

To : All Departments/Offices
From : Finance Office
Ref. : PSSS/C1/01/25
Date : 2 January 2025

Collection and Destruction of Confidential Waste Paper and Documents

Please be informed that after a quotation exercise, Secure Information Disposal Service Limited (“SSID”) is awarded the contract for the provision of collection and destruction of confidential waste paper and documents services (“the Service”) for a period of two years from 1 January 2025 to 31 December 2026.

To alleviate the administrative effort for collecting consumption statistics and recharging costs amongst departments, the service fee will continue to be absorbed by a central account for the coming 2-year contract. The procedures for registering a user account and scheduling the Service with SSID remain unchanged. Kindly note the following highlights of the Service:

Information Highlights	Year 2025 – Year 2026
Service fee:	HK\$8 per bag*, HK\$3 per plastic sealing strip with tracking number
Minimum quantity for each collection point:	2 bags of confidential waste paper
Collection lead time:	Please contact SSID at least 3 working days before the scheduled collection date
Scheduled collection dates:	2 nd and 4 th Wednesday of each month, subject to review depending on the actual service requirement of the University
SSID contact:	Mr. Nigel Lo at tel: 2498 2377, fax: 2498 2337 or email: order@ssid.hk

* Capacity of 1 bag is approximately 3 boxes of A4-paper carton

User departments are requested to (i) sign and chop on the collection slip of SSID after checking the correctness of the information on the slip; and (ii) return the signed slip to SSID.

To reduce the service fee, user departments are reminded to **put only confidential waste paper and documents into the SSID red collection bag** and seal it with the plastic strip provided. Non-confidential waste paper (e.g. newspaper, magazines and outdated publications) should be disposed of properly like other general recyclable waste such as plastic, aluminum cans and glass.

If you have any queries, please contact Ms. Rosa Chan at 3411 7904 or Ms. May Iu at 3411 7681.

Thank you for your attention.

Finance Office

TW/mi

Annex I – Customer Registration Form of SSID

Annex II – Order Form

Annex III – Ordering Procedures and Workflow



Order hotline: 24982377

Order fax no.: 24982337

Order email: order@ssid.hk

Order contact: Mr. Lo Chi Chung

Customer Registration Form

Account Details:

Department / Office:	
Office Address:	
Contact Person:	
Phone:	
Fax:	
Email:	
SSID Customer No.:	<u>(to be assigned by SSID upon receipt the completed registration form)</u>

Collection Address if other than the Office Address:

SSID Customer No. for location 2:	<u>(to be assigned by SSID upon receipt the completed registration form)</u>
Address:	
Contact Person:	
Phone:	

SSID Customer No. for location 3:	<u>(to be assigned by SSID upon receipt the completed registration form)</u>
Address:	
Contact Person:	
Phone:	

(Please attach a separate list if necessary)

Requested Quantity of Recycle Bags for initial set up: _____ Recycle Bags**Services Type: Destruction of Confidential Document by Shredding****Collection Date: Scheduled on the 2nd and 4th Wednesday of each month****Minimum Quantity for each Collection Point: 2 bags**



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Order contact: Mr. Nigel Lo

Order Form - Collection & Destruction of Confidential Document

Order Account Details:

SSID Customer No.:	
Department / Office:	
Contact Person for collection:	
Phone:	
Email:	
No. of Bags to be collected:	_____ Bags

Services type:

Destruction of Confidential Document by Shredding

Collection Date:

Scheduled on the 2nd and 4th Wednesday of each month

Minimum Quantity for each Collection Point:

2 bags

Notes:

- 1) The ordering procedures and workflow can be referred in Annex III for details.
- 2) User should place order at least 3 working days in advance. Otherwise, order will be collected on the next scheduled date which is 2 weeks later.
- 3) Real time on-line monitoring of the shredding process can be provided upon request. User may request the real time on-line monitoring in advance for coordination.
- 4) Monthly report indicating quantity of bags collected, date and time of collection, weight (kg) and greenhouse gas reduction shall be provided by SSID on monthly basis.

Date: _____

Department / Office Chop: _____



Order hotline: 24982377
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Collection and Destruction of Confidential Waste Paper and Documents **Ordering Procedures and Workflow**

A. Set Up a Customer Account

- Fill in the SSID Customer Registration Form to set up an account.
- If your department / office has more than one collection points, please provide detailed collection addresses on the form for registration.
- Fax or email the completed Registration Form to SSID.
- SSID will assign a customer number to your department / office. For different collection addresses, branch codes will be assigned after your customer number for identifying the different locations.

B. Ordering Procedures

- Fill in the SSID Order Form indicating your customer number, contact details and quantity of bags. Fax or email the completed Order Form to SSID 3 working days in advance before the scheduled collection date.
- SSID will schedule the collection on the 2nd and 4th Wednesday of each month. The collection schedule will be reviewed and may be revised depending on the actual service requirement of the University.
- All bags should be filled to a maximum of around 80% of the volume to ensure proper closing of the bag to prevent confidential waste paper or document from dropping out from the bag.
- Customer is required to seal up the bag by individual plastic seal strip before the collection of the bag by SSID staff. Plastic seal strip can be obtained from Finance Office – Purchasing and Support Services Section (please contact: Ms. Rosa Chan at ext. 7904 or Ms. May Iu at ext. 7681).



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Collection and Destruction of Confidential Waste Paper and Documents

Ordering Procedures and Workflow

Workflow on Confidential Document Collection & Disposal

<u>Operation Flow</u>	<u>SSID's Action</u>	<u>Customer's Action</u>
1. Recycle Bags for customers	➤ To deliver Recycle Bags with RFID embedded inside the bags	➤ To sign receipt of Recycle Bags
2. Customer Order		➤ To send order form to SSID (at least 3 days in advance before the scheduled collection date)
3. Pick-up	➤ To pick up the bags and scan the RFID chip	➤ To properly seal the bags ➤ To sign receipt
4. Truck Loading	➤ To scan the RFID of the bags again when uploading the bags to SSID's truck	
5. Arrival	➤ To scan the RFID of the bags when the bags arrive the shredding workshop ➤ To notify customer by email the arrival of bags ➤ To arrange shredding schedule within 24 hours	
6. Shredding	➤ To scan the RFID of the bags ➤ To shred the confidential paper ➤ To email customers the completion of shredding process	➤ Customer may request an on-line real time monitoring of the shredding process in advance when placing order to SSID
7. Customer Record	➤ To send monthly report	➤ To verify the details on monthly report



ISO 9001:2008
Certificate No: Q349



ISO 14001:2004
Certificate No: E146



ISO 27001:2005
Certificate No: IS002

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Order contact: Mr. Nigel Lo

Collection and Destruction of Confidential Waste Paper and Documents **Ordering Procedures and Workflow**

C. Reference Image

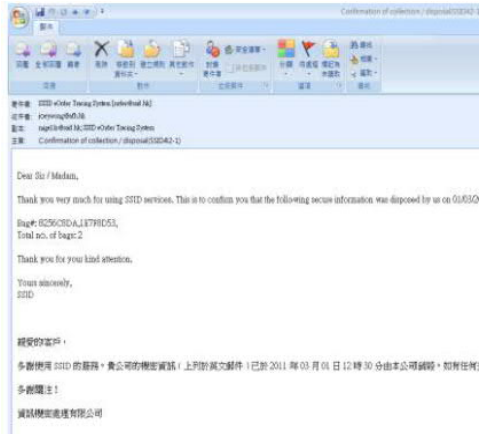


1. All confidential bags are in red and to be provided by SSID free of charge.
2. Users are requested to fill up the bag up to a maximum of 80% of the volume and seal the bag properly by a plastic seal strip. (Plastic seal strip can be obtained from Finance Office – Purchasing and Support Services Section).
3. RFID chip is embedded in all confidential bags and can be traced by handheld systems at every pick-up or drop-off point.



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Collection and Destruction of Confidential Waste Paper and Documents
Ordering Procedures and Workflow



4. Email notification upon arrival of confidential bags in SSID workshop will be sent to customer.



5. Real time on-line monitoring of the shredding process can be provided by SSID upon request by customer when placing order to SSID.



6. Email notification after shredding will be sent to customer by SSID for record purpose.



Certificate No: Q349



Certificate No: E146



Certificate No: I8002

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Collection and Destruction of Confidential Waste Paper and Documents

Ordering Procedures and Workflow



SSID Confidential Document Disposal Record

Client: ABC Company Limited

Location: 01

Month: Oct-09

Date	No. of Bags	Weight (kg)
12/10/2009	2	49
19/10/2009	3	76
26/10/2009	4	99
Total No. of Bags		8
Sub-total Weight		224
Greenhouse gas reduction		1075.2

Location: 02

Date	No. of Bags	Weight (kg)
12/10/2009	3	74
19/10/2009	2	46
26/10/2009	2	51
Total No. of Bags		8
Sub-total Weight		171
Greenhouse gas reduction		820.8
Customer Total Weight		395
Total GHG reduction		1896.0

All shredded papers would be recycled.
Thank you for reducing 1896.0kg greenhouse gas or planting 48.5 trees.
1kg of waste paper produces 4.8kg greenhouse gas or carbon equivalent as per HKEPD.
1000kg carbon reduction is equivalent to carbon sequestered by 25.6 tree seedlings grown for 10 years.

Workshop: N. Lo
Inspection: F. Poon

7. Disposal record will be sent to each customer by SSID on monthly basis indicating the quantity of bags collected, total weight and greenhouse gas reduction.



8. Shredded papers are not more than 8mm zigzag. The shredded papers are baled and then exported to recycled paper mills in South East Asia or China to manufacture recycled tissue.