

THE CHINESE UNIVERSITY OF HONG KONG

Social Responsibility and Sustainable Development Office

Waste Management Guidelines

Roles of Stakeholders in General

All staff and students as well as departments/units and contractors/caterers are asked to support the University in ensuring an effective waste management by adhering to the '6Rs' principle, as elaborated below:

Rethink

1. Review consumption practices; think twice before buying and take note of materials discarded to explore ways to use them more efficiently.

Refuse

1. Avoid making unnecessary purchases and forgo buying low quality and low durability items or items with toxic content or of limited usefulness.

Reduce

1. Check inventory before making a decision to purchase new goods.
2. Purchase items that can be effectively reused, recycled or repaired, and, if available, choose items made with recycled materials.
3. Select items with minimal packaging. Ask suppliers to take back unwanted packaging when delivery is made, whenever possible.
4. Avoid food waste when dining or organizing events by not ordering excessive food.
5. Reduce the use of toxic materials by choosing less toxic or non-toxic alternatives.
6. Please refer to the University's [Green Purchasing Policy](#) and [Green Purchasing Guidelines](#) for a list of commonly-purchased products and their recommended green specifications to reduce the environmental impact of our procurement behaviour.

Reuse

1. Give unwanted items to parties who can make use of them.
2. Use reusable cups, dishware and tableware at meetings and events.
3. Support the University's "Bring Your Own" campaign to help reduce waste generation and disposal.
4. Instead of purchasing single-serving bottled water, bring your own bottle and refill it at water dispensers.
5. Please refer to the University's [Water Dispensers Map](#) for the locations of water dispensers.

Repair

1. Attempt to repair items before replacing them, whenever possible.

Recycle/Recover

1. Separate usable resources from wastes at source, whenever possible. If reusable, recyclable and recoverable materials are separated from waste, such as waste heat and waste oil, they can be turned into energy or other useful materials).
2. Support on-site composting at university canteens and restaurants by separating food waste properly.
3. Please refer to the '[Recycling Tips](#)' and '[Recycling Locations](#)' posters for information on collection points for various recyclable/ reusable resources on campus.

Roles of Departments/Units

For effective waste management, departments/units shall adopt measures to reduce wastes as far as practicable in accordance with the waste management hierarchy, prevailing regulations and best practices.

Heads of departments/units shall

- (i) make available adequate resources and facilities for the effective implementation of this Policy and Guidelines; and
- (ii) designate one or more staff members to be responsible for the implementation including
 - (a) disseminating this Policy and Guidelines and subsequent updates to all members of the department/unit for information and appropriate action;
 - (b) working closely with the Estates Management Office (EMO) and the appointed waste management contractors on the necessary process control and monitoring of wastes and recyclables; and
 - (c) reporting any waste management problem to EMO.

The following are some general directives for waste management actions to be performed by the departments/units.

Paper Waste

1. Go electronic and reduce paper consumption whenever possible and appropriate, e.g., by using e-agenda and e-minutes for meetings, e-flyers for publicity, e-forms for registration and surveys and e-invitations for functions and events.
2. Engage the University's contracted service providers for direct waste paper collection (including confidential papers) from the office or workplace, using the designated recycled bags provided. Please refer to the University's [list of contractors for direct waste paper collection](#). (The service provider will record the weight of the waste paper collected from all the departments/units and provide these figures to the Social Responsibility and Sustainable Development Office (SRSDO) every month.)
3. To enhance the effective use of paper waste recycling bins, sizable carton boxes or cardboards should not be placed in paper waste recycling bins. Carton boxes should be unfolded, flattened and placed at carton box recycling cages as designated by EMO. Please refer to the University's [list of locations of the carton box recycling cages](#) on campus.

Event-related Waste

1. No single-serving bottled water should normally be provided in indoor meetings and events organised by university units.
2. Please check with SRSDO to find out more about alternatives to bottled water and support from the University if departments/units require larger bottles of water (e.g. 10 litres or above) in events and require assistance with their provision and transportation.
3. Corsages should not normally be provided at university events.
4. Please refer to the University's [Guidelines for Sustainable Event Planning and Management](#) for more guidelines on green event planning.

Used Electrical and Electronic Equipment

1. Departments/units are expected to reuse their existing electrical equipment when planning for relocation or renovation.
2. Departments/units are encouraged to post a notice in the ITSC weekly Mass Mail to invite other departments/units to take up unwanted electrical equipment which is still functional and in reasonable condition on a first-come, first-served basis.
3. Where electrical equipment is no longer needed or is out of order, departments/units should ensure that prior approval for its disposal is sought from the University.
4. Where electrical equipment is unsuitable for reuse, it should be disposed of according to the procedures applicable to 'Waste Electrical and Electronic Equipment' (WEEE). Such equipment is normally classified either as Regulated Electrical Equipment (REE) or non-Regulated Electrical Equipment (non-REE)). A flowchart summarizing the disposal procedures is presented in Appendix I. General guidance on the classification of REE is described in Appendix II.
5. To facilitate the collection of REE and WEEE from the user area, the University has appointed two recycling companies to provide collection services on the Shatin campus. A list of the recycling companies, REE and WEEE items eligible for collection and collection fee (if applicable) is provided in [Appendix III](#). Departments/units can select a suitable recycling company from the list. They should check and sign the collection form with the recycling company upon collection. The collection fee will be paid by the Finance Office.
6. Departments/units located outside the Shatin campus may follow the REE and WEEE disposal arrangements provided by the facility management of the premises. Alternatively, the items to be disposed of may be collected by appointed contractors. The collection fee will be paid by the Finance Office.
7. For enquiries, please contact the Social Responsibility and Sustainable Development Office at 3943 3972.

Disposal of Regulated Electrical Equipment (REE)

8. From 1 August 2018, the disposal of REE is governed under the Product Eco-responsibility Ordinance (Cap. 603). REE covers air-conditioners, refrigerators, washing machines, televisions, computers (including desktops, laptops and tablets), printers, scanners and monitors (Appendix II). REE must be disposed of legally through a statutory free removal service arranged by sellers in connection with a purchase of REE or registered recycling companies. It is prohibited to use refuse collection points, waste bins, recycling bins and similar facilities for the disposal of REE.

9. According to the the Environmental Protection Department's current practice, for each new REE purchased for replacement, the supplier of the new REE will collect the old REE of the same category without charge. Departments/units should contact the supplier of the new REE to arrange collection. If it is not practicable for the new REE supplier to collect the old REE, departments/units can contact the appointed recycling companies for collection.
10. The purchase of new REE locally shall include a Recycling Label which will be required for the disposal of the purchased item in future. The Recycling Label should be retained and given to the recycling companies described above upon the collection of the purchased REE for disposal. The Recycling Label should be transferred with the REE if the REE is to be reused by another department/unit. REE collectors should not charge any fee for the collection of an item accompanied with a Recycling Label.
11. Alternative arrangements are available for the disposal of REE of small size or in small quantities.. Such items can be placed inside the WEEE storage cabinet in the University's Yard for Environmental Sustainability (YES), where they will be recycled without charge. Units/departments should check that such items are small enough to be accommodated in the WEEE storage cabinet.
12. REE of large size or in large quantities must be collected by the appointed recycling companies and disposed of by them.

Disposal of Non-Regulated Electrical Equipment (WEEE)

13. Electrical equipment which is not regulated under the Product Eco-responsibility Ordinance (Cap. 603) should be disposed of in an environmentally-friendly manner.
14. The disposal of WEEE can be made through the appointed recycling companies. Alternative arrangements are available for the disposal of WEEE of small size or in small quantities.. Such items can be placed inside the WEEE storage cabinet in the University's Yard for Environmental Sustainability (YES), where they will be recycled without charge. Units/departments should check that such items are small enough to be accommodated in the WEEE storage cabinet.
15. WEEE of large size or in large quantities must be collected by the appointed recycling companies and disposed of by them.

Used Furniture and Equipment

1. Departments/units are expected to reuse their existing furniture and equipment when planning for relocation or renovation.
2. Where furniture and equipment is no longer needed, departments/units must seek approval from the University for the disposal of all fixed asset items by following the [Guidelines for Fixed Asset](#).
3. Departments/units shall post a notice in the ITSC weekly Mass Mail to invite other departments/units to take up unwanted furniture/equipment (which are non-asset items or non-bidding assets already with disposal approval from the Business Unit) on a first-come, first-served basis. Donation to charities shall be explored as the last resort before disposal.
4. Before purchasing any new furniture or equipment, departments/units shall first consider whether used and usable furniture/equipment is being offered by another department, by referring to ITSC's weekly Mass Mail and Business Unit's [General Circular](#) for obsolete items being written off and made available for bidding.
5. A fee based on a full cost recovery approach and the polluter pays principle will be studied and adopted in future waste reduction plan.

Municipal Solid Waste

1. To prepare for the government's municipal solid waste charging scheme, departments/units shall support the University's measures and campaigns to reduce waste production, enforce waste separation and increase recycling rate, such as waste auditing and tracking, reduction of roadside litter bins, and pairing up of roadside litter bins with recycling bins.
2. The University shall set up recycling facilities at strategic locations covering various academic, administration, research and amenities buildings as well as staff residences and student hostels.
3. Departments and units are expected to support the University's measures to raise awareness of our staff and students on proper waste management practices, and help disseminate the pertinent information in premises under their management, such as classrooms, offices, hostels and staff residences.
4. Departments and units should disseminate the University's instructions and guidelines on waste reduction and recycling to their responsible frontline staff and ensure their compliance with all relevant requirements.

Canteen Waste

1. Caterers must ensure that waste oil and grease is regularly removed from under-sink grease traps (where applicable) and disposed of properly, in accordance with legal requirements.
2. Caterers must ensure that waste cooking oil is disposed of properly. They are encouraged to join the University's green programme, and permit the registered waste cooking oil collector engaged by CUHK to pick up their waste cooking oil for conversion to biodiesel.
3. Caterers shall take appropriate measures to reduce waste to landfills, particularly food waste and disposable utensils, and cooperate with the University on initiatives to promote a less waste culture on campus. Caterers are encouraged to offer preferential measures to encourage diners to ask for 'less rice/noodles' if the diners have a small appetite. Caterers are also expected to encourage diners to bring their own utensils if they intend to take food away and to impose a higher charge on the use of disposable utensils to discourage their use.
4. Waste management requirements should be included where appropriate in all future tenders and contracts for caterers on campus.
5. Procedures for the proper disposal of waste cooking oil and waste reduction will be determined by the canteen management committees and promulgated in the University's operational guidelines on canteen waste management.

Hazardous Waste

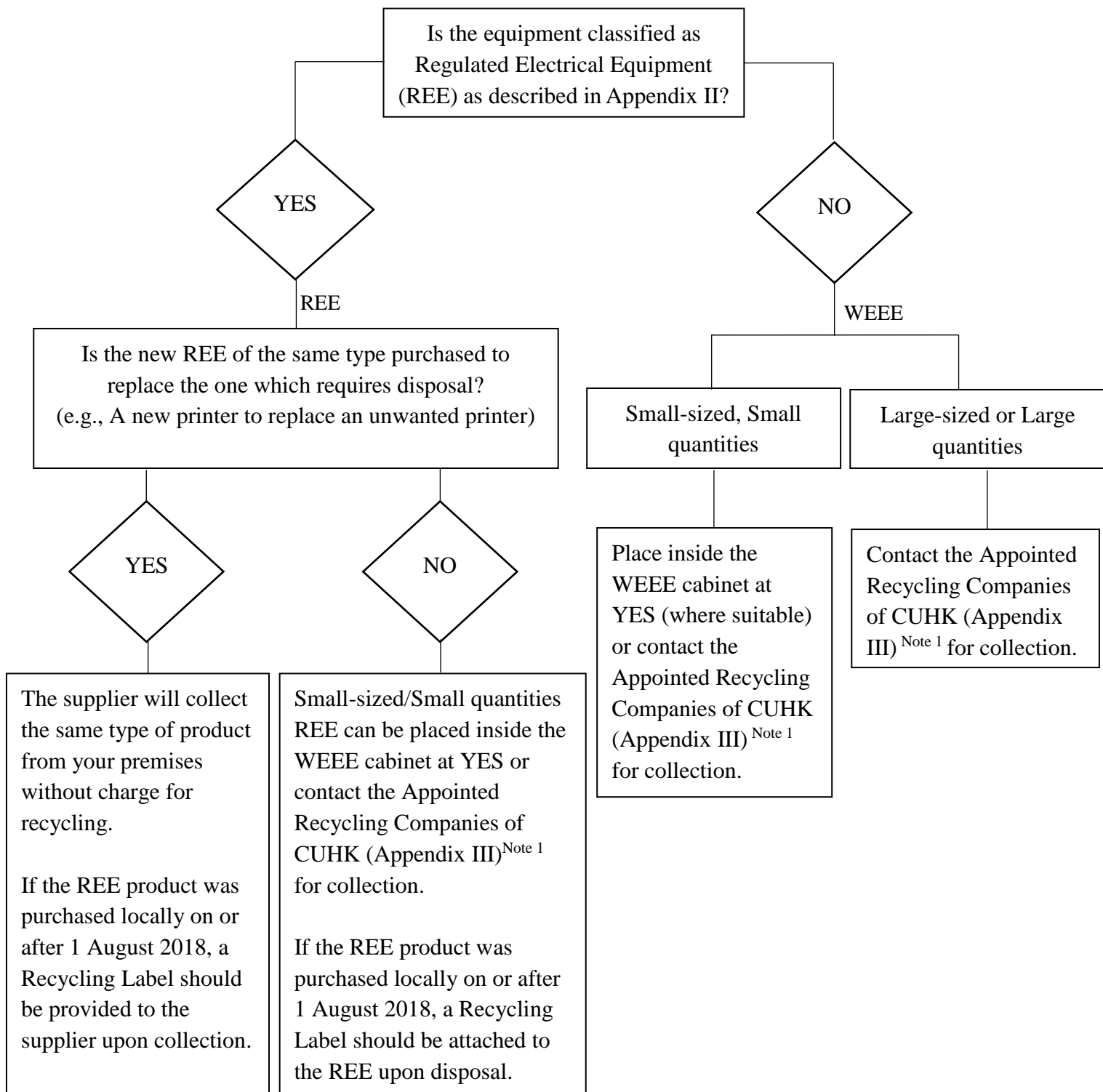
1. Chemical waste and clinical waste must be collected by licensed collectors for proper disposal.
2. Owners should consider giving unused and unexpired chemicals to other users before disposal. If assistance is needed in identifying other users for the surplus chemicals, the Dangerous Goods Unit should be contacted.
3. Unwanted lead-acid batteries are classified as chemical waste. If the battery is part of a piece of scrapped equipment, the owner should remove the battery from the scrapped equipment before the licensed contractor can collect the battery.

4. Other rechargeable batteries (e.g., batteries of mobile phones and cameras) should be disposed of in the relevant collection bins managed by EMO.
5. Irradiating apparatus and radioactive substances are regulated by the Radiation Ordinance (Cap. 303). Users should ensure that there is a corresponding radiation license before they place an order to purchase such items. Relocation of an irradiating apparatus to other premises requires a new license.
6. Prior approval from the Radiation Board of Hong Kong shall be sought before the disposal or transfer of the irradiating apparatus. Radioactive waste must also be disposed of by methods approved by the Radiation Board of Hong Kong.
7. The laboratory-in-charge is required to prepare inventory lists for chemicals, radioactive and biological agents used or stored in their premises.
8. Fluorescent tubes/bulbs containing mercury compounds shall be protected from breakage and placed in designated collection boxes set up by EMO. EMO staff will notify the University Safety Office (USO) to arrange for their proper disposal.
9. Staff members concerned should be trained in the proper segregation and storage of chemical, radioactive and clinical waste before collection. More information can be found in USO's [Laboratory Safety Manuals](#) and [website](#). If in doubt, staff members should consult USO before taking any action.

Construction Waste

1. Contractors undertaking construction/renovation works within campus must, under the supervision and monitoring of Campus Development Office and/or EMO, observe the following regulations and guidelines to minimize waste generation, reuse resources and ensure proper handling of waste.
 - [Regulations for contractors working within the university campus](#)
 - [Environmental guidelines for construction sites](#)

Appendix I Flowchart for the Disposal of Used Electrical and Electronic Equipment



Notes:

1. User shall unplug all REE and WEEE and dismantle the equipment (if applicable) before collection. The recycling company will not dismantle or unplug the equipment for the users. An additional collection fee may be charged by the recycling company if the collection of REE/WEEE involves transportation via staircase or at the locations outside the Shatin campus. The collection route should be confirmed with the recycling company prior to collection.
2. REE may not be disposed of in improper locations, such as refuse collection points, waste bins and recycling bins.

Appendix II General Guidance on the Classification of Regulated Electrical Equipment (REE)

1. Computers: (i) Personal/Notebook/Tablet Computers for the storage, processing and retrieval of electronic data; (ii) Does not include fixed-line phones or mobile phones whose principal function is mobile communication through a cellular radio network.
2. Printers: (i) the weight of the apparatus (e.g., printer, multifunction printer) does not exceed 30 kg and its principal function is to print, by using electronic data from a computer connected to the apparatus, words or images on paper; (ii) Does not include facsimile transmitters that can only print words or images on paper by using electronic data transmitted via a telephone signal network.
3. Scanners: (i) the weight of the apparatus does not exceed 30 kg and the principal function is to generate, by an optical scanning of any word or image on a surface placed immediately against a transparent panel of the apparatus, electronic data from which the word or image can be reproduced.
4. Monitors: (i) the size of the display screen of the apparatus is not smaller than 13.97 cm (5.5 inches) but does not exceed 254 cm (100 inches) (measured diagonally); (ii) the apparatus does not have the function of storing electronic data or computing; (iii) the principal function of the apparatus is to generate, by using electronic data from a computer connected to the apparatus, words or images on a display screen by means of cathode-ray tube (CRT), liquid crystal display (LCD), plasma, light emitting diode (LED) or laser technology.
5. Refrigerators: (i) a factory-assembled insulated cabinet for household use, cooled by internal natural convection or a frost-free system where the cooling is obtained by one or more energy-consuming means; (ii) uses mains electricity as the only power source and the cooling was generated by the vapour compression cycle; (iii) has a rated total storage volume not exceeding 500 litres.
6. Room Air-Conditioners: (i) single package type or split type with rated cooling capacity not exceeding 7.5 kilowatts.
7. Televisions: (i) the apparatus comprises a tuner (or a receiver) and a display screen that are encased in a single casing, whose principal function is to receive and display television signals transmitted by an antenna or signal cable; (ii) the size of the display screen of the apparatus does not exceed 254 cm (100 inches) (measured diagonally).
8. Washing Machines: (i) a household appliance for cleaning and rinsing of textiles using water with or without a means of extracting excess water from the textiles (ii) has a rated washing capacity not exceeding 10 kg.

Further details are provided in the Product Eco-responsibility Ordinance (Cap. 603).

Appendix III Recycling Companies Appointed by CUHK for the Collection of REE and WEEE from Departments/Units on the Shatin Campus

The two recycling companies, Chiho Eco Protection Limited and Secure Information Disposal Services Limited, have been appointed by CUHK for the collection of Regulated Electrical and Electronic Equipment (REE) and Waste Electrical and Electronic Equipment (WEEE) from departments/units. The following table summarizes the collection fee per unit payable by the Finance Office. Departments/units are encouraged to select the most suitable recycling company for the disposal of REE and WEEE, and to acknowledge the collection of the items upon collection by the company.

	Recycling Companies Appointed by CUHK	
	Chiho Eco Protection Limited 齊合綠色環保有限公司	Secure Information Disposal Services Limited (SSID) 資訊機密處理有限公司
Frequency of Collection	Monthly	Weekly
Online Booking Form for Collection <i>(please select the most suitable recycling company and complete the Online Booking Form)</i>	Online Booking Form <u>(for the Shatin Campus)</u>	Online Booking Form <u>(for the Shatin Campus)</u>
	Online Booking Form <u>(for other University premises)</u>	Online Booking Form <u>(for other University premises)</u>
Enquiry	<u>XXXXXX</u>	<u>XXXXXX</u>

* *Equipment must be unplugged and dismantled (if applicable) prior to collection.*

** *An additional fee may be charged for collection which requires the use of staircases, or travel beyond the Shatin campus.*

- *For enquiries on collection / additional fee, please contact the recycling company.*

- *For general enquiries on the disposal of REE and WEEE, please contact the Social Responsibility and Sustainable Development Office at 3943 3972.*

Item No.	Description of Item	Collection Fee (HK\$) per Unit	
		Chiho Eco Protection Limited	Secure Information Disposal Services Limited (SSID)
<i>Regulated Electrical Equipment (REE)</i>			
1	Computer (including desktop, laptop and tablet)	\$50 (Free of charge ^{Note:} ≥ 3 units of Item 1)	\$12
2	Printer	\$50 (Free of charge ^{Note:} ≥ 30 units; can mix)	\$12
3	Scanner	\$50 (Free of charge ^{Note:} ≥ 30 units; can mix)	\$12
4	Monitor	\$100 (Free of charge ^{Note:} ≥ 30 units; can mix)	\$12
5	Television	\$100 (Free of charge ^{Note:} ≥ 30 units; can mix)	\$48

6	Refrigerator	\$150 (Free of charge ^{Note:} ≥ 10 units of Item 6)	\$550
7	Washing Machine	\$100 (Free of charge ^{Note:} ≥ 15 units; can mix)	\$440
8	Air-conditioner	\$100 (Free of charge ^{Note:} ≥ 15 units; can mix)	\$330

Note: Free collection applies to the collection from the same location for the stated items only

Item No.	Description of Item	Collection Fee (HK\$) per Unit	
		Chiho Eco Protection Limited	Secure Information Disposal Services Limited (SSID)
<i>Waste Electrical and Electronic Equipment (WEEE)</i>			
9	<p>Small-size Electrical Appliances</p> <p>[e.g., hair dryer, rice cooker, bread maker, fixed-line phone, fax machine (fax function only), electric kettle, multifunction cooker, toaster, microphone, camera, camcorder, CD/DVD/Blu-ray player, mini Hi-Fi, modem / WiFi router, decoder/TV box, table lamp, portable fan, portable fan heater, portable humidifier, radio, TV gaming machine and iron]</p>	<p>\$10</p> <p>(Free of charge^{Note:} ≥ 150 units of Item 9 only)</p>	<p>\$5</p> <p>(Free of charge^{Note:} ≥ 5 units of Item 9 only)</p>

10	Medium-size Electrical Appliance [e.g., Hi-Fi, standalone fan, projector, vacuum cleaner, air purifier, dehumidifier, coffee machine, microwave oven and induction cooker]	\$20 (Free of charge ^{Note:} ≥ 100 units of Item 10 only)	\$12 (Free of charge ^{Note:} ≥ 5 units of Item 10 only)
Item No.	Description of Item	Collection Fee (HK\$) per Unit	
		Chiho Eco Protection Limited	Secure Information Disposal Services Limited (SSID)
11	Large-size Electrical Appliance: (e.g., REE which is not classified under the Product Eco-responsibility Ordinance due to the exceedance of the size/capacity requirement)		
(i)	Multifunction copier / scanner / printer exceeding 30kg	\$150	\$110
(ii)	Television/monitor exceeding 100 inches	\$150	\$360
(iii)	Air-conditioner exceeding 7.5kW on rated	\$150	\$300
(iv)	Refrigerator exceeding 500L on total	\$150	\$550

(v)	Washing machine exceeding 10kg on rated washing	\$150	\$440
(vi)	Electric clothes dryer	\$150	\$5
12	UPS Battery	\$50 (Minimum 5 units for collection per location)	\$5
13	Computer Server	\$150	\$18

Note: Free collection applies to collection from the same location for the stated items only