School Waste Reduction and Recycling Education and Awareness Campaign
“Reduce Your Waste and Recycle Your Plastics Campaign”

1. **Objectives**
   1.1 In order to develop a recycling habit among students and to enhance their knowledge of recycling of waste plastics, the Environmental Protection Department (EPD), the Environmental Campaign Committee (ECC), the Education Bureau (EDB) and the Yan Oi Tong EcoPark Plastic Recycling Centre (YOT PRRC) jointly organize the “Reduce Your Waste and Recycle Your Plastics Campaign” (the Campaign hereafter) for schools. The Campaign aims to:
      ● cultivate and sustain the behavioural change of students on waste reduction and recycling;
      ● inculcate the message on waste reduction and proper recycling of unavoidable waste;
      ● encourage students to share the idea of waste reduction and recovery with their families; and
      ● invite students and parents to participate in the Campaign.

2. **Period**
   2.1 Awards will be presented to schools based on their performance on promoting waste reduction and source separation of waste plastics from 1 Feb 2012 to 31 July 2012.

3. **Eligibility**
   3.1 Primary and secondary schools will be invited in phases to take part in the Campaign. The first phase will cover schools in West New Territories (North District, Kwai Tsing, Tsuen Wan, Tuen Mun and Yuen Long) but schools in other districts are also welcome to join the Campaign.

4. **Details and Support**
   4.1 Through a race, the Campaign encourages students to reduce and recycle the unavoidable waste. Students are encouraged to bring the unavoidable waste plastic bottles to school in support of source separation and plastic recycling. The proposed implementation schedule can be found in Appendix 1. Details of the Campaign are summarized as follows:

   4.1.1 **Recycling plastic bottles (e.g. beverage bottles, shampoo bottles, cooking oil plastic bottles, etc.)**
   4.1.1.1 Before recycling, plastic bottles should be properly treated. Please
      ● Remove the caps;
      ● Empty and rinse the bottles;
      ● Remove the labels;
      ● Place the plastic bottles, caps and labels into the plastic recycling bins designated for the Campaign.
4.1.2 Support

4.1.2.1 Most schools are equipped with a set of waste separation bin for collection of recyclables. To facilitate schools to collect more waste plastics, participating schools will be provided with an additional newly designed waste separation bin for free for collection of waste plastic bottles.

4.1.2.2 Schools will also be provided with a set of education kit* which includes a CD-rom introducing the waste management and recycling in Hong Kong, waste recycling playing cards and recycled plastic templates. This can provide guidance on waste reduction and recovery as well as proper handling process of waste plastics.

4.1.2.3 Students of the participating schools will have the priority to visit the YOT PRRC and the EcoPark’s visitor centre to learn about the recycling process of waste plastics.

4.1.2.4 Arrangement will be made with the Hong Kong Repertory Theatre to perform at schools to promote recycling. The drama performance will be conducted during the period from November 2011 to April 2012. The duration of the drama performance will be around 1 hour. To facilitate the interactive nature of the drama performance, schools should arrange not more than 180 students to attend.

4.1.2.5 Participating schools will have the priority in joining the activities of the Campaign, such as workshops and other activities related to environmental protection. Detailed arrangement will be announced in due course and the final arrangement is subject to the organizer’s decisions. Letters with details of the activities will be sent to schools in due course.

4.1.3 Collection of recyclables

4.1.3.1 Schools are recommended to join the “Waste Separation and Recycling Scheme in Schools” (the Scheme hereafter) organized by ECC which can provide free recyclable collection service for waste plastics, paper and metals. Schools which have not joined the Scheme should contact ECC direct for details. Schools may also arrange the recycling service by their own contractors.

4.1.3.2 Waste plastic collected in the newly designed bin will be collected through YOT PRRC and delivered to EcoPark for recycling.

4.1.3.3 Schools should submit the plastic recyclable record and other relevant information by the end of the campaign.

4.1.4 Publicity in schools

4.1.4.1 A Waste Recycling Corner should be set up in schools to place recycling bins as well as disseminate information on waste reduction, source separation and recycling. The dimensions (around 2m long x 2m wide x 2.5m high) and other details of the Corner can
4.1.4.2 In order to cultivate and sustain the behaviour change on waste reduction and recycling, schools should encourage the students to join the “Student’s Reduce and Recycle Score Card” scheme to record the waste reduction and recycling practices adopted in their daily life (Details of the Score Card scheme can be found in the education kit*).

4.1.4.3 Activities like inter-class competitions should be organized to further promote recycling of waste.

4.1.4.4 Such competitions can be publicized through intranet or notice board to students, teachers and parents.

4.1.4.5 Schools can use the education kit* to train SEPAs or Campaign Ambassadors to:

- design, set and manage the Waste Recycling Corner as well as answering queries about recycling or providing a platform for students to post or share the tips on waste reduction or avoidance of plastic bottles;
- check and make sure all the plastic bottles collected are properly rinsed;
- record the results of inter-class recycling competitions, if any, and publicize the results through notice board or school intranet.

*The education kit will be provided in due course.

5 Awards

5.1 Awards will be presented to the winners in the primary and secondary schools categories respectively.

5.2 Schools which have submitted recycling records for the whole Campaign period (from 1 February 2012 to 31 July 2012) will be issued a Certificate of Appreciation. Those with outstanding performance will also compete for the following awards:

5.2.1 Best Waste Reduction and Recycling Ambassador

Students should provide a proposal describing the ways or practices on waste reduction and recycling implemented either in schools, at home or in daily life by text, multimedia means or other forms. The copy of Student’s Reduce and Recycle Score Card (if applicable) should also be submitted for assessment. Schools should encourage students to participate in the Campaign and each participating school should nominate up to 3 participating students to compete for this award. Assessment will base on factors like the feasibility, creativity, effectiveness and students’ participation in waste reduction and recycling activities. Prizes will be presented to the three students with the best performance in the primary schools and secondary schools categories respectively. Participating schools should submit Appendix 2 before 30 September 2012. Certificates and book coupons will be presented to the winning students in each category.
5.2.2 Best Participating School
The Campaign aims to enhance the awareness of the students on waste reduction and proper separation of unavoidable waste. Students can also encourage their family members to participate in waste reduction and separation of unavoidable waste at home. In order to cultivate and sustain the behavioural change of the students on waste reduction and source separation, students are encouraged to bring the unavoidable plastic bottles back to school for recycling. The Champion, the first-runner-up and the second-runner-up of the primary schools and secondary schools categories will be selected based on the waste reduction measures carried out (i.e. encourage students to bring their own water bottles instead of buying bottle drinks; suggest families to choose refill packs instead of buying bottle products, etc.) Participating schools should submit Appendix 3 together with the report on waste reduction measures before 30 September 2012. Cash prizes will be presented to the winning schools in each category.

5.2.3 Best Waste Recycling Corner Award
Assessment will base on the Corner’s design, size, materials, creativity and student’s participation rate. Competing schools should submit Appendix 4 together with the design concept and photos of the Corner, etc. Cash prizes will be presented to the winning schools in each category.

5.2.4 Promotion and Publicity Award
Assessment will base on factors like the scale, frequency, nature, creativity and attendance rate of such activities. Competing schools should submit Appendix 5 together with publicized materials, photos and short videos, etc. Cash prizes will be presented to the winning schools in each category.

6 Enrollment
6.1 Interested schools should fax the reply slip to the EPD before 23 September 2011. They should then provide all necessary documents and information for assessment before 30 September 2012.

7 Opening and Presentation Ceremony
7.1 The opening and prize presentation ceremony for the Campaign will be held in the first and last quarter of 2012, respectively. Details will be announced in due course.

8 Inquiry
8.1 Should there be any inquiry, please contact the EPD (2872 1716).
Waste Reduction and EcoPark Group
Environmental Protection Department
June 2011
September 2011 (First Rev.)
December 2011 (Second Rev.)
## School Waste Reduction and Recycling Education and Awareness Campaign

**“Reduce Your Waste and Recycle Your Plastics Campaign”**

### Proposed Campaign Implementation Schedule

<table>
<thead>
<tr>
<th>Proposed Timeframe</th>
<th>Implementation Details</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 2011 – Jan 2012</td>
<td>- Set up waste recycling corner in school</td>
<td>- Set up waste recycling corner in accordance with the guidance provided in the education guidebook</td>
</tr>
<tr>
<td></td>
<td>- Trial-run for plastic collection and visit to YOT PRRC</td>
<td>- Contact Miss Wong from YOT by 2212 5803 to arrange waste plastic collection</td>
</tr>
<tr>
<td>End of Nov 2011 – April 2012</td>
<td>- Perform educational drama by the Hong Kong Repertory Theatre</td>
<td>- Confirmation letter has been sent to each participating school</td>
</tr>
<tr>
<td>Jan 2012</td>
<td>- Deliver plastic recycling bin</td>
<td>- Details will be announced in due course</td>
</tr>
<tr>
<td></td>
<td>- Deliver education kit</td>
<td></td>
</tr>
<tr>
<td>1st Quarter of 2012</td>
<td>- Opening ceremony of the Campaign</td>
<td></td>
</tr>
<tr>
<td>Feb 2012 – July 2012</td>
<td>- Launch the competition</td>
<td>- Refer to the brochure for competition details ¹</td>
</tr>
<tr>
<td></td>
<td>- Set up waste recycling corner in school</td>
<td>- Contact Miss Wong from YOT by 2212 5803 to arrange waste plastic collection</td>
</tr>
<tr>
<td></td>
<td>- Arrange plastic collection and visit to YOT PRRC</td>
<td></td>
</tr>
<tr>
<td>30 Sep 2012</td>
<td>- Submit competition forms</td>
<td>- Refer to the brochure for the submission of competition form¹</td>
</tr>
<tr>
<td>4th Quarter of 2012 (Tentatively)</td>
<td>- Award Presentation Ceremony</td>
<td>- Details will be announced in due course</td>
</tr>
</tbody>
</table>

Note 1: Please refer to the brochure in the following link for Campaign details:

Students should provide a proposal describing the ways or practices on waste reduction and recycling implemented either in schools, at home or daily life by text, multimedia means or other forms.

<table>
<thead>
<tr>
<th>Proposal Title</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Outline of implementation methods or ways on waste reduction, reuse and recycling</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Expected Results</th>
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<table>
<thead>
<tr>
<th>Student’s participation in waste reduction and recycling related activities (Please list the campaign name, nature, awards, etc.)</th>
</tr>
</thead>
</table>
Name of School: 

Name of Student: ___________________________ Grade: ___________________________

Division to be Entered: Secondary / Primary School # Tel. No.: ___________________________

Name of teacher-in-charge: ___________________________ Name of Principal: ___________________________

School Chop: ___________________________ Signature of Principal: ___________________________

Email Address: ___________________________

# Please delete as appropriate

Please submit this record form, copy of Student’s Reduce and Recycle Score Card (if applicable) with relevant information before 30 September 2012.
(For details, please refer to item 5.2.2.)

To: Environmental Protection Department
Waste Reduction and EcoPark Group (Attn: Miss LAM Mei Yu, Fiona) <<Fax: 2872 0389>>

1. Plastic Recovery Amount

<table>
<thead>
<tr>
<th>Month</th>
<th>February 2012</th>
<th>March 2012</th>
<th>April 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic bottles (kg)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>May 2012</th>
<th>June 2012</th>
<th>July 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic bottles (kg)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total amount of plastic bottles (kg)</th>
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</thead>
<tbody>
<tr>
<td>Total number of students and staff of school</td>
<td></td>
</tr>
</tbody>
</table>

2. Promotion of Waste Reduction Measures / Activities in Schools (Please specify the waste reduction measures/activities including date, number of participating students, effectiveness, photos, etc. Attach supplementary documents if necessary.)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Name of School:

Division to be Entered: Secondary / Primary School

Tel. No.:

Name of teacher-in-charge:

Name of Principal:

School Chop:

Signature of Principal:

Email Address:

* Please delete as appropriate

Please submit this record form before 30 September 2012 and attach relevant information.
Reduce Your Waste and Recycle Your Plastics Campaign

Report on Waste Recycling Corner Design

To: Environmental Protection Department
Waste Reduction and EcoPark Group (Attn: Miss LAM Mei Yu, Fiona) << Fax: 2872 0389 >>

Please provide the following details on the design of the waste recycling corner and attach supplementary documents if necessary:

1. Design concept of the waste recycling corner

2. Materials used for the waste recycling corner

3. Other supplementary information (e.g. effectiveness, number of participating students, students’ feedback after using the waste recycling corner)

4. Photos of the waste recycling corner (please submit at least three photos showing the design of the waste recycling corner and the activities that students participate in)
Name of School: __________________________________________________________

Division to be Entered: Secondary / Primary School #  Tel. No.: ____________________________

Name of teacher-in-charge: ________________________________ Name of Principal: ____________________________

School Chop: ________________________________ Signature of Principal: ____________________________

Email Address: __________________________________________

# Please delete the inappropriate

Please submit this record form before 30 September 2012 and attach relevant information on the activities held.
Reduce Your Waste and Recycle Your Plastics Campaign
Record of Publicity and Promotion Activities

To: Environmental Protection Department
Waste Reduction and EcoPark Group (Attn: Miss LAM Mei Yu, Fiona) << Fax: 2872 0389 >>

Please fill in the date/frequency of promotion activities held. (e.g. “14-28/10/2011” or “every 3 months”)

I. Disseminate Publicity Materials on Waste Recycling

<table>
<thead>
<tr>
<th>Location/Channel</th>
<th>Format</th>
<th>Notice</th>
<th>Poster</th>
<th>Banner</th>
<th>Leaflet</th>
<th>Others (Please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Bulletin Board</td>
<td></td>
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<td></td>
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<tr>
<td>Waste Recycling Corner</td>
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<tr>
<td>School Intranet</td>
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<tr>
<td>Liberal Studies Class/Morning Assembly</td>
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<tr>
<td>Others (Please specify) :</td>
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</tbody>
</table>

II. Organise Publicity Activities with the Theme of Source Separation of Waste

<table>
<thead>
<tr>
<th>Form of Activity</th>
<th>Date / Frequency</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar</td>
<td></td>
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<tr>
<td>Game Booth / Carnival</td>
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<tr>
<td>Visit to Waste Recycling and Separation Facilities</td>
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<tr>
<td>Inter-School Plastics Recycling Competition</td>
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<td></td>
</tr>
<tr>
<td>Others (Please specify):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Name of School: # Please delete as appropriate

Division to be Entered: Secondary / Primary School # Tel. No. : 

Name of teacher-in-charge:: Name of Principal: 

School Chop: Signature of Principal: 

Email Address: 

Please submit this record form before 30 September 2012 and attach relevant information about the activities held.