

Waste Separation and Recycling Scheme in Schools

1. Objectives

- To enhance students' understanding of the importance of resources conservation and waste separation and recycling; and
- To encourage the practice of separating waste for recycling

2. Organisers

- Environmental Campaign Committee (ECC)
- Environment and Ecology Bureau (EEB)
- Environmental Protection Department (EPD)
- Education Bureau (EDB)

3. Funded by

- Environment and Conservation Fund

4. Details of the Scheme

The scheme is open to all primary and secondary schools. The details are as follows –

4.1 Provision of 3-colour Waste Separation Bins

- Each participating school can apply for **no more than two sets of 3-colour waste separation bins** for free. **The bins should be placed at the outdoor area within the school campus to provide a waste separation facility for at least three years.** Each set of waste separation bins comprises three bins: blue, yellow and brown for collecting waste paper, metals and plastics respectively.
- The capacity of each bin is about 200 litres and its dimension is 0.5m [Width] x 0.4m [Length] x 1.1m [Height].



4.2 Conditions for Use

- The bins are granted to schools on a **free-of-charge basis**. Schools allocated with bins must comply with the following conditions:
 - (a) The bins should be placed at the ground areas within the school campus and in locations that are convenient for students and staff to use for promoting waste reduction at source, waste separation and recycling for at least three years.
 - (b) The bins should not be placed at or along the route for fire exits/escape;
 - (c) The bins should be kept clean and tidy and appropriate measures should be taken to keep them in good condition;
 - (d) The ECC's logo printed on the bins should be fully visible and should not be covered;
 - (e) The bins should not be abandoned or placed outside the school campus;
 - (f) The bins should not be transferred to other organisations without prior written consent from the ECC;
 - (g) The ECC offers one-year free maintenance warranty for the bins counting from the date of receipt of the recycling bins. Please note that the warranty only covers natural damage, any claims for maintenance due to improper use or misplacing the recycling bins will not be entertained;
 - (h) Application for replacement of a whole set or a single bin will normally be considered if the bins granted by the ECC have been used for more than 3 years and are no longer in good condition due to natural wear and tear. Photo(s) of the bins which are no longer usable and the date of receipt of the bins shall be provided to the ECC. Any other cases (e.g. the bins could not function properly due to broken parts) would be considered on an individual basis; and
 - (i) If the bins are no longer usable due to natural wear and tear, the school shall arrange a recycler to collect the bins for recycling in a proper way. It is not necessary to return the bins to the organisers.
- It is entirely at the ECC's discretion to decide whether and how many waste separation bins will be distributed to each school.
- Schools planning to procure extra waste separation bins may make reference to the list of local suppliers at the EPD's Hong Kong Waste Reduction Website:
https://www.wastereduction.gov.hk/en/household/pmc_bins_supplier.htm.

4.3 Proper Handling of Recyclables

- Participating schools must properly handle the collected recyclables. Schools can consider the following options:
 - (a) The ECC can refer schools to the Environmental Protection Department (EPD) for arranging the contractor to provide free recyclables collection services.
 - Starting from 16 January 2026, when accumulated recyclables reach 20 kg or more,

schools may contact the EPD's contractor to arrange collection services through the application form on the school recyclables collection services website (<https://www.wastereduction.gov.hk/en-hk/school-recyclables-collection-services-arrangements>). The contractor will complete the collection within 5 working days, providing up to two collection services per month for each participating school. Schools may flexibly request collections after accumulating more recyclables, depending on actual needs, available temporary storage capacity, etc.

(b) **Deliver to the GREEN@COMMUNITY community recycling network**

- Schools can deliver recyclables directly to nearby GREEN@COMMUNITY public collection points (there are over 800 collection points across the territory, including Recycling Stations, Recycling Stores, Recycling Spots, and Smart Recycling Bins). Schools' representatives may register GREEN\$ Electronic Participation Incentive Scheme accounts to record schools' recycling performance and earn GREEN\$ to redeem gifts or donate to designated charities. For locations and operational details of GREEN@COMMUNITY facilities, please visit the website of GREEN@COMMUNITY: <https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/greencommunity> and the Map of Recycling Points: <https://www.wastereduction.gov.hk/zh-hk/recycling-map> on the Hong Kong Waste Reduction website; or use the recycling map in the GREEN\$ Mobile App.

(c) **Use of Private Recyclers' Services:**

- The recyclables collected by schools mainly consist of paper, metal, and plastic bottles, which have higher commercial value. Local private recycling shops (commonly known as "street corner recycling shops") and downstream private recyclers are willing to accept or arrange collection of these valuable recyclables. Schools can refer to the "Hong Kong Collector/ Recycler Directory" on the Hong Kong Waste Reduction website to arrange suitable private recycling services for on-site collection or to deliver recyclables directly to nearby private recycling shops. For more details, please visit the Hong Kong Waste Reduction website: <https://www.wastereduction.gov.hk/en-hk/industry-support/hong-kong-collector-recycler-directory>.
- If schools opt to use the recyclables collection services provided by the contractor of the EPD, schools must comply with the following matters:
 - (a) Schools must properly install the bins granted by the ECC. Photo(s) of the properly installed bins and text description of the actual location of the bins shall be provided to the ECC for the referral of application for the recyclables collection services provided by the contractor of the EPD. If schools place the bins at two different locations, the location of a single collection point on the ground floor shall be also provided (such as one of the bin locations or a storage room, etc.), so that the ECC can refer the recyclables collection

services application to the EPD for centralised collection arrangements. Meanwhile, schools must gather and place all collected recyclables from different sets of bins to a single collection point at ground level. The recyclables collected should be put inside the transparent plastic bags provided by the contractor of the EPD. Furthermore, the recyclables must be properly sorted and kept clean, with plastic bottles and metal cans emptied and rinsed.

- (b) When requesting on-site recyclables collection services, schools must ensure that the accumulated recyclables reach 20 kilograms or more (minimum single collection requirement). At least one clear photo of the recyclables to be collected must be submitted to facilitate processing of the request. The contractor will complete the collection arrangements within five working days at the earliest.
 - (c) Each participating school may apply for up to two times of on-site recyclables collection services per month.
 - (d) For cancellations or rescheduling of collection services, schools must notify the contractor in advance to allow re-arrangements.
- If schools are found to have violated the above, the recyclables collection services to those schools may be terminated by the EPD immediately. The ECC would not provide recycling bins to schools that do not have recycling collection arrangements.
 - For any enquires related to the arrangement of recyclables collection services provided by the contractor of the EPD, please contact EPD's hotline at 2838 3111.

4.4 Enrolment to the Scheme

- Interested schools should submit the completed **Application Form (Annex I)** together with the **Undertaking (Annex II)** to the ECC Secretariat by email to ppssw@eeb.gov.hk or by fax at 2909 9514.

5. Enquiry

For any enquiries related to the **application for waste separation bins**, please contact the Environmental Campaign Committee Secretariat:

Tel. No. : 2835 1234

Fax No. : 2909 9514

For any enquiries related to the **arrangement of recyclables collection services**, please contact EPD's contractor hotline:

Tel. No. : 6623 6343

**Waste Separation and Recycling Scheme in Schools
3-colour Waste Separation Bins Application Form**

To: Environmental Campaign Committee Secretariat
(Attn: Executive Officer (Community Relations)2)
(Email: ppssw@eeb.gov.hk Fax : 2909 9514)

Please tick as appropriate.

Part 1 Application for Waste Separation Bins

Our School applies / has already applied to join the Waste Separation and Recycling Scheme.

- I) Reason for application For first installation
 For replacement of waste separation bins provided by the Environmental Campaign Committee
(Please submit photo(s) of the bins which are no longer usable due to natural wear and tear and the date of receipt of the bins with the completed application form)
 Not applicable
- II) Number of waste separation bins required 1 set
 2 sets
 Not required
- III) This part is only applicable for requesting single waste separation bin* Waste paper _____ (Pcs)
 Plastics _____ (Pcs)
 Metals _____ (Pcs)

Part 2 General Information *(The personal data collected in this part will be forwarded to the contractor of the ECC for the delivery and replacement of waste separation bins)*

School Name	(Chinese)		
	(English)		
School Address	(Chinese)		
	(English)		
Contact Person	Name	Mr./ Ms.* (Chinese)	(English)
	Position		
	Contact No.		Fax No. _____
	Email Address		

Part 3 Recycling/Handling Arrangements for Collected Recyclables

- I) Please refer our school to the Environmental Protection Department (EPD) for arranging recyclables collection services **(Please fill in Item III)**
- II) Our school has made arrangement to handle the recyclables:
a) The ECC has already referred our school to the EPD for recyclables collection services. (Please fill in Item III)
b) Our school current recycler is _____.
c) Our school has arranged to deliver recyclables directly to nearby:
 GREEN@COMMUNITY public collection points
 Street corner recycling shops
- III) If your school applies / has applied for EPD's recyclables collection services, please provide the following information for use by the EPD and their contractor.
Name: _____ Position: _____
Contact No.: _____ Email address: _____

Remarks: You have the right to request access to and correction of personal data provided in this form. If you wish to access or correct your personal data, please contact the ECC Secretariat by email to ppssw@eeb.gov.hk.

Signature of School Head : _____
Name of School Head : _____
Consent Statement Date : _____

(School chop)

The Environment and Ecology Bureau (EEB), Environmental Protection Department (EPD) and/or the ECC and its Secretariat intend to use the personal data (including your name, contact number, fax number, school address and email address) that you have provided to promote the latest development, policies, activities and schemes of the EEB, EPD 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, EPD and/or the ECC and its Secretariat.

To: Environmental Campaign Committee Secretariat
(Attn: Executive Officer (Community Relations)2)
(Email: ppssw@eeb.gov.hk Fax: 2909 9514)

Undertaking

Waste Separation and Recycling Scheme in Schools Application for 3-colour Waste Separation Bins

I, _____ (Name of School Head), hereby on behalf of
_____ (Name of School) undertake to participate in the “Waste
Separation and Recycling Scheme in Schools” and apply for 3-colour waste separation bins and to abide by the
following provisions:

1. Our School accepts the 3-colour waste separation bins presented by the Environmental Campaign Committee on a free-of-charge basis. We agree to place the bins within the school campus to provide waste separation recycling facility for at least three years. Our school will ensure the cleanliness, hygiene and maintenance of the bins, and will arrange for the collected recyclables to be handed over to reliable downstream recycling channels for proper handling/recycling; and
2. Under any circumstances, our school will not abandon the bins, nor place them outside our domain. We will implement appropriate measures to prevent malicious damage of the bins. We will not transfer the bins to other organisations unless the written consent from the Environmental Campaign Committee is obtained. If the bins are no longer usable due to natural wear and tear, we will arrange a recycler to collect the bins for recycling in a proper way.

Signature of School Head: _____

Name of School Head: _____

Date: _____

(School chop)

To: Environmental Campaign Committee Secretariat
(Attn: Executive Officer (Community Relations)2)
(Email : ppssw@eeb.gov.hk Fax : 2909 9514)

**Waste Separation and Recycling Scheme in Schools
Cessation of Recyclables Collection Services
Arranged by the Environmental Protection Department**

Please notify the Environmental Protection Department to cease the recyclables collection services for the following school premises with effect from _____ (Date).

School Name: _____

School Address: _____

Signature of School Head: _____
Name of School Head: _____
Name of Contact Person: _____
Contact No.: _____
Email Address: _____
Date: _____

(School chop)

Remarks: The personal data collected in this form will only be used for handling matters related to the above. You have the right to request access to and correction of personal data provided in this form. If you wish to access or correct your personal data, please contact the ECC Secretariat by email (ppssw@eeb.gov.hk).