環境保護署
Environmental Protection Department

環保辦公室及物業管理
Green Office and Property Management

減廢回收資料冊
Waste Reduction and Recycling Information Booklet



環保辦公室及物業管理－減廢回收資料冊

Green Office and Property Management - Waste Reduction and Recycling Information Booklet

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在家以外，我們大部分時間都在辦公室工作。透過在辦公室推行環保管理，能讓我們更有效運用資源，減少廢物產生，節省能源和金錢，並改善工作環境。簡單來說，實行各環保措施前，請謹記廢物管理策略 – 避免產生、重用及循環再造，最重要當然是源頭減廢。

本文為你提供環保辦公室管理的措施，以提高公司的環保經理對減少及回收廢物的認識，從而將訊息由上而下帶給各級員工。

We spend most of our time away from home at the office. Through implementing green measures, we can utilise our resources more effectively by reducing waste, and saving energy and money, this in turn improves our working environment. In short, you should adopt the waste management strategy – Prevent, Reuse, Recycle in implementing various environmental measures. Inevitably, "Prevent and Reduce" is the most important principle in waste management.

This booklet provides useful measures on green office management to help green managers to have a better understanding on waste reduction and recycling in which the information can be disseminated from the top down, reaching employees at all levels.

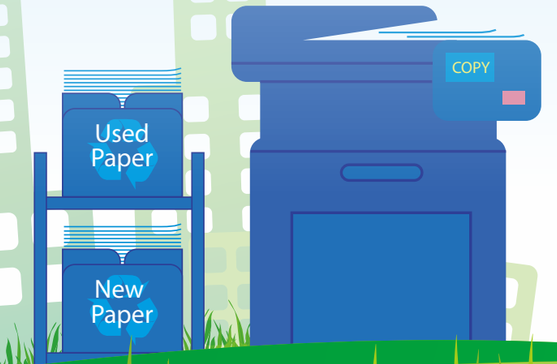


Introduction 簡介

Reduce 減少

Reuse 重用

Recycle 循環再造



2 辦公室減廢措施 Waste Reduction and Recycling Measures in Office

在現時的辦公室管理程序上，也可以有很多創意空間去減少廢物的產生。可以參考以下建議，在可行範圍內盡量實行這些措施。

Try to observe the current day-to-day housekeeping process in your office and you can discover many creative ideas on setting up a green office managing mechanism. You should implement the following measures to develop a green office and implement these measures in your offices as far as practicable.

2.1 環保採購 Green Procurement

1. 了解物品耗用量，避免過量購買。
2. 購買含再造成份的紙張，用作印製通訊、小冊子、單張、名片、信封、信件等。
3. 購買含有(至少50%)再造成份的衞生紙或抹手紙。
4. 使用循環再造的碳粉盒 / 噴墨盒。
5. 購買具備雙面列印功能的影印機和打印機。

1. Evaluate the usage of material to avoid overstock.
2. Purchase recycled paper for printing newsletters, brochures, leaflets, name cards, envelopes, letterheads, etc.
3. Purchase toilet paper and paper towels with (at least 50%) recycled content.
4. Use recycled toner / ink cartridges.
5. Buy photocopiers and printers with double-sided printing function.



詳情請參閱環境及生態局「環保採購」網頁
Please refer to the "Green Procurement" on EEB's web-site for more information
https://www.eeb.gov.hk/en/susdev/green_procure/green_procure.html

2.2 避免及減少廢物 Waste Avoidance and Reduction



▶ 減少紙張用量 Paper Saving

1. 將單面紙及全新紙張分置於影印機的不同紙盤，以鼓勵員工雙面打印或影印。
2. 倘傳真文件無須加以闡釋時，避免使用引頁。把傳真機設定至無須另行列印確認報告。
3. 通過電子方式接收傳真，如要複印副本應使用單面紙。
4. 採用電子系統進行文件歸檔，避免打印電子郵件和其他電子文件檔。
5. 善用電子渠道發放訊息，如把刊物上載至網站 / 網頁、張貼通告和通知於電子報告板。如要傳閱文件，使用印有分發名單的紙條傳閱，不向個別人士發送副本。
6. 倘部門之間及內部派遞文件時須使用信封，可使用暫用信封。
7. 重用單面紙、信封、活頁記錄紙夾、標記及其他紙製辦公室用品。

1. Equip photocopiers with one tray for single-sided paper and another for new paper, to encourage employees to print and photocopy on both sides of paper.
2. Do not use a leader page for outgoing faxes if the document is self-explanatory. Program fax machine to eliminate separate confirmation journal.
3. Receive incoming faxes electronically through an e-fax system, and make hard copies only when necessary using used paper.
4. Adopt an electronic system for filing and documentation to avoid printing e-mails and other e-documents.
5. Promote the use of electronic communications such as uploading publications onto website/ homepage, posting circulars and notices on e-bulletin boards, etc. If hardcopy circulation is necessary, circulate documents using routing slips rather than sending out individual copies.
6. Use transit envelopes where a cover is necessary for despatch of documents between departments and sections.
7. Single-sided paper, envelopes, loose minute jackets, tags and other paper office items are collected and stored at convenient location for reuse.

▶ 其他辦公室減廢措施 Other Waste Reduction Measures in Office



1. 安裝乾手機以減少抹手紙的用量。
2. 不要隨便扔棄整枝原子筆，應更換筆芯以重用筆桿。
3. 盡量使用充電池於計數機及其他電子用品，以取代即棄電池。

1. Reduce paper towel consumption by installing electric hand dryers.
2. Reuse the pen shafts by using refills instead of simply throwing away the whole ballpoint pens.
3. Use environmental friendly rechargeable batteries in calculators and other equipments instead of disposable batteries.

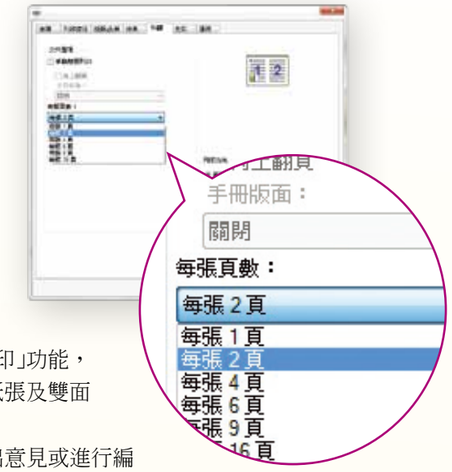
2.3 循環再造 Recycling



1. 分開處理所有可回收物料，例如金屬、塑膠、廢紙、碳粉盒 / 噴墨盒、充電池和其他可回收物料，以便回收商收集。
2. 在辦公室內的影印機或打印機旁放置足夠的廢紙回收箱，以重用或回收廢紙。

1. Separate all recyclables, such as metals, plastics, waste paper, toner/ ink cartridges, rechargeable batteries and other recyclables, to facilitate the collection by local recyclers.
2. Place sufficient number of waste paper recycling boxes near the photocopiers or printers to reuse or recycle waste paper.

2.4 個人減廢措施 Individual Contribution on Waste Reduction



1. 影印前要三思，如非必要，盡量省卻。
2. 嘗試其他無紙化系統，例如電子帳單、電子表格、電子海報、電子投標、電子採購等。
3. 列印文件前，整合及縮減表格、報告表及通告的大小，調整文件的邊界及字型，並先利用「預覽列印」功能，查看有關設定要求，盡量以多頁列印模式於單頁紙張及雙面列印，並於使用後還原設定。
4. 使用不同的字型或顏色，在電腦屏幕上對文件提出意見或進行編輯工作。
5. 鼓勵開會時共用文件，尤其會上有多於一名同一公司 / 部門的代表。
6. 不要影印書本和手冊，以免侵犯版權。
7. 機密文件及含有個人資料的文件不應重用並必須碎毀，然後收集作循環再造。
8. 盡量用鉛筆起草圖，避免使用原子筆。
9. 自備可重用餐具如杯、進食餐具和食物容器。

1. Think twice if a photocopy is necessary and unavoidable, reduce the number of copies to the minimum necessary.
2. Explore other paperless systems such as e-billing, e-forms, e-posters, e-tendering and e-procurement.
3. Before using a photocopier / printer, eliminate, combine or reduce the size of forms, records and notices. Adjust the margin and font size of documents as far as practicable in order to optimise the use of paper. Use the "Print Preview" function to make sure that the setting is the one you want. Print multiple pages of document on one page of paper and both sides of new paper whenever appropriate. Set to default setting after using a photocopier.
4. Commenting or editing of documents on-screen using different fonts or colours by different parties.
5. Encourage sharing of document in meeting especially when there are more than one representative from one department / company.
6. Do not photocopy books and manuals as the copyright may be infringed.
7. Classified documents and documents containing personal data should not be re-used and must be shredded before collected for recycling.
8. Use pencils for drafting rather than pens.
9. Bring your own reusable tableware such as cups, cutlery and food containers.

3 實施廢物源頭分類 Implementing Waste Separation at Source

為有效地於辦公室內實施廢物源頭分類，我們必需認識從辦公室產生的廢物種類，並於適當的位置設置廢物分類回收設施，同時配合減廢回收政策，與各級員工合力實踐減廢回收。

To implement waste separation effectively in office, we need to understand the types of waste being generated and set up the waste separation facilities in appropriate locations. This should be done in conjunction with office-wide waste reduction and recycling measures and in collaboration with staffs at all levels.



3.1 瞭解辦公室的廢物 Understanding Office Waste

辦公室常見的可回收物料包括廢紙、塑膠、金屬、碳粉盒和噴墨盒、玻璃樽、充電池等。一般來說，廢紙是辦公室內最常見和數量最多的廢物，但廢紙的種類繁多，當中有些更是不可回收的。以下會詳細介紹各種廢物，以便大家分辨可回收和不可回收的物料。

Common office recyclables include: waste paper, plastics, metals, ink and toner cartridges, glass bottles and rechargeable batteries, etc. In general, paper is the major source of waste generated from office operation, and there are many types of paper; some of which are non-recyclable. By learning to identify various types of waste, staff can learn to distinguish recyclables from non-recyclables.



金屬
Metals



可回收金屬物料 Recyclable Metals	
1 萬字夾 Paper clips	2 紙夾 Binder clips
3 鐵 / 鋁罐 Steel/Aluminum cans	4 金屬文具 Metal stationery
5 金屬盒(如月餅盒、奶粉罐) Metal boxes (e.g. moon-cake boxes, milk powder cans)	6 釘書釘(建議收集於鐵罐內再回收) Staples (Collect in metal containers before recycling)

不可回收金屬物料
Non-recyclable Metals

大部分的金屬容器和工具即使生鏽也能回收；含有化學溶劑及壓縮氣體的金屬容器，如油漆罐、噴髮劑容器等，不適合回收之用。

Most of the metal containers and tools can be recycled even they are rusted. However, metal containers with chemical solvents and compressed liquid such as paint and aerosol cans are not suitable for recycling.



壓縮氣體罐
Aerosol cans

其他辦公室常見的回收物料
Other Recyclables Commonly Found in Office

1 廢棄碳粉盒和噴墨盒(影印機及打印機) Used ink/toner cartridges of photocopiers and printers	2 廢棄充電池 Used rechargeable batteries
3 玻璃樽 Glass bottles	4 廚餘 Food waste



3.2 設置廢物分類回收設施
Setting Up Waste Separation Facilities

選擇適當的位置擺放廢物分類回收設施，有助員工培養回收的習慣及提升廢物回收率。你可因應辦公室 / 大廈常見的回收物料、放置回收設施的空間大小和清潔工收集物料的方便性等因素，著手購買或自行組裝合適的廢物分類回收設施。

Placing waste separation facilities in an appropriate location can help to encourage staff to recycle and cultivate waste recycling habits. You should consider the common recyclables found in the office, space availability, and the accessibility of collection services, to plan for the waste separation facilities that can be purchased and set up in offices/premises.

各類廢物分類設施：
Types of Waste Separation Facilities:



分類回收桶
Waste Separation Bins



掛牆架
Shelves



多袋式收集袋
Waste Separation Bags with Pockets



廚餘處理機(設置廚餘處理機詳情可參閱本資料冊參考資料)
Composters (For composter installation, please refer to the References)



盒子
Boxes

要為辦公室選擇適當的廢物分類回收系統及位置，可參考以下建議：
You may refer to the following suggestions when setting up a recycling system:

▶ 於辦公桌範圍設立回收空間

為了鼓勵每個員工都能主動參與辦公室源頭廢物分類和回收，建議員工於辦公桌範圍設立小型的分類回收空間，例如放置回收紙張的小型紙皮箱，主要收集不同類型的紙品，包括單面紙、包裝紙、機密文件(先碎後回收)、公文袋、信封等。待收集了一定的數量，再擺放於辦公室中央收集點作重用或回收，方便員工回收之餘又不會影響工作效率。

▶ Set Up Recycling Area at Your Workplace

Encourage individuals to sort their waste at their workplace by setting up a small area for sorting. For example, placing collection boxes for collecting different types of paper, including single-sided paper, packing paper, confidential documents to be shredded, and reusable envelopes, etc. After collecting a certain amount of waste paper, individuals should bring the recyclables to the central collection point for reuse or recycling. This provides convenience for staff to participate in recycling without compromising their working efficiency.



加設廢紙回收箱於垃圾桶旁邊
Set up a waste paper recycling box next to the litter bin



為了減低更換垃圾膠袋的次數，在放入垃圾膠袋後可墊入報紙或廢紙於垃圾桶底，其他廢物(如廚餘、盛有骨頭或剩菜的飯盒、未飲用完的飲品杯等)應棄置於茶水間或洗手間的垃圾桶，避免弄髒小型垃圾桶，從而減少垃圾膠袋的耗用量。

In order to reduce the use of plastic trash bags in the office, pad the litter bins with newspaper or waste paper at the bottom to avoid staining from the waste. Other waste such as food waste, leftovers from meals or unfinished drinks, should be put into the litter bin in the pantry or washroom.

一些需佔用較大空間，而且非經常產生的回收物料，如塑膠樽、鋁罐、廚餘等，可直接擺放於辦公室的中央收集點，無須於個人工作空間內設置該類回收箱。

Other recyclables which occupy more space and are not commonly generated, such as plastic bottles, aluminum cans and food waste, should be brought directly to the central collection point and it is not necessary to set up recycling bins at your workplace.

▶ 於影印房設置回收設施

在高用紙量或容易產生廢紙張的地方，如打印機、影印機、傳真機或碎紙機等位置，建議安裝擱架或放置自製回收箱，分別擺放可再用的單面紙及可回收的雙面紙。



▶ Set Up Waste Separation Facilities in Printing Room

Waste paper is constantly generated in areas near photocopiers, printers, fax machines or shredders. Therefore, designated shelves or DIY collection boxes are recommended to place for collecting single-sided paper for reuse and double-side used paper for recycle.





除了紙張外，碳粉盒和噴墨盒亦是辦公室常見的電腦耗材，建議於影印房、影印機和列印機附近擺放回收桶。

Apart from waste paper, toner/ ink cartridges are commonly generated in offices. Collection boxes should be placed in printing room, near the photocopiers and printers.



為了方便日常的運作，建議於存放文具附近位置，增設盒子以收集筆桿、記號筆、間尺等可重用或填充後重用的文具，有效提醒員工於使用新文具前先重用舊文具。此外，因應各辦公室需要設立回收盒以回收釘書釘、破爛的萬子夾、不合用的光碟等平時被忽略的回收物品，以助提高回收率。

To facilitate daily operation at workplace, collection boxes should be placed near the stationery storage area to collect reusable or refillable items, such as pen shafts, fluorescent pens, rulers etc. Boxes can also be set up for collecting other recyclable items, such as staples, broken paperclips, unwanted CDs, etc. depending on individual office needs.

於辦公室設置中央回收點

建議於員工經常出入的地方如茶水間、辦公室通往茶水間的走廊、影印房、辦公室門口、飲水機、洗手間外等位置，設置綜合廢物分類回收設施（包括固有的三色回收桶、收集碳粉盒和噴墨盒、充電池、廢電子電器產品或玻璃樽的回收桶等），這樣可以有效地集中各類回收物料，方便員工進行回收，長遠有助培養減廢回收文化及推行「綠色工作間」。

廚餘桶和廚餘機則應設置於茶水間或洗手間，可回收的廚餘包括剩飯麵、蔬菜、果皮、肉類、麵包、咖啡渣、茶葉、茶包等。



飲水機旁設置回收箱
Set up recycling bins near water dispenser



廚餘機設置於茶水間
Set up food waste composter in the pantry



洗手間外設置回收箱
Set up recycling bins outside the washroom

Set up a Central Collection Point in Office

Set up a central collection point for waste separation facilities in common, accessible locations such as the hallway leading to the pantry, photocopier room, office entrance, near the water dispenser, outside the washroom or any other places that is suitable for setting up the waste separation facilities (including 3-coloured waste separation bins, collection bins for ink/toner cartridges, rechargeable batteries, WEEE, glass bottles, etc.). This can help to collect the recyclables effectively and enable the staff to participate in waste recycling in a more convenient way. It will also help to cultivate the waste reduction and recycling habits among staff and providing a green working environment in the long run.

Food waste recycling bins or composters should be placed in the pantry or washroom. Compostable food wastes include: left over of rice/noodles, vegetables, fruit peels, meat, bread, coffee grounds, tealeaves, tea bags, etc.

於大廈樓層設置回收設施

部份空間較小的辦公室，未能於辦公室內加置回收箱。一般樓層送貨 / 客用升降機門廊是另一個放置廢物分類回收設施的理想位置，但須與大廈管理處協商收集回收物料的程序，而且放置的位置須符合以下條件：

- 樓層送貨/客用升降機門廊不屬於消防員升降機門廊
- 能確保逃生途徑的寬度不受影響
- 放置廢物分類回收桶的位置不會阻塞逃生途徑
- 放置位置要有良好及充足的通風
- 廢物分類回收桶必須以金屬或非可燃燒或符合英國標準BS 476第7部分第2類表面火焰蔓延率或同等標準的抗火材料製成，並應設有自合蓋，以避免桶內的東西起火時火勢向外蔓延
- 應適當地固定廢物分類回收桶（例如用釘子在牆上固定一些小掛鈎，用鐵鏈圍繞住廢物分類回收桶，或將廢物分類回收桶掛在鈎上），以避免在緊急情況時廢物分類回收桶被推翻或偏移原位



樓層送貨 / 客用升降機門廊
Floor service passage lift

Set up Waste Separation Facilities on Floor

An office that has limited space may not suitable to set up central collection point. The lobby or service lift areas are another desirable locations for placing the waste separation facilities. Liaison with property management companies are required to facilitate the waste recycling procedures and the location for placing waste separation facilities should be considered under the following conditions:

- Floor service / passage lift is not a fireman’s lift
- The required width of means of escape can be maintained with bins in place
- The bin(s) are not placed in such a way that would obstruct the means of escape or otherwise interfere with lift passengers
- The location has good and sufficient natural ventilation
- The bin(s) shall be made of metal, non-combustible or fire resisting materials achieving Class 2 Rate of Surface Spread of Flame as per BS 476 Part 7 or equivalent, and be provided with a self-closing lid to prevent the fire from spreading if the objects inside the bin(s) catch fire
- The bin(s) can be properly fixed/secured into place in order to prevent them from being toppled or displaced in an emergency situation (e.g. installing hooks, chains or fasteners to attach bins to the wall)

根據環境委員會和環保署合作推出的「廢物源頭分類推廣計劃」，每幢工商業樓宇可免費獲發最多五套廢物分類回收桶。若上述免費派發的廢物分類回收桶不符或不足應付樓宇的需要，亦可向環境及自然保育基金委員會申請資助。詳情請參閱以下網頁：

According to the “Promotion Programme on Source Separation of Waste” launched by Environmental Campaign Committee (ECC) and EPD, each commercial and industrial(C&I) building can apply for not more than five sets of waste separation bins free of charge on the basis of one set per common accessible floor. If the waste separation bins above are unsuitable for use or unable to meet the needs of individual C&I buildings, they can apply to the Environment and Conservation Fund Committee for funding support. Please refer to the following web page for details:

https://www.ecc.org.hk/en/publicity/ppssw_Commercial.html
https://www.ecf.gov.hk/en/applications



3.3 回收物料收集流程
Procedure of Handling Recyclables

1. 源頭分類
Waste Separation at Source

設置辦公室的分類回收設施，以便員工分類回收
Set up waste separation facilities to facilitate waste separation at source



2. 安排收集服務
Collection Arrangement

安排清潔工人或員工收集中央收集點的回收物料，並運往儲存區
Assign cleaners or designated staff to collect recyclables from central collection point to storage area



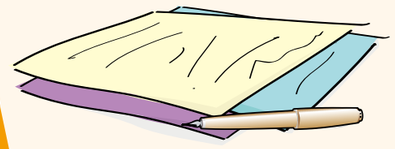
3. 儲存已收集的回收物料
Storing Collected Recyclables

儲存回收物料於垃圾房或其他暫存位置
Store recyclables at refuse storage room or other temporary storage area



4. 記錄回收物料
Recording Recyclables

聯絡回收商定期收集大廈的回收物料，並根據回收商發出的收據編制回收記錄
Schedule recyclers to collect recyclables from the buildings and compile recycling record according to the receipts provided by the recyclers







▶ 管理公司的角色
The Role of Property Management Company

管理公司應安排清潔承辦商定期收集各樓層的廢紙、塑膠、金屬及其他可回收物料，並保持收集點清潔衛生，然後運往地下或地庫的中央垃圾房。建議可將垃圾房劃分為幾個區域，分別收集廢紙、塑膠、金屬、玻璃樽、廚餘、其他回收物料及一般垃圾(即不可回收的廢物)。有關各類回收計劃的資料，可詳見本資料冊參考資料。

In terms of the buildings/ premises, the property management company should arrange regular collection of waste paper, plastics, metals and other recyclables from the central collection point on each floor to central refuse storage room and keep the collection point neat and tidy. The refuse storage room shall be divided into different areas to collect waste paper, plastics, metals, glass bottles, food waste, other recyclables and general refuse (non-recyclable waste). More information on recycling progamme can be found in References.

為確保回收物料得到妥善的回收，選擇清潔承辦商回收商時，應把收集回收物料服務列入服務合約內，並包含以下條款：

- 安排回收商定期收集於各樓層及垃圾房的回收物品，並保持收集點的清潔衛生
- 列明回收商須確保回收物品被送往重用或循環再造，不會被棄置到堆填區
- 要求廢物回收商提供收據，列明每次收集回收物料的種類及數量，以作記錄

To enable the recyclables can be collected properly, recyclable collection service should be included in the service contracts when selecting the cleansing contractors or recyclers with the following conditions:

- Schedule recyclers to collect recyclables on each floor and refuse storage room regularly in order to keep the storage room clean
- State clearly that the recyclers should ensure that the recyclables are being reused or recycled and not dispose of at landfills
- Always obtain receipts from recyclers that clearly state the types of recyclables and quantity collected

如清潔承辦商未能提供收集回收物料的服務，大廈的管理公司可瀏覽環保署網頁的《香港回收再造公司名錄》，尋找合適的回收再造公司。詳見本資料冊參考資料。

If cleaning contractors are unable to provide recyclable collection services, property management companies may visit webpage under "Hong Kong Collector / Recycler Directory" to search for suitable recyclers for collecting recyclables. More information can be found in References.

3.4 提高員工環保意識
Enhancing Environmental Awareness among Staff

有效的廢物管理措施需要辦公室各級員工、管理公司及回收商的緊密合作。因此，透過成立一個由辦公室環保經理、管理公司、清潔公司及回收商的代表所組成的「環保行動小組」，定期舉辦會議商討各項減廢和回收的措施，有助宣傳及提高員工的意識和參與率。

Effective waste management is an involved process that relies on cooperation from the leaders of all major parties. A green action team with representatives from the green managers, property management companies, cleaning contractors and recyclers should be formed to discuss various waste reduction and recycling measures through regular meetings. This can help to promote and enhance environmental awareness and participation among staff.

環保經理的職責包括：
Duties of Green Manager:

- 透過舉辦培訓和工作坊，針對不同的環境議題包括空氣污染、廚餘問題、環保採購、綠化環境等，鼓勵員工參加環保活動
- 制訂可達到的目標及訂立相關策略(如：回收策略)
- 設立環保回收角
- 定期檢討及向員工分享環保計劃的進度和成效(請參閱參考資料的廢物管理清單)
- 舉辦減廢回收活動，如減少用紙比賽、無膠樽運動、環保回收角佈告板設計大賽等活動，吸引員工持續參與和實踐減廢回收

- Encourage staff to participate in activities related to environmental theme including air pollution, food waste problems, green procurement, green environment, etc. through training and workshops
- Set achievable goals and policies related to recycling (e.g. recycling strategy)
- Set up a Green Corner
- Evaluate and share the progress and effectiveness of the environmental programme (See the checklist in References)
- Encourage staff to participate in waste reduction and recycling through organising the events like reducing paper competition, no plastic bottles day, competition on the design of green corner



3.5 設立環保回收角
Setting Up a Green Corner

為了有系統地向員工傳達減廢回收的資訊及宣傳各類環保活動，建議於辦公室內設立環保回收角，鼓勵員工參與各類減廢回收的活動。

To disseminate the waste reduction and recycling information and promote environmental activities in a more systematic and effective way, a Green Corner is suggested to set up and help to further encourage staff to participate in waste reduction and recycling activities.



1. 環保回收角應設於辦公室內當眼的位置，首選為擺放廢物分類回收設施的地方，而且附近位置或容許設立報告板。
2. 由環保行動小組成員負責設計報告板，以減廢回收作主題，如辦公室減廢小貼士，以及辦公室內常見的可回收廢紙、金屬和塑膠物料介紹等，亦可利用回收物料作報告板素材。有關設計可參考上圖建議的回收角設計圖。

1. A Green Corner should be placed in a prominent location. The best location should be chosen where the waste recycling facilities can be placed together with a notice board.
2. The Green Action Team should design the notice board with topics related to waste reduction and recycling, e.g. tips on waste reduction and recyclables including waste paper, metals and plastics commonly found in office. Recyclable materials can be used for decoration. You may refer to the design of the Green Corner as shown above.



3. 張貼環保指引或通告，讓員工了解環保資訊。
4. 宣傳減廢回收的活動，如回收月餅罐、回收舊利是封及回收聖誕節禮物或裝飾品等。
5. 張貼回收設施位置圖，讓員工得悉就近的回收設施位置。
6. 張貼回收物品記錄表，並每月更新廢物回收記錄，讓各員工監察和了解廢物回收計劃的成效，鼓勵員工積極參與。



3. Post environmental guidelines or circulars to inform staff the latest environmental information.
4. The notice board should be used to promote waste reduction and recycling activities, such as mooncake box collection, Lai See Reuse and Recycling Programmes, and recycling of gifts and decoration during Christmas.
5. Show the location map of the recycling facilities to notify staff the nearest recycling facilities available.
6. Statistics on the type and quantities of collected recyclables should be updated in a monthly basis to inform staff about the effectiveness on waste reduction programmes and to encourage them to participate.



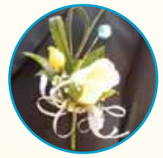
4 舉辦 / 出席活動及會議減廢措施
Waste Reduction and Recycling Measures in Organising/Attending Events and Meetings

除辦公室減廢外，公司亦可制定關於舉辦/出席活動及會議建議的環保措施，以進一步減少廢物產生。

Apart from reducing waste in offices, companies should formulate and implement relevant green measures in organising or attending events and meetings, in order to further avoid waste generation.

4.1 減少耗用資源
Reduction of Resources Consumption

1. 以電子方式發出邀請，避免不必要及過量印製邀請卡。
2. 減少或避免使用過多的包裝物料及裝飾佈置。
3. 避免使用襟花，如非必要盡量少用名牌。在出席活動時通知主辦人，說明出席者不會接受紀念品及禮物。
4. 避免提供不切實際的紀念品及不應使用、供應或派發即棄塑膠產品的宣傳物品 (如充氣打氣棒、氣球棒、宣傳用膠包裝紙巾等)。
5. 建議參展商或講者使用電腦作產品宣傳或簡介，將有關宣傳刊物及指南上載到網上平台，避免印製小冊子和刊物。
6. 如需直接派發印刷品、實地張貼和懸掛海報及橫額等，應按實際需要而印製，不要過量。



1. Adopt electronic registration system to reduce the needs for printing invitation letters / cards.
2. Prevent or reduce using excessive packing materials and decorations.
3. Avoid using corsages and reduce name badges to an absolute minimum and confine to those that are absolutely essential. When attending events, notify the organisers that in advance that attendees will not accept souvenirs and gifts.
4. Avoid all unnecessary items such as impractical souvenirs and do not use, supply or distribute disposable plastic products as promotional materials (e.g. inflatable cheer sticks, balloon sticks, plastic-packaged tissue paper for promotional use, etc.)
5. Allow clients to download information such as posters, promotional leaflets and publications from e-platform to reduce the needs for printing publications and brochures.
6. If distribution of printed materials and display of posters and banners at site are necessary, the amounts of printout should tally with the actual needs so as to avoid excessive printing.

4.2 選擇可重用、可回收和含有再造成份的物料 / 產品
Selection of Materials / Products that are Reusable, Recyclable or with Recycled Content

1. 避免使用一次性的物料/產品。攤位的支架和帳篷、橫額、裝飾佈置、名牌等，以適合在其他活動再用為最佳。
2. 選用耐用的物料和彈性的設計以製作海報、橫額、指示牌及攤位，避免刻寫個別活動的名稱和日期等，有助日後重用。
3. 使用含有再造成份的產品，如再造紙、橡膠地墊、以回收物料製作的紀念品等。選用環保墨印製小冊子、宣傳單張、刊物、信封和信紙等。
4. 選用單一物料以代替多層複合的物料製作宣傳物品。避免選用珍珠板、發泡膠板、聚氯乙烯製作的橫額。



1. Avoid materials/products that cannot be reused. Preferences should be given to reusable frames and tents, banners, decorations, name cards, souvenirs, etc.
2. Preferences should be given to durable materials and flexible designs for production of posters, banners, signs and stalls. To facilitate the reuse of items for other occasions, items having the names and dates of events inscribed should be avoided.
3. Use products with recycled content such as recycled paper, rubber mats or souvenirs made from recycled materials. Environmental friendly ink can be used for printing brochures, promotional leaflets, publications, envelopes, letters, etc.
4. Use single type of materials instead of multi-layered materials for production of promotional items. Avoid using foam boards, expanded polystyrene boards and PVC banners.

4.3 分類回收
Recycling

設置廢物分類回收設施或其他相關設施以回收廢紙、金屬、塑膠等回收物料，並切實執行下列措施：

1. 在切實可行的範圍內，把回收物品收集服務加入清潔合約中。
2. 在場地內放置充足的分類回收設施，以配合活動的性質、人流、和預計可回收物料的種類和重量。
3. 回收設施應放置在當眼地方，輔以醒目標示和定期廣播(如適用)，以鼓勵更多客戶/市民使用廢物回收設施。
4. 指導員工實行廢物分類。
5. 定期檢查，以確保廢物妥善分類。
6. 安排回收商收集已分類的廢物供循環再造。

Separate all recyclables to facilitate recycling of waste, and prepare the plan to collect recyclables at the end of a publicity event. Enforce the following measures as far as practicable:

1. Include recyclable collection service in the cleansing contracts.
2. Set up sufficient facilities at the venues regarding to the nature of events, visitor flow, anticipated categories and weights of recyclable materials.
3. Place facilities at easily identified locations. Clear signs and regular announcements (if feasible) should be made to facilitate clients/public to promote wider usage of waste separation facilities.
4. Provide guidance and instruction to staff members on source separation of waste.
5. Conduct regular checks to ensure proper source separation of waste.
6. Arrange recyclers to collect the recyclables for recycling.



4.4 食物及飲料
Food and Drinks

1. 在餐廳/酒店舉辦中式宴會時，主菜數目建議為六道或以下，避免浪費食物。
2. 使用可重用餐具及以可重用杯和飲水機 (或斟水站) 提供飲用水。
3. 倘在活動中需要進餐，鼓勵員工自備食物或安排用膳時間，以代替訂購飯盒。

1. Suggest to limit the number of main dishes to 6 or below for hosting Chinese cuisine in restaurant / hotel to avoid excessive food.
2. Use reusable tableware and provide drinking water in reusable cups and through water dispensers (or water refilling stations).
3. Encourage staff to bring their own meals or schedule meal breaks instead of ordering lunch boxes during events.

參考資料
References

I. 工商物業的回收計劃
Recycling Programmes for Commercial and Industrial Building

環保署設有多種回收物的回收計劃，鼓勵物業管理公司發揮帶頭作用，在不同類型的工商業樓宇內建立及推行合適的廢物回收機制。

EPD has implemented programmes for various recyclables and encouraged the property management sector to undertake initiatives to set up and implement suitable mechanism to separate and recover waste within commercial & industrial premises.

https://www.wastereduction.gov.hk/en-hk/commercial-and-industrial-building



https://www.wastereduction.gov.hk/en-hk/large-scale-event

II. 大型活動
Large Scale Event

如計劃舉辦綠色活動，你可以參考「增添活動綠元素」網頁。此外，你可以查閱減廢和回收小貼士、回收互動地圖及香港回收再造公司名錄等資訊以協助你進行規劃。

To plan for a green event, you may refer to the "Greening Your Events" web page. In addition, you may find more information on waste reduction and recycling tips, map of collection points and Hong Kong Collector/ Recycler Directory to assist your planning.

III. 香港回收再造公司名錄
Hong Kong Collector / Recycler Directory

本名錄概括了在本港有關廢物回收及再造機構的名單。

This Directory contains non-exhaustive lists of organisations which carry out activities on materials recovery and recycling.

https://www.wastereduction.gov.hk/en-hk/industry-support/hong-kong-collector-recycler-directory

IV. 廢物分類回收設施及電動堆肥機供應商名單
Waste Separation Bins and Electric Composters Supplier List

本名單提供本港有關廢物分類回收設施電動堆肥機的供應商。

This is a non-exhaustive list of local suppliers of waste separation bins and electric composters.



https://www.wastereduction.gov.hk/en-hk/property-management-office-supplier-list



V. 辦工室的廢物管理清單
Checklist of Waste Management in Office

辦公室名稱	
審查日期	
審查小組名單	

		已實行	尚未實行	不適用	備註
1	環保採購				
1.1	以先進先出原則使用存貨，避免因過期而造成浪費				
1.2	員工根據通告、指示及清單處理及存貨，避免因過量貯存而造成浪費				
1.3	定期檢查，以確保各類可回收物料被妥善分類、收集及貯存（確保未有回收物料棄置於垃圾桶內）				
1.4	購買含再造成份的紙張或相關產品，如信封、單張、名片、通訊等				
1.5	購買含再造成份的產品，如衛生紙或循環再造的碳粉匣等				
1.6	購買具備雙面列印功能的影印機和打印機				
2.	減少紙張用量				
2.1	將一面已打印的紙張及全新紙張分置於影印機的不同紙盤				
2.2	避免使用傳真引頁				
2.3	通過電子方式接收傳真				
2.4	採用電子系統進行文件歸檔				
2.5	善用電子渠道發放訊息				
2.6	使用暫用信封作內部派遞				
2.7	重用單面紙、信封、活頁紀錄紙夾、標記及其他紙製辦公室用品				
3.	其他辦公室減廢措施				
3.1	安裝乾手機				
3.2	使用可更換筆芯的原子筆，並設立收集點以便重用筆桿，損毀的筆桿則作塑膠回收				
3.3	盡量使用充電池，以取代即棄電池				
4.	設置廢物分類回收設施				
4.1	設立三色回收桶（包括廢紙、金屬及塑膠）於茶水間及其他便利位置				
4.2	提供其他回收桶 / 箱，擴大收集物料的種類，包括：（請於適當的方格內加上✓號） ☐水銀燈管 ☐玻璃樽 ☐舊電器 ☐油墨盒 / 碳粉盒 ☐充電池 ☐廚餘 ☐其他可回收物料，請註明：_____				
4.3	在影印機、傳真機、打印機及其他適當位置旁放置回收箱，以收集單面紙				
4.4	在辦公室內提供足夠的回收箱以回收已雙面使用的廢紙，在切實可行的範圍內，於各廢物箱旁放置此箱				
5.	監察及提高員工環保意識				
5.1	在辦公室的當眼位置張貼宣傳海報，提醒員工實踐有關環保措施				
5.2	在辦公室內成「環保行動小組」，推廣環保辦公室措施				
5.3	在告示板和部門電腦網絡設「環保回收角」，張貼減廢措施的資訊				
5.4	定期進行表現評核，以評估及監察個別辦公室採納減廢措施的情況，並張貼主要耗材（如影印紙）和已回收物料的種類及數量於「環保回收角」				
5.5	向所有員工發布環保指引及定期再傳閱				
5.6	為員工提供以環保管理及減廢為主題的培訓 / 工作坊				
5.7	舉行廢物管理和減廢活動，並鼓勵員工參與				

Office Inspected	
Date of Inspection	
Inspection Team	

		Yes	No	N/A	Remarks
1.	Green Procurement				
1.1	Adopt “first-in-first-out” principle to avoid expiry of materials before their consumption				
1.2	Provide notices/signs/checklists to inform staff on good practices in handling and storing materials to avoid overstock				
1.3	Conduct regular checks to ensure proper source separation of waste (i.e. no recyclable materials found in the trash bin)				
1.4	Purchase recycled paper or related products, e.g. envelopes, leaflets, name cards, newsletters, etc				
1.5	Purchase recycled products, e.g. paper towel, toners, etc				
1.6	Purchase photocopiers and printers with double-sided printing function				
2.	Paper saving				
2.1	Equip photocopiers with different paper trays, one tray for single-sided paper and the other one for new paper				
2.2	Do not use leader pages in outgoing faxes				
2.3	Use e-fax system for incoming faxes				
2.4	Adopt electronic system for filing and documentation				
2.5	Promote the use of electronic communication				
2.6	Use transit envelop to despatch the documents				
2.7	Reuse single-sided paper, envelopes, loose minute jackets, tags and other paper office items				
3.	Other Waste Reduction Measures in Office				
3.1	Install electric hand dryers				
3.2	Collect reusable ballpoint pen shafts and parts for reuse by using refills and collect broken parts for plastic recycling				
3.3	Use environmental friendly rechargeable batteries instead of disposable one				
4.	Setting up Waste Separation Facilities				
4.1	Provide 3-coloured recycling bins for collection of recyclables including waste paper, plastics and metals inside pantry and other convenient locations in the office				
4.2	Provide recycling bins/ trays to extend the recyclables being recovered including: (Please tick the appropriate boxes) ☐ fluorescent tubes ☐ glass bottles ☐ waste electrical and electronic equipments ☐ toner/ Ink cartridge ☐ rechargeable batteries ☐ food waste ☐ other recyclables, please specify:_____				
4.3	Provide properly labelled recycle boxes for single-sided paper aside of photocopiers, fax machines, network printers and appropriate areas in workplace				
4.4	Provide properly labelled recycle boxes for double-side printed paper in appropriate area in the office, if possible one next to each litter bin				
5.	Monitoring and Enhancing Environmental Awareness among Staff				
5.1	Place posters in prominent locations to remind staff of green practices				
5.2	Set up Green Action Team to promote green practices				
5.3	Set up Green Corner on notice boards and e-bulletin boards to distribute information on waste reduction				
5.4	Conduct performance review regularly to review the implementation of green measures adopted in office. The record and trend on consumption of major consumables, including photocopying paper, and recyclable record are regularly updated and publicised in Green Corner				
5.5	Promulgate guidelines and related information on green practices to all staff and redistribute in a regular basis				
5.6	Provide training/ workshops on green management and waste reduction				
5.7	Organise and encourage staff to join waste management and waste reduction campaigns				

VI. 舉辦 / 出席活動及會議的廢物管理清單
Checklist of Waste Management in Organising / Attending Events and Meetings

活動 / 會議名稱	
活動 / 會議日期	
審查小組名單	

		已實行	尚未實行	不適用	備註
1	減少耗用資源				
1.1	以電子方式登記 / 發出邀請				
1.2	減少或避免使用過多的包裝物料及裝飾佈置				
1.3	避免使用襟花，如非必要盡量少用名牌				
1.4	避免提供不切實際的紀念品及一次性而不能再重用的宣傳物品				
1.5	使用電腦作產品宣傳或簡介，並將小冊子和刊物上載到網上平台，以供下載				
1.6	如需直接派發印刷品，應因實際需要而印製適當數量				
2	選擇可重用、可回收或含有再造成份的物料 / 產品				
2.1	避免提供不切實際的紀念品及不應使用、供應或派發即棄塑膠產品的宣傳物品 (如充氣打氣棒、氣球棒、宣傳用膠包裝紙巾等)				
2.2	選用耐用的物料和彈性的設計以製作宣傳物品、指示牌及攤位，如可重用的攤位支架、帳篷及橫額等，以便日後重用				
2.3	製造含有再造成份的宣傳物品				
2.4	避免於宣傳物品上刻寫個別活動的日期和活動名稱				
2.5	選用單一物料以替代多層複合的物料製作宣傳物品。避免選用珍珠板、發泡膠板、聚氯乙烯製作的橫額				
3.	分類回收				
3.1	在切實可行的範圍內，把循環再造規定加入清潔合約中				
3.2	在當眼地方設置廢物回收桶				
3.3	以醒目標示和定期廣播(如適用)，以鼓勵更多客戶 / 市民使用廢物回收設施				
3.4	指導員工實行廢物分類				
3.5	定期檢查，以確保廢物妥善分類				
3.6	安排回收商收集已分類的廢物供循環再造				
4.	食物及飲料				
4.1	在餐廳 / 酒店舉辦中式宴會時，主菜數目限於六道或以下				
4.2	如需提供食物或飲料，應使用可重用餐具				
4.3	避免購買樽裝水				
4.4	避免使用紙製的杯墊				
4.5	鼓勵員工自備食物或安排用膳時間，減少購買外賣食品時產生的即棄用品				

Event/ Meeting Name	
Date of Event/ Meeting	
Inspection Team	

		Yes	No	N/A	Remarks
1.	Reduction of Resources Consumption				
1.1	Adopt electronic registration/ invitation system				
1.2	Reduce or avoid excessive packing materials and decorations				
1.3	Do not use or accept corsages and reduce name badges to minimum				
1.4	Avoid all unnecessary items such as impractical souvenirs and one-off promotional materials				
1.5	Encourage exhibitors or speakers to promote or introduce their products via the computer. Upload leaflets and publications to e-platform for downloading				
1.6	Keep the amounts of printout to minimal if distribution of printout is necessary				
2.	Selection of Materials/Products that are Reusable, Recyclable or with Recycled Content				
2.1	Avoid all unnecessary items such as impractical souvenirs and do not use, supply or distribute disposable plastic products as promotional materials (e.g. inflatable cheer sticks, balloon sticks, plastic-packaged tissue paper for promotional use, etc.)				
2.2	Use durable materials and flexible designs for decoration structures, signage and booth for the event, e.g. reusable frames and tents, banners, etc that can be reused in other events				
2.3	Produce publicity materials with recycled content				
2.4	Avoid incorporating dates and event name on promotional items to facilitate for reuse purpose				
2.5	Use single type of materials instead of multi-layered materials for production of promotional items, Avoid using foam boards and expanded polystyrene boards and PVC banner in the event				
3.	Recycling				
3.1	Include recycling collection service in the cleansing contracts				
3.2	Place facilities at easily identified locations to separate and collect recyclables				
3.3	Make clear signs and regular announcements (if feasible) to promote wider usage of waste separation facilities				
3.4	Provide guidance and instruction to staff members on source separation of waste				
3.5	Conduct regular checks to ensure proper source separation of waste				
3.6	Arrange recyclers to collect the recyclables for recycling				
4.	Food and Drinks				
4.1	Limit the number of main dishes to 6 or below when hosting Chinese cuisine in restaurant/ hotel				
4.2	Use reusable tableware if food or drinks are provided				
4.3	Avoid purchasing bottled water				
4.4	Avoid using paper coasters				
4.5	Encourage staffs to bring their own meals or schedule meal breaks during event to avoid using disposable items for take-away food				

Environmental Protection Department

環境保護署

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