



ENVIRONMENT AND CONSERVATION FUND

環境及自然保育基金



Guide to Application



Food Waste Recycling Projects in Housing Estates

(Latest version in January 2018)

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1. INTRODUCTION

Hong Kong presently disposes of about 3,600 tonnes of food waste to the landfills each day, of which about 2,500 tonnes were produced from the domestic households. The disposal of food waste to landfills depletes our valuable landfill space. To tackle the food waste disposal problem, the Government's strategy is to avoid and to minimize food waste generation, and to recycle the inevitable food waste to useful resources.

To encourage the collection and recycling of food waste from households, the Environment and Conservation Fund (ECF) Committee¹ has allocated \$60 million to support housing estates to set up on-site food waste treatment facilities, i.e. composters, and organise food waste collection and recovery programmes and related engagement activities for a period of 2 years. Partial funding support for a further term of 2 years to continue the organisation of food waste collection and recovery programmes and related education and promotion activities is also available for housing estates which have satisfactorily completed the initial 2-year programmes.

1.1 Purpose of this Guide

This Guide provides guidance on application for funding *Food Waste Recycling (FWR) Projects in Housing Estates (the Projects)* and describes the basic requirements and responsibilities for recipient organisations. Upon approval of funds by the ECF Committee, recipient organisations will sign an agreement with the Government undertaking to observe the conditions of using the allocated grant and the approved budget.

1.2 Nature of Projects

The objective of the *Projects* is to facilitate housing estates to set up on-site composters to treat food waste collected from households. The *Projects* also aim to provide funding support for hiring personnel and purchasing equipment, such as containers, necessary for the collection of food waste, as well as organising educational programmes for encouraging participation from residents and raising residents' awareness towards food waste recovery.

1.3 Administration

Administration of grants for the *Projects* is undertaken by the Secretariat of the Waste Reduction Projects Vetting Sub-committee under the ECF Committee.

¹ A statutory body, which comprises mainly non-officials, was set up in 1994 under the Environment and Conservation Fund Ordinance to advise the Secretary for the Environment on the use of funds. Under the Ordinance, the Secretary for the Environment is the trustee responsible for the administration of the Fund.

2. GUIDE TO APPLICATION

2.1 Who may apply?

Owners' Corporations registered under the Building Management Ordinance (Cap. 344), owners' organisations or residents' organisations of residential buildings are eligible to apply. Property management companies acting on behalf of the residents' organisations of private residential buildings are also eligible if agreement from the residential organisations is obtained before making applications.

Applications from public housing estates owned by Housing Authority, Housing Society, as well as Government quarters will be excluded because they may receive other forms of Government funding.

2.2 What are the funding limits?

For new *Projects*, the actual amount to be granted will depend on various factors such as the capacity of the composter rented, the number of participating households, and the types and frequencies of related educational programmes, etc. Funds may be granted for full or partial support of the projects. Projects with reference budget exceeding HK\$2,000,000 will need to be approved by the ECF Committee.

For extension *Projects* to continue the organisation of food waste collection and recovery programmes and related education and promotion activities after satisfactory completion of the initial 2-year programmes, funds may be granted subject to a limit of 50% of the actual expenditures for the individual approved items and that the total amount of grant must not exceed HK\$300,000 for each extension *Project*. The applicant organisations should note that no more funding support in relation to the programmes and activities will be provided to the housing estates concerned upon completion of the extension *Projects*.

2.3 What is the duration of each project?

The food waste recovery activities at the applicant housing estate under the *Project* shall last continuously for 24 months. For new *Projects*, the project time for commissioning of composter is also allowed.

2.4 What services are offered by the Government for implementing the Projects?

The Environmental Protection Department (EPD) will engage a professional consultant to operate a Help-desk service for the applicant housing estates. The services include:

- assisting in identification of a suitable site for locating the food waste treatment facility within the housing estate prior to formal application;

- providing professional and technical advices to applicants during planning and implementation while the applicants of new **Projects** may employ professionals and NGOs or other suitable parties to assist them in actual implementation and data gathering. In relation to funding support on employing professionals or other parties to provide such assistance, relevant details are provided in Section 3.2.3.8(2) in this Guide to Application; and
- conducting an evaluation of performance, effectiveness and outcomes.

Helpdesk -
 Hotline telephone no. : 2788 5598
 Hotline fax no. : 2788 5608
 Email : hd-fwrs@hkpc.org

2.5 Undertaking to implement the Projects and use of facilities funded by ECF

The applicant housing estate will be required to continue to implement the collection and recycling of food waste for at least 24 months. For new **Projects**, such recycling activities shall commence upon completion of the food waste composter installation.

The applicant housing estate will also be required to conduct promotional work for the food waste recovery activities, including posting up relevant posters at lobbies/in lifts of the participating buildings and distributing relevant leaflets to residents, during the **Project**. The estate of a new **Project** is required to conduct related seminar/sharing session every 6 months, while that of an extension **Project** is required to conduct such seminar/sharing session every 12 months. Moreover, the estate is required to carry out questionnaire surveys to gauge the behavioural change of participating residents and the general rise in awareness in source separation of waste and waste reduction at source. Such surveys could be conducted with the support of the organisation engaged by the estate (if any) for organising education activities for the **Project**.

Facilities under the **Projects** are not transferable during the project period, and any transfer of facilities within the project period must be approved by the Vetting Sub-committee Secretariat. For new **Projects**, after the 24-month lease period of the food waste composter, the applicant housing estate may seek approval from the ECF to buy-in the composter in order to sustain the programme.

2.6 How to apply?

Applicants have to fill out the corresponding application form for either new **Projects** or extension **Projects**, which can be obtained from -

- Waste Reduction Projects Vetting Sub-committee Secretariat
 5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
 Tel: 2835 2305, Fax: 2827 8138
 E-mail : wrp@epd.gov.hk

Softcopy can be downloaded from the Internet homepage of Environment and Conservation Fund - <http://www.ecf.gov.hk>

The person-in-charge of the proposed project should be the Chairman or Vice-chairman of the residents' organisation, or the Manager of the property management for the applicant housing estate. Completed application form shall be signed by the person-in-charge, affixed with seal of the applicant and returned to the Waste Reduction Projects Vetting Sub-committee Secretariat at 5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong. For new **Projects**, applications should be submitted **at least four months** before commencement of project. For extension **Projects**, applications should be submitted **at least four months** before project commencement and must be submitted not later than 9 months after the completion of the current **Project**. The original hard copy of the duly completed application form for extension **Projects** must be returned to the Secretariat by the application deadline.

2.7 What are the vetting procedures?

A Waste Reduction Projects Vetting Sub-committee (the Vetting Sub-committee) has been established under the ECF Committee to consider the **Projects**. The Sub-committee comprises representatives of the ECF Committee, Environmental Campaign Committee (ECC)², Advisory Council on Environment's Waste Management Subcommittee and the Environmental Protection Department. Other members may also be co-opted into the Sub-committee if such is considered necessary by the ECF Committee. The Vetting Sub-committee can approve grants up to HK\$2,000,000 for a project. For applications with reference budget exceeding HK\$2,000,000, the recommendations of the Vetting Sub-committee have to be endorsed by the ECF Committee.

The following steps will be taken after an application is received -

- Step 1: Upon receipt of an application, the Vetting Sub-committee Secretariat will send an interim reply to the applicant to acknowledge receipt of the application. Where necessary, the applicant will be required to provide clarification or supplementary information. However, it should be noted that applicants should provide the best and fullest information in their applications, and the Vetting Sub-committee is not obliged to request for additional information from applicants.
- Step 2: The application will be considered by the Vetting Sub-committee.
- Step 3: For funding applications with reference budget not exceeding HK\$2,000,000, the Vetting Sub-committee will either approve the application, reject it or request the applicant to provide further information. The Vetting Sub-committee will also consider the budget, and where necessary, amend the budget details and set ceilings for individual expenditure items. The

² The ECC, which comprises mainly non-officials, was set up in 1990 to promote awareness of environmental issues so as to encourage and mobilise the public to contribute actively towards a better environment.

Secretariat will inform the applicant of the Vetting Sub-committee's decision. The Secretariat will also upload information of the approved projects on the ECF website.

For funding applications with reference budget above HK\$2,000,000, the Vetting Sub-committee will either recommend the application for consideration by the ECF Committee, reject it or request the applicant to provide further information.

Where the applicant needs to provide further information for a project, the Secretariat will provide the applicant's responses to the Vetting Sub-committee, which will make the final decision. The Secretariat will inform the applicant of the Vetting Sub-committee's decision as soon as practicable.

Step 4: The ECF Committee will consider funding applications with reference budget above HK\$2,000,000 recommended by the Vetting Sub-committee. The Vetting Sub-committee Secretariat will inform the applicant of the ECF Committee's decision. The Secretariat will also upload information of the approved projects on the ECF website.

Note for Applicants: Decisions of the ECF Committee / the Vetting Sub-committee in respect of project approvals and conditions of grants will be final.

2.8 What are the vetting criteria?

The following broad criteria are used in assessing the merits of individual applications -

- 2.8.1 The ***Project*** must promote and realise the principle of source separation of food waste and facilitate the residents and occupants in these premises to take part in food waste separation and recovery.
- 2.8.2 The benefits must accrue to the housing estate, and not to individuals, a single private organisation or a consortium of private companies.
- 2.8.3 The ***Project*** must be non-profit making in nature.
- 2.8.4 To maximize the cost-effectiveness of the ***Projects***, the applicant housing estate is encouraged to take into account the feasibility of setting up a food waste composter and the number of households to be benefited. The capacity of the composter should be within the range of 50 to 100 kg per day for a typical private housing estate with minimum 600 live-in households in general. Assuming that about an average of 50% enrolled households will actually contribute food waste on daily basis, the applicant housing estate should recruit at least 100 and 200 households for 50 kg/day and 100 kg/day composter respectively.
- 2.8.5 For housing estates with different phases, subsequent applications for new ***Projects*** will be assigned with lower priorities.

2.8.6 In considering a project proposal, due consideration will be given to -

- (a) the technical feasibility of the proposed food waste composting site (including sufficient space available for accommodating the core composting machine and ancillary facilities; environmental impacts arising from the composting activities such as odour, noise, wastewater discharge and hygiene nuisance), project management capability and commitment of the applicant, as well as the past performance of the applicant, including the effectiveness of past projects such as those related to food waste reduction/recovery and the source separation of waste;
- (b) whether there is space available and the suitability of the space for setting up the food waste composter;
- (c) whether there is suitable outlet for the compost to be produced;
- (d) whether the proposed promotion and education activities are effective in terms of cost and number of households to be benefitted;
- (e) whether the proposed project's schedule of implementation is well-planned and practicable, and the duration is reasonable;
- (f) whether the proposed budget is prudent, realistic and cost-effective, with full justification for every expenditure item;
- (g) the geographic location of the estate;
- (h) whether the proposed project has alternative sources of funding support;
- (i) whether the proposed project should more appropriately be funded by other sources; and
- (j) whether there is or likely to be a duplication of the work already or currently carried out by other groups or in areas or estates where food waste composter(s) is/are already in place.

2.9 Avoidance of Conflict of Interests

To avoid conflict of interest, members of the Vetting Sub-committee and the ECF Committee who are directly or indirectly related to an application will be required to declare interest and refrain from taking part in the discussion of that application by leaving the venue where the deliberation takes place. This will apply to members who are part of the project team and/or members who belong to the same organisation.

2.10 When will I know the results?

For funding applications with reference budget not exceeding HK\$2,000,000, the applicants will normally be notified of the decision of the Vetting Sub-committee within four months, depending on the schedule of meetings and if no additional

information is required. Funding applications with reference budget over HK\$2,000,000 would be submitted to the ECF Committee for consideration. The applicants will be informed of the outcome shortly after the ECF Committee meeting.

2.11 Can I withdraw my application?

The applicant can write to the Vetting Sub-committee Secretariat to withdraw an application at any time before an agreement is signed with the Government.

2.12 Can I resubmit my application?

A declined application may be resubmitted only if it has been revised substantially or if it has been able to produce new evidence to address the comments made by the Vetting Sub-committee in its earlier review. In completing the application form for a resubmitted application, the applicant should set out clearly the differences of the resubmitted application vis-à-vis the previous one. The revised application will be treated as a new application, and will be subject to the same assessment procedures.

3. APPLICATION FORM

3.1 General

- 3.1.1 All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “NA”.
- 3.1.2 The application form should be typed or printed on both sides of a paper and shall be duly signed by the person-in-charge (i.e. the Chairman or Vice-chairman of the residents’ organisation, or the Manager of the property management for the applicant housing estate) and affixed with seal of the applicant organisation. The completed application form should be submitted in both hard and soft copies (in words format).
- 3.1.3 Applicants should read the “Guide to Application” carefully, and provide all details of the proposed project in a clear and concise manner. Additional pages may be attached to the form if necessary. Please ensure that all required information is submitted with the application form.
- 3.1.4 Applicants are required to provide additional or supplementary information in relation to their applications upon request. It should be noted that applicants should provide the best and fullest information in their applications, and the Vetting Sub-committee is not obliged to request for additional information from applicants.
- 3.1.5 Acknowledgment will be sent to the applicant after receipt of an application by the Vetting Sub-committee Secretariat.

Part 1 - New Projects

3.2 Sections of the Application Form

3.2.1 Data Sheet

This section serves as a summary of an application. Once approval is granted to an application, the information given by the applicant in this section may be put on the ECF homepage as necessary for public access. If the organisation does not wish certain information to be released, please forward its request and justifications upon submission of the application to the Vetting Sub-committee Secretariat.

The application should be made by the residents’ organisation of the housing estate. If the property management company applies on behalf of the residents’ organisation, please provide the original copy of the agreement from the residents’ organisation and a copy of the relevant notes of meeting of the residents’ organisation.

3.2.2 Details of the housing estate

3.2.2.1 *Name of Property Management Company*

State the name of the property management company of the housing estate, in both English and Chinese.

3.2.2.2 *Type of Estate*

Indicate the type of estate of the applicant.

3.2.2.3 *Year in which the estate was constructed*

Give the year in which the estate was constructed.

3.2.2.4 *Total Number of Blocks and Households/Flats*

State the total number of blocks and households/flats in the estate.

3.2.2.5 *Existing Composter (if any)*

Give the daily capacity of the existing composter, form of fertilizer produced, year of operation commencement, brand name, and name of supplier, and indicate whether the composter was purchased or is being rented.

3.2.2.6 *Signing-up for the Programme on Source Separated of Waste of the EPD (if any)*

Indicate whether the estate has signed-up for the Programme, and, if applicable, give the year of signing-up and any award gained in the past year.

3.2.2.7 *Environmental protection, waste reduction and recovery activities (except the Programme on Source Separated of Waste) organised / participated by the estate in the past year (if any)*

Give information on the activities held in the past year and their contents, names of the organisers and outcomes of the activities.

3.2.3 Details of proposed project

3.2.3.1 *Block number of block which will participate in the project*

Provide the block number of the block(s) which will participate in the **Project**.

3.2.3.2 *Total number of households in the participating blocks*

State the total number of households in the blocks which will participate in the **Project**.

3.2.3.3 *Anticipated number of households which will participate in the project*

Give the anticipated total number of households which will participate in the **Project**.

3.2.3.4 *Method in selecting participating households*

State the method in selecting participating households when the number of households interested in participating in the **Project** has exceeded that anticipated.

3.2.3.5 *Food Waste Recovery Activities*

State the following –

(a) Capacity of composter planned to be rented

(i) The capacity of the composter should be within the range of 50 to 100 kg per day for a typical private housing estate with minimum 600 live-in households in general. Assuming that about an average of 50% enrolled households will actually contribute food waste on daily basis, the applicant housing estate should recruit at least 100 and 200 households for 50 kg/day and 100 kg/day composter respectively.

(ii) A reference specification for renting a composter is provided in **Appendix D**.

(b) Location of composter to be installed

Subject to the availability of suitable space at the housing estate, the composter is preferred to be sited in or in close proximity to an indoor central refuse collection point of the estate. If this is infeasible, the composter may be sited in an open area with good air circulation and with adequate buffer from nearby residential flats. Photos and maps showing the proposed location in relation to nearby facilities/premises should be provided.

The application shall also enclose with a site layout plan showing the following:

- Location of the composting machine and the optional bin lifting device. Dimensions of the space shall be marked in unit of mm;
- Receptacle and drainage for conveying effluent produced from food waste processing activities, e.g. cleaning of containers and equipment. Discharge of the effluent shall be connected to Government foul sewer or an onsite sewage treatment plant whichever is applicable;
- Ventilation ducting, extraction fan and/or hood connecting the outlet of the odour treatment system to the outside dispersion louver.

- (c) Overall size of space/room at which the composter will be installed

The size of the proposed space/room should be sufficient to accommodate the composter, odour treatment equipment, supporting equipment such as bin lifting device, large food waste collection bins, space for compost maturation as well as for the storage of compost pending for use if necessary.

- (d) Location of outlets of ventilation systems for the composter and relevant room

The outlet(s) of the ventilation system(s) should be at a distance away from odour sensitive receivers such as residential flats, schools, elderly homes, recreational grounds, rehabilitation centres, and main access of the estate. Photos and maps showing the proposed outlet location(s) in relation to nearby facilities/premises should be provided.

- (e) Usage of composting product and area of relevant garden

(i) Housing estates should require suppliers to produce laboratory results that shows that composters supplied could produce compost meeting the standards specified in Table 1, Clause 9, Appendix D of this Guide to Application. The ECF may not reimburse expenditures for renting a composter without such document.

(ii) The compost, in solid form, should be used within the housing estate as far as possible. If the compost product cannot be fully used at the applicant housing

estate, the housing estate has to find suitable outlet for the surplus compost, such as donating to schools, local non-profit making organisations or other estates under the same property management. In any case, the compost product shall not be disposed of at landfill.

- (f) Details of food waste collection arrangement from residents

Provide details of the food waste collection arrangement from residents, including the mode of collection from individual households, location of collection, time, washing of containers, and recording of the activities.

3.2.3.6 *Promotion and Education Activities*

State clearly the details of the promotion and education activities to be conducted. The activities should aim to increase the participation rate of residents and induce behavioural change among participating residents. Please provide the following information including –

- (a) Incentive scheme for encouraging food waste recovery;
- (b) For the education programmes at the launch and during the project period, residents should be encouraged to first reduce waste and then recycle waste that is unavoidable. Moreover, the coverage should include source separation of waste in general and recovery of other types of recyclables (e.g. waste paper, metals, plastics, and waste electrical and electronic equipment) in addition to food waste.
 - (i) Housing estates are required to conduct a seminar/sharing session for encouraging residents to reduce and recycle food waste and other types of recyclables every 6 months;
 - (ii) Promotion and education materials, such as posters, leaflets and display panels, are available from the EPD. On the other hand, applicant estates may like to produce their own educational materials, such as newsletters and display panels with specific contents on the estate, to supplement those of the EPD. If applicant estates propose to produce such materials, please give details.

3.2.3.7 *The Workplan*

Housing estates are expected to conduct necessary preparation work before commencement of the food waste recovery activities. Work includes:

- (a) Renting and Commissioning of Composter -
 - (i) Conduct feasibility study on installing the composter at the proposed location; and related environmental mitigating measures such as venting of odour exhaust, wastewater discharge and hygiene nuisance avoidance;
 - (ii) Arrange tendering for renting the composter;
 - (iii) Place order for the renting service upon approval on the selection of tender by the Secretariat; and
 - (iv) Supplier to perform installation, testing and commissioning of the composter.

- (b) Planning for Food Waste Recovery Activities -
 - (i) Evaluate the number of participants who will join the day-to-day food waste source separation and recycling activities;
 - (ii) Provide the necessary assistance in questionnaire surveys in relation to food waste recycling; and education and promotion activities;
 - (iii) Set up the logistics for food waste collection, sorting, weighing and recording;
 - (iv) Gather preliminary data on daily food waste quantity, and adjust the mode of collection and logistics;
 - (v) Arrange for manpower, train the workers on collection of food waste and operation of the composter, and prepare guidelines on food waste collection and recovery;
 - (vi) Manage the day-to-day operation of food waste recycling;
 - (vii) Prepare and post the food waste collection guidelines at the collection points; and
 - (viii) Purchase the associated accessories, such as food waste containers, collection bins, plastic sieves, trolleys, weighing scale, etc.

- (c) Planning for Promotion and Educational Activities -
 - (i) Prepare for the kick-off ceremony (if any); and
 - (ii) Prepare for other educational activities.

Food Waste Recovery Activities (Month 2 – 25):

- (i) Launch the kick-off ceremony (if any);
- (ii) Operate the composter;
- (iii) Conduct food waste collection in the housing estate;
- (iv) Collect relevant food waste and compost data regularly;
- (v) Provide the necessary assistance in questionnaire surveys in relation to food waste recycling; and education and promotion activities;
- (vi) Technical adviser to assist estate in smooth operation and to submit progress report quarterly;
- (vii) Hold educational activities regularly (e.g. seminars, exhibitions); and
- (viii) Conduct greening activities using compost from the food waste composter.

3.2.3.8 *Budget of the Project*

The applicant should provide a detailed budget list for the **Project**. Each income and expenditure item should be reasonable, realistic and sufficiently broken down. All expenditure items must be incurred between the commencement and completion dates of the **Project**, with supporting receipts in original. Please also study carefully the following funding criteria when preparing the budget.

For the proposed budget of the **Project**, the applicant shall follow the format as prescribed in the Application Form.

A reference sample for estimating budget for new **Projects** is provided in **Appendix B**

(1) Manpower

- (i) The recipient organisation is expected to supervise and to undertake a proposed project during the project period.
- (ii) Direct labour cost incurred from food waste collection and recycling, etc. is supported for up to 25 months. The actual amount to be granted will depend on the modus operandi of the food waste recovery activities. The calculation method of the proposed budget should be provided.
- (iii) The statutory minimum wage, MPF and insurance requirements, as well as other employment legislations must be complied with.

(2) Composter, related Works and Services

- (i) Funding for renting of an on-site composter, together with odour treatment equipment and bin (120L) lifter (if necessary), will be supported for 24 months. The actual amount to be granted will depend on the capacity of the composter. The cost of delivery, installation, maintenance and warranty services, microbes and bulking agents should be included in the rental fee.
- (ii) Funding for canopy installation (if composter is sited in an open area) or other related minor works will be considered on a case-by-case basis. Details of the works should be provided.
- (iii) Cost of installing an independent check meter and 2 or 3-phase power cables, if necessary, should be included in the budget for the electrical installation works.
- (iv) Funding for hiring services for technical support for monitoring the day-to-day operation of the composter, providing technical advice, collecting relevant data and compiling reports will be supported for up to 25 months. To ensure competency of the technical support service, the relevant contractor shall deploy staff who is/are holder(s) of Higher Certificate of electrical or mechanical engineering; or building services obtained from a local institute or equivalent; and with 2 years food waste composter operation experience for such service.

(3) Electricity Fee

Funding for electricity fee for the composter will be supported for up to 25 months commencing from the installation date of the composter. The electricity fee will be reimbursed based on readings on the check meter.

(4) Container and Auxiliary Equipment

- (i) Funding for containers for food waste collection will be supported. The quantity and type will be considered on a case-by-case basis. In general, the maximum number of small containers to be supported for collecting food waste from households will be about 2 containers per year per participating household and about 10% spare containers may be kept for ad-hoc use and replacement. The applicant housing estate

shall maximize the use of containers for encouraging more households to participate in the food waste recovery activities.

- (ii) Funding for purchasing of auxiliary equipment and resources (e.g., trolleys, plastic sieves, weighing device, thermometer, gloves, water-proof boots, aprons, cleansing tools and agents, buckets, flower pots, planting tools) will be considered.

(5) Promotion and Education Activities

- (i) Funding support for engaging green groups, other non-governmental organisations, or other suitable organisations for the education activities will be considered. The services to be provided by the organisation could include questionnaire surveys (required as a condition of granting ECF under Section 2.5 in this Guide to Application) for gauging the behavioural change and environmental awareness of participating residents. The applicant should give the type(s) of activities and corresponding cost for hire of service, and quantity of items, etc.
- (ii) Promotion and educational materials, such as posters, leaflets and display panels, are available from the EPD. Type(s) of supplementary educational materials to be produced by the applicant estate (if any), their quantities and budget should be provided.
- (iii) Funding support for purchasing items for incentive schemes for encouraging food waste recovery participation from residents will be considered. Type(s) of items, their quantities and budget should be provided.

(6) Others

- (i) Funding for labour insurance will be supported.
- (ii) Funding for auditor's reports will be supported. The report is required to be submitted once every 12 months for **Projects** receiving a grant of more than HK\$300,000 and lasting more than 18 months.
- (iii) Funding for general expenses, such as photos and CDs on activities, will be considered. An item list should be provided.

- (iv) All applications are considered on their individual merits.
- (v) Funding for unspecified miscellaneous and contingency items is *not* supported.
- (vi) Funding support will *not* be given to the recipient organisation for renting or purchasing materials already in the organisation's stock.
- (vii) Funding for payments to individuals as a reward for their participation in the project will *not* be given.
- (viii) Honoraria for speakers who are staff employed for the project will *not* normally be supported.

(Please refer to Appendix A for existing level of funding support for expenses.)

3.2.3.9 *Other Sources of Funds for the Project (both confirmed and being applied for)*

The availability of alternative funds will be taken into account when an application is considered. In case the applicant organisations have sought / obtained private sponsorship to cover the budget items not to be funded by the ECF, the organisations should include details of the sponsorship in the Application Form (Section A Item 3 under Declaration and Section B Item 9) for Vetting Sub-committee's consideration. In case there are any changes to the sponsorship after the project approval, for example when the recipient organisation has sought / obtained private sponsorship to support items not funded by the ECF or to top up items that are partly funded by the ECF, the changes have to be submitted to the Vetting Sub-committee for consideration.

The Vetting Sub-committee would consider whether the sponsorship would constitute any conflict of interest, and whether the sponsorship might cause any potential liability or damage to the image of the ECF and etc. It would be up to the organisations to agree with their sponsor(s) on how to use the sponsorship and how to handle the unspent balance of the sponsorship.

3.2.3.10 *Estimated Revenue Generated from the Project*

Estimated revenue gains from the **Project** should normally be deducted from the amount of grant applied for. State how this will be used to offset the **Project's** cost. If this is not possible, full explanation should be given.

3.2.3.11 *Procurement of Capital Items*

In case an applicant organisation intends to procure capital items (including minor works and equipment) from a specified company/organisation/individual without following the open procurement process stated in Section 4.10.1 below, it has to provide details of the proposed procurement, justifications for the special procurement arrangement and its relationship with the company/organisation/individual concerned.

3.2.3.12 *Details of Contact Person of the Property Management Company*

Provide details of contact person of the property management company, who will be the first point of contact with the Secretariat on the **Project**.

3.2.3.13 *Other relevant information*

Part 2 - Extension Projects

3.3 Sections of the Application Form

3.3.1 Data Sheet

This section serves as a summary of an application. Once approval is granted to an application, the information given by the applicant in this section may be put on the ECF homepage as necessary for public access. If the organisation does not wish certain information to be released, please forward its request and justifications upon submission of the application to the Vetting Sub-committee Secretariat.

The application should be made by the residents' organisation of the housing estate. If the property management company applies on behalf of the residents' organisation, please provide the original copy of the agreement from the residents' organisation and a copy of the relevant notes of meeting of the residents' organisation.

3.3.2 Existing situation and arrangements of the housing estate

3.3.2.1 *Name of Property Management Company*

State the name of the property management company of the housing estate, in both English and Chinese.

3.3.2.2 *Items/arrangements in the extension project*

(a) Composter

Indicate whether the composter in the extension **Project** will remain the same as the current **Project**. If not, give details for the extension **Project**.

(b) Location of composter

Indicate whether the location of the composter in the extension **Project** will remain the same as the current **Project**. If not, give details for the extension **Project**.

(c) Usage of composting product

Indicate whether the usage of the composting product in the extension **Project** will remain the same as the current **Project**. If not, give details for the extension **Project**.

3.3.3 Details of proposed project

3.3.3.1 *Total number of blocks and households/flats in the estate*

State the total number of blocks and households/flats in the estate.

3.3.3.2 *Block number of block(s) which has/have been participating in the current project*

Provide the block number of the block(s) which has/have been participating in the current **Project**.

3.3.3.3 *Total number of households which have registered in the current project*

State the total number of households which have registered in the current **Project**.

3.3.3.4 *Block number of block(s) which will participate in the extension project*

Provide the block number of the block(s) which will participate in the extension **Project**.

3.3.3.5 *Total number of households in the participating block(s) for the extension project*

State the total number of households in the block(s) which will participate in the extension **Project**.

3.3.3.6 *Anticipated number of households which will contribute food waste in the extension project*

Give the anticipated total number of households which will contribute food waste in the extension **Project**.

3.3.3.7 *Method to encourage more households to participate in the food waste recovery activities*

State the method to encourage more households to participate in the food waste recovery activities in the extension **Project**.

3.3.3.8 *Promotion and education activities*

State clearly the details of the promotion and education activities to be conducted. The activities should aim to increase the participation rate of residents and induce behavioural change among participating residents. Please provide the following information including –

- (a) For the education programmes during the project period, residents should be encouraged to first reduce waste and then recycle waste that is unavoidable. Moreover, the coverage should include source separation of waste in general and recovery of other types of recyclables (e.g. waste paper, metals, plastics, and waste electrical and electronic equipment) in addition to food waste.
 - (i) Housing estates are required to conduct a seminar/sharing session for encouraging residents to reduce and recycle food waste and other types of recyclables every 12 months;

- (ii) Promotion and education materials, such as posters, leaflets and display panels, are available from the EPD. On the other hand, applicant estates may like to produce their own educational materials, such as newsletters and display panels with specific contents on the estate, to supplement those of the EPD. If applicant estates propose to produce such materials, please give details.

3.3.3.9 *Commencement and completion date of the extension project*

State the proposed commencement and completion dates of the **Project**. Food waste recovery activities for up to 24 months will be supported.

3.3.3.10 *Budget of project*

The funding amount to be supported for the **Project** is subject to a limit of 50% of the approved actual expenditures spent for the individual approval items, not exceeding a limit of HK\$300,000 per application.

The applicant should provide a detailed budget list for the **Project**. Each income and expenditure item should be reasonable, realistic and sufficiently broken down. All expenditure items must be incurred between the commencement and completion dates of the **Project**, with supporting receipts in original. Please also study carefully the following funding criteria when preparing the budget.

For the proposed budget of the **Project**, the applicant shall follow the format as prescribed in the Application Form.

A reference sample for estimating budget for extension **Projects** is provided in **Appendix C**.

(1) Manpower

- (i) The recipient organisation is expected to supervise and to undertake a proposed project during the project period.
- (ii) Direct labour cost incurred from food waste collection and recycling, etc. is supported for up to 24 months. The actual amount to be granted will depend on the modus operandi of the food waste recovery activities. The calculation method of the proposed budget should be provided.

- (iii) The statutory minimum wage, MPF and insurance requirements, as well as other employment legislations must be complied with.
- (2) Composter and Related Services
 - (i) Funding for maintenance service to the on-site composter, together with odour treatment equipment and bin (120L) lifter (if any), will be supported for 24 months.
 - (ii) The maintenance service shall include regular maintenance of the composter and odour treatment system, materials costs of spare parts and consumables, cleaning of the composter; and provision of advice and guide to operational and maintenance problems by the contractor.
 - (iii) The maintenance service to be provided by the contractor shall also include rectification of defects and resolution of complaints; and collection of sub-standard compost.
- (3) Electricity Fee

Funding for electricity fee for the composter will be supported for up to 24 months commencing from the valid of the maintenance service of the composter. The electricity fee will be reimbursed based on readings on the check meter.
- (4) Containers and Auxiliary Equipment
 - (i) Funding for additional containers for food waste collection will be supported. The quantity and type will be considered on a case-by-case basis. The applicant estate is expected to continue using the existing containers as far as possible.
 - (ii) Funding for purchasing of additional auxiliary equipment and resources (e.g., trolleys, plastic sieves, weighing device, thermometer, gloves, water-proof boots, aprons, cleansing tools and agents, buckets, flower pots, planting tools) will be considered. The applicant estate is expected to continue using the existing equipment as far as possible.

(5) Promotion and Education Activities

- (i) Funding support for engaging green groups, other non-governmental organisations, or other suitable organisations for the education activities will be considered. The services to be provided by the organisation could include questionnaire surveys (required as a condition of granting ECF under Section 2.5 in this Guide to Application) for gauging the behavioural change and environmental awareness of participating residents. The applicant should give the type(s) of activities and corresponding cost for hire of service, and quantity of items, etc.
- (ii) Promotion and educational materials, such as posters, leaflets and display panels, are available from the EPD. Type(s) of supplementary educational materials to be produced by the applicant estate (if any), their quantities and budget should be provided.
- (iii) Funding support for purchasing items for incentive schemes for encouraging food waste recovery participation from residents will be considered. Type(s) of items, their quantities and budget should be provided.

(6) Others

- (i) Funding for labour insurance will be supported.
- (ii) Funding for general expenses, such as photos and CDs on activities, will be considered. An item list should be provided.
- (iii) All applications are considered on their individual merits.
- (iv) Funding for unspecified miscellaneous and contingency items is **not** supported.
- (v) Funding support will **not** be given to the recipient organisation for renting or purchasing materials already in the organisation's stock.
- (vi) Funding for payments to individuals as a reward for their participation in the project will **not** be given.

(vii) Honoraria for speakers who are staff employed for the project will **not** normally be supported.

(Please refer to Appendix A for existing level of funding support for expenses.)

3.3.3.11 *Other sources of funds for the project (both confirmed and being applied for)*

The availability of alternative funds will be taken into account when an application is considered. In case the applicant organisations have sought / obtained private sponsorship to cover the budget items not to be funded by the ECF, the organisations should include details of the sponsorship in the Application Form (Section A Item 3 under Declaration and Section B Item 11) for Vetting Sub-committee's consideration. In case there are any changes to the sponsorship after the project approval, for example when the recipient organisation has sought / obtained private sponsorship to support items not funded by the ECF or to top up items that are partly funded by the ECF, the changes have to be submitted to the Vetting Sub-committee for consideration.

The Vetting Sub-committee would consider whether the sponsorship would constitute any conflict of interest, and whether the sponsorship might cause any potential liability or damage to the image of the ECF and etc. It would be up to the organisations to agree with their sponsor(s) on how to use the sponsorship and how to handle the unspent balance of the sponsorship.

3.3.3.12 *Estimated revenue generated from the project*

Estimated revenue gains from the **Project** should normally be deducted from the amount of grant applied for. State how this will be used to offset the **Project's** cost. If this is not possible, full explanation should be given.

3.3.3.13 *Procurement of capital items*

In case an applicant organisation intends to procure capital items (including minor works and equipment) from a specified company/organisation/individual without following the open procurement process stated in Section 4.10.1 below, it has to provide details of the proposed procurement, justifications for the special procurement arrangement and its relationship with the company/organisation/individual concerned.

3.3.3.14 *Details of contact person of the property management company*

Provide details of contact person of the property management company, who will be the first point of contact with the Secretariat on the ***Project***.

3.3.3.15 *Other relevant information*

4 CONDITIONS FOR THE USE AND ALLOCATION OF FUND

4.1 Contractual Requirements

For each project for which funds have been approved, the recipient organisation has to sign an agreement with the Government and comply with all the terms of the agreement.

4.2 Use of Funds

4.2.1 The allocated funds shall not be used as payments to individual members of the public as a financial reward for their participation in the activities associated with the project.

4.2.2 The benefits must accrue to the housing estate as a whole, and not just an individual, a single private organisation or a consortium of private companies.

4.3 Disbursement and Reimbursement of Funds

4.3.1 Depending on the cash flow requirement and nature of the project, the recipient organisation will receive between 25-50% of the grant upon approval of the application. Upon the submission of progress reports, the recipient organisation may apply for a further disbursement if it proves that the previous payment has been mostly spent or that further disbursement is required for undertaking the project as scheduled. The last 10% of the grant will normally only be released after completion of project and subject to submission of a completion report together with a statement of accounts for the project endorsed by the Vetting Sub-committee in accordance with the requirement specified in Section 4.5.2 and 4.6 below. The Vetting Sub-committee Secretariat will agree with the recipient organisation a schedule of payment.

4.3.2 All revenue received, irrespective of whether it has been declared in the proposal, must be defrayed against the actual expenditure before calculating the amount to be reimbursed as final payment.

4.3.3 Amount to be reimbursed for individual items of the budget will not exceed the approved amount for that item. However, the Vetting Sub-committee Secretariat may increase the approved amount of an individual item by up to 20% provided that the total amount to be paid will not exceed the total approved grant. For extension *Projects*, the total reimbursement amount for individual items of the budget will also be subject to a limit of 50% of the corresponding actual expenditure.

- 4.3.4 The grant could be reduced on a pro-rata basis in the following circumstances -
- 4.3.4.1 the scope and/or activities of the project are changed;
 - 4.3.4.2 the actual frequency of activities (e.g. collection of food waste) is less than proposed;
 - 4.3.4.3 the number of participants is less than proposed and the grant allocated is according to the number of participants;
 - 4.3.4.4 the actual utilization of the composter is less than the specified capacity of composter;
 - 4.3.4.5 the number of publications (e.g. leaflets) is less than that proposed; or
 - 4.3.4.6 the duration of project is reduced.
- 4.3.5 Any item not on the approved list of budget items will not be reimbursed.
- 4.3.6 Income derived from the project during the project period, including sales of output, fees generated from activities and interest income generated from cash in hand for the project, should be ploughed back into the project account.
- 4.3.7 Any unspent balance of the grant shall be returned to the ECF within two months after the completion of the project.
- 4.3.8 Income derived from the project after the project period, including sales of output, should be returned to ECF for offsetting part or whole of the funded amount. Failure to report and return such income to ECF will render the organisation ineligible for future funding support.

4.4 Project Interest

- 4.4.1 The ECF funds shall be paid into a risk-free interest-bearing account opened with a licensed bank.
- 4.4.2 Interest incomes generated from the ECF funds and other receipts for a project have to be reasonably apportioned to the project and no negative interest should be charged to the project. The use of interest is subject to the approval of the Vetting Sub-committee Secretariat and in no circumstances should the interest earned be applied for other uses outside the project.
- 4.4.3 The recipient organisation may be required to compensate the Government for loss of interest income if the ECF fund is not properly handled. Where necessary, the Government will initiate legal action for suitable remedies.

4.5 Progress and Completion Reports

- 4.5.1 Ongoing projects are monitored and completed projects are reviewed by the Vetting Sub-committee Secretariat. Recipient organisations are required to submit progress reports quarterly for new *Projects* and half-yearly for extension *Projects* for summarising data and work conducted for the period to the Secretariat. Recipient organisations also have to submit information on financial position of their projects together with original receipts for the expenses once every six months to the Vetting Sub-committee. The progress report should be submitted within one month following the end date of the corresponding reporting period. For projects receiving a grant over HK\$300,000 and lasting more than 18 months, recipient organisations are also required to submit, once every 12 months, a statement of accounts in association with the receipts concerned audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50) to the Secretariat. Except for the first disbursement, all disbursements will be subject to satisfactory performance and progress of the project. The Vetting Sub-committee or its Secretariat may carry out on-site inspections and surprise checks to examine the progress of a project at any time.
- 4.5.2 Within two months of completion of the project or before the date specified in the agreement, recipient organisations have to submit a completion report with attachment of a statement of accounts to the Vetting Sub-committee Secretariat (for projects over HK\$300,000, the statement of accounts should be audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50)). The Vetting Sub-committee will assess the success or effectiveness of the project by comparing the project results against its original objectives and targets as set out in the project proposal.
- 4.5.3 All progress and completion reports should be signed off by the person-in-charge of the recipient organisation and submitted in such format as prescribed in the Progress/Completion Report Form.
- 4.5.4 If an extension of the submission deadline for the progress reports/completion reports is required, approval should be obtained from the Vetting Sub-committee Secretariat.
- 4.5.5 Unsatisfactory performance will affect the organisation's future chance of getting funding support, and the organisation's management will be informed.
- 4.5.6 The statement of accounts as required above must be submitted in prescribed format as specified by the Vetting Sub-committee Secretariat. Essentially the actual expenses, reference numbers of

individual receipts and elaborations on individual transactions under each approved budget item should be clearly indicated.

4.6 Statement of accounts

- 4.6.1 Within two months of completion of the project or before the date specified in the agreement, recipient organisations have to submit a complete statement of accounts, attached to the completion report, to the Vetting Sub-committee Secretariat. If an extension of the submission deadline is required, approval should be obtained from the Secretariat.
- 4.6.2 For projects receiving a grant of or below HK\$300,000, the grant received must be shown in a complete statement of accounts, together with the original copy of invoices and receipts. Auditing will not be required, but the Vetting Sub-committee Secretariat reserves the right to check all financial records kept by the recipient organisation relating to the use of the grant.
- 4.6.3 For projects receiving a grant more than HK\$300,000, the following should be noted –
- 4.6.3.1 The statement of accounts attached to the completion report must be audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50), providing assurance that the audited accounts properly presented the financial position and that the conditions of grants are met;
- 4.6.3.2 For projects lasting more than 18 months, recipient organisations are also required to submit a statement of accounts audited by certified public accountants (practising) to the Secretariat once every 12 months and 2 months after the completion of project;
- 4.6.4 For projects receiving a grant more than HK\$150,000, the funds should be kept in a separate account opened with a licensed bank to facilitate the checking of all financial records by the Government and auditors as and when necessary.
- 4.6.5 The statement of accounts as required above must be submitted in prescribed format as specified by the Vetting Sub-committee Secretariat. Essentially the actual expenses, reference numbers of individual receipts and elaborations on individual transactions under each approved budget item should be clearly indicated.

4.7 Intellectual Property Rights Arising from Projects and the Use of Project Results

- 4.7.1 Unless negotiated otherwise between the Vetting Sub-committee Secretariat and the recipient organisation, the recipient organisation will solely own all intellectual property rights arising from the project.
- 4.7.2 The recipient organisation is required to grant unconditionally and irrevocably to the Government the right to publish results, findings and any other information provided in the application form, progress report, completion report and other publications or publicity material.

4.8 Publicity of Project Events and Results

- 4.8.1 Recipient organisations should try to publicise the project results or any events related to the projects through publications, seminars, workshops, conferences and exhibitions etc. and provide details in progress/completion reports. They should also provide information about the events such that the Vetting Sub-committee Secretariat might conduct spot checks on the proposed activities.
- 4.8.2 Recipient organisations should notify the Secretariat of the project results before publicising them. Copies of publications or publicity material produced under the project must be made available to the Secretariat within one month after the completion of the project.
- 4.8.3 Projects which receive funding support from the ECF, including the activities, publicity and other events organised under the projects, as well as their related educational, publicity and other related materials, should not be used for purposes of personal, political, commercial or religious publicity of any individuals or organisations. Nor should any such activities, events or materials arising from an ECF-funded project be presented in a way as to induce public perception of any personal, political, commercial or religious publicity of any kind, or misrepresent any association of any individuals or organisations with the ECF. In addition, activities and events organised and materials produced under the projects should not be implemented or distributed in a way which may adversely affect ECF's image, or cause any liability to ECF.
- 4.8.4 Project findings may be uploaded on the websites of EPD for public access.
- 4.8.5 For the purpose of identification, the recipient organisation should issue suitable work identity cards for staff and/or volunteers carrying out activities under approved projects. Staff and/or volunteers should not wear other uniforms apart from those of the recipient organisation. Where other means of identification is proposed, prior approval should be obtained from the Secretariat of the Vetting Subcommittee.

- 4.8.6 The recipient organisation is obliged to submit a copy / sample / artwork of all publicity materials proposed, produced or used for the project or its activities for review by the Secretariat as and when required, and should follow the advice of the Secretariat on the format and presentation of such materials whenever required.
- 4.8.7 When considering the location and arrangements for displaying publicity materials, the recipient organisation should comply with the relevant legislation and regulations, and obtain the endorsement of all relevant authorities, Government departments and other relevant parties, including consultation of parties affected as appropriate. ECF's funding support for the project should in no way be construed as support for the proposed location and arrangements for the display of such publicity materials.
- 4.8.8 Apart from the names and logos of the ECF, recipient organisation and supporting organisations as approved by the ECF, prior approval should be obtained from the Vetting Sub-committee Secretariat for any additional names, logos and photos of other individuals, single private organisation or a consortium of private companies to be published in any publicity materials and promotional items relating to the project.

4.9 Acknowledgement of Support and Disclaimer

- 4.9.1 To acknowledge the source of funding, “ECF” should be added at the beginning of the project title which should be used in all publicity materials and activities under the project. Both the name and logo of the ECF must also be acknowledged in all publicity materials resulting from the project. Failure in making proper acknowledgment may result in suspension or termination of funding support and affect the future applications.
- 4.9.2 The logo of ECF may be used and printed onto the following categories of publicity materials with a view to promulgating the contribution of the fund. Examples of publicity materials include publicity leaflets/posters/banners; reports and publications of project outcome; and advertisements on newspaper and electronic media.
- 4.9.3 For publicity materials produced under ECF-funded projects or activities, the size of the name and / or logo of the organisers / assisting / supporting / sponsoring bodies should not be larger, or placed in a more prominent position, than those of the ECF. For example:

Order from top to bottom, Order from left to right:

ECF Organisers

Assisting / supporting / sponsoring bodies

- 4.9.4 Use of the name and logo of the ECF for other purposes is subject to the prior approval of the Vetting Sub-committee Secretariat.
- 4.9.5 In no circumstances shall the name and logo of the ECF be used for publicity for commercial interest or other purposes which may damage the image and/or cause any liability to the ECF. A disclaimer should be added to all publications and media briefs relating to ECF-funded projects: *"Any opinions, findings, conclusions or recommendations expressed in this material/event do not necessarily reflect the views of the Government of the Hong Kong Special Administrative Region and Environment and Conservation Fund."*

4.10 Procurement of Capital Items, Goods and Services

Important Notice: The recipient organisation is obliged to adhere to a high standard of integrity and spend the funds in an open, fair and accountable manner. Recipient organisation is advised to observe the Best Practice Checklist issued by the Corruption Prevention Department of the ICAC namely "Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook" as well as the "Integrity and Corruption Prevention Guide on Managing Relationship with Public Servants" which can be downloaded from the following hyperlinks of the ICAC website –

http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf

http://www.icac.org.hk/filemanager/en/Content_1031/ps.pdf

http://www.icac.org.hk/filemanager/en/Content_1031/quick-ps.pdf

- 4.10.1 The recipient organisation should exercise utmost prudence in procuring capital items (including minor works and equipment), goods or services for the project and must adhere to the following procedures unless the Vetting Sub-committee agrees otherwise –
- (a) For every procurement the aggregate value of which is HK\$5,000 or below, quotations from suppliers are not required for most items unless specified in **Appendix A**.
 - (b) For every procurement the aggregate value of which is more than HK\$5,000 but less than HK\$10,000, quotations from at least two suppliers should be obtained.
 - (c) For every procurement the aggregate value of which is HK\$10,000 or more, but less than HK\$200,000, quotations from at least three suppliers should be obtained.
 - (d) For every procurement the aggregate value of which is HK\$200,000 or more, tender from five suppliers should be obtained.

- 4.10.2 For new **Projects**, when tendering for the renting of composter, the recipient organisation shall follow the specification in Appendix D or that provided by the Secretariat. Services and items reimbursable by the ECF in relation to the composter shall be limited to those listed under “Composter, related Works and Services” in Section 8 “Budget of project” of the prescribed Application Form. General terms and conditions prepared by the recipient organisation, supplementing the conditions in the specification in Appendix D, may form part of the tender document.
- 4.10.3 For extension **Projects**, the recipient organisation shall follow the specification in Appendix E or that provided by the Secretariat when arranging for maintenance services to the composting system. Services and items reimbursed by the ECF in relation to the composter shall be limited to those listed under “Composter and Related Services” in Section 10 “Budget of project” of the prescribed Application Form. For **Projects** requiring the acquirement of quotations/tendering for the maintenance services to the composting system, general terms and conditions prepared by the recipient organisation, supplementing the conditions in the specification in Appendix E, may form part of the quotation/tender document.
- 4.10.4 If recipient organisations would like to include services and items outside those listed under “Composter, related Works and Services” in the tender for the renting of composter for new **Projects** or “Composter and Related Services” in the quotation document/tender for maintenance services of composter for extension **Projects**, the additional services and items must be stated on a separate sheet(s). The prices of the additional services and items must also be listed separately. Price assessment of the quotation/tender submissions shall be based on overall prices for services and items listed under “Composter, related Works and Services” for new **Projects** or “Composter and Related Services” for extension **Projects**, with the supplier that has submitted the lowest compliance bid to be selected, unless prior agreement from the Vetting Sub-committee has been obtained. On the other hand, recipient organisations of new **Projects** are not required to arrange for a tender to cover all the items listed under “Composter, related Works and Services” and are free to arrange separate tenders for the items.

Other approved services and items to be funded by the ECF under the new **Project** shall not be included in the tender for renting of composter. Expenditures of any services and items outside those listed under “Composter, related Works and Services”, but included in the tender, may not be fully reimbursable by the ECF. Similarly, for extension **Projects**, expenditures of any services and items outside those listed under “Composter and Related Services”, but included in the quotation document/tender, may not be reimbursable up to 50% of the actual spending by the ECF.

- 4.10.5 The recipient organisation should select the supplier that has submitted the lowest compliance bid. If the lowest compliance bid is not selected, full justifications must be given and prior agreement must be obtained from the Vetting Sub-committee.
- 4.10.6 In case an applicant organisation intends to procure the items from a specified company/organisation/individual without following the open procurement process in Section 4.10.1 above, it has to provide details of the proposed procurement, justifications for the special procurement arrangement, and its relationship with the company/organisation/individual concerned in the application form. If the application including the proposed special procurement arrangement is approved, subsequent approval from the Vetting Sub-committee will not be required.
- 4.10.7 All quotations and tendering documents should be kept for inspection by the Vetting Sub-committee Secretariat. The recipient organisation should also observe the Code of Practice on Procurement of Supplies, Goods & Services issued under the Building Management Ordinance (Cap. 344) for the guidance of owners' corporations.
- 4.10.8 Recruitment of staff and procurement of goods/services must be conducted in an open and fair manner. A mechanism should be put in place for staff/workers to declare any conflict of interest and to prohibit staff/workers from soliciting or accepting any advantage when handling the ECF funded projects. All records of declaration of interest should be properly documented and submitted to the Secretariat of the Sub-committee for inspection. Please refer to Appendix G for the probity requirements for recipient organisations of grants from the ECF.

4.11 Title of Capital Items, Educational Materials and Computer Softwares

- 4.11.1 For new *Projects*, the title of capital items (including minor works and equipment), educational materials and computer softwares procured with the fund will remain with the Government during the project period. Upon satisfactory completion of the project and subject to the approval of the Vetting Sub-committee, the title of the items may be changed to the recipient organisation on a case-by-case basis. For extension *Projects*, the title of capital items, educational materials and computer softwares procured with 50% of the actual expenditure funded by the ECF will rest with the recipient organisation.

4.12 Suspension/Termination of Funding Support

- 4.12.1 The Vetting Sub-committee may suspend/terminate funding support of a project under the following circumstances -
- (a) if the project does not commence within six months of the approval of the grant and no reasonable explanation has been given;
 - (b) the Vetting Sub-committee considers that the project has not progressed satisfactorily and no reasonable explanation has been given;
 - (c) the project leader leaves the recipient organisation prior to the completion of the project and there is no one available who has been involved in the project and considered suitable by the Vetting Sub-committee to take over the role of project leader; or
 - (d) if the recipient organisation fails to comply with the funding conditions as set out in this Guide and/or the approval letter and no reasonable explanation has been given.
- 4.12.2 In each of the above cases of suspension/termination of funding support, the Vetting Sub-committee shall give one month notice to the recipient organisation, stating the reasons for the suspension/termination. In cases of suspension, the recipient organisation should demonstrate that measures have been taken to rectify the problems and improve the unsatisfactory situation before the Vetting Sub-committee lifts the suspension. In cases of termination, the balance of the grant or any funding given in advance shall be returned to the ECF. The Vetting Sub-committee will consider possible redeployment of the capital items, educational materials and computer softwares acquired for the project.
- 4.12.3 Any suspension or termination of a project will affect the organisation's future chance of getting financial support from ECF, and the organisation's management will be informed.
- 4.12.4 The ECF shall be entitled to be refunded by the recipient organisation of some or all of a grant which has been used other than in accordance with the terms of the approved project.
- 4.12.5 Any major changes to the project must be approved by the Vetting Sub-committee. Such major changes include -
- (a) revision to the objectives and/or content and/or budget;
 - (b) transfer of project to another organisation;
 - (c) deferral of progress/completion reports/statement of accounts submission date; or

(d) change in sponsorship.

4.12.6 The Vetting Sub-committee may suspend/terminate funding support for the project if the project is being carried out under any of the above circumstances without prior approval.

4.12.7 Any proposed minor changes to a project should be submitted to the Vetting Sub-committee Secretariat for approval in advance.

4.13 Others

4.13.1 The ECF Committee, ECC, their sub-committees and secretariats, and Government shall have no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.

4.13.2 The Secretary for the Environment may at any time, if he considers fit, amend or add to the above conditions, without prior notice to recipient organisations.

4.13.3 If personal information of participants was to be collected for purpose of the project, the information should be properly handled according to the requirements of the Personal Data (Privacy) Ordinance. If in doubt, advice from the Office of the Privacy Commissioner of Personal Data should be sought.

**Level of funding support for expenses of
Food Waste Recycling in Housing Estates ***
(with effect from 17 January 2018)

Items	Level of funding support (HK\$)
1. (a) Engaging Green Groups / Other Organisations / Personnel for Educational Activities (b) Promotion and Educational Materials and; (c) Materials for Incentive Scheme	<ul style="list-style-type: none">• Maximum for the 3 items at \$130,000 per project
2. Materials for Incentive Scheme (for participants of waste collection) - including souvenirs for participating in food waste recovery, and prizes for related competitions	<ul style="list-style-type: none">• Maximum \$40,000 per project.• Reliance on souvenirs should be gradually reduced and should be linked to income generated (if any) from sales of recyclables.
Sub-items under “Engaging Green Groups / Other Organisations /Personnel for Educational Activities” and “Promotion and Education Materials”	
(The limits below apply in parallel to relevant budget items and are not mutually exclusive of each other)	
3.1 Launching Ceremony / Promotion Day - including invitation, souvenirs for officiating guests, set up and decoration, backdrop, rental payment of PA system, etc.	<ul style="list-style-type: none">• Maximum \$7,000 per event.• Maximum 20% of the approved total budget.• The applicant /recipient organisation is free to manoeuvre the grant among the various approved “Launching ceremony/ Promotion day” items.• No funding for opening ceremonies would be given for extension Projects.• Request of funding to cover charges for use of in-house equipment/facilities of the applicant /recipient organisation is normally not supported. If such support is necessary due to special reasons, prior agreement from the Secretariat must be secured and the expenditure for rental is set at 20% of the current market price.
3.2 Light Refreshment for ceremonies	<ul style="list-style-type: none">• Maximum \$10 per head• The ceiling is capped at \$2,500 per project

3.3 Souvenirs (for officiating guests and judges only)	<ul style="list-style-type: none"> • Maximum unit price: \$50
3.4 Booths – including rental payments, decoration and prizes for game booths	<ul style="list-style-type: none"> • Maximum \$650 per booth.
3.5 Seminars / Sharing Sessions	<ul style="list-style-type: none"> • The ceiling is capped at \$1,000 per seminar • A seminar / sharing session shall be conducted every 6 and 12 months for new and extension Projects respectively
3.6 Hire of Speakers or Instructors	<ul style="list-style-type: none"> • Maximum \$250 per hour per speaker/ instructor • Maximum \$800 per hour per speaker/instructor for functions which require speakers/instructors holding teaching positions in tertiary institutions or doctorate degrees in relevant fields (qualification should be supported by certificates issued by relevant authorities). Prior agreement of the Vetting Sub-committee must be secured. • Fees to be counted on a half-hourly basis. • The funding support may be adjusted upwards on the merit of each case. • Honoraria for speakers who are staff employed for the project are normally not supported.
3.7 Workshops (with participants involve in production of environmentally friendly items)	<ul style="list-style-type: none"> • Maximum \$3,000 per workshop
3.8 Visits to Waste Facilities	<ul style="list-style-type: none"> • Maximum \$2,500 per visit
3.9 Admission Fee for environmental visits	<ul style="list-style-type: none"> • 40% of the admission fee should be paid by the participants.
3.10 Package Tour	<ul style="list-style-type: none"> • For hire of package tour, 40% of the charge should be paid by the participants.
3.11 Transportation – including hire of coach, hire of van/lorry for transportation of materials and hire of launch	<ul style="list-style-type: none"> • Maximum \$2,000 per coach (round trip). • For hire of launch, 40% of the charge should be paid by the participants. • The amount of funding support is based on the actual expenditure with the proof of receipts. • Quotations must be provided.
3.12 Planting / Harvesting Activities	<ul style="list-style-type: none"> • Maximum \$2,000 per event
3.13 Door-to-Door Visits	<ul style="list-style-type: none"> • Maximum \$35 per household
3.14 Competitions	<ul style="list-style-type: none"> • Maximum \$6,500 per competition

3.15 Prizes for Competition	<ul style="list-style-type: none"> Maximum \$1,500 per set of trophies and prizes for each sub-category of competition. Cash or cashable items must not be given.
3.16 Travel Allowance for staff and volunteers Note: for staff, only allowed for travelling from workplace to workplace, both under the project	<ul style="list-style-type: none"> Maximum \$15 per journey The funding support may be adjusted upwards on the merit of each case; prior agreement from the Secretariat must be secured.
3.17 Meal Allowance (for volunteers only)	<ul style="list-style-type: none"> Maximum \$40 per volunteer for activities lasting 3 – 5 hours (excluding preparation / travelling time). Maximum \$70 per volunteer for activities lasting more 5 hours (excluding preparation / travelling time).
3.18 Production of Exhibition Panel	<ul style="list-style-type: none"> Maximum \$21,000 per project, \$2,100 per panel Applicant /recipient organisation is encouraged to borrow exhibition panels from Environmental Protection Department (Hotline: 2835 2305).
3.19 Production of Banners	<ul style="list-style-type: none"> Maximum \$2,000 per estate
3.20 Production of Leaflets	<ul style="list-style-type: none"> Maximum at \$5,000 per estate
3.21 Production of Posters	<ul style="list-style-type: none"> Maximum \$1,500 per estate
3.22 Record Cards for Participants	<ul style="list-style-type: none"> Maximum \$1,500 per estate
3.23 Rental Payment	<ul style="list-style-type: none"> Not applicable to premises under the possession of the organisation
4. Direct Labour Cost involved in waste collection, separation and recycling etc.	<ul style="list-style-type: none"> Maximum \$52 per hour for each labour
5. Licence Fee	<ul style="list-style-type: none"> Applicants are requested to comply with regulations of Hong Kong and apply to all authorities concerned for licences to conduct the project.
6. Insurance for third party liabilities	<ul style="list-style-type: none"> Funding support will be based on the basic requirements. Quotations must be provided.
7. Contingency Items	<ul style="list-style-type: none"> Not supported

* **The level of funding support for individual items of extension Projects is subject to a limit of 50% of the corresponding approved actual expenditures, with the total funding amount not exceeding a limit of HK\$300,000 per application.**

Remarks: The level of funding support may be adjusted by the Waste Reduction Projects Vetting Sub-committee as and when necessary. For the latest version, please refer to the Internet homepage of –

- **Environment and Conservation Fund**
<http://www.ecf.gov.hk>

**Reference sample for estimating project cost for a 100 kg/day
on-site treatment facility – For new *Projects***

No.	Item	Quantity	Unit Cost (HK\$)	Cost (HK\$)	Remark
1	Lease and buy-in 100kg/d on-site treatment facility	24 months	9,000	216,000	Include supply, delivery, installation, and maintenance services
2	Works for 3-phase power supply to the facility	sum	--	20,000	
3	One to two workers for food waste collection / cleansing / facility operation, etc.	25 months	8,000-10,000	400,000	Include MPF
4	Power consumption for the on-site treatment facility	25 months	1,000	25,000	
5	Containers for waste collection	880 nos	28	24,640	Assume 2 containers each year for each household
6	Promotion, such as stamp collection scheme in exchange for gifts as incentive, kick-off ceremony	sum	--	40,000	
7	Hiring service of technical personnel	sum	--	80,000	

No.	Item	Quantity	Unit Cost (HK\$)	Cost (HK\$)	Remark
8	Engaging NGOs / other parties for educational programmes	sum	--	90,000	
9	Miscellaneous	sum	--	70,000	
	Total			965,640	Say, \$960,000 for total project cost

**Reference sample for estimating project cost and funding support for
a 100 kg/day on-site treatment facility – For Extension Projects**

No.	Item	Quantity	Estimated Funding Support (HK\$)	Remark
1	Maintenance of composter	24 months	16,000	50% of the actual expenditure on maintenance of composters estimated to be around \$32,000 for 2 years.
2	Workers for food waste collection / cleansing / facility operation, etc.	One or two for 24 months	245,000	50% of the actual expenditure subject to a maximum of 2 part-time labours as allowed in the existing scheme. Include MPF
3	Power consumption for the on-site treatment facility	24 months	15,000	50% of actual expenditure on electricity charge
4	Food waste container, auxiliary equipment		4,000 (e.g. containers @ \$28)	Not required in general except some replacement of container. 50% of the actual expenditure
5	Promotion and education activities		10,000	50% of the actual expenditure on education and promotion activities estimated to be \$20,000.
	Total		290,000	Say, \$300,000 - Limit of Funding Support

**Provision of Composting System for
Food Waste Recycling in Housing Estate**

[Sample Specification – For Reference Only]

Declaration

This is a sample specification for reference only. The users should make necessary modifications and amendments to suit their specific circumstances. The Hong Kong SAR Government disclaims any responsibility to the users of this sample specification in respect of any contractual disagreement or conflict between the users and the suppliers of composter.

The composter system provided by suppliers shall include: 1) a chamber for composting; 2) an odour removal system; 3) an electrical and automatic control; and 4) [a working platform] that facilitates putting food waste into the composter [or electrical lifting device]. The daily treatment capacity of the composter system provided by suppliers shall not be less than [50 to 100 kg] of food waste, and should be able to recover the food waste into useful compost products. The composter system provided by suppliers should at least meet the following the requirements:

General Requirements of the Composter System

1. The composter system should be suitable to be installed in outdoor and humid environment, it shall be made with rust-proofed material such as stainless steel 304 or higher grade, and the electrical power control panel should also be rust-proofed and water-proofed.

[Clause 2 for composter system to be installed in open area]

2. If the composter system is installed in outdoor environment, awning shall be installed to facilitate operation during raining.
3. Apart from the feeding of food waste into the enclosed chamber and the discharge of compost from it, the operation of the composter system shall be fully automatic.

[Clause 4 for motorized bin lifting device]

4. If the composter has a motorized bin lifting device, it shall be capable to lift up the weight not less than 150 kg and the food waste will not be spilled out from the device while feeding the food waste into the enclosed chamber of the composter system.

[Clause 5 for manual feeding of food waste to the composter system]

5. For manual food waste feeding, stainless steel working platform with stairs shall be provided as part of the composter system if the feeding inlet is over 1.2 metres above ground. The working platform surface shall be of the checker plate type for slippery prevention and the platform shall be capable of supporting the weight of at least one adult worker.
6. The composter system in operation shall not induce noise nuisance.

7. The composter system shall be able to turn the source separated food waste to useful compost in solid powder forms. It shall not produce waste matters that have to be disposed of at landfills.
8. The composter system shall not convert source separated food waste into liquid compost (except condensate) and discharge to the sewers to avoid increasing the loading to the sewage treatment system.
9. Supplier of the composter system should present the supporting laboratory testing reports for the supplied composter system that could produce compost meeting the standards as tabulated below (Table 1):

Table 1

Compost Maturity		Products must pass one of the tests from Group A AND one of the tests from Group B
		<table border="1"> <tr> <td><u>Group A</u> 1. Ammonia conc. ≤ 700 mg/kg dw 2. Ammonia: nitrate ratio ≤ 3 3. Volatile organic acids conc. ≤ 500 ppm dw</td> <td><u>Group B</u> 1. Carbon to nitrogen ratio ≤ 25 2. Oxygen demand ≤ 0.4 g O₂/kg TS/hr 3. Carbon dioxide evolution ≤ 2 g C/kg VS/day</td> </tr> </table>
<u>Group A</u> 1. Ammonia conc. ≤ 700 mg/kg dw 2. Ammonia: nitrate ratio ≤ 3 3. Volatile organic acids conc. ≤ 500 ppm dw	<u>Group B</u> 1. Carbon to nitrogen ratio ≤ 25 2. Oxygen demand ≤ 0.4 g O ₂ /kg TS/hr 3. Carbon dioxide evolution ≤ 2 g C/kg VS/day	
Compost Quality	Physicochemical Properties	pH 5.5 – 8.5
	Pathogen	<i>Salmonella sp.</i> ≤ 3 MPN/4g <i>E. Coli</i> ≤ 1000 MPN/g
Seed Germination Index		Dilution : solid to water ratio of 1:5 (wet weight) Seed Germination Index $\geq 60\%$

Note: testing methods should follow those specified in Compost and Soil Conditioner Quality Standards 2005 established by the Hong Kong Organic Resources Centre

Requirements for the Enclosed Chamber of Composter System for Fermentation

10. The enclosed chamber for fermentation should be made with rust-proofed material such as stainless steel 304 or higher grade.
11. The enclosed chamber shall consist of inlet for feeding of food waste (inlet) and outlet (outlet) for treated matter discharge. Doors with seal gasket and security lock or motorized or electrical interlocking device (e.g. reed switch) shall be provided to enclose the inlet and outlet openings.
12. The composter system shall be designed and sized such that the retention period of food waste inside the enclosed chamber will be at least 14 days before the treated matter is being discharged or removed from the chamber.
13. The enclosed chamber should be coated with insulation material to reduce heat loss to the surroundings.

Requirements of the Odour Removal Device

14. The odour treatment equipment shall be based on mechanism of activated carbon adsorption or/and biofiltration. It shall be designed to effectively remove the odour arising from food waste fermentation inside the enclosed chamber, thus preventing occurrence of odour nuisance.

Requirements of the Power Supply, Control and Safety

15. The electricity power control shall comprise panel with emergency switch for stopping the composter system operation, and also equip with other electricity protection system in accordance with the legislative requirements in Hong Kong, such as **Code of Practice for the Electricity (Wiring) Regulations**. It requires: 1) the layout and the wiring of the control circuit should be tidily completed and easy for maintenance; 2) workable devices, such as short circuit protection, overload protection and over-current should be equipped; 3) devices such as short circuit protection, overload protection and over-current protection must be matched with the loading of the equipment; and 4) clearly label the indication lamp, display panel instrument and operation buttons.
16. If the composter system is installed in outdoor or humid environment, the electricity power control including the electrical wiring and switches shall be water-proofed.
17. The composter system shall be equipped with heating and temperature controlling provisions and be designed so to ensure the fermentation temperature of food waste inside the enclosed chambers be maintained at about 50 to 60 degree Celsius. The system shall also include display panel at a conspicuous location that shows the temperature measured inside the enclosed chamber.
18. Temperature set point(s) should be provided for temperature control so that the composter system shall be turned on at the preset temperature. The heater shall be able to stop heating automatically when the fermentation temperature is higher than the preset temperature.
19. All the rotating devices that may cause injuries to the operators should be sealed or sheltered, or adopting other safety measures to avoid contact by the operator.
20. If particulates or dust is found in the composting process, the composter system should be equipped with particulates or dust trap or filtering device to prevent inhalation by the operators.

Other Requirements on Composter

21. The contractor shall supply, deliver and install the composter system at the premises chosen by the housing estates.
22. The contractor shall provide all necessary insurance covering for works related to the delivery and installation of the composter system.
23. The contractor shall perform functional tests for the installed composter system. The functional test shall include at least test of the emergency switch, test of the motor drive for mixing / conveyance inside the enclosed chamber, test of the odour treatment equipment blower or exhaust fan, and test for the motorized bin lifting device (if provided).

24. The contractor shall rent the composter system to the housing estate for food waste recycling for a period of 24 months. The commencement date of rental contract should be fixed on the day when all the functional tests of the installed composter system are successfully completed.
25. The contractor shall provide user operation and maintenance manuals with drawings within one week from delivery of the composter system to the premises chosen by the housing estate.
26. The contractor shall provide half-day training to 2 staff and 2 workers of the housing estate covering the operation, checking and maintenance aspects relating to the composter system within two weeks from the delivery of the composter system.
27. After commencement of the composter system operation and upon request from the procured housing estates, the contractor shall make odour measurement to verify whether the odour treatment equipment could meet with the equipment requirement standards and effective in abating odour nuisance. The contractor shall provide a technical report on the result of such verification, the removal efficiency of the odour treatment equipment and other incidents that may cause excessive odour events within 2 months after commencement of the rental of the composter system.
28. During the rental period of the composter system, the contractor shall carry out regular checking and maintenance (including the odour treatment equipment) and also provide consumables and spare parts necessary for the proper operation of the composter system. The contractor shall also provide advice and guides to resolve any operational or maintenance problems of the composting system.
29. During regular maintenance / cleaning of composting chamber, the contractor should remove: 1) particulates / dust that is trapped inside the ventilation system of the composter system; and 2) debris trapped inside composter, e.g. plastic bags, nuts, hard shells, tough fibre, etc.
30. Upon completion of the 24 months rental period, the contractor shall decommission and remove the composter system away from the premises if no arrangement has been made with the housing estate for renewing the rental period or purchasing the composter system.

Requirements of the Contractors

The contractors shall provide a layout design in the quotation to show the space for the composter system required, including the space needed and location for: 1) installation dimensions of the composter system and its operation buffer zone; 2) storage area for compost products; and 3) cleansing area for food waste containers and other equipment, etc.

The contractors shall submit the following documents to the help-desk service provider before supply, delivery and installation of composter system to the housing estates. Besides, EPD would require the help-desk service provider to conduct on-site testing to the installed composter system. Hence, the contractors shall make every effort to provide assistance in these procedures.

1) Specifications of the delivered system would be cross-checked and verified with the specifications submitted with the quotation. Proper record should be kept.

Specifications include:

- Dimensions of composter;
- Space requirement for motorized bin lifting device (if provided), product output and walkway;
- Electrical power requirement, and electric check meter;
- Whether odour removal device is included; and
- Other minor works items: shelter, ventilation, water supply and drainage, etc.

2) Operation and maintenance manual shall include the following items:

- i. Safety precautions
- ii. Installation location, electricity or other requirements
- iii. Recyclable and non-recyclable materials for the system
- iv. Operation of the system, including but not limited to, start-up, shut-down, normal operation, etc.
- v. Consumables (e.g. bulking agents, microbes) required, and service life of Odour Removal Unit and the refill quantity.
- vi. System information:
 - Description of the process /principle of the machine /information of Odour Removal Unit
 - Technical specifications /major equipment schedule including the materials used in Odour Removal Unit
 - Power requirements
 - Descriptions of display, indicators and alarm signals
- vii. Maintenance and warranty guides
- viii. Troubleshooting guideline
- ix. Recommendation for the compost's application and dosage needed

3) System testing and commissioning

Testing and commissioning (T&C) should be conducted after the system has been delivered and installed. T&C records should be properly kept. Testing and commissioning should include:

- i. Functional test
To ensure the system and individual devices/ components function properly, including rotation of mixer / rotating drum, rotation direction, heating device, air supply and exhaust system, etc.
- ii. Power test
 - Installation of power supply
 - Insulation test of individual device (MΩ)
 - Information of individual devices
 - Operating current measurement for individual devices (A)
 - List of protection devices of individual equipment (such as circuit breaker, fuse, overload device, etc.)

The contractors shall submit the above records as stated in 1), 2) and 3) to the Help-desk Service for Food Waste Recycling Projects in Housing Estates within 1 month after installation. The records shall be sent by email at hd-fwrs@hkpc.org or mail to Help-desk for Food Waste Recycling Projects in Housing Estates, Environmental Management Division, HKPC Building, 78 Tat Chee Avenue, Kowloon.

During testing and commissioning period, details checking, functional testing, electrical safety testing for each individual equipment should be conducted and recorded. The contractors can make reference to “Testing Record for the Food Waste Composter System” in Appendix F.

Notes : During the rental period of the composter system, tests on compost will be conducted by the Environmental Protection Department.

[] denotes information to be filled in or amended as appropriate.

Notes of Quotation Submission for Renting Composting System for Food Waste Recycling in Housing Estate

The Quotation shall include the following submissions:

1. Completed technical schedule of proposed composting system;
2. Completed schedule of rental price for a 24-month rental period*;
3. Catalogs and drawings of the proposed composter system containing technical specification data and information;
4. Delivery and installation schedule;
5. Option of composter system buy-in on completion of the 24-month rental period.

* The quoted rental price shall deem to have included all the cost necessary for the supply, delivery, installation, testing, training, renting, reporting, maintenance, decommissioning and removal of the composter system as required in the Specification for “Provision of Composter System for Food Waste Recycling in Housing Estate”.

Technical Schedule of Proposed Composting System

1. Composter	
a. Manufacturer	
b. Country of make	
c. Model and type	
d. Casing material	
e. Treatment capacity (kg / day)	
f. Operational temperature (°C)	
g. Size (LxWxD)	
h. Weight (kg)	
i. Odour treatment type	
j. Voltage/phase/Hz	
k. Normal kW rating	
l. Accessories	
m. Consumables Requirement	
n. Safety Features	
o. Retention time of food waste inside the digestion chamber	
p. Laboratory report for conformance of compost sample with Table 1	
q. Physical form of compost product	
2. Layout design of composter system	
a. Installation dimensions of the composter system	
b. Storage area for the compost products	
c. Cleansing area for food waste containers and other equipment, etc.	
3. Motorized bin lifting device (if provided)	
a. Manufacturer	
b. Model and type	
c. Lifting Capacity (kg)	
d. Voltage/ phase/ Hz	
e. Normal kW rating of motor	
f. Safety Features	
g. Size (LxWxH)	
h. Weight (kg)	

Schedule of Price for Provision of Composter System

At XXXXXXXX (address or location)

(1)	Monthly Rental x 24 months = Total Rental Cost	:	\$ _____ x 24 months
	Total Rental Cost	:	= \$ _____
(2)	Buying-in Cost after 24 months	:	\$ _____
	Overall Total : (1) + (2)		\$ _____

Name of Contractor: _____ Company
Chop: _____

Name and post of the Person
Authorized to Sign the Quotation
(in Block Letters): _____

Signature of the Person
Authorized to Sign the
Quotation: _____

Date : _____

**Provision of Maintenance Services to Composting System for
Food Waste Recycling in Housing Estate**

[Sample Specification – For Reference Only]

Declaration

This is a sample specification for reference only. The users should make necessary modification and amendments to suit their specific circumstances. The Hong Kong SAR Government disclaims any responsibility to the users of this sample specification in respect of any contractual disagreement or conflict between the users and the suppliers of maintenance service to the composter.

The Composter system installed at _____ [Name and address of housing estate] _____, is a [Brand Name, model of composter, treatment capacity] _____. It comprised 1) a chamber for food waste composting; 2) an odour removal system; 3) an electrical and automatic control; and 4) [a working platform/ bin lifting device *] that facilitate putting food waste into the composter. The daily treatment capacity of the Composter system is not less than 50kg/100kg * of food waste and shall be able to recover food waste into useful compost products. The maintenance Contractor of the abovementioned Composter system shall at least meet the following requirements:

Maintenance Services and Response to Fault Calls

1. During the Contract period, the Contractor shall carry out regular maintenance service of the Composter and the odour treatment system including quarterly / half-yearly * inspections to ensure the normal and proper operation of the Composter. Maintenance service includes labour and material costs of spare parts and consumables (including microbes, bulking agents, replacement of odour removal filter; and containers for compost product whichever is the applicable) necessary for the proper operation of the Composter system. The Contractor shall also provide advice and guides to resolve any operational or maintenance problems about the Composter. The Contractor should provide clear instructions to the Property Management Corporate (PMC) to carry out the daily inspection to the Composter.
2. During regular maintenance /cleaning of the Composter chamber, the Contractor should remove:
1) particulates/ dust that is trapped inside the ventilation system of the Composter system; and 2) debris trapped inside the Composter such as plastic bags, nuts, hard shells, tough fibres, etc.
3. The Contractor shall initiate immediate rectification actions to eliminate the defect within 36 hours and to complete the rectification action within 60 hours after receiving the notification (verbal followed by written notification) of the defect or faulty operation of the Composter from the Representative of _____ (Housing Estate) with no additional service charge except otherwise stated.

Handling of Complaints

4. The Contractors shall initiate immediate investigation within 48 hours after receiving the notification (verbal followed by written notification) of complaint against the operation or performance of the Composter and to implement necessary improvement measures upon identification of the problem.

5. The Contractor shall provide the Representative of ___ (Housing Estate) within two (2) weeks after the notification of complaint a written report on the investigation result and the necessary improvement measures implemented /recommended measures for rectification of the problems to address the complaint, if justified.

Quality of Compost Product

6. The Composter system shall be able to turn the source separated food waste to useful compost in solid powder forms that are safe to use and comply with the following standards for pathogens:

- ✧ *Salmonella sp.* ≤ 3 MPN/4g
- ✧ *E. Coli* ≤ 1000 MPN/g

(Note : testing methods should follow those specified in Compost and Soil Conditioner Quality Standards 2005 established by the Hong Kong Organic Resources Centre.)

It shall not produce waste matters that have to be disposed of at landfills.

* Delete the inappropriate

Guideline for Inspection of Electric Composter

Electric Composter must be regularly checked to ascertain its safety and reliability. Regular inspections are particularly important because they provide a useful means of detecting potential hazards which could otherwise cause accidents. Regular inspections can also forewarn the owner of necessary preventive maintenance or repair, the lack of which can lead to serious deterioration of the lifting appliance and expensive replacement or repair charges.

An inspection means visual and physical checking usually supplemented by a functional check to examine the states of individual items of electric composter. The purpose of an inspection is to find out whether there is any item having abnormal wear and tear, malfunction, unusual noise, and excessive vibration, etc. If necessary, arrangements should be made for remedial actions such as repair or replacement of the defective parts and components.

The scope of regular inspection shall include:

- ✧ Frequency and coverage of inspection; and
- ✧ Reporting by competent person.

(i) Frequency and coverage of inspection

Daily or monthly inspection

Visual checking should be made daily / monthly by Property Management Corporate (PMC) and the inspection should be as broad as possible. Every electric composter has its own specifications; professional advice from the supplier should be sought before determining the inspection items.

In general, the inspection should cover but not limited to the items below. If there are any signals of failure, the PMC in-charge should inform the supplier for repair immediately.

- Safety function of the device:
 - ✧ Emergency stop for stopping the operation of the whole system;
 - ✧ Mixer inside the fermentation chamber should be stopped when inlet lid opens; and
 - ✧ Mixer inside the fermentation chamber should be stopped when outlet lid opens.

- Occurrence of unusual noise and excessive vibration of the mechanical parts during the operation, the following items should be inspected:
 - ✧ The mixer inside the fermentation chamber (forward and backward);
 - ✧ The rotating fermentation chamber;
 - ✧ The air blower and extraction fan; and
 - ✧ The bin lifting device.

Regular Inspection

In many cases, manufacturers require regular inspections such as quarterly / half yearly inspections. These inspections are intended to determine the need for repair or replacement of parts as required for maintaining the appliances in serviceable condition insofar as safety is concerned. The PMC personnel should consult the supplier for professional advice.

In general on top of the above mentioned inspection items, regular inspection should cover but not limited to the following items:

- ✧ Electrical heating elements;
- ✧ Mixer inside the fermentation chamber;
- ✧ The screen (or filter) in between the fermentation chamber and the extraction fan;
- ✧ Connection pipe between the extraction fan and the activated carbon filter / biofilter;
- and
- ✧ The activated carbon filter / biofilter.

Thorough Examination (Annual Inspection)

The objective of thorough examination is to ensure that the electrical composter so examined is of good mechanical and electrical condition in accordance with to the manufacturer's instructions. The examination should be carried out at least once every year by competent person and it shall be carried out as carefully as the conditions permit so as to arrive at a reliable conclusion with regard to the safety of the parts examined. On top of the above mentioned inspection items, the thorough examination should cover, but not limited to, electrical testing and examination. Electrical testing and examination should be conducted according to the legislative requirements in Hong Kong, such as the Code of Practice for the Electricity (Wiring) Regulations.

(ii) Reporting by competent person

A competent person should keep an examination log sheet to record the functional performance of safety devices, electrical particulars and the state of working conditions of the electric composter examined. Any deficiencies or abnormal conditions detected during the thorough examination should be entered in the log sheet. The owner of the electric composter should be informed of the findings for immediate attention or repair.

Schedule of Price for Provision of Maintenance Service to Composter System
At XXXXXXXX (address or location)

(1)	Monthly Maintenance x 24 months = Total Maintenance Cost	:	\$ _____ x 24 months
	Total Maintenance Cost	:	= \$ _____
Overall Total :			\$ _____

Name of Contractor: _____ Company Chop: _____

Name and post of the Person Authorized to Sign the Quotation (in Block Letters): _____

Signature of the Person Authorized to Sign the Quotation: _____

Date : _____

Composter Testing Record

Name of Housing Estate : _____ Date : _____

Electrical composter (Composter) safety / functional test

Main power connection	Correct / Incorrect
Emergency stop for the composter	Function / Non-function
Agitation system inside the composter will stop when the input door of the enclosed chamber is opened	Yes / No / N/A
Agitation system inside the composter will stop when the output door of the enclosed chamber is opened	Yes / No / N/A
Rotation of the agitation system of the composter (Forward / Backward)	Function / Non-function / N/A
Rotation of the enclosed chamber	Function / Non-function / N/A
Rotation of the output screw	Function / Non-function / N/A
Operation of the heating element	Function / Non-function
Heating element will On and Off at the desired set point	Yes / No
Operation of the air supply fan	Function / Non-function / N/A
Operation of the exhaust fan	Function / Non-function
Operation of the motorized bin lifting device	Function / Non-function / N/A

N/A : Not applicable

Insulation test for the equipment of the composter	L1 – E (MΩ)	L2 – E (MΩ)	L3 – E (MΩ)	L1-L2 (Ω)	L1-L3 (Ω)	L2-L3 (Ω)
Main power source						
Motor for the agitation system						
Motor for the rotating chamber						
Motor for the bin lifting device						
Heating element						
Motor for the output screw						
Air supply fan						
Exhaust fan						

Name plate of the equipment of the composter	Power (kW)	Phase (Φ)	Voltage (V)	Frequency (Hz)	Ampere (A)
Motor of the agitation system					
Motor of the rotating chamber					
Motor of the bin lifting device					
Motor of the output screw					
Air supply fan					
Exhaust fan					

Composter Testing Record

Name of Housing Estate : _____ Date : _____

Running current of the equipment of the composter (A)	L1	L2	L3	Protective component and setting value
Main power source				
Motor for the agitation system				
Motor for the rotating chamber				
Motor for the bin lifting device				
Heating element				
Motor for the output screw				
Air supply fan				
Exhaust fan				

Remarks :

Probity Requirements for Recipient Organisations of Grants from the Environment and Conservation Fund

1. Introduction

As Government funds involve public money, there is high public expectation on the recipient organisations of grants from the Environment and Conservation Fund (ECF) to adhere to a high standard of integrity and spend the funds in an open, fair and accountable manner.

2. Probity Provisions

To uphold the integrity of staff members and agents of the recipient organisation in relation to the funded project, the recipient organisation shall:

- require its staff members, subcontractors, agents, assisting/sponsoring organisers and other personnel who are in any way involved in the ECF-funded project, not to offer, solicit or accept from any person any money, gifts or advantages as defined in the Prevention of Bribery Ordinance (Cap 201) in relation to the project;
- be liable for any loss or damage to the ECF, or its trustee, or the Secretariat of the ECF Committee or its Vetting Subcommittees arising from the termination of the funding agreement, where the termination is attributed to the commitment of any offence under the Prevention of Bribery Ordinance in relation to the funded project by the recipient organisation or its staff members, subcontractors, agents, assisting/sponsoring organisers or other personnel who are in any way involved in the project;
- ensure, during the period of the project, that it (including its staff members, subcontractors, agents or other personnel) shall not undertake any service, task or job or do anything whatsoever for or on behalf of the recipient organisation or any third party (other than in the performance of the funding agreement) which conflicts, or which may be seen to conflict, with the recipient organisation's duties to the ECF (or its trustee, or the ECF Committee or its Vetting Subcommittees, or the Secretariat to the ECF Committee or its Vetting Subcommittees) under the funding agreement, unless and to the extent the Secretariat of the ECF Committee or the relevant Vetting Subcommittee has been fully informed, and whose permission has been obtained, by the recipient organisation in a timely fashion of all the circumstances in which the permission is sought; and
- notify the Secretariat of the ECF Committee or the relevant Vetting Subcommittee in writing of all or any facts which may reasonably be considered to give rise to a situation where the financial, professional, commercial, personal, or other interests of the recipient organisation or any of its directors, staff members, agents, assisting/sponsoring organisers and contractors, or any of their respective associates or associated persons, conflict or compete, or may conflict or compete, with the recipient organisation's duties to the ECF (or its trustee, or the ECF Committee or its Vetting Committee, or the Secretariat to the ECF Committee or its Vetting Subcommittees) under the funding agreement.

3. Staff Recruitment

- The recipient organisation or the Person-in-charge (PIC) should maintain fairness and transparency in recruiting staff for the ECF-funded project, and ensure that all such staff members recruited with ECF grants are well qualified, suitably deployed, and properly remunerated.

4. Procurement

- In procuring goods and services in relation to the ECF-funded project and implementation of activities under the project, the recipient organisation or the PIC should:
 - adopt a set of standard procurement procedures to procure all goods and services in an open, fair and competitive basis, which should be no less stringent than the requirements set out in the ECF's Guide to Application, Terms & Conditions for the Allocation and Use of Fund, and other relevant conditions prescribed for the grant of fund, to ensure consistency in practice.
 - segregate the duties in the procurement process as far as possible, e.g. assign different staff members to source suppliers/contractors for invitation of quotations/tenders, approve quotations/tenders, and certify the goods/services received.
 - specify the approving authorities and the procurement methods for purchases of different values (e.g. open tendering for purchases of significant value or restricted tendering for minor purchases of a specified amount), which should be no less stringent than the requirements set out in the ECF's Guide to Application, Terms & Conditions for the Allocation and Use of Fund, and other relevant conditions prescribed for the grant of fund.
 - state the approving authorities for purchases by single source quotation or tender (preferably by a panel in case of high value purchases) and require the staff concerned to give justifications in writing.
 - include in the tender/quotation invitation documents probity clauses to prohibit all bidders from offering or soliciting bribes in relation to the bidding exercise.
 - incorporate anti-collusion clauses in the tender/quotation invitation document, and require the bidders to submit, together with their bids, a declaration pledging compliance with the anti-collusion clause.
 - add probity clauses to prohibit all contractors'/service providers' staff from offering, soliciting or accepting bribes, in the contracts to be awarded.
 - Seek ICAC's tailor-made advice, if necessary, on procurement in relation to the ECF-funded projects.

- In sourcing suppliers and service providers, the recipient organisation should:
 - compile lists of suppliers/service providers for approval by the designated authority in the recipient organisation to facilitate sourcing of suppliers/service providers for the goods or services that are required frequently.
 - invite the required number of suitable suppliers/service providers on the respective approved lists to bid on a fair-share basis (e.g. by rotation).
 - add other suppliers nominated, with justifications for their nominations and approval by designated authority, by the users or other staff.
 - source, for those without any approved list, suitable suppliers/service providers for invitations to bid, taking into account their company size, experience and past performance records, if any, through the Internet and nominations by the users and other staff, and include the current supplier/service provider as appropriate.

5. Handling of Project Assets

- The PIC should be responsible for the overall control and management of project assets (i.e. all capital items and equipment, minor works installations, educational materials and computer software procured with ECF grant for use of the project), including any movements or transfers of these items among users. He should keep a register to record the movements of each item, such as the date of issue and the recipient, date and cost of acquisition, detailed description of the equipment and its physical location. He should also mark on each item to show that it is an asset of ECF.
- The PIC should conduct and record random and regular (e.g. yearly) physical checks on these assets.
- The PIC should report on any loss or damages to these assets, or any unserviceable assets, to the management of the recipient organisation for necessary action. He should also report to the police and the Secretariat for all assets which are lost or stolen.

6. Record Keeping

- The recipient organisation should maintain, for a minimum period of 7 years after the completion of the project, full and proper books of accounts and records in respect of the project.
- The recipient organisation should allow the Secretariat and its authorised representatives to access to all or any of the books and records for conducting audit, inspection, and verification whenever required.