



REFUSE TRANSFER SERVICE SCHEME

SERVICE CONDITIONS

Ref. No. _____

| Date of Approval | Registered Vehicle | Date of Approval | Registered Vehicle |
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A. THE TRANSFER SERVICE

A1. General

1. Upon approval of the application and receipt of the security deposit, the successful applicant is deemed to have accepted the terms and conditions set out herein and will be bound by them.
2. The “Service Conditions” means, in relation to a registered account-holder, the terms and conditions specified for the time being in relation to that registered account-holder under section 6 of the Waste Disposal (Refuse Transfer Station) Regulation (Cap. 354 sub leg). The Director of Environmental Protection (the Director) may from time to time by notice in writing given to the registered account-holder impose, vary or revoke any term or condition.
3. The “Service Conditions” should be read in conjunction with the Waste Disposal (Refuse Transfer Station) Regulation (Cap. 354 sub leg). The registered account-holder shall comply with the provisions of the Waste Disposal (Refuse Transfer Station) Regulation (Cap. 354 sub leg) and the “Service Conditions”.

A2. Definitions

1. *Registered account-holder* - means, in relation to a refuse transfer station, a person registered as an account-holder for that refuse transfer station.
2. *Registered vehicle* - means, in relation to a refuse transfer station, a vehicle registered for that refuse transfer station.
3. *Refuse transfer station (RTS)* - means a station at which waste is processed for the purpose of transmission for disposal elsewhere.
4. *Acceptable waste* - means waste specified in Section A4.1 below.
5. *Unacceptable waste* - means waste specified in Section A4.2 below.
6. *Gross vehicle weight (GVW)* - in these “Service Conditions”, has the same meaning as in section 2 of the Road Traffic Ordinance (Cap 374).
7. *Permitted gross vehicle weight (PGVW)* - in these “Service Conditions”, has the same meaning as in section 2 of the Road Traffic Ordinance (Cap 374).

A3. Registration of Account-Holder

1. The successful applicant is required to pay a deposit of **\$ X,000** as security for payment of charges and surcharges under the Waste Disposal (Refuse Transfer Station) Regulation (Cap. 354 sub leg).
2. Upon receipt of the deposit based on Treasury records, the successful applicant will be registered as a registered account-holder. The vehicle(s) registered in the registered account-holder’s name will be allowed to use the transfer service at the following RTSs **7 days** after the deposit is paid at the Treasury.
 - (i) **Island East Transfer Station (IETS)**
 - (ii) **Island West Transfer Station (IWTS)**
 - (iii) **West Kowloon Transfer Station (WKTS)**
 - (iv) **North Lantau Transfer Station (NLTS)**
 - (v) **Northwest New Territories Transfer Station (NWNTTS)**
 - (vi) **Outlying Islands Transfer Facilities - Ma Wan Station (OITF-MaWS)**
 - (vii) **Shatin Transfer Station (STTS)**

A4. Acceptable and Unacceptable Waste Types

1. In general, only the following waste types are *acceptable* at RTSs.
 - (a) Domestic/household waste[#] - solid waste from households.
 - (b) *Commercial waste*[#] - solid waste from offices, shops (except condemned goods) and premises for a trade or business.
 - (c) *Industrial waste*[#] - solid waste from an individual, manufacturing, processing undertaking but excluding sludge, chemical waste, waste concrete generated from concrete batching plants and construction waste.
 - (d) *Market waste*[#] - solid waste from markets.

[#] excluding (i) waste over 2 metres in length, (ii) tree stumps, (iii) yard waste with non-compressible woody parts of over 10 centimetres in diameter or over 1 metre in length, and (iv) e-waste as defined by section 2(1) of Waste Disposal Ordinance (Cap. 354)¹.

2. Waste types other than those listed in A4.1 are regarded as *unacceptable waste*.
3. Besides acceptable waste types in section A4.1, OITF-MaWS accepts limited amount of construction waste if a valid “chit” is tendered. Registered account-holder is required to give prior notice to the Director before the delivery of construction waste to OITF-MaWS.
4. The Director may vary the types of *acceptable and unacceptable* waste in the “Service Conditions” by issuing a notice in writing to the registered account-holder.

A5. Requirements of Waste Collection Vehicles

1. In general, waste collection vehicles from which waste can be mechanically discharged are allowed.
2. The GVW of a vehicle using the service at OITF-MaWS shall not exceed 16 tonnes. For vehicles using other RTS, the GVW of such vehicles shall not exceed 30 tonnes.
3. The maximum allowable loading per axle of the vehicle shall not exceed 11 tonnes.
4. For vehicles using the service at OITF-MaWS, the wheelbase and overall width of such vehicles shall not exceed 5 and 2.5 metres respectively. For vehicles using other RTS, the wheelbase and overall width of such vehicles shall not exceed 10 metres and 3 metres respectively.
5. Other types of vehicles may also be accepted for registration subject to prior written approval from the Director.
6. For vehicles classified as refuse collection vehicles, each of them shall be equipped with a metal tailgate cover and a waste water sump tank that are in good working condition when entering a RTS.
7. Vehicles shall be properly maintained and shall not leak and cause pollution to the RTS.
8. Vehicles shall be safely operated during waste discharge.

A6. Changes of Particulars of Account-holder or His Registered Vehicles

1. The registered account-holder shall as soon as reasonably practicable inform the Director in writing of any changes in particulars, information or supporting materials contained in the application for registration. If the registered account-holder fails to notify the Director of the disposal, transfer or loss of his registered vehicle as soon as reasonably practicable, the registered account-holder shall be responsible for any charges incurred in respect of his registered vehicle before the said notification reaches the Director.

¹ As defined in section 2(1) of Waste Disposal Ordinance (Cap. 354), “e-waste” means any electrical equipment or electronic equipment that, judging by its appearance, is an item set out in column 2 of Schedule 6 to the Product Eco-responsibility Ordinance (Cap. 603) and has been abandoned.

A7. Liabilities

1. The registered account-holder shall be liable for any damage or loss within a RTS caused by his registered vehicle or by the waste load discharged from his registered vehicle.
2. The registered account-holder shall be liable for any costs incurred for the removal and disposal of unacceptable waste that have been deposited by his registered vehicle.
3. The Director shall not be liable for any damage or loss suffered by the registered account-holder due to the suspension of the RTS services as a result of routine maintenance/overhaul, urgent repairs, or any other operational reasons with or without prior notice.

A8. Revocation of Registration due to Breach of Service Conditions

1. In the event of any breach of the terms and conditions of these “Service Conditions” in relation to any registered account-holder or his registered vehicle, the Director may revoke the registration of that registered account-holder.
2. A person whose registration is revoked will have to submit a new application to the Director if he wishes to use the transfer service.

B. WASTE DISPOSAL

The registered account-holder or the driver of his registered vehicle shall comply with the requirements and follow strictly the procedures for waste weighing and disposal as set out in the following.

B1. General Requirements

1. Hygiene condition of vehicles

The driver shall take note of the hygiene condition of his vehicle, ensure its cleanliness, and that there is no dripping of waste water nor falling of waste from his vehicle, so as to avoid causing environmental hygiene issue at RTSs or while travelling on road.

2. Vehicle speed

The maximum driving speed permitted in any part of a RTS is 10 km/h (fast walking speed). The maximum driving speed permitted in the tipping hall and on the weighbridge is 5 km/h (walking speed) and that permitted in the vehicle wash is 3 km/h (slow walking speed).

3. Control of Overloading

Anti-overloading control measures are already implemented at RTSs. The station staff may refuse a vehicle from entering a RTS should the GVW of this vehicle exceeds its respective PGVW. This vehicle shall not be allowed to dispose of waste at the RTS within 60 minutes after being rejected. The Director may also limit the use of refuse transfer service of this vehicle. Should the overloading practice continue, the Director may revoke the registration of that registered account-holder.

4. Accidents/Breakdown of vehicle

In the event of an accident/breakdown of vehicle, the driver shall not attempt to recover the vehicle and/or carry out repairing work. He shall report immediately to the station staff on the incident and seek assistance from the station staff as necessary.

5. Vehicle/Waste load on fire

If the driver becomes aware that his vehicle and/or waste load is on fire, he shall report and seek assistance immediately from the station staff and follow their instruction strictly.

6. Traffic control

At all times, the driver shall follow the traffic control signs/signals within a RTS unless otherwise directed by station staff. No overtaking in RTSs is allowed.

7. Use of horn

The use of vehicle horn in a RTS is prohibited unless there is a potential of an accident.

8. Headlights

The driver shall dip the headlights of his vehicle within a RTS when the headlights are in use.

9. Scavenging

Strictly no scavenging is allowed in any RTSs at any time.

10. Safety

The driver of a vehicle shall comply with the safety guidelines of a RTS and shall at all times be aware of other workers in the RTS when performing any activity within the RTS. The driver and his passengers should remain in their vehicle as far as practicable. Should it be necessary to leave the vehicle for operational purposes, they should be cautious about the situation of the station and pay attention to safety.

11. Gift offers

No gift or advantage shall be offered to any RTS contractor or their staff and the registered account-holder/driver is advised to report to the Independent Commission Against Corruption (ICAC) if any RTS contractor or their staff solicit advantages from him.

B2. Waste Weighing and Disposal Procedures

1. Weigh-in procedures

The Driver shall

- (a) undo the cover sheet, if any, for waste inspection before entering the in-weighbridge.
- (b) proceed slowly to the in-weighbridge following the traffic signs/signals and stop the vehicle on the weighing platform.
- (c) stay on the weighing platform until he is instructed to leave.
- (d) provide the information as required to the in-weighbridge operator.
- (e) proceed to the tipping hall for waste disposal when the weighing process is completed.

2. Waste Discharge

The driver shall

- (a) wait at the tipping hall's entrance for traffic signal or instruction from station staff to proceed to the tipping bay.
- (b) watch out for other vehicles and operation staff when proceeding to the tipping bay.
- (c) reverse the vehicle slowly and carefully and stop the vehicle in front of the tipping bay.
- (d) discharge the waste into the hopper in a safe manner.
- (e) empty the leachate, if any, into the designated collection point or as directed by the operator.
- (f) lower the vehicle body and/or crane completely before leaving the tipping bay.
- (g) when discharge completed, leave the tipping hall slowly and safely for the out-weighbridge.

3. Weigh-out procedures

The Driver shall

- (a) proceed slowly to the out-weighbridge following the traffic sign/signal and stop the vehicle on the weighing platform.
- (b) stay on the weighing platform until he is instructed to leave.
- (c) receive a transaction record slip from the out-weighbridge operator for record purpose when the weighing process is completed.
- (d) before leaving the RTS, proceed to the “automated vehicle wash bay” for a general cleaning of the external surface of the vehicle.

[Words and expressions importing the masculine gender include the feminine and neuter genders. Words and expressions in the singular include the plural and vice versa.]

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