

# Glass Container Recycling in Housing Estates

## Roles and Responsibilities of Stakeholders

### Government Departments and Appointed Contractors

<u>Organisation/Person</u>	<u>Roles and Responsibilities</u>
<b>Environmental Protection Department</b>	<ul style="list-style-type: none"> <li>● Appoint and monitor “Recycling Stations” (RSs) and Glass Management Contractors (GMCs) to provide free and convenient waste glass containers collection services to public</li> <li>● Outreaching teams to introduce and promote the waste glass containers collection provided by RSs and GMCs to property management, cleansing services staff and residents, and brief on related arrangement</li> </ul>
<b>“Recycling Stations”/ Glass Management Contractors</b>	<ul style="list-style-type: none"> <li>● Provide sufficient number of glass container recycling bins according to the needs of housing estates</li> <li>● Provide regular waste glass containers collection services (once every one to three weeks) to housing estates according to the agreed arrangement</li> <li>● Provide ad hoc collection services upon request</li> </ul>
<b>Food and Environmental Hygiene Department/ Appointed Cleansing Service Contractors</b>	<ul style="list-style-type: none"> <li>● On notice of any disposal or attempting disposal of waste glass containers collected in recycling bins at refuse collection points or refuse collection vehicles, stop the disposal and notify property management companies immediately for following up</li> </ul>

### Property Management Companies and Other Stakeholders

<u>Organisation/Person</u>	<u>Roles and Responsibilities</u>
<b>Property Management Companies</b>	<ul style="list-style-type: none"> <li>● Liaise with the respective RSs or GMCs to agree on an appropriate collection arrangement, and review regularly to cater for the needs of residents</li> <li>● Place the glass container recycling bins at convenient and prominent locations in housing estates to facilitate residents to participate in recycling</li> <li>● Post notices and posters at appropriate positions in housing estates to inform residents of the locations of glass container recycling bins, and that the recycling bins are only for collection of emptied waste glass containers, instead of other recyclables or waste</li> <li>● Manage glass container recycling bins properly and, where necessary (e.g. recycling bins getting full), contact RSs or GMCs for collection services</li> <li>● Provide clear guidelines and training to relevant frontline staff and property cleansing services companies on housing estate glass container recycling. Do not dispose of the glass containers collected in the bins</li> </ul>
<b>Property Cleaning Services Companies</b>	<ul style="list-style-type: none"> <li>● Transfer glass container recycling bins to a designated collection point in housing estates according to the time and arrangement agreed to facilitate RSs and GMCs’ collection by way of “bin for bin” mode and place the empty bins back to their original locations</li> <li>● Monitor the glass container recycling bins. On notice of abnormal conditions (e.g. a large amount of other recyclables or waste inside the recycling bin, hygiene or overflowing problems), report to property management companies immediately</li> <li>● Comply with instructions given by property management companies, handle the articles (including proper handling of other recyclables or waste, other than waste glass containers) in the glass container recycling bins properly</li> </ul>

<p><b>Residents</b></p>	<ul style="list-style-type: none"> <li>● Separate waste glass containers from other waste, rinse the containers before putting into the glass container recycling bins</li> <li>● On notice of abnormal conditions (e.g. a large amount of other recyclables or waste inside the glass container recycling bin, hygiene or overflowing problems), inform property management companies immediately</li> <li>● On notice of any disposal or attempting disposal of waste glass containers collected in recycling bins at refuse collection points or refuse collection vehicles, or depositing of other recyclables or waste into the glass container recycling bins, notifying property management companies immediately for following up</li> </ul>
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