



Food Waste Reduction Good Practice Guide for **Hotel Sector**

Food Wise Hong Kong Campaign

Introduction

Hong Kong's waste problem is a worry. Food waste is a major component of this solid waste. When food is wasted, apart from the cost implications, all the land, water, fertiliser and labour needed to grow that food are also wasted. In addition, greenhouse gas emissions are produced when transporting the food waste to the landfill and during decomposition of that waste. To realise the vision of a truly sustainable world, we all need to change the way we produce and consume our natural resources.

We can all play a useful part to reduce food waste for the benefit of our community.

Purpose of this Guide

The aim of this Guide is to help the Hong Kong Hotel Industry and its relevant stakeholders to make a worthwhile contribution to the environment. It is hoped that every hotel would be committed in reducing the amount of food waste generated for disposal. The cost of collecting and disposing of unnecessary food waste to the landfills is going up, and the landfill sites are progressively being filled up. With this Guide, you can customise your plan to suit your business needs. We all have a duty to find alternative ways to deal with food waste.

The best way is to **AVOID** food waste from the outset.

This Guide presents **PRACTICAL TIPS** to help you :

- (1) Avoid food waste;
- (2) Reduce food waste production; and
- (3) Minimise food waste disposal.

This Guide will be subject to refinement/revision as if necessary.

Good Practices - Overview

Cost savings can be achieved through various procedures such as (1) planning of purchasing and design of menu, (2) storage of food materials, (3) handling of food materials, (4) donation of surplus food, and (5) recycling of food waste.

Your greatest savings and gains will come from first focusing on waste **avoidance and reduction**, followed by reuse and recycling.

Checklist for Food Waste Reduction

- Prepare a food waste reduction plan
 - Educate and train staff
 - Assess waste generation
 - Set goals
 - Motivate staff and stakeholders to reduce waste
 - Put plan into action
 - Review progress
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Good Practices - Octo-Steps to Reduce Food Waste

Good practices for hotel sector to reduce food waste can be implemented with the following eight steps :

- Planning
- Storage
- Handling
- Donation
- Recycling
- Training and Education
- Monitoring and Audit
- Partnership

Steps

- Planning
 - Storage
 - Handling
- Primary steps to avoid or reduce food waste at source.

- Donation
 - Recycling
- Secondary steps to reuse surplus food and recycle unavoidable food waste respectively

- Training and Education
 - Monitoring and Audit
 - Partnership
- Ancillary steps to render support to food waste reduction efforts.

Practical tips on the above steps are given in the following pages.

Vital ingredients to reduce food waste in the hotel sector :

- Cherish Food
- Join Hands with Stakeholders (Hotel Partners, Customers, Tourism Partners, Green and Community Partners) to Promote Food Waste Management Effectively
- Reduce, Reuse and Recycle Food Waste through



1. PLANNING

Policy Formulation

- Develop food waste management policy with clear objectives, procedures and goals, or embed food waste management in companies' Environmental Policy/ Environmental System

Planning

- Policy Formulation
- Purchasing
- Menu Design

Purchasing

- Avoid over-purchasing, over-stocking and unnecessary spoilage
- Inspect food quality upon delivery

Menu Design

- Properly plan and regularly review menu
- Obtain feedback from guests on their preferences for portion size and meal types; effectively forecast customers' demand on food
- Provide lighter portion for dishes in the menu according to customers' need
- Proactively offer different portion options

SMART TIPS: Serving Food in Buffets

- Properly manage quantity of serving food in buffet (e.g. serve in smaller containers, half-refill near end of buffet session)
- Pre-portion or set smaller portion for each type of food
- Consider providing smaller plates and encourage the customers to head back for refills



Pre-portioned buffet food

2. STORAGE

- Adopt FIFO (first-in-first-out) system for stored food
- Store food with proper control of stock level, conditions, approaches & procedures, etc.
- Return unused food back to refrigerator immediately
- Inspect and maintain proper functioning of storage facilities regularly



Store in a systematic way

3. HANDLING

- Avoid over-trimming in the preparation of bulk meats and whole vegetables
- Make good use of surplus food and/or food trimmings for second dish
- Reuse pre-consumption food
- Properly handle and prepare food (including procedures, temperature, personal hygiene, pest control and equipment handling, etc.) to prevent contamination and to minimize spoilage



*****PRE-consumer food waste examples: overproduction, expired, trim waste, spoilage, contamination, overcooked, etc.***

4. DONATION

- Identify donation opportunities arising from food preparation (pre-consumption food) and surplus food based on local requirements and/or established guidelines
- Donate surplus food to food recycling banks or charitable organisations in compliance with local requirements and/or established guidelines



Donate surplus edible food to charitable organizations

5. RECYCLING

- Identify recyclable and non-recyclable food waste for ease of separating and collecting food waste for recycling²

Examples of recyclable food waste

- Vegetables, meat, flour, rice, bread, egg shells and tea leaves, etc.

² It is encouraged to install on-site facilities to recycle food waste or appoint a reliable contractor for off-site food waste recycling

6. TRAINING AND EDUCATION

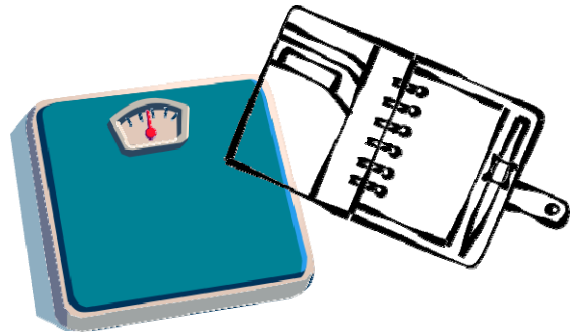
- Provide training to staff to instill food waste reduction culture and to educate good practices on food waste management (e.g. avoidance, source separation, food quality inspection, food waste storage and recycling etc.)
- Encourage staff to provide suggestions on possible improvement options
- Raise and educate customer awareness to help prevent over-ordering and reduce food waste (e.g. reminder/promotion material at menu and/or dining table etc.)



Provide training to staff

7. MONITORING AND AUDIT

- Establish an internal audit team and audit food waste generation by measuring current food waste levels and identify key sources of food waste generation, with a view to making improvements to reduce food waste



Audit food waste and keep record

8. PARTNERSHIP

- Partner with Government and non-governmental organizations (NGOs) to promote waste awareness and reduce food waste generation (e.g. engage in government's/ NGOs' food waste reduction activities etc.)
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Acknowledgement

This Good Practice Guide is produced by the concerted efforts of the members of the Food Wise Hong Kong Steering Committee and its working group (Hotel Sector), who have shared their insightful views and practical experiences in developing the Guide.

Contact Us

Suggestions, comments and enquiries on this Good Practice Guide are welcome. Please email your views to the Secretariat of the Food Wise Hong Kong Steering Committee at foodwisehk@epd.gov.hk.

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