

## **Guideline on collection of rechargeable battery for recycling in housing estates/buildings**

### **Application Procedure**

Property Management Companies interested in participating in the Recyclable Battery Recycling Programme need to complete the reply slip and fax it to the Programme Helpdesk. Every participating housing estate/building will receive a rechargeable battery collection box free of charge, the collection box will be placed within the areas of each participating housing estate/building permanently, in a prominent location easily accessible where practicable. Upon receipt of the reply slip, the housing estate/ building concerned will be contacted on box distribution. Property management company may refer to the following recommended publicity and operation arrangement when planning for the Programme.

### **Publicity**

Participating property management company needs to inform its occupants of the new service through estate/building newsletters, posters or notices at prominent location in the estate/building. Programme posters will be provided.

### **Operation Arrangements**

1. If there is need, participating property management company could make its own collection boxes.
2. Collection boxes should be placed in an indoor area within the estate/building like the lobby of each block, clubhouse and management office. To achieve the best awareness and services to the residents/occupants, the collection boxes should preferably be put at the counter of each block/building. Please also keep the deposit slot of the collection box unobstructed.

3. The rechargeable batteries collected in each block could first be consolidated at the management office. The rechargeable batteries manufactured nowadays are mostly safe for transportation. Nevertheless, it is recommended to put a masking tape over the terminals of the battery before dropping it into the collection box as a precautionary measure. For safety precautions, the public shall not put damaged rechargeable batteries into the collection boxes. For batteries that are vulnerable to damage, the public should put them in plastic bag (e.g. reuse the packaging of new batteries) and seal them with adhesive tape before putting into the collection box.
4. In general, the chance of generating rechargeable battery waste is relatively less than other recyclables. Management company, resident representatives or Environment Protection Ambassadors for Property Management could arrange delivering the recovered batteries to one of the public collection points under the Rechargeable Battery Recycling Programme, once every one to two months. The responsible person should fill in the Record Form on the number of rechargeable batteries recovered and then send it to Helpdesk (Fax no: 2788 5608) for record purpose.
5. Starting from April 2014, free collection service will also be provided by the Rechargeable Battery Recycling Programme. Estate management will be notified of the exact collection date by the Programme's contractor in advance.

### **Sustainable Programme**

The Rechargeable Battery Recycling Programme is a continuous programme. Property management companies and Owners' Committees are encouraged to support the Programme and the general public to adopt a good habit to recycle rechargeable batteries in order to reduce waste.

### **Enquiries and Support**

For any enquiry, please contact Helpdesk at 5575 4068.



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