

Guidance Notes for Completing the Annual Sales & Use Report for Regulated Products (EPD 311R)

1. This report form (EPD 311R) is developed by the Authority to facilitate importers and local manufacturers of the regulated products to report to the Authority about the information as stipulated in sections 8, 11, 14, 16C, 16G, 16K and/or 16O of the Air Pollution Control (Volatile Organic Compounds) Regulation. Guidance is provided below to assist the reporting party in completing the form and submitting the report.
2. For details of the VOC Regulation, please visit <http://www.elegislation.gov.hk> and input 'Chapter 311W, Air Pollution Control (Volatile Organic Compounds) Regulation'. A summary of the regulated products is provided in Appendix A.
3. Every importer or local manufacturer (excluding the party solely involved in adding colourant to the tint base of a regulated architectural paint, vehicle refinishing paint, vessel paint or pleasure craft paint) who imports or locally manufactures the regulated products as defined in Schedule 1, 2, 3, 5, 6, 7 and 8 of the Regulation after the respective volatile organic compound (VOC) prescribed limits (see Appendix A) came into effect should fill in this report form for submission, no later than 31 March of each year for products sold or used in the preceding calendar year (i.e. between 1 January and 31 December of the preceding year) 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. Under normal circumstances, the Authority will not acknowledge the receipt of a report. The Authority may contact the report submitting party if clarification is required. Any party submitting a report is strongly recommended to keep all records for future inspection by the Authority. Under section 22 of the above Regulation, records of reports and other relevant information shall be kept for at least three years.

5. You may make reference to the sample at Appendix B when completing this report and note the points below:
 - (a) Only importers or local manufacturers of the regulated products need to submit a report to the Authority. No submission is required if there was no sale/use of the regulated products in the preceding year, or the products sold/used in the preceding year were imported/locally manufactured before the effective date of the prescribed VOC content limits. Please refer to the Personal Information Collection Statement in Appendix C 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_311R, 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_311R should be used if additional sheets are required. All the additional sheet(s) of information should be numbered.

6. The information contained in the Report EPD_311R is required to be provided under the VOC Regulation. When completing the Report EPD_311R, 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 should be reported separately. Besides products for sale, include in the list trade samples and products used by the company unless exempted by the Authority. Do not include products in transit or in the course of transshipment to other areas or solely for export or re-export purpose.
 - (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 products are supplied or sold. If the imported product needs to be reprocessed by another local manufacturer, please put “TBR” after the unit size.

(d) Total volume or weight of regulated product sold and/or used in Hong Kong

Give the total volume (litre) or weight (kg), excluding container and packaging, of each product as sold on the local market or used by the manufacturer or importer himself (excluding those for export) during the preceding calendar year by multiplying the volume or weight of each product unit by the number of units sold or used respectively. If the products are sold and/or used in different pack size, separate figures for each pack size should be entered. For the purpose of this report, “sold” include (i) offered or exposed for sale; (ii) supplied without payment and (iii), offered or exposed for supply without payment. If the products were used by the importer or manufacturer himself, please put “OU” after the total volume/weight.

(e) Density or specific gravity of product when it is sold (for regulated vehicle refinishing paints, vessel paints, pleasure craft paints, adhesives and sealants)

Give the density (kg/L) or specific gravity of the regulated products that are supplied or sold.

(f) VOC content of product (for regulated vehicle refinishing paints, vessel paints, pleasure craft paints, adhesives and sealants)

The VOC content of regulated products shall be determined in accordance with the calculation method specified under the above Regulation. Except for a portable sealant and caulking compound, give the VOC content (g/L) of the regulated product in a “ready-to-use” condition, and the VOC content (g/L) of the regulated product in a “ready-to-use” condition that is determined with the volume of water and volume of exempt compounds taken to be zero. For a portable sealant and caulking compound, only the VOC content (% by weight) of the product in a “ready-to-use” condition is required.

7. Importers and local manufacturers are encouraged to provide supplementary information as shown in Annex B to the Report EPD_311R to the Authority for compiling statistical information about

regulated products in Hong Kong and monitoring the implementation progress of the above Regulation. Provision of the information is optional.

8. Regulated architectural paints are subject to notification requirements. Please fill in the notification date, if any, for the same item of regulated paints under the third column of Annex B to the Report EPD_311R if you have submitted notification to the Authority previously under section 7 of the above Regulation.
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 and the encryption password for opening the file in a separate e-mail at the same e-mail address.
10. For further enquiries, please contact EPD at 2834 4573 or send e-mails to voc_submission@epd.gov.hk.

Summary of Regulated Products

(I) Architectural Paints

VOC content limit effective on 1/1/2008

P08-01	Aluminium roof coatings
P08-02	Below-ground wood preservatives
P08-03	Bond breakers
P08-04	Clear brushing lacquers
P08-05	Clear wood finishes (sanding sealers)
P08-06	Concrete-curing compounds
P08-07	Dry-fog coatings
P08-08	Fire-proofing exterior coatings
P08-09	Graphic arts (sign) coatings
P08-10	Interior stains
P08-11	Magnesite cement coatings
P08-12	Mastic coatings
P08-13	Other architectural coatings
P08-14	Pigmented lacquers
P08-15	Recycled coatings
P08-16	Roof coatings (exposed)
P08-17	Roof coatings (non-exposed)
P08-18	Shellacs (clear)
P08-19	Shellacs (pigmented)
P08-20	Specialty primers
P08-21	Stains
P08-22	Swimming pool repair coatings
P08-23	Swimming pool coatings (other)
P08-24	Waterproofing concrete or masonry sealers
P08-25	Wood preservatives (other)

VOC content limit effective on 1/1/2009

P09-01	Fire-retardant coatings (clear)
P09-02	Flat coatings
P09-03	Granite look-a-like coatings or textured undercoaters
P09-04	Japans or faux finishing coatings
P09-05	Multi-colour coatings
P09-06	Non-flat coatings
P09-07	Roof primers (bituminous)

VOC content limit effective on 1/1/2010

P10-01	Clear wood finishes (lacquers)
P10-02	Clear wood finishes (varnishes)
P10-03	Extreme high-gloss coatings for metal
P10-04	Fire-retardant coatings (pigmented)
P10-05	Floor coatings
P10-06	High-temperature industrial maintenance coatings
P10-07	Industrial maintenance coatings
P10-08	Metallic pigmented coatings
P10-09	Pre-treatment coatings for metal
P10-10	Pre-treatment wash primers
P10-11	Primers, sealers and undercoaters
P10-12	Quick-dry enamels
P10-13	Quick-dry primers, sealers and undercoaters
P10-14	Rust preventative coatings
P10-15	Superior durability solvent-borne coatings for metal
P10-16	Traffic coatings
P10-17	Waterproofing sealers
P10-18	Zinc-rich industrial maintenance primers
P10-19	Low-solids coatings

(II) Printing Inks

VOC content limit effective on 1/4/2007

N07-01	Flexographic fluorescent ink
N07-02	Flexographic ink non-porous substrate
N07-03	Flexographic ink porous substrate
N07-04	Letterpress ink
N07-05	Lithographic ink (except heatset ink)

VOC content limit effective on 1/1/2009

N09-01	Gravure ink
N09-02	Screen printing ink

(III) Hairsprays

VOC content limit effective on 1/4/2007

H07-01	Hairspray
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(IV) Air Fresheners

VOC content limit effective on 1/1/2008

A08-01	Double phase aerosol air freshener
A08-02	Dual purpose aerosol air freshener and disinfectant
A08-03	Single phase aerosol air freshener

VOC content limit effective on 1/1/2009

A09-01	Air freshener in the form of liquid or pump spray
A09-02	Air freshener in the form of solid or gel

(V) Floor Wax Strippers

VOC content limit effective on 1/1/2008

W08-01	Floor wax stripper for heavy build-up of polish
W08-02	Floor wax stripper for light or medium build-up of polish

(VI) Insect Repellents

VOC content limit effective on 1/1/2009

R09-01	Aerosol insect repellent
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(VII) Insecticides

VOC content limit effective on 1/1/2008

S08-01	Aerosol lawn and garden insecticide
S08-02	Flea and tick insecticide
S08-03	Insecticide fogger

VOC content limit effective on 1/1/2009

S09-01	Aerosol crawling bug insecticide
S09-02	Aerosol flying bug insecticide

(VIII) Multi-purpose Lubricants

VOC content limit effective on 1/1/2008

L08-01	Multi-purpose lubricant (excluding solid and semi-solid products)
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(IX) Vehicle Refinishing PaintsVOC content limit effective on 1/10/2011

F11-01	Adhesion promoters
F11-02	Clear coatings (non-matt finish)
F11-03	Clear coatings (matt finish)
F11-04	Colour coatings
F11-05	Multi-colour coatings
F11-06	Pre-treatment coatings
F11-07	Primers
F11-08	Single-stage coatings
F11-09	Temporary protective coatings
F11-10	Textured and flexibilized coatings
F11-11	Truck bed liner coatings
F11-12	Underbody coatings
F11-13	Uniform finish coatings
F11-14	Other vehicle refinishing coatings

(X) Vessel PaintsVOC content limit effective on 1/1/2010

V10-01	Antenna coatings
V10-02	Elastomeric adhesives
V10-03	Extreme high gloss coatings
V10-04	Heat resistant coatings
V10-05	High gloss coatings
V10-06	High temperature coatings
V10-07	Inorganic zinc coatings
V10-08	Low activation interior coatings
V10-09	Marine maintenance coatings
V10-10	Metallic heat resistant coatings
V10-11	Navigational aids coatings
V10-12	Pre-treatment primers
V10-13	Pre-treatment wash primers
V10-14	Repair and maintenance thermoplastic coatings
V10-15	Sealant coatings for wire-sprayed aluminium
V10-16	Shop primers
V10-17	Special marking coatings
V10-18	Tack coatings
V10-19	Tank lining coatings
V10-20	Undersea weapons system coatings
V10-21	Other vessel coatings

VOC content limit effective on 1/4/2012

V12-01	Antifouling coatings
V12-02	Antifouling sealer coatings

(XI) Pleasure Craft PaintsVOC content limit effective on 1/1/2011

C11-01	Clear wood finishes: sealers
C11-02	Clear wood finishes: varnishes
C11-03	Finish primers and surfacers
C11-04	High build primers and surfacers
C11-05	Pre-treatment wash primers
C11-06	Teak primers
C11-07	Topcoats: extreme high gloss coatings
C11-08	Topcoats: high gloss coatings
C11-09	Other pleasure craft coatings

VOC content limit effective on 1/4/2012

C12-01	Antifouling coatings for aluminium substrates
C12-02	Antifouling coatings for other substrates
C12-03	Antifouling sealer coatings
C12-04	Self-polishing copolymer antifouling coatings

(XII) AdhesivesVOC content limit effective on 1/1/2010

D10-01	Carpet pad adhesives
D10-02	Ceramic tile adhesives
D10-03	Cove base adhesives
D10-04	Dry wall and panel adhesives
D10-05	Indoor carpet adhesives
D10-06	Multi-purpose construction adhesives
D10-07	Outdoor carpet adhesives
D10-08	Rubber flooring adhesives
D10-09	Single-ply roof membrane adhesives
D10-10	Structural glazing adhesives
D10-11	Subfloor adhesives
D10-12	VCT and asphalt tile adhesives
D10-13	Wood flooring adhesives
D10-14	ABS welding adhesives
D10-15	Adhesive primers for plastic
D10-16	Adhesive primers for traffic marking tape
D10-17	Computer diskette manufacturing adhesives
D10-18	Contact adhesives
D10-19	CPVC welding adhesives
D10-20	Graphic arts adhesives
D10-21	Paper, fabric and film coating adhesives
D10-22	Plastic cement welding adhesives
D10-23	PVC welding adhesives
D10-24	Sheet-applied rubber lining operation adhesives
D10-25	Special purpose contact adhesives
D10-26	Structural wood member adhesives
D10-27	Top and trim adhesives
D10-28	Tyre retread adhesives
D10-29	Wood flat stock adhesives
D10-30	Adhesives for fiberglass
D10-31	Adhesives for metal
D10-32	Adhesives for plastic foams
D10-33	Adhesives for porous material
D10-34	Adhesives for wood
D10-35	Other adhesives

(XIII) Sealants

VOC content limit effective on 1/1/2010

- E10-01 Architectural sealants (except sealant primers)
- E10-02 Architectural (non-porous) sealant primers
- E10-03 Architectural (porous) sealant primers
- E10-04 Marine deck sealants (except sealant primers)
- E10-05 Marine deck sealant primers
- E10-06 Modified bituminous sealant primers
- E10-07 Non-membrane roof sealants (except sealant primers)
- E10-08 Roadway sealants (except sealant primers)
- E10-09 Single-ply roof membrane sealants (except sealant primers)
- E10-10 Portable sealants or caulking compounds
- E10-11 Other sealants
- E10-12 Other sealant primers

(XIV) Fountain Solutions and Printing Machine Cleaning Agents

VOC content limit effective on 1/1/2018

- T18-01 Fountain solutions
- M18-01 Printing machine cleaning agents

Supplementary Information about the Regulated Products

Address of the current storage area of the regulated products (if any): XX/F, XX Centre, XXX Road, XX District, Hong Kong

Corresponding Item no. of Annex A	Volatile organic compound content of the regulated product (g/L or weight %) @	Notification date (for regulated architectural paints only) (Note 8)	Manufacturing Country	Exporting Country	Importation dates / local manufacturing dates of products sold / used during the reporting period
Example 3 (Architectural Paint)	545 g/L	16 Jan 2019	Tai Wan	China	Importation Date: Feb 2019
Example 4 (Air Freshener)	8 weight %	NA	Germany	China	Importation Date: Feb 2019

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 sections 8, 11, 14, 16C, 16G, 16K and/or 16O 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)
Room 2215, 22/F, Tower 2,
Grand Central Plaza,
138 Shatin Rural Committee Road,
Shatin, N.T.
Tel: 2838 3111