the Wastewi\$e Certificate rules, process and benefits of obtaining the Certificate. Furthermore, this Guidebook presents an overview of sustainable waste reduction 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.



**減廢證書**  
Wastewi\$e  
—Certificate—

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# 1. INTRODUCTION

## 1.1 Why Do We Need to Reduce Waste?

Waste is a common problem in affluent societies. Especially when people can afford greater convenience and more purchases, they tend to throw away more rubbish. Hong Kong is no exception to this. Each year, Hong Kong produces millions of tonnes of municipal solid waste (MSW). MSW requires efficient collection, transfer, and proper disposal. In 2021, the quantity of solid waste disposed of at the strategic landfills was 5.67 million tonnes. The average daily quantity was 15,533 tonnes per day, which has increased by 5.4% as compared to 2020<sup>1</sup>. 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, soon. 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 What Can Companies / Organisations Do?

Many Hong Kong's private and public organisations have initiated waste reduction measures in their operations. These organisations have realised that by minimising the amount of resource they use, they can substantially benefit from the cost savings they obtain. Furthermore, the combined effects of their actions would help Hong Kong since they could reduce the pressure on our waste management needs. Companies / Organisations can help reduce the amount of waste they generate by undertaking waste reduction measures, educating staff to reduce waste and by joining the **Wastewi\$e Certificate of HKGOC**.

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<sup>1</sup> Environmental Protection Department – Monitoring of Solid Waste in Hong Kong 2021

## 2. THE WASTEWI\$E CERTIFICATE

### 2.1 Objectives of the Wastewi\$e Certificate

The **Wastewi\$e Certificate** is established to encourage Hong Kong companies / 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 HKGOC in association with other joint Organisers. Wastewi\$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 waste reduction / recycling 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 Wastewi\$e Certificate

The Certificate is open to all local private and public companies and organisations as well as their individual functional units that primarily operate within Hong Kong.

### 2.4 Wastewi\$e Certificate Benefits

The **Wastewi\$e Certificate** is to recognise companies / organisations for their commitment and effort in environmental protection through waste reduction / recycling. By joining and fulfilling the Certificate requirements, Certificate members can enjoy many benefits, such as –

#### **Cost Savings**

Waste reduction measures will enable the efficient use of materials in companies / organisations operations, thereby achieving savings on purchasing materials.

#### **Enhancing Productivity and Competitiveness**

Waste reduction 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 Waste Reduction and Recycling Practices**

Wastewi\$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 Wastewi\$e Technical Consultant is free of charge.

#### **Contribution to Environmental Protection**

Everyone strives to live a comfortable and enjoyable life. Waste reduction can help 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.

### **Awarding Prestigious Wastewi\$e Certificate**

The Certificate is synonymous with demonstrating exceptional leadership within the environmental arena and can be used for promoting Certificate holders' achievements regarding waste reduction.

### **Recognition and Publicity of Waste Reduction Achievements**

Becoming a Wastewi\$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>).



### **Recognition of Other Environmental Protection Award Programmes and Schemes<sup>2</sup>**

Wastewi\$e Certificate is well recognised by many other environmental protection award programmes and schemes. The certificate holders will gain extra bonus point(s) / credit when joining the following environmental protection award programmes and schemes –

- **BOCHK Corporate Low-Carbon Environmental Leadership Awards Programme**

Wastewi\$e 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>.

- **The BEAM Plus scheme**

Wastewi\$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 Materials and Waste 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](http://www.hkgbc.org.hk/eng/BEAMPlus.aspx).

- **The Caring Company Scheme**

Wastewi\$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 <https://www.caringcompany.org.hk>.

- **Green Office Awards Labelling Scheme (GOALS)**

<sup>2</sup> Subject to the endorsement of the respective Scheme Organisers.

WasteWise 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)**

WasteWise 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<sup>2</sup>**

- **The Hong Kong Green Mark Certification Scheme**

WasteWise 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. For details, please visit the FHKI's website at: [www.qmark.org.hk](http://www.qmark.org.hk).

- **Discount on the Hong Kong Green Label Scheme**

WasteWise Certificate holders under the HKGOC will be offered discount on application fees for each first application for the “Hong Kong Green Label Scheme”. For details, please visit the Scheme's website at: <http://www.greencouncil.org/>.



### 3. WASTEWISE CERTIFICATE CERTIFICATION CRITERIA AND PROCESS

#### 3.1 Core Components of Waste Reduction

Four core components of waste reduction (Figure 1) are designed to address different perspectives of waste management that individually or collectively will lead to the ultimate goal of generating less waste.

**Figure 1: Four core components of waste reduction**



##### **Core Component 1 – Guidelines / Action Plan / Training**

Good management practices and competent staff provide a strong foundation for implementation of waste reduction measures. For example, the organisation should provide clear guidelines, action plan, and training to enhance staff's knowledge about waste management.

##### **Core Component 2 – Waste Avoidance**

Avoiding waste generation is something everyone can participate to help improve Hong Kong's waste situation. Waste avoidance mainly requires companies / organisations to prevent / reduce their waste generation or reuse materials that are otherwise thrown away during their daily operations. For example, asking oneself whether an item should be thrown away or can it be used again. If everyone takes even one simple step every day, substantial reduction in the amount that requires disposal can be obtained collectively.




##### **Core Component 3 – Recycling**

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

##### **Core Component 4 – Green Procurement**

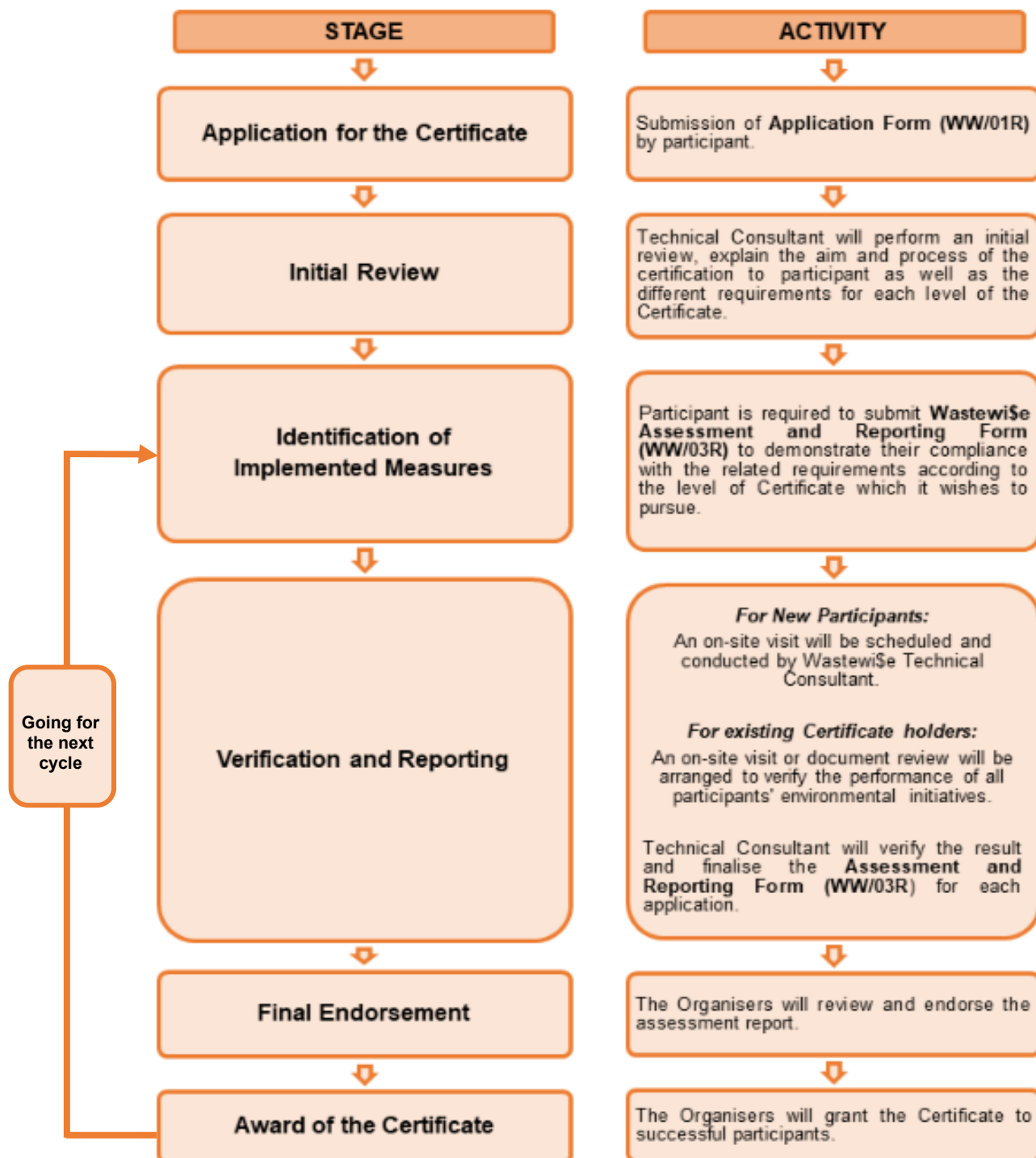
Every product purchased by an establishment has the potential to end up as waste. The amount of waste generated can be reduced if decisions are made carefully during product procurement. For instances where there are different brands of the same type of product, those brands that are made of recycled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

## 3.2 Certification Criteria

Levels	Requirements
	<ul style="list-style-type: none"> <li>Successfully implemented <b><u>all</u></b> applicable Mandatory Measures listed in Part I of WW/03R2 at Appendix II with the relevant achievements reported (if applicable) ; and</li> <li>Successfully implemented <b><u>at least 40%</u></b> of applicable non-Mandatory Measures listed in Part II of WW/03R2 at Appendix II.</li> </ul>
	<ul style="list-style-type: none"> <li>Successfully implemented <b><u>all</u></b> applicable Mandatory Measures listed in Part I of WW/03R2 at Appendix II with the relevant achievements reported (if applicable) ; and</li> <li>Successfully implemented <b><u>at least 60%</u></b> of applicable non-Mandatory Measures listed in Part II of WW/03R2 at Appendix II.</li> </ul>
	<ul style="list-style-type: none"> <li>Successfully implemented <b><u>all</u></b> applicable Mandatory Measures listed in Part I of WW/03R2 at Appendix II with the relevant achievements reported (if applicable) ; and</li> <li>Successfully implemented <b><u>at least 80%</u></b> of applicable non-Mandatory Measures listed at Part II of WW/03R2 at Appendix II.</li> </ul>

### 3.3 Certification Process

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



## Application of the Certificate

To apply for the Wastewi\$e Certificate, companies / organisations should complete the Application Form (WW/01R) in this Guidebook and return it to the Technical Consultant. Once the application has been processed, the applicant will receive a unique Wastewi\$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 Wastewi\$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 Wastewi\$e Assessment and Reporting Form (WW/03R2) to demonstrate their compliance with the related requirements according to the level of Certificate which it wishes to pursue. This process should be completed within two months after the participant receives its Wastewi\$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 (WW/03R2) 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 Wastewi\$e Certificate is one year from the date of Certificate accreditation, subject to renewal<sup>3</sup> or advancement to higher level(s). Granting of Wastewi\$e Certificate to successful participants will take place quarterly.

<sup>3</sup> For renewal, participants can consider to achieve their awarded level of requirements or pursue other levels of Certificate according to the criteria listed in Section 3.2.

## 4. WASTEWI\$E CERTIFICATE MEMBERSHIP AND USE OF CERTIFICATE

### 4.1 Wastewi\$e Certificate Membership

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



#### Certificate Validity

Each Certificate granted to Wastewi\$e Certificate member is valid for one year.

#### 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.



### 4.3 Final Message

Hong Kong's growing waste problem can be controlled if everyone takes actions to reduce, reuse and recycle waste. Companies / organisations in Hong Kong can play a leading role in reducing waste and improving environmental quality by joining efforts such as the Wastewi\$e Certificate. The Wastewi\$e Certificate has been designed to aid companies / organisations in the development of waste reduction measures and goals as well as recognise their efforts. Essentially, companies/ organisations can benefit through cost savings, 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. ACKNOWLEDGEMENT AND ENQUIRY

### Acknowledgement

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

#### Organisers



中華人民共和國香港特別行政區政府  
環境及生態局  
Environment and Ecology Bureau  
The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

Environment and Ecology Bureau



ENVIRONMENTAL  
CAMPAIGN COMMITTEE  
環境運動委員會

Environmental Campaign Committee

#### Funded by



環境及自然保育基金  
Environment and Conservation Fund

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



香港中華廠商聯合會  
The Chinese Manufacturers'  
Association of Hong Kong

The Chinese Manufacturers' Association  
of Hong Kong



香港中華出入口商會  
The Hong Kong Chinese Importers' & Exporters' Association

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](mailto:enquiry@hkgoc.gov.hk)



Website: [www.hkgoc.gov.hk](http://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 Reduce Waste

### Step 1: Establish the Driving Force

-  Appoint “Green Manager” to coordinate, keep track, and oversee reduction programmes.
-  Establish a task force (e.g. 2-5 staff) to support the Green Manager to roll out reduction programmes.




### Step 2: Design and Implement Waste Reduction Measures

-  Make reference to the suggestions on next pages and measures listed in the checklist in WW/03R2 in designing and implementing waste reduction measures.






### Step 3: Set up an Incentive and Recognition Mechanism

-  Establish incentive schemes to encourage employees to contribute to waste reduction programmes. Examples of incentive schemes are –
  - Openly commend individual employees who have raised good reduction ideas or done well in reducing waste;
  - Grant cash / prize awards for employees who have made good waste reduction suggestions, and
  - Grant cash / prize award for department / division, which has achieved the best performance in terms of reduction in a year.






### Step 4: Raise Awareness and Keep Up the Momentum








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









### Step 5: Monitor and Review Your Progress

-  Green Manager should regularly meet with the task force to discuss & monitor the waste reduction programmes' progress.
-  Maintain & analyse relevant records to keep track of the waste reduction results.
-  Review waste reduction programme to identify further improvement.




**Box 1 : Suggestions on Reducing and Recycling Waste**

-  Establish collection bins for used packaging, cord bindings, envelopes, and other materials that can be reused & encourage employees to reuse these materials.
-  Identify other establishments (e.g. subsidiaries, customers, suppliers and/or subcontractors) which could utilise the waste, rejects, or by-products generated at your premises.
-  Donate unwanted but usable items to charitable bodies or people for reuse (Reference: Hong Kong Second Hand Exchange Platform, EPD: <https://wasteexchange.wastereduction.gov.hk/>)
-  Provide facilities for source separation of waste with recyclable values (e.g., paper, metals, plastics, glass, waste wood, waste tyres, etc.) & outsource waste recycling agents to collect recyclable waste  
(List of the waste recyclers in Hong Kong, EPD: <https://www.wastereduction.gov.hk/en-hk/recycling-map>)
-  Suggest building management company or cleansing contractor to establish centralised recyclable waste collection point(s).
-  Participate in community campaigns/programmes on waste recycling that is organised by government departments and/or green groups (e.g. computer recycling programme, fluorescent lamp recycling programme, etc.).
-  Practise food waste recycling measures (e.g. installation of on-site food waste composter or arranging collection and delivery of food waste to EPD's Organic Resources Recovery Centre)








**Box 2 : Suggestions on Reducing Paper Waste**

-  Encourage employees to use email to replace physical written communication.
-  Write & photocopy on both sides of paper and collect paper printed on one side for rough works.
-  Avoid handing out excessive paper flyers and change paper promotion items (posters, brochures) to electronic form.
-  Reuse envelopes for internal mailing or by attaching new labels on them.
-  Use shredded waste paper as filling materials for packaging.
-  Install hand dryers or cloth roller towels in washrooms instead of paper towels.













**Box 3: Suggestions on reducing Waste by Using Purchasing Power**

-  Avoid the use of single-use disposable items at all times and purchase environmentally friendly alternatives
-  Use more durable goods, e.g. use mugs instead of disposable paper cups, etc.
-  Use materials with high recycled contents (paper with high percentage of recycled fibre, recycled toner cartridges, parts manufactured with recycled plastics, etc.) If recycled products are not yet available, maintain a regular dialogue with suppliers so you can purchase recycled products as they become available.





**Box 4 : Suggestions on Reducing Packaging Waste**

-  Reuse the boxes received from suppliers for storing or delivering.
-  Return unused packaging materials to suppliers for reuse.
-  If you are engaged in manufacturing or supplying products, establish take-back system to encourage customers to return the packaging carton for reuse.
-  Avoid using excessive materials and unnecessary fillers in packaging
-  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 5 : Suggestions on Reducing Other Solid Waste**

-  Think twice before throwing away any materials.
-  Repair appliances rather than disposing of them.
-  Recycle used toner cartridges.
-  Collect and return laundry bags and hangers to laundry companies for reuse.
-  Use solar powered appliances (e.g. calculators) or rechargeable batteries to avoid battery disposal.
-  Use refillable-type stationery such as refillable ballpoint pens, markers, etc.
-  Sell or donate old furniture/appliances to charitable bodies.
-  Donate remaining food to charitable 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.
-  Study the feasibility of removing one or two fluorescent tubes in each lighting set. Removed fluorescent tubes can be used to replace the exhausted tubes.

**Box 6 : Suggestions on Avoiding 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 consumption.
-  Implement measures to minimise over-ordering and wastage of materials.
-  Label materials to clearly show their expiry dates and locate materials in easy-to-reach areas.
-  Carefully handle and store materials, especially those with hazardous constituents, to reduce breakage, leakage, and spills.

## Appendix II : Forms

WW/01R: Application Form

WW/03R2: Assessment and Reporting Form

# HONG KONG GREEN ORGANISATION CERTIFICATION APPLICATION FORM

Please complete and submit the Application Form by email or post:

## HKGOC Technical Consultant (Hong Kong Productivity Council)

Address: HKPC Building, 78 Tat Chee Avenue, Kowloon

Tel : 2788 5903

Email: [enquiry@hkgoc.gov.hk](mailto:enquiry@hkgoc.gov.hk)

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Hong Kong Green Organisation | <input type="checkbox"/> Wastewi\$e Certificate       | <input type="checkbox"/> Energywi\$e Certificate |
| <input type="checkbox"/> IAQwi\$e Certificate         | <input type="checkbox"/> 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)

- |   |   |
|---|---|
| <input type="checkbox"/> Mass media (e.g. TV and newspaper)   | <input type="checkbox"/> Official website or eDMs   |
| <input type="checkbox"/> Social Media (e.g. Facebook, Youtube and Instagram)  | <input type="checkbox"/> Experience Sharing Seminars held by the Organiser  |
| <input type="checkbox"/> Roving exhibitions   | <input type="checkbox"/> Through participation in Hong Kong Awards for Environmental Excellence (HKAEE) or Hong Kong Green Innovations Awards (HKGIA) |
| <input type="checkbox"/> Through the Technical Consultant   | <input type="checkbox"/> Through commerce chambers/trade associations   |
| <input type="checkbox"/> Referral from another company/organisation<br>(Please specify the name of the company/organisation: _____) | <input type="checkbox"/> Through commerce chambers/trade associations<br>(Please specify name of chamber/association: _____)                          |
| <input type="checkbox"/> Outdoor advertisement or posters   | <input type="checkbox"/> 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 email to: [edm@hkpc.org](mailto: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 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, the assessment of my application by the Organisers and the Technical Consultant may be affected.

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

## Wastewi\$e Certificate

### Assessment and Reporting Form

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

☒ Organisers      ☒ Technical Consultant  
☒ Participant

Wastewi\$e Membership No. : \_\_\_\_\_ SME? (See Note 1) Yes/No

Name of Company/  
Organisation (English): \_\_\_\_\_

Name of Company/  
Organisation (Chinese): \_\_\_\_\_

Name of Functional Unit  
(English): \_\_\_\_\_

Name of Functional Unit  
(Chinese): \_\_\_\_\_

Nature of Business : \_\_\_\_\_

No. of Staff : \_\_\_\_\_ No. of units<sup>#</sup> : \_\_\_\_\_ Residential/ Industrial/ Commercial<sup>#</sup>

Address (English): \_\_\_\_\_

Address (Chinese): \_\_\_\_\_

Contact Person : \_\_\_\_\_ Position : \_\_\_\_\_

E-mail : \_\_\_\_\_ Telephone No. : \_\_\_\_\_

Date of Assessment : \_\_\_\_\_ Cycle No. : \_\_\_\_\_

Application Date\*: \_\_\_\_\_ Acknowledgement Date\*: \_\_\_\_\_

<sup>#</sup>For property management companies only; please specify the type of building.

\*Applicable to Cycle 1 only

### Implemented Waste Reduction Measures

Please answer each item carefully and put a tick “✓” in appropriate boxes:

- “Y” refers to a measure that has already been implemented in your organisation;
- “N” refers to a measure that has not been implemented; and
- “NA” refers to a measure that is not applicable to business.

### Part I: Mandatory Measures

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
<b>1.0 Guidelines / Action Plan / Training</b>				
1.1	Identify the types of waste disposed of and recycled in order to establish policy / guidelines / action plan / targets on waste management / reduction			
1.2	Assign representative(s) to coordinate waste management / reduction programmes internally			
1.3	Inform staff members of the waste management policy/ guidelines, reduction/ recycling targets and achievements, review on the performance and collect staff members' feedbacks via notice board / email / circular / intranet / briefing / meeting			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
1.4	Arrange training or activities for staff members to enhance their awareness and knowledge about waste reduction / recycling and enlist their support to participate in the waste reduction / recycling programmes			
1.5	Issue reminders to staff members (e.g. through intranet, notice and posters) or provide incentives to encourage them to implement waste reduction / recycling measures (e.g. encouraging and facilitating the use of reusable containers and cutleries for lunch)			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
<b>2.0 Waste Avoidance</b>				
2.1	Apply electronic functions / systems (e.g. scanning / e-fax / email / e-newsletter / e-flyer / e-greeting cards) to reduce paper consumption / printing need			
2.2	Set the default setting of the printer as or encourage staff to use double-sided printing if printing is unavoidable			
2.3	Request suppliers / vendors / contractors / staff members/ own-production line to avoid unnecessary packaging/ fillers, or to use reusable packaging			
2.4	Encourage staff members to widely reuse materials, (e.g. old envelopes and document folders, defected / outdated samples or products) instead of buying / using new ones			
2.5	Encourage staff members and visitors to use reusable containers (e.g. lunch boxes, water bottles, cups and cutleries) instead of disposable ones			
2.6	Encourage staff members to avoid or reduce consumption of paper towel by use of hand dryers or handkerchiefs			
2.7	Collect waste regulated electrical and electronic equipment (e.g. air-conditioners, televisions, washing machines, refrigerators, computers, printers, scanners and monitors, etc.) and non-regulated electrical and electronic equipment (e.g. kettles, microwave ovens, fans etc. and accessories) to reuse/ donate or give to proper recyclers for processing			
2.8	Adopt environmental measures to avoid waste generation when organising events / activities / functions with reference to the Environmental Protection Department (EPD)'s "A Waste Reduction Guidebook for Large Scale Event Organisers" <sup>i</sup>			
2.9	Reuse materials for festive decorations or events (e.g. foam boards, banners, etc.) and produce such banners or decorations without specifying the date and time of the event to facilitate reuse			

<sup>i</sup> The guidebook can be found at

[https://www.wastereduction.gov.hk/sites/default/files/GreenEvent\\_Guidebook\\_Eng\\_201801.pdf](https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf)

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
<b>3.0 Recycling</b>				
3.1	Set up centralised recycling station/corner at conspicuous locations on each floor/ working area/ accessible locations with clear instruction on waste separation / recycling			
3.2	Deliver recyclables to collection points <sup>ii</sup> or engage suitable recyclers for collection of recyclables			
3.3	Collect waste paper and carton boxes for recycling			
3.4	Collect metal waste for recycling (e.g. aluminium cans, metal containers and drums, etc.)			
3.5	Collect plastic waste for recycling (e.g. plastic bottles, plastic bags, plastic containers, CDs / DVDs, etc.)			
3.6	Collect rechargeable batteries for recycling			
3.7	Collect glass bottles for recycling			
3.8	Collect fluorescent lamps and tubes for recycling			
3.9	Collect exhausted toner / ink cartridges for recycling, or arrange vendor to recycle/ reuse exhausted toner/ ink cartridges			

Item	Weight of materials recycled over the <u>immediate past 12 months</u>
Paper	
Metals	
Plastics	
Batteries	
Glass bottles	
Fluorescent lamps / tubes	
Waste electrical and electronic equipment and accessories	
Toner / Ink cartridges	

<sup>ii</sup> Please visit <https://www.wastereduction.gov.hk/en/what-and-where-recycle.html> for more information on collection points.



**(For reference only)**

Item (Type and Volume)	Weight
1 Aluminium Can (330ml)	0.013kg
1 Plastic Bottle (0.5L)	0.020kg
1 Plastic Bottle (1.25L)	0.040kg
1 Glass Bottle (330ml)	0.19kg
1 Glass Bottle (0.6L)	0.5kg
1 Toner Cartridge	1kg
1 Ink Cartridge	0.055kg
1 Fluorescent Tube	0.066 kg/ft
1 Compact Fluorescent Lamp	0.2 kg
Conversion of weight units for reference: 1 tonne = 1,000kg      1 catty = 0.61kg (approx.)      1 pound = 0.45kg (approx.)	

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
<b>4.0 Green Procurement</b>				
4.1	Procure recycled paper or paper with a sustainable forest management label/certificate, such as Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC), for photo-copying / printing			
4.2	Procure refillable stationeries			
4.3	Procure items with simple packaging and in bulk, procure reusable products, and avoid procuring single-use disposable items			

## Part II: Non-Mandatory Measures

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
<b>1.0 Guidelines / Action Plan / Training</b>				
1.1	Encourage staff members to participate in community environmental programmes relating to waste reduction / recycling			
1.2	Disclose targets on waste management and the achievements / key performance indicators (KPIs) to the public through company website / publications / newsletter / Corporate Social Responsibility performance report, etc			
1.3	Sign environment-related charters / pledges launched / supported by the HKSAR Government on waste reduction / recycling (e.g. Food Wise Charter, Waste Check Charter, Glass Container Recycling Charter and Green Event Pledge etc)			
1.4	Monitor amount of municipal solid waste produced or conduct waste audit, followed by result analysis to review waste reduction performance			
1.5	Conduct other waste reduction measures related to establishing guidelines / action plan / organising training on waste management, please specify: _____			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
<b>2.0 Waste Avoidance</b>				
2.1	Upcycle old items into other useful items			
2.2	Collect surplus food for donation			
2.3	Collect unwanted furniture / clothes / toys / books / outdated samples, stocks or products, donate those to charitable organisations / other organisations for reuse / redistribution / reprocessing/ exchange among staff members internally; or resell them to staff members at a discounted price or for free			
2.4	Avoid giving out souvenirs / samples to the public and clients			
2.5	Avoid sending complimentary gifts to clients and business partners during festive seasons, and if such gifts are unavoidable, procure environmentally-friendly gifts			
2.6	Set printing quotas / user access right or usage monitoring to avoid excessive printing			
2.7	Apply electronic means to facilitate communication and quoting/placing orders with suppliers / vendors / contractors to reduce use of print-out quotations/ invoices / order forms			
2.8	Conduct other measures for waste avoidance, please specify: _____			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
<b>3.0 Recycling</b>				
3.1	Collect food waste for further treatment			

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
3.2	Conduct other measures for waste recycling and types of recyclables involved, please specify (e.g. beverage cartons): _____			

Item	Weight of materials recycled over the <u>immediate past 12 months</u>
Food waste	
Others (please specify): _____	

		<u>Y</u>	<u>N</u>	<u>NA</u> (Please provide justification)
<b>4.0 Green Procurement</b>				
4.1	Establish a green procurement policy / system with reference to local / overseas green procurement guidelines / specifications <sup>iii</sup>			
4.2	Avoid procuring products that contain / create microplastics			
4.3	Procure furniture with modular design or easily removable parts to facilitate disassembling, reuse, repair and recycling			
4.4	Procure other paper products (e.g. sticky note, paper towel or toilet paper; used for business card printing) with recycled content/ FSC content			
4.5	Use non-paper products with overseas or local environmental labels that are related to certifying products with recycled content (e.g. Hong Kong Green Label, EU Ecolabel or Green Mark, etc.) (Please specify: _____)			
4.6	Conduct other measures for buying eco-friendly products or products with high recyclability and durability, please specify: _____			

\*Measures regarded as “Not Applicable (NA)” will not be counted

### Comments:

(For use by the Technical Consultant only)

Sum of Total Attained Mandatory Measures (Part I) (A)	
Sum of Total Applicable Mandatory Measures (Part I) (B)	
Percentage of Total Attained Mandatory Measures = (A/B) x100%	

Sum of Total Attained Non-Mandatory Measures (Part II) (A)	
Sum of Total Applicable Non-Mandatory Measures (Part II) (B)	
Percentage of Total Attained Non-Mandatory Measures = (A/B) x100%	

<sup>iii</sup> For example, the EPD has also promulgated guidelines on green procurement and it can be found at [https://www.epd.gov.hk/epd/english/how\\_help/green\\_procure/green\\_procure.html](https://www.epd.gov.hk/epd/english/how_help/green_procure/green_procure.html).

<b>Name of Responsible Person in Applicant Organisation :</b>  <hr/>	<b>Name of Technical Consultant :</b>  <hr/>
<b>Date :</b> <hr/>	<b>Date :</b> <hr/>

**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.

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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](mailto: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).

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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.

## 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](mailto: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.