

Registration for Food Waste Collectors

(Applicable for collectors engaging in the collection and delivery of food waste and serve as a reference for food waste generating establishments, including premises such as shopping malls, markets, restaurants, eateries, and food factories)

Introduction

1. Food waste after source separation is a recyclable. The SSFW collected and transported to the Organic Resources Recovery Centres (also known as O·PARKs) will be converted to biogas as renewable energy. The residues produced in the treatment process can also be recycled into compost or fertilizer. At the same time, environmental pollution caused by the disposal of food waste at landfills are reduced.

Source Separated Food Waste

2. To facilitate the effective and smooth operation of the O·PARKs, inert materials or impurities (such as plastic utensils, polyfoam, plastic bottles, aluminum cans, glass bottles, etc.) contained in the SSFW (i.e. food waste separated from the municipal solid waste (MSW) at source) should be **less than 20% by weight**.

Registered as Food Waste Collector

3. Waste collectors who would like to provide food waste collection services to the O·PARKs are required to register administratively as a Registered Food Waste Collector (RFWC). The collectors shall complete and return the "**Food Waste Collector Registration Form**" together with the required documents (i.e. valid business registration certificate, valid Vehicle Registration Document (s), recent photos of the vehicle(s)) to the following address:

Environmental Protection Department
Organic Waste Infrastructure Group
Room 1702-1704, 17th floor
Chinachem Exchange Square
1 Hoi Wan Street,
Quarry Bay Hong Kong

(Please indicate – Registration for Food Waste Collector)

or E-mail to: opark2@epd.gov.hk

Guidelines for Registered Food Waste Collectors

4. To assist RFWCs to comply with EPD's requirements, the EPD has provided guidelines on source separation, collection and delivery, as well as recording of food waste, please refer to **Annex (C)** and **Annex (D)** for details.

Service Interruption under Unexpected Circumstances

5. The food waste reception service of O·PARKs may be suspended under unexpected circumstances, such as blockage of adjacent roads or emergency closure of facilities. Under such situations, RFWCs are required to divert food waste to another O·PARK or other Designated Waste Disposal Facilities (e.g. Landfills and Refuse Transfer Stations). RFWCs are recommended to maintain a valid registration at the Refuse Transfer Stations and an admission ticket for the landfills (special waste only).

Safety Measures

6. RFWCs should provide adequate training to the staff and take appropriate measures such as setting up safety management systems and providing effective personal protective equipment to ensure employees' occupational safety. Training materials shall be reviewed in a timely manner to align with statutory and safety requirements. Furthermore, RFWCs' staff are strictly required to comply with all relevant safety rules at O·PARKs. Any identified non-compliance with safety rules must be rectified immediately. In severe cases, EPD reserves the right to deny such entry to O·PARKs.

Compliance with Relevant Legislations

7. Successful registration as a RFWC does not imply that he/ she has complied with the requirements of all relevant Hong Kong ordinances and regulations. It is the responsibility of the RFWC to take all necessary measures and precautions to ensure compliance of their operation with all applicable environmental, transport, hygiene, occupational safety, fire safety and labor ordinances and regulations.

Offenses and Handling of Violation

8. If RFWCs are in contravention of the requirements of the Operational Guidelines, the EPD will issue verbal advice, warning and/ or warning letter to the relevant collectors on the basis of the seriousness of the breach. In general, if the EPD has issued three warning letters to the same collector within the valid period of his/ her registration, the EPD will revoke the registration of the collector.

If the RFWCs are in contravention of serious offences such as use of registration certificates of other RFWCs to provide food waste collection and delivery services or violation of the laws of Hong Kong, etc. the EPD has the right to impose more severe disciplinary actions after confirming the allegation by investigation, e.g. early revocation of the registration of the RFWCs. The information of the revoked collectors will be removed from the EPD's website and the collectors will be required to return the registration certificate. Any re- registration application by the revoked collectors will not be processed within the subsequent six months.

Registration Certificate

9. RFWCs shall not transfer the original or copy of their registration certificates to non-designated employee or other person for custody / use of the registration certificates, or use the registration certificates of other registrants to transport and deliver SSFW to the O·PARKs.

Registration Period

10. The registration as RFWCs is valid for two years. RFWCs who wish to continue the collection services should apply for renewal of registration **two months before the expiry date**. The EPD will consider the past performances of the RFWCs in making decision on approval of the renewal application.

Change of Registration Information/ Disqualification

11. RFWCs who need to update the registration information such as the service area, or terminate the collection service, etc. should notify the EPD of the relevant changes as soon as possible. The EPD will publish an updated registry of RFWCs on its website.

Others

12. If necessary, the EPD may amend the contents of the registration form, the requirements in the Operational Guidelines, and the registration period. In such instance, the EPD will contact the RFWCs to obtain the relevant information for amendment.

Enquiries

13. For any queries, please contact Organic Waste Infrastructure Group of the EPD

By Mail: Room 1702-04, 17/F, Chinachem Exchange Square,
1 Hoi Wan Street, Quarry Bay, Hong Kong; or

By Email: opark2@epd.gov.hk; or

By Hotline: 2216 3258 or 2216 3263

By Fax: 3529 2715

廚餘源頭分類，收集及運送至有機資源回收中心
Food Waste Source Separation, Collection and Delivery to Organic
Resources Recovery Centres-ORRC (also known as O-PARKs)



廚餘收集商登記表格

Food Waste Collector Registration Form

Official Use Only

Application No. : _____

Received Date: _____

如欲查詢或登記「有機資源回收中心廚餘收集商」，可聯絡環境保護署李小姐或陳小姐：鰂魚涌海灣街 1 號華懋交易廣場 1702 - 04 室，熱線：2216 3258或2216 3263，電郵：opark2@epd.gov.hk 或傳真：3529 2715。For queries or register on the "O-PARK Food Waste Collector", please contact Ms. Lee/ Ms. Chan, Environmental Protection Department at Room 1702-04, 17/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong or on hotline : 2216 3258/ 2216 3263, email: opark2@epd.gov.hk, or fax : 3529 2715.

1. 申請者資料

Details of Applicant

公司名稱

Company Name: (中文) _____ (English) _____

商業登記證牌照號碼

Business Registration Certificate _____

Number:聯絡人姓名

職位

Name of Contact Person: _____ Position: _____

聯絡人電話

傳真號碼

Telephone No. : _____ Fax No. : _____

第二聯絡人姓名

職位

Name of 2nd Contact Person: _____ Position: _____

第二聯絡人電話

傳真號碼

Telephone No. : _____ Fax No. : _____

網址

電郵

Website address: _____ E-mail: _____

聯絡地址 (中文): _____

Correspondence Address (English): _____

2. 廚餘資料

Details of Food Waste

廚餘收集點 Food Waste Collection Point	地址 Address	收集量 (噸/日) Quantity (Tonnes /Day)

**如多於1個廚餘收集地點，請在第4頁的<補充表格>提供每個廚餘收集點的詳細資料。如有須要，請自行複製<補充表格>，以提供更多廚餘產收集的詳細資料。

For more than 1 food waste collection point, please provide the information of each outlet on the Supplementary Form on page 4. You may copy the Supplementary Form to provide the information of more outlets if needed.

3. 服務區域 (可選擇多項如適用)

Service Area (Please select more than one item if applicable)



香港島

Hong Kong Island



九龍

Kowloon



新界

New Territories



離島

Outlying Islands

4. 廚餘運送

Food Waste Transportation

運送廚餘車種 Food Waste Delivery Vehicle	車牌號碼 Licence Number	淨載量(噸) Load of Vehicle (Tonne)
缸車 Road Tanker	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
尾板車 Tail Gate Truck	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
其他(請註明) Others (please specify): _____	1.	
	2.	
	3.	
	4.	

5. 其他

Others

貴公司是否同意讓環保署將公司資料 (公司名稱, 聯絡方法等) 上載到環保署網站以供有興趣人士參考?
(同意 / 不同意)

Is your company willing to let EPD include your information (i.e. company name and contact method) on EPD website for reference? (YES / NO)

授權代表簽署

Authorized Person Signature: _____

公司蓋印

Company Stamp: _____

姓名及職位

Name & Post Title: _____

日期

Date: _____

有關個人資料(私隱)條例

Personal Data (Privacy) Ordinance

1. 收集資料的目的

i. 環境保護署將使用登記表格上的個人資料作下列用途:

- (a) 製備統計數字或進行研究之用；及
 - (b) 便利環境保護署或其服務承辦商籌辦相關的技術支援服務。
- ii. 申請表上的個人資料均由申請人自願提供。

2. 資料傳交

你所提供的個人資料，主要供環境保護署內部使用，但亦可能於有需要時因以上第一段所列目的向署所授權的機構披露。

3. 查閱個人資料

根據個人資料(私隱)條例第18條、第22條及附表1第6原則，申請人有權要求查閱或改正登記表格上的個人資料。

4. 查詢 如欲查詢「廚餘源頭分類，收集及運送至有機資源回收中心」或本登記表格上的個人資料，包括查閱或改正已填報的個人資料，請致電 2216 3258/22163263 或傳真 3529 2715 或電郵 opark2@epd.gov.hk 或郵寄 至地址香港鰂魚涌海灣街1號華懋交易廣場17樓環境保護署。

1. Purpose of Collection

i. The personal data provided will be used by Environmental Protection Department for the following purposes:

- (a) for preparing statistics or carrying out research purpose; and
 - (b) to facilitate Environmental Protection Department or its service contractor to arrange technical support service.
- ii. The provision of personal data is voluntary.

2. Classes of Transferees

The personal data you provide are mainly for use within Environmental Protection Department but they may also be disclosed to other authorized relevant parties for the purposes mentioned in para. 1 above, if required.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

4. Enquiries

For enquiries on “Food Waste Source Separation, Collection and Delivery to Organic Resources Recovery Centre” or concerning the personal data provided in this form, including the making of access and corrections, please contact **Environmental Protection Department** at **17/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong** or call **2216 3258/ 2216 3263** or fax to **3529 2715** or through email to opark2@epd.gov.hk.

廚餘源頭分類，收集及運送至有機資源回收中心 <補充表格>

Food Waste Source Separation, Collection and Delivery to
Organic Resources Recovery Centres <Supplementary Form>

公司名稱

Company Name: (中文) _____ (English) _____

	廚餘收集點 Food Waste Collection Point	地址 Address	收集量 (噸/日) Quantity (Tonnes /Day)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			