

Mandatory Waste Reporting for Large Commercial Premises

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Mandatory Waste Reporting for Large Commercial Premises

Starting from 2014



Hotels

>200 rooms



Shopping Malls

Net Lettable Area >50,000 sq ft

Requirements:

- *Report waste recycling and disposal data*
- *Submit waste reduction plans with waste reduction & recycling targets*
- *Report to be submitted annually*

Mandatory Waste Reporting for Large Commercial Premises

Objectives

- Raise the premises owners' awareness on potential for improving their waste management systems
- Encourage premises to implement waste reduction plans



Waste Reporting Template

Waste Report

Information on companies engaged for collecting waste and recyclables

Waste recycling and disposal data

(Recyclables: paper, metals, plastics, glass, food waste, others)

Waste Reduction Plans & Targets

Report on achievement of waste reduction/recycling target

Report on implementation of waste reduction plans

Report on new waste reduction/recycling targets and plans

Details of Premises - Hotels (*one-time registration*)

Information on Premises

Name of Hotel

Address of Hotel

Number of Rooms

Total Gross Floor Area (sq ft)

Total Area for Functions (sq ft)

Total Area of Food and Beverage (F&B) Outlets (sq ft)

Is your hotel a mixed development? If so, please provide the following details:

Types of Development

Total Area (sq ft)

Details of Premises - Hotels (*one-time registration*)

Information on Hotel Owner(s) and Keeper

Name(s) of Hotel Owner(s) as registered with Accounting & Corporate Regulatory Authority (ACRA)

ACRA Registration Number(s) of Hotel Owner(s)

Address(es) of Hotel Owner(s)

Name of Hotel Keeper

Contact Details of Hotel Keeper - contact no.(s), office address & email address

Details of Premises – Shopping Malls (*one-time registration*)

Information on Premises

Name of Shopping Mall

Address of Shopping Mall

Total Net Lettable Area (sq ft)

Total Gross Floor Area (sq ft)

Is your shopping mall a mixed development? If so, please provide the following details:

Types of Development

Total Area

Details of Premises – Shopping Malls (*one-time registration*)

Information on Shopping Mall Owner(s)

Name(s) of Shopping Mall Owner(s) as registered with Accounting & Corporate Regulatory Authority (ACRA)

ACRA Registration Number(s) of Shopping Mall Owner(s)

Address(es) of Shopping Mall Owner(s)

Information on Shopping Mall Manager(s)

Name(s) of Shopping Mall Manager(s) as registered with Accounting & Corporate Regulatory Authority (ACRA)

ACRA Registration Number(s) of Shopping Mall Manager(s)

Address(es) of Shopping Mall Manager(s)

Name of Centre Manager

Contact Details of Centre Manager - contact no(s)., office address & email address

Waste Report (*Annual Reporting*)

- Waste Recycling and Disposal Tonnage Report

Reporting Year

Information on companies engaged for collecting waste and recyclables

Name of company collecting waste

Name(s) of company/companies collecting recyclables

Name(s) of company/companies the recyclables are sent to for recycling

Waste Report

- Waste Recycling and Disposal Data

Waste Recycling Data								Waste Disposal Data
Month	Papers (kg)	Metals (kg)	Plastics (kg)	Glass (kg)	Food (kg)	Others, pl specify	Total Amount of Waste Recycled (kg)	Total Amount of Waste Disposed (kg)
Jan								
Feb								
...								
Dec								
Total								

Other relevant information (*provide any other information related to waste recycling and disposal data e.g how data is derived. Include information if there is on-site recycling activity*)

**Premises may work with your engaged collector company(s) to obtain composition and weight of recyclables and waste collected.*

Common Types of Recyclables

Papers	<i>includes cardboard boxes, paper drink cartons, office paper, newspapers, phone books, used envelopes, files, pamphlets/brochures, posters, magazines, junk mail, etc.</i>
Metals	<i>includes both ferrous and non-ferrous metals (e.g. steel cans, containers, metal objects, aluminium cans and containers, tin cans, etc.)</i>
Plastics	<i>include plastic drink bottles, detergent bottles, plastic bags, plastic wrappings, shrink wrap, ice cream/yogurt tubs, etc.</i>
Glass	<i>includes clear, brown, green etc. coloured bottles / containers / jars</i>
Food	<i>includes raw and cooked food wastes.</i>



Waste Reduction Plans & Targets (*first year*)

- Report on New Waste Reduction/Recycling Targets & Plans

Waste Reduction/Recycling Targets for New Year

Total Target Amount of Waste Reduced/Recycled (kg)

Details of Waste Reduction Plans for New Year

Planned Activities to Reduce/Recycle Waste

Date of Commencement

Targeted Waste Streams

Target Amount of Waste Reduced/Recycled(kg)

Waste Reduction Plans & Targets (*subsequent reporting*)

- Report on Achievement of Waste Reduction/Recycling Target

Reporting Year

Waste Reduction/Recycling Target for Reporting Year

Total Target Amount of Waste Reduced/Recycled (kg)¹

Total Amount of Waste Reduced/Recycled (kg)²

¹Target amount of waste reduced/recycled from activities planned previously

²Actual amount of waste reduced/recycled from the implementation of waste reduction plans

Waste Reduction Plans & Targets

- Report on Implementation of Waste Reduction Plans

Report on Implementation of Waste Reduction Plans

Implemented Activities to Reduce/Recycle Waste

Target Amount of Waste Reduced/Recycled (kg)

Actual Amount of Waste Recycled/Reduced (kg)

Shelved Plan

Reason for Shelved Plan

Sample Submission

– Waste Recycling and Disposal Data

WASTE RECYCLING DATA								WASTE DISPOSAL DATA
Month	Papers (kg)	Metals (kg)	Plastics (kg)	Glass (kg)	Food (kg)	Others, pl specify	Total Amount of Waste Recycled (kg)	Total Amount of Waste Disposed (kg)
Jan	5,620	650	780	380	-	-	7,430	30,250
Feb	5,570	770	620	470	-	-	7,430	29,420
Mar	5,410	760	600	550	-	-	7,320	28,900
Apr	5,100	520	770	100	-	-	6,490	28,530
May	5,350	610	730	250	-	-	6,940	28,540
Jun	7,820	710	640	150	-	-	9,320	28,980
Jul	7,460	690	710	350	-	-	9,210	28,120
Aug	7,750	730	610	420	-	-	9,510	28,240
Sep	8,180	630	750	450	-	-	10,010	28,430
Oct	8,210	660	690	380	-	-	9,940	29,890
Nov	8,430	700	650	330	-	-	10,110	30,540
Dec	8,510	650	630	320	-	-	10,110	29,230
Total	83,410	8,080	8,180	4,150	-	-	103,820	349,070
Other relevant information (if any)	Both the recyclables and non-recyclables are weighed onsite by the appointed companies before sending for recycling and disposal.							

Sample Submission

–Waste Reduction Plans and Targets for New Year

Waste Reduction/Recycling Targets for 2014

Total Target Amount of Waste Reduced/Recycled for 2014 (kg)	140,000
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Details of Waste Reduction Plans for 2014

S/No	Planned Activities to Reduce/Recycle Waste	Date of Commencement	Targeted Waste Streams	Target Amount of Waste Reduced/Recycled (kg)
1	Placing recycling bins at designated areas (e.g. lift lobbies, guest rooms, kitchens)	Jan-14	Papers, Plastics, Metals, Glass	10,000
2	Setting up green corner at bin centres	Jan-14	All recyclables	30,000
3	Installation of onsite machines to recycle food waste	Jun-14	Mixed food waste	100,000
TOTAL				140,000

Tips on Waste Reduction

Tips on reducing waste at source when hotels and shopping malls organise events or rent their meeting rooms or atriums to corporate clients for events

- Provide green event guidelines to clients so that waste is reduced at source as far as possible (e.g. use washable crockery instead of disposables for catered meals).
- Provide sufficient recycling and waste bins at the event site.
- Involve vendors/participating organizations to participate in recycling.
- More tips can be found at this link:
<http://app2.nea.gov.sg/events-programmes/programmes/corporate/guidelines-for-making-an-event-environmentally-friendly>
- 3R Guidebook for Hotels:
<http://app2.nea.gov.sg/docs/default-source/Energy-and-Waste---Documents-Images/3r-guidebook-for-hotels.pdf?sfvrsn=2>

3R (Reduce, Reuse, Recycle) Fund

3R (Reduce, Reuse, Recycle) Fund

- **Launched in 2009**
- Tap on 3R Fund to implement waste reduction plans
- Co-funding scheme to promote implementation of solid waste 3R projects (excludes toxic and chemical wastes)



Open to companies and organizations registered in Singapore:

- Waste collectors and recyclers
- Building owners and managers
- Schools, institutions, town councils
- Other businesses

Project Eligibility

- i. Reduction in solid waste generation
 - Process redesign at production stage
 - Redesign of packaging or products

- ii. Recycling increase
 - Installation of new waste recycling infrastructure
 - Upgrading, installation or implementation of new operation/system

Projects given higher priority

- New or innovative processes
- Waste streams with low recycling rates

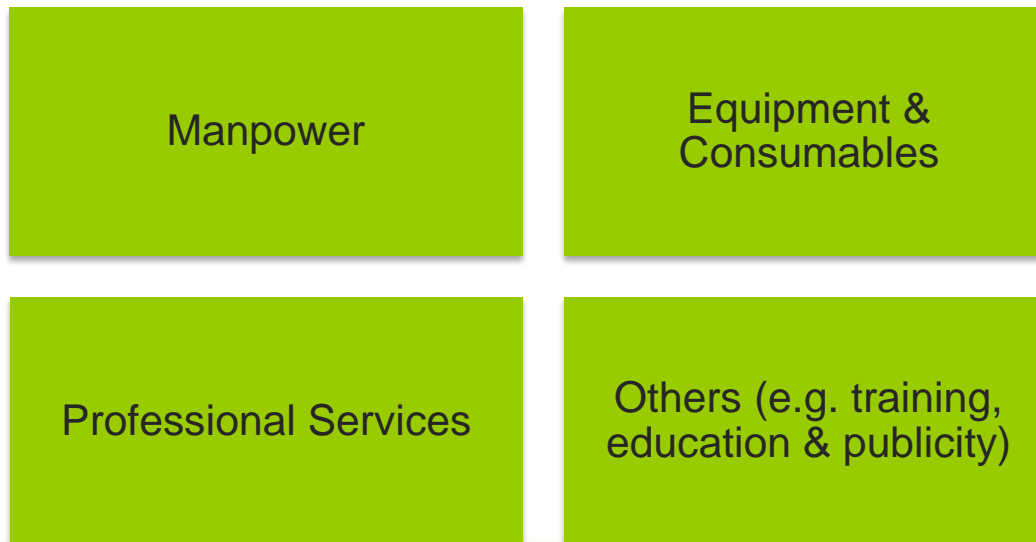
Project duration & tonnage

- Max. 3.5 yrs (0.5 yrs prep, 3 yrs ops)
- Min. duration of operation is 1 year
- Min. tonnage is 100 tons over project duration
- Tonnage must be “additional”

Funding Support

- Calculation of grant quantum
 - ✓ Proportional to actual tonnage reduced, reused or recycled
 - ✓ Also depends on waste stream
 - ✓ Co-fund up to 80% of Qualifying Costs (cap of \$1 million per project or per applicant)

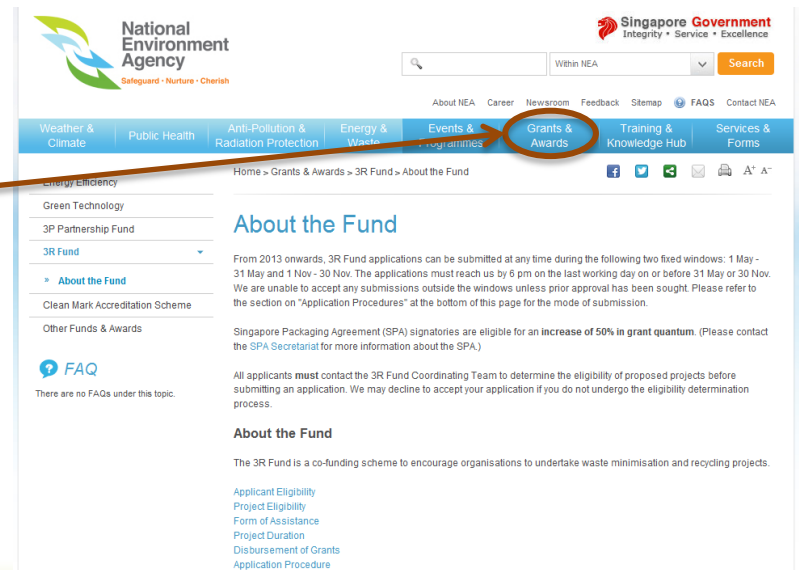
Qualifying Costs



3R Fund

- Submission window: 1 May - 31 May and 1 Nov - 30 Nov
- Contact 3R Fund Coordinating Team to determine eligibility of proposed projects before submitting application
- More information on 3R Fund can be found at:
<http://app2.nea.gov.sg/grants-awards/3r-fund>

1. Click on *Grants & Awards*
2. Click on *3R Fund*



The screenshot displays the National Environment Agency (NEA) website. The top navigation bar includes the NEA logo, the Singapore Government logo, and a search bar. The main navigation menu features several categories: Weather & Climate, Public Health, Anti-Pollution & Radiation Protection, Energy & Waste, Events & Programmes, Grants & Awards (highlighted with a red circle), Training & Knowledge Hub, and Services & Forms. Below the navigation bar, the breadcrumb trail reads: Home > Grants & Awards > 3R Fund > About the Fund. The main content area is titled "About the Fund" and contains the following text:

From 2013 onwards, 3R Fund applications can be submitted at any time during the following two fixed windows: 1 May - 31 May and 1 Nov - 30 Nov. The applications must reach us by 6 pm on the last working day on or before 31 May or 30 Nov. We are unable to accept any submissions outside the windows unless prior approval has been sought. Please refer to the section on "Application Procedures" at the bottom of this page for the mode of submission.

Singapore Packaging Agreement (SPA) signatories are eligible for an **increase of 50% in grant quantum**. (Please contact the SPA Secretariat for more information about the SPA.)

All applicants **must** contact the 3R Fund Coordinating Team to determine the eligibility of proposed projects before submitting an application. We may decline to accept your application if you do not undergo the eligibility determination process.

About the Fund

The 3R Fund is a co-funding scheme to encourage organisations to undertake waste minimisation and recycling projects.

Applicant Eligibility
Project Eligibility
Form of Assistance
Project Duration
Disbursement of Grants
Application Procedure

Our Environment

Safeguard • Nurture • Cherish