

**AS A FOOD WISE PARTNER,  
WE ARE COMMITTED TO SUPPORTING  
FOOD WISE HONG KONG CAMPAIGN,  
AND REDUCING FOOD WASTE.**

**We promote better  
use of food  
trimmings for a new dish**

**We encourage staff  
and customers to  
take leftovers home**

**We encourage customers  
to purchase a right  
portion for their food**



## **General Guidelines for facilitating the Food Wise Charter signees to complete the Implementation Proforma**



**環境保護署**  
Environmental Protection Department

**惜食** 香港  
Food Wise Hong Kong

# General Guidelines for Facilitating the Food Wise Charter Signees to complete the Implementation Proforma

This guide aims to explain how to complete the “Implementation Proforma” (Annex B) of the Food Wise Charter.

## The “Implementation Proforma”

The “Implementation Proforma” of the Food Wise Charter is designed to be user-friendly. It aims to assist the Food Wise Charter Signees (hereafter the “Signees”) to regularly review the progress and results of food waste reduction. On 25 August, 2016, a seminar about completing the “Implementation Proforma” was held and the representatives of the Signees conveyed positive responses. The Environmental Protection Department (EPD) also consulted the “Sub-committee on Food Waste Reduction Good Practices in Institutions and Commercial and Industrial Establishments” under the “Food Wise Hong Kong Steering Committee” on 23 November, 2016, and the “Food Wise Hong Kong Steering Committee” on 20 February, 2017, about the latest design of the “Implementation Proforma” and received positive feedback.

## Completing the “Implementation Proforma”

The “Implementation Proforma” involves a number of aspects of implementation. This guide goes through a brief discussion and gives examples of every aspect one by one. The answers for most of the questions that your organisation may encounter when filling out the “Implementation Proforma” can be found here. If there are still other questions about completing the “Implementation Proforma”, your organisation can contact the Secretariat of the Food Wise Hong Kong Campaign by the following means:

Email: [foodwisehk@epd.gov.hk](mailto:foodwisehk@epd.gov.hk)

Phone: 3863 1317

Fax: 3153 2529

## Returning the Completed “Implementation Proforma”

When your organisation has filled in “the Implementation Proforma”, please return the document to the Secretariat of the Food Wise Hong Kong Campaign by the following means:

Phone: 3863 1317

Email: [foodwisehk@epd.gov.hk](mailto:foodwisehk@epd.gov.hk)

Fax: 3153 2529

Correspondence Address: Environmental Protection Department, 13/F, North Tower, Tseung Kwan O Government Offices, 30 Tong Yin Street, Tseung Kwan O, Sai Kung, New Territories



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## Aspect of Implementation 1

Has your organisation promoted the best practices and behavioural changes to reduce food waste?



### Guidance for filling in this Aspect of Implementation

Different industries have different best practices and behavioural changes which can reduce food waste. For example, eateries can provide food portioning options and encourage customers to select them; Schools and commercial organisations can purchase from catering service providers which have good reputation in food waste reduction.

### Examples of Signees

The three Signees below are used as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a commercial organisation. It holds regular lunch meetings. During the meetings, the attendees are provided with pre-ordered lunch. In order to reduce food waste from the provision of lunch, this organisation inquires what food portioning options are selected by its employees. In addition, this organisation encourages its employees to use environment-friendly food boxes to take away leftovers. In this aspect of implementation, this organisation filled in "Yes" and ticked the boxes of the corresponding best practices and behavioural changes which have been promoted.

#### Signee B

Signee B recently joined the Food Wise Charter. At the time of filling in the "Implementation Proforma", this organisation would still need time to plan the best practices that are suitable for it. For this aspect of implementation, the organisation filled in "Not yet" for the time being but stated that promotion of best practices and behavioural changes would take place from month X of 20XX.

#### Signee C

Signee C is a restaurant. In order to establish an image of an environment-friendly eatery, it actively reduces leftovers and food waste. This organisation has decided to join the Food Wise Eateries scheme. For this aspect of implementation, this organisation ticked "Yes" and the "joining the Food Wise Eateries Scheme" box.

### Example 1 of Completed Aspect of Implementation

Responses from **Signee A (red)**, **Signee B (green)**, and **Signee C (blue)**:

Aspect of Implementation	Planned Actions, Initial Targets and Timeframe for Implementation / Progress and Achievements
1. Has your organisation promoted the best practices and behavioural changes to reduce food waste?	<p><input checked="" type="checkbox"/> <b>Yes</b>, the best practices and behavioural changes that our organisation has promoted include:-</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> encouraging the ordering of appropriate amount of food</li> <li><input checked="" type="checkbox"/> encouraging the taking away of leftovers</li> <li><input type="checkbox"/> offering food portioning options in the staff canteen (if applicable)</li> <li><input type="checkbox"/> procuring from catering service providers with good reputation in food waste reduction</li> <li><input checked="" type="checkbox"/> participating in the Food Wise Eateries Scheme (if applicable)</li> <li><input type="checkbox"/> participating in the Food Waste Recycling Schemes (if applicable)</li> <li><input type="checkbox"/> monitoring food waste generation and identifying food waste reduction measures</li> <li><input type="checkbox"/> others (please specify _____)</li> </ul> <p><input checked="" type="checkbox"/> <b>Not yet</b>, but our organisation is planning to start promoting food waste reduction from <u>month X of 20XX</u>.</p> <p><input type="checkbox"/> <b>Not Applicable</b>.</p>



## Aspect of Implementation 2

Has your organisation established any food waste management plans or guidelines to promote awareness and support for best practices in reducing food wastes among stakeholders within your organisation?



### Guidance for filling in this Aspect of Implementation

Implementation of food wise best practices requires cooperation of stakeholders within your organisation. In order to gain their cooperation, they first need to be aware and then recognise and accept the food waste reduction best practices. Your organisation can promote best practices to the stakeholders within your organisation via various means so as to fulfil this aspect of implementation. Means of promotion include posting the implementation details and targets of the best practices in public areas such as corridors or bulletin boards. If your organisation uses newsletters, such as quarterly employee newsletters, writing an article in the newsletter is also an option.

### Examples of Signees

The three Signees below are used as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a school. In order to make students understand and accept the best practices that the school has recently implemented, it requested the Food Wise Hong Kong Campaign posters from the Environmental Protection Department (EPD) and posted them in the school hall. Apart from putting up the posters, this school shares advice during morning assemblies to explain how the best practices could lead to food waste reduction. On the "Implementation Proforma", this school filled in "Yes" and selected the options of "posters in public area" and "others" where the school specified of "advice sharing during morning assemblies".

#### Signee B

Signee B recently joined the Food Wise Charter. At the time of filling in the "Implementation Proforma", this organisation would still need time to plan the means to promote the best practices which would be implemented. For this aspect of implementation, this organisation filled in "Not yet" for the time being but also stated on the "Implementation Proforma" that the promotion would start from month X of 20XX.

#### Signee C

Signee C is an office. In order to encourage employees to buy from eateries which have implemented food waste reduction practices, this organisation introduces the "Food Wise Eateries" scheme to its employees through electronic bulletins. For this aspect of implementation, this organisation ticked "Yes" and then filled in the option of "newsletter".

### Example 2 of Completed Aspect of Implementation

Responses from **Signee A (red)**, **Signee B (green)**, and **Signee C (blue)**:

<p>2. Has your organisation established any food waste management plans or guidelines to promote awareness and support for best practices in reducing food wastes among stakeholders within your organisation?</p>	<p><input checked="" type="checkbox"/> <b>Yes</b>, to promote the awareness and support of food waste reduction best practices, our organization has established the following plans:-</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> educate and communicate with our stakeholders about food waste reduction best practices through:- <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> posters in public area</li> <li><input checked="" type="checkbox"/> newsletter</li> </ul> </li> <li><input checked="" type="checkbox"/> others (please specify: <u>advice sharing during morning assemblies</u> )</li> </ul> <p><input checked="" type="checkbox"/> <b>Not yet</b>, but our organisation is going to establish plans to promote awareness and acceptance from <u>month X of 20XX</u>.</p> <p><input type="checkbox"/> <b>Not Applicable</b>.</p>
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## Aspect of Implementation 3

Has your organisation implemented plans with quantifiable targets to reduce food waste generation in business operation?



### Guidance for filling in this Aspect of Implementation

To reduce food waste, every organisation needs plans before actions. All actions should have goals to seek and therefore the plans should include measurable targets such as the weight or percentage of food waste reduction.

### Examples of Signees

The three Signees below are used as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a supermarket. In the past, this supermarket used to dispose of all food items that had nearly expired. Starting from month X of 20XX, it has been decided that this supermarket would sell food items which are of quality, but have nearly expired, at reduced prices. Through this plan, this supermarket expects to reduce 500 kg of food waste per month. On the "Implementation Proforma", this supermarket first briefly described the plan as "A plan to sell food items which are of quality but have nearly expired at reduced prices", followed by writing the target as "500 kg per month" and the implementation period would start from month X of 20XX.

#### Signee B

Signee B is an eatery. In order to let its customers choose different food portions, this eatery would include a less rice option starting from month X of 20XX. This eatery expects that 300 customers per day would choose this option, leading to an approximate food waste reduction at 15 kg. On the "Implementation Proforma", this eatery briefly wrote down "provision of a less rice option", followed by stating the target as "15 kg per day" and the implementation period would start from month X of 20XX.

#### Signee C

Signee C is a property management company and it is preparing plans for food waste reduction. It expects that it would start implementation from month X of 20XX.

### Example 3 of Completed Aspect of Implementation

Response from **Signee A (red)**:

3. Has your organisation implemented plans with quantifiable targets to reduce food waste generation in business operation?	<input checked="" type="checkbox"/> <b>Yes</b> , our organisation has implemented the following plans to reduce food waste. Their brief description, measureable targets and implementation periods are as follows:					
	<table border="1"> <thead> <tr> <th>Brief Description of the Plan</th> <th>Measureable Target</th> <th>Implementation Period</th> </tr> </thead> <tbody> <tr> <td>A plan to sell food items which are of quality but have nearly expired at reduced prices</td> <td>500 kg per month</td> <td>From month X of 20XX</td> </tr> </tbody> </table> <p>Note: your organisation is welcome to use supplementary sheet to give more details if necessary.</p>	Brief Description of the Plan	Measureable Target	Implementation Period	A plan to sell food items which are of quality but have nearly expired at reduced prices	500 kg per month
Brief Description of the Plan	Measureable Target	Implementation Period				
A plan to sell food items which are of quality but have nearly expired at reduced prices	500 kg per month	From month X of 20XX				
	<input type="checkbox"/> <b>Not yet</b> , but our organisation is planning to implement plans with measureable targets from _____. <input type="checkbox"/> <b>Not Applicable.</b>					

Responses from **Signee B (green)** and **Signee C (blue)**:

3. Has your organisation implemented plans with quantifiable targets to reduce food waste generation in business operation?	<input checked="" type="checkbox"/> <b>Yes</b> , our organisation has implemented the following plans to reduce food waste. Their brief description, quantifiable targets and implementation periods are as follows:					
	<table border="1"> <thead> <tr> <th>Brief Description of the Plan</th> <th>Quantifiable Target of Food Waste reduction</th> <th>Implementation Period</th> </tr> </thead> <tbody> <tr> <td>Provision of a less rice option</td> <td>15 kg per day</td> <td>From month X of 20XX</td> </tr> </tbody> </table> <p>Note: your organisation is welcome to use supplementary sheet to give more details if necessary.</p>	Brief Description of the Plan	Quantifiable Target of Food Waste reduction	Implementation Period	Provision of a less rice option	15 kg per day
Brief Description of the Plan	Quantifiable Target of Food Waste reduction	Implementation Period				
Provision of a less rice option	15 kg per day	From month X of 20XX				
	<input checked="" type="checkbox"/> <b>Not yet</b> , but our organisation is planning to implement plans with quantifiable targets from <u>month X of 20XX.</u> <input type="checkbox"/> <b>Not Applicable.</b>					

## Aspect of Implementation 4

Has your organisation conducted any in-house waste audits, and used the audit results to improve waste management performance?



### Guidance for filling in this Aspect of Implementation

The objective of a waste audit is to analyse the waste chain of an organisation. The audit process should review the generation and handling of waste. Through the audit process, an organisation can gain useful insight into their practice and see where there is room for improvement on the generation and handling of food waste. An internal waste audit is sufficient to fulfil this aspect of implementation.

### Examples of Signees

The two Signees are used below as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a university. Its campus has canteens, supermarkets, and students and staff accommodation. In order to regularly understand the sources, quantity and handling of food waste, and to find out if there is any room for improvement, this university has decided to conduct a waste audit twice a year. On the "Implementation Proforma", the university wrote "Yes" and filled in that the waste audit started in "month X of 20XX" and "the audits are carried out every six months".

#### Signee B

Signee B has implemented a series of food waste reduction plans over the last nine months and plans to do a waste audit in three months time. On the "Implementation Proforma", this organisation wrote "Not yet" but also stated that waste audits would take place in three months time (i.e. "month X of 20XX").

### Example 4 of Completed Aspect of Implementation

Responses from **Signee A (red)** and **Signee B (green)**:

4. Has your organisation conducted any in-house waste audits, and used the audit results to improve waste management performance?	<p><input checked="" type="checkbox"/> <b>Yes</b>, our in-house waste audits started in <u>month X of 20XX</u> and the results of those audits were used to improve waste management performance. The audits are carried out every <u>six</u> months / <del>years</del> *.</p> <p><input checked="" type="checkbox"/> <b>Not yet</b>, but our organisation is planning to conduct in-house waste audits from <u>month X of 20XX (i.e. in three months time)</u></p> <p><input type="checkbox"/> <b>Not Applicable.</b></p>
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## Aspect of Implementation 5

Has your organisation supported the Food Wise Hong Kong Campaign or other similar initiatives to encourage behavioural and cultural changes that engender respect for our precious food and natural resources?



### Guidance for filling in this Aspect of Implementation

Our society has various campaigns and initiatives with an objective to reduce food waste. Through involvement and support for these campaigns and initiatives, your organisation can encourage behavioural and cultural changes to engender respect for our precious food and natural resources. To fill in this aspect of implementation on the “Implementation Proforma”, your organisation should first select the campaigns and initiatives for which your organisation has supported and then list out the behavioural and cultural changes which have been promoted.

### Examples of Signees

The two Signees below are used as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a hotel. In order to engender respect for our precious food and natural resources, this hotel signed up to the Food Wise Charter. On its menu, it explains to its customers the environmental problems related to food waste. Through this kind of explanation, this hotel expects the customers can begin to respect food and change their behaviour of excessive ordering. On the “Implementation Proforma”, this hotel first stated “Yes” and then selected “Food Wise Hong Kong Campaign” with a note that “changing the behaviour of ordering excessive amount of food” has been encouraged.

#### Signee B

Signee B is a property management company. It recently signed up to the Food Wise Charter and is planning to adopt the practice of food waste segregation in three months time to support the Food Wise Hong Kong Campaign. Because the supported plan has not been implemented by the time of filling in the “Implementation Proforma”, this organisation stated “Not yet” with a note that the campaign would be supported starting from “month X of 20XX”.

### Example 5 of Completed Aspect of Implementation

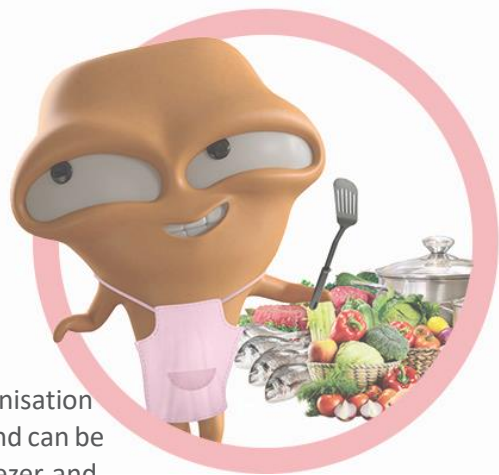
Responses from **Signee A (red)** and **Signee B (green)**:

<p>5. Has your organisation supported the Food Wise Hong Kong Campaign or other similar initiatives to encourage behavioural and cultural changes that engender respect for our precious food and natural resources?</p>	<p><input checked="" type="checkbox"/> <b>Yes</b>, our organisation has supported the following initiatives:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Food Wise Hong Kong Campaign</li> <li><input type="checkbox"/> Food Waste Recycling Schemes</li> <li><input type="checkbox"/> others (please specify: _____)</li> </ul> <p>The behavioural and cultural changes that our organisation encourages are:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> changing the behaviour of ordering excessive amount of food</li> <li><input type="checkbox"/> changing the behaviour of throwing away leftovers</li> <li><input type="checkbox"/> others (please specify: _____)</li> </ul> <p><input checked="" type="checkbox"/> <b>Not yet</b>, but our organisation is planning to support the Food Wise Hong Kong Campaign or other similar initiatives from <u>month X of 20XX</u> to encourage behavioural and cultural changes.</p> <p><input type="checkbox"/> <b>Not Applicable.</b></p>
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## Aspect of Implementation 6

Has your organisation promoted or adopted recipes that utilize leftovers?



### Guidance for filling in this Aspect of Implementation

Through the promotion and adoption of food trimmings recipes, your organisation can help reduce food waste. A lot of food trimmings have other uses and can be applied in other dishes. For example, overripe bananas can be stored in freezer and form part of a milk shake when blended with milk; After cooking soup, pieces of pork can be torn to shreds to make pork floss and imitated shark's fin soup.

### Examples of Signees

The two Signees below are used as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a restaurant. In order to reduce food waste, it adopts recipes which make good use of food trimmings by using them on dishes which are popular among customers. In addition to direct use, this restaurant also states on its menu the potential uses of food trimmings to promote to their customers. For this aspect of implementation, this restaurant first stated "Yes" and then wrote down "others" and specified "adopting recipes that make use of food trimmings, and promoting the use of food trimmings through stating their uses in menus".

#### Signee B

Signee B is a school. This school orders lunch boxes for students daily. In order to promote the use of food trimmings, it suggested to its lunch box supplier that food trimmings can be used where appropriate. In this aspect of implementation, this school stated "Yes" with the selection of "our organisation has ordered meals which make use of food trimmings".

### Example 6 of Completed Aspect of Implementation

Responses from **Signee A (red)** and **Signee B (green)**:

<p>6. Has your organisation promoted or adopted recipes that utilize leftovers?</p>	<p><input checked="" type="checkbox"/> <b>Yes</b>, our organisation has promoted / adopted * recipes that make use of food trimmings since <u>month X of 20XX</u> / <u>month X of 20XX</u>. The efforts include:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> ordered meals which utilize leftovers</li> <li><input type="checkbox"/> promoted / adopted * recipes that utilize leftovers among our suppliers / our customers/ our staff *</li> <li><input checked="" type="checkbox"/> others (please specify: <u>adopting recipes that make use of food trimmings, and promoting use of food trimmings through stating their uses on menus</u>)</li> </ul> <p><input type="checkbox"/> <b>Not yet</b>, but our organisation is planning to promote or adopt better use of food trimmings from _____.</p> <p><input type="checkbox"/> <b>Not Applicable.</b></p>
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## Aspect of Implementation 7

Has your organisation supported any food donation activities?



### Guidance for filling in this Aspect of Implementation

Food donation is not only for charity, but also for food waste reduction. There are numerous charity organisations which accept food donation. Their information can be found on the Environmental Protection Department's website at <https://www.wastereduction.gov.hk/en-hk/resources-centre/food-donation>.

### Examples of Signees

The three Signees below are used as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a hotel. This hotel generates a certain amount of food waste after banquets and buffets. It has decided to regularly donate food to an NGO in Hong Kong. The NGO sends a small van to the hotel and collects approximately 200 to 500 kg of frozen food and dessert weekly. In this aspect of implementation, this hotel ticked "Yes" and wrote a note stating that food donation has been supported since "month X of 20XX". The types of donated food include frozen food and dessert.

#### Signee B

Signee B recently signed up to the Food Wise Charter and is planning to donate food in the next year. On the "Implementation Proforma", this organisation ticked "Not yet" but at the same time stated that it would start food donation from "month X of 20XX".

#### Signee C

Signee C is a bakery. In order to support food donation and food waste reduction, it donates approximately 3 kg of bread daily to the people in need in the neighbouring community. The bread is of quality but is soon to expire. On the "Implementation Proforma", this bakery filled in "bread" is the type of donated food, and the amount of donated food is "3 kg daily".

### Example 7 of Completed Aspect of Implementation

Responses from **Signee A (red)** and **Signee B (green)**:

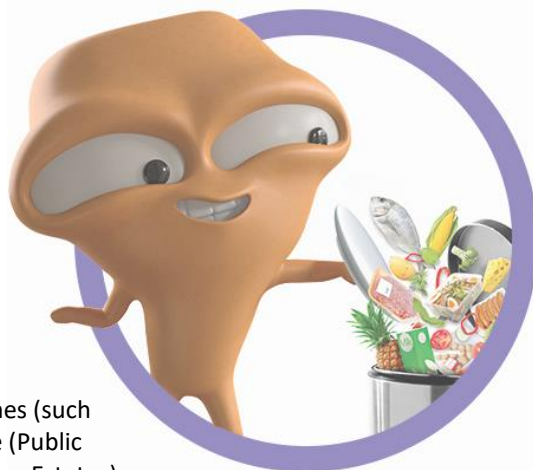
<p>7. Has your organisation supported any food donation activities?</p>	<p><input checked="" type="checkbox"/> <b>Yes</b>, our organisation supported the following food donation activities since <u>month X of 20XX</u> :-  <i>Name of activity:</i> <u>Food donation to non-governmental organisation</u>  <i>Type of donated food:</i> <u>fresh food / canned food / non-perishable food / cooked foods / frozen foods / others (please specify: <u>dessert</u> ) *</u>  <i>Beneficiaries:</i> <u>Non-governmental organization named XXXXX</u>  <i>Amount of donated food (if quantifiable):</i> <u>200-500 kg</u></p> <p><input checked="" type="checkbox"/> <b>Not yet</b>, but our organisation is planning to support food donation activities from <u>month X of 20XX</u>.</p> <p><input type="checkbox"/> <b>Not Applicable.</b></p>
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Response from **Signee C (blue)**:

<p>7. Has your organisation supported any food donation activities?</p>	<p><input checked="" type="checkbox"/> <b>Yes</b>, our organisation supported the following food donation activities since <u>month X of 20XX</u> :-  <i>Name of activity:</i> <u>Donating bread to people in need in the neighbouring community</u>  <i>Type of donated food:</i> <u>fresh food / canned food / non-perishable food / cooked foods / frozen foods / others (please specify: <u>bread</u> ) *</u>  <i>Beneficiaries:</i> <u>People in need in the neighbouring community</u>  <i>Amount of donated food (if quantifiable):</i> <u>3 kg daily</u></p> <p><input type="checkbox"/> <b>Not yet</b>, but our organisation is planning to support food donation activities from _____.</p> <p><input type="checkbox"/> <b>Not Applicable.</b></p>
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## Aspect of Implementation 8

Has your organisation participated any EPD's food waste recycling schemes?



### Guidance for filling in this Aspect of Implementation

Participating in the Environmental Protection Department's food waste recycling schemes (such as the Pilot Scheme on Food Waste Collection, Smart Food Waste Recycling Programme (Public Rental Housing), and Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates) helps organisations convert unavoidable food waste into useful resources. When completing the form, please state the start date of implementation and the average monthly quantity of food waste recycled (if quantifiable).

### Examples of Signees

The two Signees below are used as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a restaurant that has participated in the EPD's Pilot Scheme on Food Waste Collection since month X of 20XX. The restaurant has installed food waste recycling bins in the kitchen. Approximately 2,500 kg of food waste (including vegetable trimmings, fruit peels, and leftover rice) is collected by a licensed recycler every month, and the restaurant keeps the records of food waste recycling.

#### Signee B

Signee B is a property management company that does not directly generate food waste. Since month X of 20XX, it has joined the "Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates" by installing smart food waste smart bins in the estate and putting up promotional posters to encourage resident participation. On average, about 1,000 kg of food waste is recycled each month.

### Example 8 of Completed Aspect of Implementation

Responses from **Signee A (red)**:

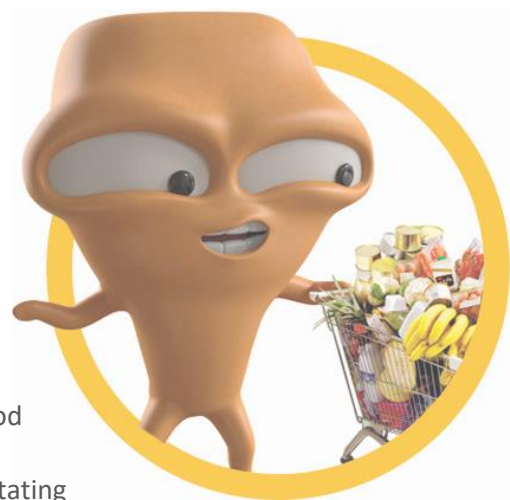
<p>8. Has your organisation participated any EPD's food waste recycling schemes?</p>	<p><input checked="" type="checkbox"/> <b>Yes</b>, our organization has joined the food waste recycling schemes since <u>month X of 20XX</u>:-</p> <p><i>Amount of food waste recycled monthly in average (if quantifiable):</i> <u>2,500 kg</u></p> <p><input type="checkbox"/> <b>Not yet</b>, but our organisation is planning to join the food waste recycling schemes from _____.</p> <p><input type="checkbox"/> <b>Not Applicable</b>.</p>
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Response from **Signee B (green)**:

<p>8. Has your organisation participated any EPD's food waste recycling schemes?</p>	<p><input checked="" type="checkbox"/> <b>Yes</b>, our organization has joined the food waste recycling schemes since <u>month X of 20XX</u>:-</p> <p><i>Amount of food waste recycled monthly in average (if quantifiable):</i> <u>1,000 kg</u></p> <p><input type="checkbox"/> <b>Not yet</b>, but our organisation is planning to join the food waste recycling schemes from _____.</p> <p><input type="checkbox"/> <b>Not Applicable</b>.</p>
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## Aspect of Implementation 9

Has your organisation achieved overall food waste reduction?



### Guidance for filling in this Aspect of Implementation

If your organisation generates food waste directly and has reduced food waste after implementation of food waste reduction measures, this aspect of implementation should be answered “Yes” with a note stating the period of measurement and the amount of food waste reduced by weight or percentage. If, however, your organisation does not directly generate food waste, your organisation may answer “Not applicable”.

### Examples of Signees

The two Signees below are used as examples. Each example briefly describes the background of the Signee and how it completes this aspect of implementation.

#### Signee A

Signee A is a school. Through the implementation of on-site food portioning, this school has successfully reduced food waste by 30% within the year of 20XX. In this aspect of implementation, this school wrote “Yes” and stated that their food waste reduction was “30%”.

#### Signee B

Signee B is an office. Although this company promotes to its employees the concept of food waste reduction, it does not directly generate food waste. In this aspect of implementation, this company ticked “Not applicable”.

### Example 9 of Completed Aspect of Implementation

Response from **Signee A (red)**:

9. Has your organisation achieved overall food waste reduction?	<input checked="" type="checkbox"/> <b>Yes</b> , our organisation has reduced food waste by <u>30</u> kg / litres / % * over the period of <u>the whole year of 20XX</u> .
	<input type="checkbox"/> <b>Not yet</b>
	<input type="checkbox"/> <b>Not Applicable.</b>

Response from **Signee B (green)**:

9. Has your organisation achieved overall food waste reduction?	<input type="checkbox"/> <b>Yes</b> , our organisation has reduced food waste by _____ kg / litres / % * over the period of _____.
	<input type="checkbox"/> <b>Not yet</b>
	<input checked="" type="checkbox"/> <b>Not Applicable.</b>



## Contact

If there is any enquiry regarding this general guidelines, please directly contact the Secretariat of the Food Wise Hong Kong Campaign by email ([foodwisehk@epd.gov.hk](mailto:foodwisehk@epd.gov.hk)) or phone at 3863 1317.

If there is general enquiry for the Food Wise Hong Kong Campaign, please contact the Food Wise Secretariat at:

Phone: 3863 1317

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