

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

1. The 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 of an architectural paint as stipulated in section 7 of the Air Pollution Control (Volatile Organic Compounds) Regulation (hereafter as “VOC Regulation”). This guidance note aims at assisting the party making a notification to the Authority in completing the form and submitting it.
2. For details of the VOC Regulation, please visit <http://www.elegislation.gov.hk> and input ‘Chapter 311W, Air Pollution Control Ordinance’. A summary of the regulated architectural paints is provided in Appendix A of this guidance note.
3. Notification 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 a regulated architectural paint as defined in Schedule 1 of the VOC Regulation on or after 1 April 2007 should fill in this notification form for submission to the Environmental Protection Department (EPD) at the following address:-

Environmental Protection Department  
Territorial Control Office,  
Room 3402, Hopewell Centre,  
183 Queen’s Road East,  
Wan Chai, 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 he imports into/manufactures in Hong Kong. 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 recommended to keep all records of the notification for future inspection by the Authority. Under section 22 of the VOC 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) Importers or local manufacturers of regulated architectural paints need to notify the Authority. You may refer to the Personal Information Collection Statement at 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 required in the form EPD\_311N, please use separate sheet(s) of paper. The cross referenced columns should be clearly marked on the sheet. Photocopies of the blank Annex to form EPD\_311N should be used if additional sheets are required. All the additional sheet(s) of information should be numbered.
  - (d) The VOC content of the product filled in the notification form should be accurate and supported with testing report issued by a competent laboratory after conducting testing according to the methods stated in the VOC Regulation.
  - (e) Change of packaging or reformulation without altering the VOC content does not require a fresh notification.
6. The information to be filled in the form EPD\_311N is required to be provided under the VOC Regulation. When completing the form, 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 needs 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 VOC 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 VOC 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.

The VOC content in "ready-to-use" condition should be supported with testing report issued by a competent laboratory after conducting testing according to the methods stated in the VOC Regulation.

7. Importers and local manufacturers are encouraged to provide supplementary information as shown in Annex B to the form EPD\_311N to the Authority for compiling statistical information about regulated architectural paints in Hong Kong and monitoring the implementation progress of the VOC Regulation.
8. 9. The blank form of EPD\_311R is available for download at the EPD web site at: <http://www.epd.gov.hk/>. Please send the filled original copy to Territorial Control Office of EPD at Room 3402, 34/F, Hopewell Centre, 183 Queen's Road East, Wanchai (Attn: VOC control). E-submission of the EPD\_311R is encouraged. Filled electronic form should be encrypted to protect the information during transmission. One of the encryption methods is the compression of electronic files together with the setting of encryption passwords. Compressed standards include Zip file (.zip), GNU zip file (.gz), 7-Zip file (.7z), or RAR file (.rar). Please send the compressed file to EPD at [voc\\_submission@epd.gov.hk](mailto:voc_submission@epd.gov.hk) and the encryption password for opening the file in a separate e-mail at the same e-mail address.
9. For further enquiries, please contact EPD at 2834 4573 or send e-mails to [voc\\_submission@epd.gov.hk](mailto: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<br>Regulated Product Type                        | 受規管產品代碼<br>Regulated Product Code | # 揮發性有機化合物<br>含量限值 (克/公升)<br>Prescribed Volatile<br>Organic Compound<br>Limit (g/L) | 限值生效日期<br>Prescribed Limit<br>Effective Date |
|--|-----------------------------------|---|--|
| 屋頂銀漆<br>Aluminium roof coatings                          | P08-01                            | 250   | 1/1/2008                                     |
| 地下木料防腐劑<br>Below-ground wood preservatives               | P08-02                            | 350   | 1/1/2008                                     |
| 黏合分隔材料<br>Bond breakers                                  | P08-03                            | 350   | 1/1/2008                                     |
| 透明手髹漆<br>Clear brushing lacquers                         | P08-04                            | 650   | 1/1/2008                                     |
| 透明木面塗料 (摻砂封固底劑)<br>Clear wood finishes (sanding sealers) | P08-05                            | 150   | 1/1/2008                                     |
| 混凝土養護混合料<br>Concrete-curing compounds                    | P08-06                            | 350   | 1/1/2008                                     |
| 乾霧塗料<br>Dry-fog coatings                                 | P08-07                            | 400   | 1/1/2008                                     |
| 防燃外部塗料<br>Fire-proofing exterior coatings                | P08-08                            | 350   | 1/1/2008                                     |
| 印藝(標誌)塗料<br>Graphic arts (sign) coatings                 | P08-09                            | 500   | 1/1/2008                                     |
| 室內索色劑<br>Interior stains                                 | P08-10                            | 250   | 1/1/2008                                     |
| 菱鎂土水泥塗料<br>Magnesite cement coatings                     | P08-11                            | 450   | 1/1/2008                                     |
| 膠脂塗料<br>Mastic coatings                                  | P08-12                            | 300   | 1/1/2008                                     |
| 其他建築塗料<br>Other architectural coatings                   | P08-13                            | 250   | 1/1/2008                                     |
| 有色清漆<br>Pigmented lacquers                               | P08-14                            | 275   | 1/1/2008                                     |
| 再造塗料<br>Recycled coatings                                | P08-15                            | 250   | 1/1/2008                                     |
| 屋頂塗料 (外露式)<br>Roof coatings (exposed)                    | P08-16                            | 50  | 1/1/2008                                     |
| 屋頂塗料 (非外露式)<br>Roof coatings (non-exposed)               | P08-17                            | 250   | 1/1/2008                                     |
| 蟲膠 (透明)<br>Shellacs (clear)                              | P08-18                            | 730   | 1/1/2008                                     |
| 蟲膠 (有色)<br>Shellacs (pigmented)                          | P08-19                            | 550   | 1/1/2008                                     |

| 受規管產品類別<br><b>Regulated Product Type</b>                           | 受規管產品代碼<br><b>Regulated Product Code</b> | # 揮發性有機化合物<br>含量限值 (克/公升)<br><b>Prescribed Volatile Organic Compound Limit (g/L)</b> | 限值生效日期<br><b>Prescribed Limit Effective Date</b> |
|--|--|--|--|
| 專業底漆<br>Specialty primers  | P08-20                                   | 350  | 1/1/2008   |
| 索色劑<br>Stains  | P08-21                                   | 100  | 1/1/2008   |
| 游泳池維修塗料<br>Swimming pool repair coatings                           | P08-22                                   | 340  | 1/1/2008   |
| 游泳池塗料(其他)<br>Swimming pool coatings (other)                        | P08-23                                   | 340  | 1/1/2008   |
| 防水混凝土或磚石封固底劑<br>Waterproofing concrete or masonry sealers          | P08-24                                   | 400  | 1/1/2008   |
| 木料防腐劑(其他)<br>Wood preservatives (other)                            | P08-25                                   | 350  | 1/1/2008   |
| 阻燃塗料(透明)<br>Fire-retardant coatings (clear)                        | P09-01                                   | 650  | 1/1/2009   |
| 啞面塗料<br>Flat coatings  | P09-02                                   | 50   | 1/1/2009   |
| 仿石塗料或浮雕底漆<br>Granite look-a-like coatings or textured undercoaters | P09-03                                   | 100  | 1/1/2009   |
| 仿藝漆<br>Japans or faux finishing coatings                           | P09-04                                   | 350  | 1/1/2009   |
| 多彩漆<br>Multi-colour coatings                                       | P09-05                                   | 250  | 1/1/2009   |
| 非啞面塗料<br>Non-flat coatings   | P09-06                                   | 150  | 1/1/2009   |
| 屋頂底漆(瀝青)<br>Roof primers (bituminous)                              | P09-07                                   | 350  | 1/1/2009   |
| 透明木面塗料(清漆)<br>Clear wood finishes (lacquers)                       | P10-01                                   | 550  | 1/1/2010   |
| 透明木面塗料(光油)<br>Clear wood finishes (varnishes)                      | P10-02                                   | 150  | 1/1/2010   |
| 極高光金屬塗料<br>Extreme high-gloss coatings for metal                   | P10-03                                   | 420  | 1/1/2010   |
| 阻燃塗料(有色)<br>Fire-retardant coatings (pigmented)                    | P10-04                                   | 350  | 1/1/2010   |
| 地台塗料<br>Floor coatings   | P10-05                                   | 250  | 1/1/2010   |
| 耐高溫工業保養塗料<br>High-temperature industrial maintenance coatings      | P10-06                                   | 420  | 1/1/2010   |

| 受規管產品類別<br><b>Regulated Product Type</b>                          | 受規管產品代碼<br><b>Regulated Product Code</b> | # 揮發性有機化合物<br>含量限值 (克/公升)<br><b>Prescribed Volatile Organic Compound Limit (g/L)</b> | 限值生效日期<br><b>Prescribed Limit Effective Date</b> |
|---|--|--|--|
| 工業保養塗料<br>Industrial maintenance coatings                         | P10-07                                   | 250  | 1/1/2010   |
| 金屬顏料塗料<br>Metallic pigmented coatings                             | P10-08                                   | 500  | 1/1/2010   |
| 預處理金屬塗料<br>Pre-treatment coatings for metal                       | P10-09                                   | 420  | 1/1/2010   |
| 預處理蝕洗底漆<br>Pre-treatment wash primers                             | P10-10                                   | 420  | 1/1/2010   |
| 底漆、封固底劑及中層底漆<br>Primers, sealers and undercoaters                 | P10-11                                   | 200  | 1/1/2010   |
| 快乾磁漆<br>Quick-dry enamels   | P10-12                                   | 250  | 1/1/2010   |
| 快乾底漆、封固底劑及中層底漆<br>Quick-dry primers, sealers and undercoaters     | P10-13                                   | 200  | 1/1/2010   |
| 防銹塗料<br>Rust preventative coatings                                | P10-14                                   | 400  | 1/1/2010   |
| 極耐用油性金屬塗料<br>Superior durability solvent-borne coatings for metal | P10-15                                   | 420  | 1/1/2010   |
| 道路塗料<br>Traffic coatings  | P10-16                                   | 150  | 1/1/2010   |
| 防水封固底劑<br>Waterproofing sealers                                   | P10-17                                   | 250  | 1/1/2010   |
| 富鋅工業保養底漆<br>Zinc-rich industrial maintenance primers              | P10-18                                   | 250  | 1/1/2010   |
| 低固含量塗料<br>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)  
Suite 1201, Guardian House,  
32 Oi Kwan Road, Wan Chai, H.K.  
Tel: 2838 3111