

Guidance Notes for Completing Notification Form (EPD 311N) for Regulated Architectural Paints

1. This notification form (EPD 311N) is developed by the Authority to facilitate importers and local manufacturers of the regulated architectural paints to notify the Authority about the information as stipulated in section 7 of the Air Pollution Control (Volatile Organic Compounds) Regulation. Guidance is provided below to assist the party making a notification to the Authority in completing the form and submitting it. The notes are for general information only and have no legal effect.
2. For details of the above Regulation, please visit the Department of Justice's website at <http://www.legislation.gov.hk> under 'Chapter 311, Air Pollution Control Ordinance'. The Regulation is also obtainable by subscription at the online Government Bookstore - <http://bookstore.esdlife.com>. A summary of the regulated architectural paints is provided in Appendix A.
3. Notification of regulated architectural paints to the Authority is required for regulated architectural paints imported or locally manufactured on or after 1 April 2007. Every importer or local manufacturer (excluding the party solely involved in adding colourant to the tint base of a regulated architectural paint) who imports or manufactures the regulated architectural paints as defined in Schedule 1 of the Air Pollution Control (Volatile Organic Compounds) Regulation, Chapter 311 on or after 1 April 2007 should fill in this notification form for submission to the Environmental Protection Department (EPD) either by hand or by registered post to the following address:-

Territorial Control Office,
Environmental Protection Department
28/F., Southorn Centre,
130 Hennessy Road, Wanchai, Hong Kong.
(Attn: VOC Control)
4. Notification shall be made prior to the sale or use of the regulated architectural paints in Hong Kong. An importer or local manufacturer is only required to notify the Authority once for each product when he imports it into Hong Kong or manufactures it in Hong Kong for the first time respectively. The products may be sold or used once the notification is made without waiting for the Authority's confirmation of the receipt of the notification. Under normal circumstances, the Authority will not confirm the receipt of a notification. The Authority may contact the party making a notification if clarification is required. The party submitting a notification is strongly recommended to submit the form by registered post and keep all records of the notification for future inspection by the Authority. Under section 22 of the above Regulation, records of notifications and other relevant information shall be kept for not less than three years.

5. The following should be noted when completing the notification form:
- (a) Only importers or local manufacturers of the regulated architectural paints need to notify the Authority. Please refer to the Personal Information Collection Statement in Appendix B about the handling of personal data collected through the submission.
 - (b) Please complete the form by typing or writing in black or blue ink.
 - (c) If there is insufficient space in any column to fill in all the information, please use separate sheet(s) of paper cross referenced to the particular column clearly marked on the sheet. Photocopies of the blank Annexes A & B should be used if additional sheets for Annexes A & B are required. All the additional sheet(s) of information should be numbered.
 - (d) Change of packaging or reformulation without effect on the total volatile organic compound (VOC) content does not require fresh notification.
6. The information contained in Annex A of the form is required to be provided under the above Regulation. When completing Annex A, please note the following:
- (a) Item number, brand and full name of the product Assign one number to each product and number the products consecutively. List the brand and full name of each product exactly as they appear on the principal display panel of the product. Products containing different levels of VOC content will be reported separately. Include trade samples unless exempted by the Authority.
 - (b) Regulated product code Fill in the appropriate regulated product code as shown in Appendix A.
 - (c) Unit size of product when it is sold Give the volume (litre) or weight (kg), excluding container and packaging, in which the regulated architectural paints are supplied or sold. If the imported product will need to be reprocessed by another local manufacturer, please put “TBR” after the unit size.
 - (d) Brand, full name and specific gravity of the recommended diluent, if any, to be used. Specify if thinning with organic solvent is required before the product is applied and, if positive, provide the brand name and full name and specific gravity of the recommended diluent and the dilution ratio.
 - (e) VOC content of colourant added to the tint base of the product. Give the colourant’s VOC in grams per litre of the regulated architectural paint in a “ready-to-use” condition, in a format similar to that specified in Part 5 of Schedule 1 to the Regulation. No deduction of colourant’s VOC shall be made in determining the VOC content of product if input to this column is not provided.

- (f) VOC content of product in “ready-to-use” condition VOC content of the regulated architectural paint in a ‘ready-to-use’ condition shall be expressed in a format as specified in Part 5 of Schedule 1 to the Regulation. Indicate whether colourant’s VOC has already been subtracted from this VOC content of product. Subtraction is accepted only when the colourant VOC has been provided in this form.
- 7 Importers and local manufacturers are encouraged to provide supplementary information as shown in Annex B to the Authority for assisting the Authority in compiling statistical information about regulated architectural paints in Hong Kong and monitoring the implementation progress of the above Regulation. Provision of the information is optional.
8. This form is available for download at the EPD web site at: <http://www.epd.gov.hk/>. Hard copies of the form are also available for distribution at Regional Offices and the Southern Centre Branch Office of the EPD. Their office addresses, telephone numbers and control districts can be found at the EPD web site as shown above. For further enquiries, please contact EPD at 2834 4573 and send an email to EPD at voc_submission@epd.gov.hk.

受規管建築漆料總覽表
Summary of Regulated Architectural Paints

受規管產品類別 Regulated Product Type	受規管產品代碼 Regulated Product Code	揮發性有機 化合物含量限值 [#] (克/公升) Prescribed Volatile Organic Compound Limit [#] (g/L)	限值生效日期 Prescribed Limit Effective Date	提交每年產品銷售 及使用量報告限期 Date for Annual Reporting of Products Sold & Used
屋頂銀漆 Aluminium roof coatings	P08-01	250	1/1/2008	於每年3月31日前 提交；2009年3月 為提交首個報告限 期 Before 31 March of every year starting from March 2009
地下木料防腐劑 Below-ground wood preservatives	P08-02	350	1/1/2008	
黏合分隔材料 Bond breakers	P08-03	350	1/1/2008	
透明手髹漆 Clear brushing lacquers	P08-04	650	1/1/2008	
透明木面塗料 (摻砂封固底劑) Clear wood finishes (sanding sealers)	P08-05	150	1/1/2008	
混凝土養護混合料 Concrete-curing compounds	P08-06	350	1/1/2008	
乾霧塗料 Dry-fog coatings	P08-07	400	1/1/2008	
防燃外部塗料 Fire-proofing exterior coatings	P08-08	350	1/1/2008	
印藝(標誌)塗料 Graphic arts (sign) coatings	P08-09	500	1/1/2008	
室內索色劑 Interior stains	P08-10	250	1/1/2008	
菱鎂土水泥塗料 Magnesite cement coatings	P08-11	450	1/1/2008	
膠脂塗料 Mastic coatings	P08-12	300	1/1/2008	
其他建築塗料 Other architectural coatings	P08-13	250	1/1/2008	
有色清漆 Pigmented lacquers	P08-14	275	1/1/2008	
再造塗料 Recycled coatings	P08-15	250	1/1/2008	
屋頂塗料 (外露式) Roof coatings (exposed)	P08-16	50	1/1/2008	
屋頂塗料 (非外露式) Roof coatings (non-exposed)	P08-17	250	1/1/2008	
蟲膠 (透明) Shellacs (clear)	P08-18	730	1/1/2008	
蟲膠 (有色) Shellacs (pigmented)	P08-19	550	1/1/2008	
專業底漆 Specialty primers	P08-20	350	1/1/2008	
索色劑 Stains	P08-21	100	1/1/2008	

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游泳池維修塗料 Swimming pool repair coatings	P08-22	340	1/1/2008	於每年3月31日前 提交；2009年3月 為提交首個報告限 期
游泳池塗料(其他) Swimming pool coatings (other)	P08-23	340	1/1/2008	
防水混凝土或磚石封固底劑 Waterproofing concrete or masonry sealers	P08-24	400	1/1/2008	
木料防腐劑 (其他) Wood preservatives (other)	P08-25	350	1/1/2008	Before 31 March of every year starting from March 2009
阻燃塗料 (透明) Fire-retardant coatings (clear)	P09-01	650	1/1/2009	於每年3月31日前 提交；2010年3月 為提交首個報告限 期 Before 31 March of every year starting from March 2010
啞面塗料 Flat coatings	P09-02	50	1/1/2009	
仿石塗料或浮雕底漆 Granite look-a-like coatings or textured undercoaters	P09-03	100	1/1/2009	
仿藝漆 Japans or faux finishing coatings	P09-04	350	1/1/2009	
多彩漆 Multi-colour coatings	P09-05	250	1/1/2009	
非啞面塗料 Non-flat coatings	P09-06	150	1/1/2009	
屋頂底漆 (瀝青) Roof primers (bituminous)	P09-07	350	1/1/2009	
透明木面塗料 (清漆) Clear wood finishes (lacquers)	P10-01	550	1/1/2010	
透明木面塗料 (光油) Clear wood finishes (varnishes)	P10-02	150	1/1/2010	
極高光金屬塗料 Extreme high-gloss coatings for metal	P10-03	420	1/1/2010	
阻燃塗料 (有色) Fire-retardant coatings (pigmented)	P10-04	350	1/1/2010	於每年3月31日前 提交；2011年3月 為提交首個報告限 期 Before 31 March of every year starting from March 2011
地台塗料 Floor coatings	P10-05	250	1/1/2010	
耐高溫工業保養塗料 High-temperature industrial maintenance coatings	P10-06	420	1/1/2010	
工業保養塗料 Industrial maintenance coatings	P10-07	250	1/1/2010	
金屬顏料塗料 Metallic pigmented coatings	P10-08	500	1/1/2010	
預處理金屬塗料 Pre-treatment coatings for metal	P10-09	420	1/1/2010	
預處理蝕洗底漆 Pre-treatment wash primers	P10-10	420	1/1/2010	

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底漆、封固底劑及中層底漆 Primers, sealers and undercoaters	P10-11	200	1/1/2010	於每年3月31日前 提交；2011年3月 為提交首個報告限 期 Before 31 March of every year starting from March 2011
快乾磁漆 Quick-dry enamels	P10-12	250	1/1/2010	
快乾底漆、封固底劑及中層底漆 Quick-dry primers, sealers and undercoaters	P10-13	200	1/1/2010	
防銹塗料 Rust preventative coatings	P10-14	400	1/1/2010	
極耐用油性金屬塗料 Superior durability solvent-borne coatings for metal	P10-15	420	1/1/2010	
道路塗料 Traffic coatings	P10-16	150	1/1/2010	
防水封固底劑 Waterproofing sealers	P10-17	250	1/1/2010	
富鋅工業保養底漆 Zinc-rich industrial maintenance primers	P10-18	250	1/1/2010	
低固含量塗料 Low-solids coatings	P10-19	120	1/1/2010	

受規管建築漆料的揮發性有機化合物量應按《空氣污染管制(揮發性有機化合物)規例》附表1第5部的方法計算。

The VOC content of regulated architectural paints should be determined in accordance with the calculation method specified in Part 5 of Schedule 1 of the Air Pollution Control (Volatile Organic Compounds) Regulation

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by means of this form will be used by Environmental Protection Department for one or more of the following purposes:

- a. activities relating to the processing of your submission in this form;
- b. administration of relevant environmental legislation;
- c. statistical and any other legitimate purposes; and
- d. facilitating communications between Government and yourself.

2. The provision of personal data by means of this form is under section 7 of the Air Pollution Control (Volatile Organic Compounds) Regulation. If you do not provide sufficient information, you may be liable to prosecution under section 17(4) of the Air Pollution Control (Volatile Organic Compounds) Regulation.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:

- a. other government bureaux and departments, and any other organisations for the purposes mentioned in paragraph 1 above, and
- b. other persons as permitted by the relevant legislation;

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Senior Environmental Protection Officer (Knowledge Management)
40/F, Revenue Tower,
5 Gloucester Road,
Wanchai,
Hong Kong.
Tel: 2838 3111
Fax: 2838 3111