

MUNICIPAL SOLID WASTE CHARGING  
BEST PRACTICE GUIDE

# Catering Sector



環境保護署  
Environmental  
Protection Department

垃圾收費  
MSW CHARGING



The purpose of this Best Practice Guide is to introduce the legislative requirements for municipal solid waste charging, and how relevant stakeholders may complement the implementation of MSW charging.

Municipal Solid Waste (MSW) Charging will be implemented on 1 August 2024. The purpose of this Best Practice Guide (Guide) is to introduce the legislative requirements for MSW charging, and how relevant stakeholders may complement the implementation of MSW charging.

(EPD) if you have any questions. In addition, the EPD has set up a dedicated website for MSW charging (<https://www.mswcharging.gov.hk/>) to provide the latest information for the public and the industry.

This Guide aims at catering premises<sup>1</sup>. This Guide is for reference only. The actual operation may vary depending on the individual circumstances of the catering premises. Please contact<sup>2</sup> the Environmental Protection Department



1 For the purpose of this guide, catering premises include street level catering premises or those located on upper floors of a building, and those situated within malls or food courts, etc.

2 For the contact details of the EPD, see Back Cover of this Guide.

<b>1</b>	<b>MSW Charging Overview</b>	1.1 Coverage	1
		1.2 Charging Mechanism	2
		1.2.1 Charging by Designated Bags	3
		1.2.2 Charging by Weight	9
<b>2</b>	<b>Legislative Requirements</b>	2.1 For Catering Premises Using the Waste Collection Services Provided by Their Located Building	11
		2.2 For Catering Premises where the Waste is Directly Disposed of by the Frontline Staff	12
		2.3 Penalty	13
		2.4 Statutory Defences	14
<b>3</b>	<b>Implementation of MSW Charging in Catering Premises</b>	3.1 Determination of the Applicable Charging Mode(s) for Catering Premises	15
		3.2 Staff Training	16
		3.3 Implementing "Charging by Designated Bags"	17
		3.3.1 Purchasing Designated Bags/Designated Labels	17
		3.3.2 Waste Disposal	17
		3.4 Implementing "Charging by Weight"	19
		3.4.1 Arrangements for Opening Billing Accounts	19
		3.4.2 Arrangements for "Gate-Fee" Apportionment Mechanism(s)	20
3.4.3 Waste Disposal	20		

	<b>3.5 Waste Reduction and Recycling Arrangements</b>	<b>21</b>	
	3.5.1 Good Food Waste Management	21	
	3.5.2 Reducing Disposable Plastic Tableware	21	
	3.5.3 Recycling of Waste Glass Containers (including containers of beverages, food and condiments)	22	
	3.5.4 General Waste Reduction and Recycling Information	22	
<b>4</b>	<b>Annex</b>	Annex I Frequently Asked Questions on the Legislative Requirements on MSW Charging	23
		Annex II Charging Modes for Premises with Refuse Compaction Systems	30
		Annex III Staff Training	32
		Annex IV Guidelines on Good Practice on the Implementation of "Charging by Designated Bags"	34
		Annex V Suggested Preparatory Measures for Premises under "Charging by Weight"	37
		Annex VI Good Management Practices on Waste Reduction at Source	38
		Annex VII Points to Note Regarding Waste Separation at Source and Clean Recycling	41

# MSW Charging Overview

## 1.1 Coverage

MSW charging covers the following waste:

**(i) Domestic waste** – such as household waste and waste generated from daily activities in institutional premises (e.g., schools); and

**(ii) Commercial and industrial waste** – such as waste arising from shops, restaurants, hotels, offices, markets and all industrial activities.

However, construction waste, chemical waste and clinical waste are not subject to the MSW charging regime but are subject to their existing charging regimes<sup>3</sup>.



Domestic waste



Commercial and industrial waste

## 1.2 Charging Mechanism

MSW charging is based on the "polluter-pays" principle. All waste disposed of by residential and non-residential premises (including commercial and industrial sectors) in Hong Kong will be subject to charging based on its quantity, so as to drive behavioural changes in waste generation and hence reduce overall waste disposal. In other words, the more waste you dispose of, the more you have to pay.

MSW charging is levied in two modes, namely:

(i) charging by pre-paid designated garbage bags (hereinafter referred to as "designated bags")/designated labels ("charging by designated bags") – "pre-paid" means the government charges fees through the sale of designated bags/labels before waste disposal. The price of a designated bag is linked to its

capacity (i.e., also linked to the quantity of waste); and

(ii) charging by weight-based "gate-fee" at refuse transfer stations or landfills (hereinafter collectively referred to as "waste disposal facilities").

**"To comply with the "polluter-pays" principle, regardless of which of the following charging mode(s) is/are adopted, the waste producers (e.g., individual catering premises and its customers) are responsible for the concerned charges, which should not be passed on to any party among property management companies (PMCs)/cleansing contractors/private waste collectors that provide waste disposal service."**

Charging by designated bags/designated labels		Charging by weight through "gate-fee"	
Food and Environmental Hygiene Department (FEHD)'s collection services	Private waste collectors (PWCs)' collection services	Private waste collectors (PWCs)' collection services	
FEHD's refuse collection vehicles (RCVs)	FEHD's refuse collection points (RCPs)	RCVs with rear compactors	RCVs without rear compactors

3 (a) For details of the Construction Waste Disposal Charge Scheme, please visit: <https://www.epd.gov.hk/epd/misc/cdm/scheme.htm>

(b) For details of the Chemical Waste Control Scheme, please visit: [https://www.epd.gov.hk/epd/english/environmentinhk/waste/guide\\_ref/guide\\_cwc.html](https://www.epd.gov.hk/epd/english/environmentinhk/waste/guide_ref/guide_cwc.html)

(c) For details of the Clinical Waste Control Scheme, please visit: <https://www.epd.gov.hk/epd/clinicalwaste/en/scheme.html>

### 1.2.1 Charging by Designated Bags

"Charging by designated bags" is applicable under the following waste collection modes:

- (i) waste collected by the RCVs of the FEHD or its contractors (whether or not RCVs with rear compactors are used);
- (ii) waste collected by PWCs using RCVs with rear compactors; and
- (iii) waste disposed of by waste producers themselves/waste collection staff at the FEHD's RCPs (including bin sites<sup>4</sup>).

FEHD's RCVs



FEHD's RCVs with rear compactors



FEHD's RCVs without rear compactors<sup>5</sup>

FEHD's RCPs



Off-street RCPs

FEHD's contractors' RCVs



FEHD's contractors' RCVs with rear compactors



FEHD's contractors' RCVs without rear compactors<sup>5</sup>

PWC's RCVs



PWC's RCVs with rear compactors



Village-type RCPs



Bin Sites

<sup>4</sup> Since some RCPs in rural areas have no building structures and only some large waste collection bins (usually of 240-litre or 660-litre capacity) are placed there, they are known as bin sites.

<sup>5</sup> In this Guide, "RCVs without rear compactors" refers to RCVs without installation of rear compactors, such as grab lorries, demountable trucks, tippers, box vans or flatbed trucks, etc. Only one of them is shown in the figure for reference.

**"Members of the public are required to first purchase designated bags to wrap their waste properly before disposal."**

Generally, "charging by designated bags" applies to most residential buildings, commercial and industrial buildings, village houses, street-level shops, and institutional premises, etc. Members of the public are required to properly wrap their waste in designated bags before disposing of it at the communal waste reception areas (e.g., staircase landings, refuse rooms, the inlets of refuse chutes, etc.)<sup>6</sup> of relevant premises or the RCPs/bin sites of the FEHD .

As for oversized waste which cannot be wrapped in designated bags (e.g., oversized waste such as discarded dining tables, discarded dining chairs, etc.), if they are to be collected through one of the waste collection modes mentioned in (i)-(iii) above, members of the public are required to affix with a designated label on each piece of oversized waste before they can be disposed of at the oversized waste reception areas. (If oversized waste is collected by PWCs using RCVs without rear compactors, please refer to Section 1.2.2 "Charging by Weight" below.)

#### Communal waste reception areas



Refuse rooms on individual floor



Waste collection bin at staircase landing



Inlet of refuse chute on individual floor



Oversized waste reception areas (i)



Oversized waste reception areas (ii)

<sup>6</sup> I.e., the "common area for waste" in section 20N in Division 2 of Part IVB of the Waste Disposal Ordinance (Cap. 354) as amended by the Waste Disposal (Charging for Municipal Solid Waste) (Amendment) Ordinance 2021 (hereinafter referred to as the amended WDO), which refers to a common area of any premises that is used for depositing waste pending removal from the premises for disposal.

"Any company, organisation or individual member of the public should only purchase designated bags and designated labels from sales points/online platforms authorised by the EPD to avoid purchasing counterfeit products."

Designated bags and designated labels are available for sale on authorised online platforms and at a few thousands of authorised sales points, including supermarkets, convenience stores, pharmacies, and vending machines, etc.

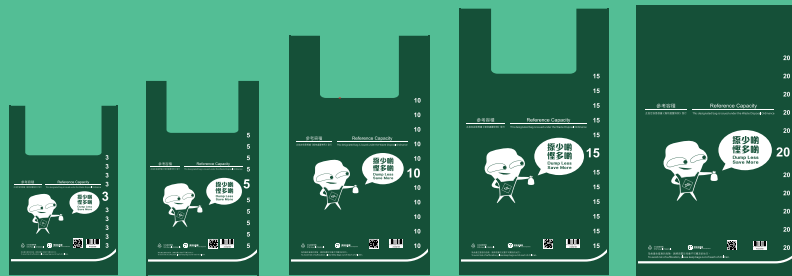
In addition, if you need to purchase designated bags and/or designated labels in bulk, you can visit the EPD's sales online platform. For the details of the specific sales arrangements of designated bags and designated labels, please visit the dedicated website for MSW charging.

Design and price of the designated label



\$11

Capacity, design and price of the designated bags



3-litre \$0.3

5-litre \$0.6

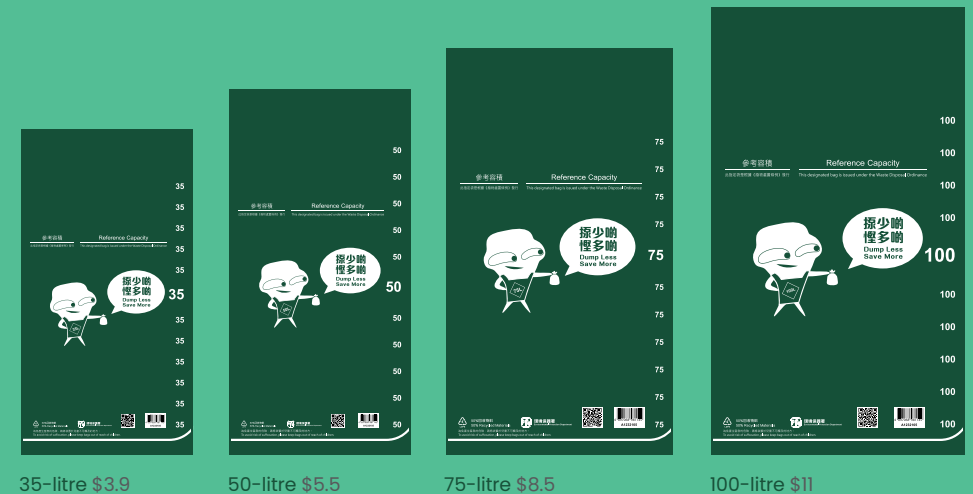
10-litre \$1.1

15-litre \$1.7

20-litre \$2.2

There are 9 different sizes of designated bags, ranging from 3-litre to 100-litre<sup>7</sup>, to cater for the needs of different users. Designated bags are charged at \$0.11 per litre. See figure below for details.

Each designated label is priced at a uniform rate of \$11. A designated label is required to be affixed to each oversized waste.



35-litre \$3.9

50-litre \$5.5

75-litre \$8.5

100-litre \$11

<sup>7</sup> Designated bags are also available in 240 litres and 660 litres in capacity, they are mainly sold for use by residential buildings with refuse chutes such that frontline cleansing workers would not have to unnecessarily put the waste that is not properly wrapped in designated bags collected at the bottom of the chutes into designated bags for further disposal. As for other institutional or industrial and commercial premises, the EPD will consider based on their operational needs. Designated bags of 240-litre and 660-litre are priced at \$26 and \$73 per bag, respectively. For the details of the sales arrangements of designated bags of these two capacities, please visit the dedicated website for MSW charging.

### 1.2.2 Charging by Weight

For the waste collected by PWCs using RCVs without rear compactors and disposed of at waste disposal facilities, a "gate-fee" will be charged based on its weight. The "charging by weight" arrangement is mainly applicable to oversized waste or waste in irregular shape disposed of by commercial and industrial premises, and also some residential buildings.

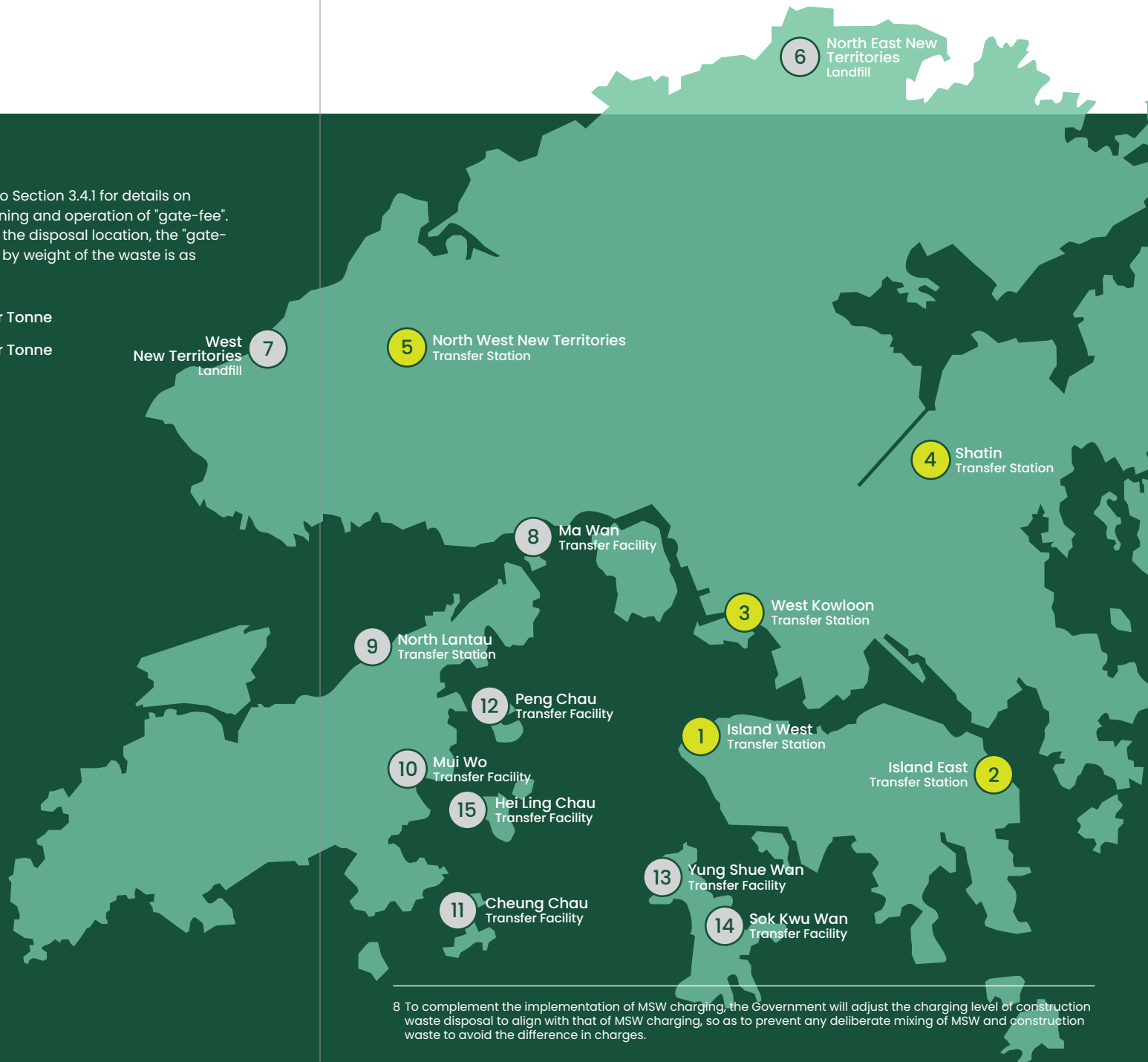
Please refer to Section 3.4.1 for details on account opening and operation of "gate-fee". According to the disposal location, the "gate-fee" charged by weight of the waste is as follows:<sup>8</sup>

- \$395 Per Tonne
- \$365 Per Tonne



"Designated bags/designated labels are not applicable under the "charging by weight" arrangement. Members of the public do not need to wrap their waste in designated bags or affix with a designated label on each piece of oversized waste; otherwise it would lead to double payment."

When a person needs to dispose of waste at a waste disposal facility, registration for the "gate-fee" account is required according to the legislation. The Government is adopting a hybrid system to allow both PWCs and waste producers to register as account holders for paying the "gate-fee" in a flexible manner.



<sup>8</sup> To complement the implementation of MSW charging, the Government will adjust the charging level of construction waste disposal to align with that of MSW charging, so as to prevent any deliberate mixing of MSW and construction waste to avoid the difference in charges.



# Legislative Requirements

## 2.1 For Catering Premises Using the Waste Collection Services Provided by Their Located Building

Some catering premises dispose of their waste through the waste collection services provided in their located building (e.g., shopping malls, commercial/composite buildings). They may dispose of their waste at the communal waste reception areas of their located building, e.g., refuse rooms on individual floors, staircase landings, oversized waste reception areas, etc.,<sup>9</sup>

"Under "charging by designated bags", the staff of the catering premises or their cleaning contractors (hereinafter referred to as frontline staff) are required to use designated bags to wrap their general waste or affix designated labels to oversized waste"

before placing it at the communal waste reception areas in the building, to be collected by the cleansing contractors of the building, and then handed over to the FEHD, its contractors or PWCs that collect waste using RCVs with rear compactors. Otherwise, it constitutes an offence.

If there are refuse chutes on individual floors of the building, frontline staff are also required to wrap their general waste in accordance with the above requirements before it is deposited into the refuse chutes, otherwise, it constitutes an offence.

## 2.2 For Catering Premises where the Waste is Directly Disposed of by the Frontline Staff

Under "charging by designated bags", frontline staff should not deposit waste that is not properly wrapped in designated bags or affixed with designated labels (hereinafter referred to as non-compliant waste (NCW)), at the following waste reception areas/enforcement points:

- (i) RCVs of the FEHD or its contractors;
  - (ii) RCVs with rear compactors of PWCs; or
  - (iii) The FEHD's RCPs/bin sites,
- otherwise, it constitutes an offence<sup>10</sup>.

It also constitutes an offence if any person (including frontline staff) of the catering premises handover the NCW to the staff carrying out their duties at the three types of enforcement points mentioned above to remove the waste (hereinafter referred to as "providing removal services"<sup>11</sup>), including staff from the FEHD's RCPs or its contractors, and drivers and staff of relevant RCVs<sup>12</sup>.

In addition, apart from any person who disposes of the waste, the legislation in Section 2.1 and 2.2 is also applicable to any person who causes or permits another person to commit the offence, for instance, a person-in-charge (PIC)/management staff of the catering premises who instructs a frontline staff to dispose of waste in a non-compliant manner.

For frequently asked questions regarding legislative requirements, please refer to **Annex I**.

<sup>9</sup> For relevant legislation, see section 20N in Division 2 of Part IVB of the amended WDO.

<sup>10</sup> For relevant legislation, see section 20K in Division 2 of Part IVB of the amended WDO.

<sup>11</sup> See section 2(1) of the amended WDO for the new definition of "removal services".

<sup>12</sup> For relevant legislation, see section 20M in Division 2 of Part IVB of the amended WDO.

## 2.3 Penalty

Any frontline staff/PIC/management staff of the catering premises who contravenes or causes others to contravene the above-mentioned requirements of the relevant legislation on MSW charging will be subject to a fixed penalty of \$1,500 under the Fixed Penalty (Public Cleanliness and Obstruction) Ordinance (Cap. 570).

Prosecution by way of summons may also be brought against serious or repeated offenders. The penalties are as follows<sup>13</sup>:

### On the first conviction

A fine at level 4  
\$25,000 and  
imprisonment for  
6 months

### On a subsequent conviction

A fine at level 5  
\$50,000 and  
imprisonment for  
6 months

## 2.4 Statutory Defences

It is a statutory defence for a frontline staff/PIC/management staff of the catering premises charged with an offence under Section 2.1 and 2.2 mentioned above to establish that<sup>14</sup>:

- (i) the person took all reasonable precautions and exercised all due diligence to avoid committing the offence mentioned in Section 2.1 and 2.2 above;
- (ii) the person did the act constituting the offence mentioned in Section 2.1 and 2.2 above at the instruction of his/her employer, or was not provided by his/her employer with the necessary means (e.g., designated bags and/or designated labels) for compliance; and the person took all steps reasonably open to him/her to avoid committing the offence mentioned in Section 2.1 and 2.2 above;
- (iii) the person did the act/caused/permitted to be constituting the offence mentioned in Section 2.1 and 2.2 above in an emergency to avoid danger to the public; and informed the EPD in writing of the act as soon as reasonably practicable;

(iv) the person can see from the outer bag of the NCW being handled that all the waste inside has been properly wrapped in designated bags (e.g., because the outer bag is a transparent bag);

(v) the person handled the relevant NCW in an honest and reasonable belief that such waste will not be disposed of at a waste disposal facility, based on the fact that such waste is reasonably suitable for recycling or otherwise (e.g., such waste can be reused); or

(vi) the person can establish that the relevant NCW escaped from a designated bag that had been damaged or unfastened:

(a) during the compaction by a device for compacting waste; or

(b) when it was deposited into a refuse chute.

For other details related to the above-mentioned statutory defences, please refer to Question 9 of **Annex I**.

<sup>13</sup> For relevant legislation, see section 20P in Division 2 of Part IVB of the amended WDO.

<sup>14</sup> For relevant legislation, see section 20O in Division 2 of Part IVB of the amended WDO.

# Implementation of MSW Charging in Catering Premises

The successful implementation of MSW charging relies on the support and participation of different stakeholders (including PIC/management staff/frontline staff of the catering premises, cleansing contractors and cleansing workers, etc.). The PIC/management staff of the catering premises should play the role of a coordinator to formulate and implement work plans, with reference to the implementation details of various aspects as described in Sections 3.1 to 3.5 below and according to the charging mode(s) applicable to the premises.

## 3.1 Determination of the Applicable Charging Mode(s) for Catering Premises

PIC/management staff of the catering premises should determine the applicable charging mode(s) according to the existing waste collection arrangements in the catering premises, such as the type of RCVs, or the use of RCPs/ bin sites, and the disposal method(s) of oversized waste, etc.

If a catering premises uses the waste collection service provided by its located building, it will follow the charging mode of that building. For example, if a restaurant uses the waste collection service of the shopping mall it is located in, and the shopping mall is under "charging by designated bags", then the restaurant is also under the same charging mode.

For details on the charging modes, please refer to Section 1.2 on "Charging Mechanism". Special circumstances that may be encountered when determining the applicable charging mode(s) for the premises are explained below.

### (i) Equipped with mobile refuse compactor(s) or stationary refuse compaction system(s) -

Some premises (such as some PRH estates, shopping malls, industrial buildings, etc.) are equipped with refuse compactor(s) or stationary refuse compaction system(s) in the central refuse collection points to reduce the volume of waste before being removed. For the charging modes applicable to these premises, please refer to **Annex II**.

**(ii) More than one applicable MSW charging modes** - There may be more than one applicable MSW charging modes depending on the existing waste collection modes of the catering premises or its located building. For example, general waste is collected by PWCs' RCVs with rear compactors while the oversized waste is collected by PWCs' RCVs without rear compactors. In other words, general waste will be charged by designated bags, and oversized waste will be charged by weight-based "gate-fee" instead of by designated labels.

**(iii) Collect oversized waste in a mixed mode** - Some premises may collect oversized waste in a mixed mode, that is, most of the non-compactable oversized waste (e.g., large furniture) is collected by PWCs' RCVs without rear compactors ("charging by weight"), but also a small portion of compactable oversized waste (e.g., brooms/long-handled umbrellas) is collected by the FEHD's RCVs or PWCs' RCVs with rear compactors ("charging by designated labels").

Regardless of the charging mode(s) adopted, management staff of the catering premises must have a clear understanding on the waste collection arrangements and the charging modes of the PWCs or its located building in advance, and inform the frontline staff to avoid any confusion. For example, the frontline staff mistakenly believe that the oversized waste that should be charged by designated labels is charged by weight, so no designated label is affixed before disposal; or they mistakenly believe that the oversized waste that should be charged by weight is charged by designated

labels, and affix a designated label on the disposed oversized waste, resulting in double payment.

## 3.2 Staff Training

PIC/management staff of the catering premises should provide their staff with appropriate trainings and formulate relevant guidelines, specify the scope of work for their staff in different positions, and arrange briefings for new staff and circulate relevant notices regularly to ensure that they have a clear understanding on the relevant legislative requirements and guidelines, as well as the corresponding work procedures and arrangements.

PIC/management staff of the catering premises should make good use of the various training programmes and materials provided by the EPD to assist the industry in implementing MSW charging. Please visit the EPD's dedicated website for MSW charging for details.

For suggestions on providing trainings to frontline staff, please refer to **Annex III**.



### 3.3 Implementing "Charging by Designated Bags"

#### 3.3.1 Purchasing Designated Bags/ Designated Labels

Catering premises should purchase designated bags of appropriate size/designated labels for disposing of waste from a few thousand sales points and online platforms authorised by the EPD (see section 1.2.1 for details).



#### 3.3.2 Waste Disposal

For catering premises using the waste collection services provided by their located buildings, the communal waste reception areas of the buildings are the enforcement points under the relevant legislation on MSW charging. When disposing of waste at the relevant locations, the frontline staff are required to have wrapped their waste in designated bags properly or affixed it with designated labels. Frontline staff should have a clear understanding on the locations of the communal waste reception areas in their located buildings, (e.g., staircase landings, refuse rooms on individual floors/ground floor, central refuse collection points, and oversized waste storage pending collection by cleansing workers. The EPD will require management staff of the building to display signages at prominent locations at the relevant communal waste reception areas (For the signages please visit the dedicated website for MSW charging for download) to remind shop owners/tenants that they are required to properly wrap their waste using designated bags or affix it with designated labels when disposing of waste at these reception areas.



If the frontline staff of the catering premises is responsible for collecting and direct disposal of waste, they are required to properly wrap the waste in designated bags or affix it with designated labels before it can be disposed of to the PWCs' RCVs with rear compactors, the RCPs/bin sites of the FEHD, or handed over to the staff who is providing removal services at the above locations or through the above vehicles.

To avoid contravention of the requirements of the relevant legislation on MSW charging, the PIC/management staff of the catering premises should have a clear understanding of the legal requirements and strengthen the trainings for frontline staff, as well as taking appropriate measures to ensure that all frontline staff comply with the relevant legislative requirements.

For guidelines on good practice on the implementation of "charging by designated bags", please refer to **Annex IV**.

#### Signages



Applicable to staircase landings, refuse rooms on individual floors/refuse chute inlets on individual floors within the premises



Applicable to oversized waste reception areas within the premises

## 3.4 Implementing "Charging by Weight"

### 3.4.1 Arrangements for Opening Billing Accounts

There are two types of "gate-fee" billing accounts, namely "Type A Account" and "Type B Account".

**(i) "Type A Account"** – Mainly applicable to companies or individuals (e.g., PWCs) with RCVs registered in their names. Upon approval of the application, "Type A Account" holders can use the vehicles registered under his/her account to deliver waste to waste disposal facilities for disposal. Catering premises may engage PWCs with "Type A Account" direct to collect and dispose of waste on their behalf.

**(ii) "Type B Account"** – Mainly applicable to large scale waste producers (i.e. premises that generate a large amount of daily waste, e.g., large-scale facilities, factories, shopping malls, etc.). When applying for a "Type B Account", the applicant is required to pay a deposit according to the required number of chits issued under the MSW Charging Scheme (hereinafter referred to as "e-chits"). Upon approval of the application, "Type B account" holders can hire vehicles registered under "Type A Accounts" to dispose of waste at the waste disposal facilities. The drivers of the relevant vehicles are required to present the e-chits provided by the above-

mentioned "Type B Account" holders when entering the waste disposal facilities to allow the weighbridge computer systems to record the "gate-fee" direct in the accounts of the "Type B Account" holders, so that the relevant fees can be charged direct to the "Type B Account" holders via monthly statements afterwards. E-chits are only applicable to "Type B Accounts".

For details on the account opening and "gate-fee" payment arrangements of the two types of accounts, please refer to **Annex V**.

**"We encourage large scale waste producers to apply for "Type B Account" direct. "Type B Account" holders may use the registered vehicles of "Type A Account" holders to deliver waste to the waste disposal facilities, and then pay the relevant fees direct to the EPD."**

In this way, the "Type B Account" holders do not need to separately verify the relevant "gate-fee" amount with the "Type A Account" holders and arrange for subsequent reimbursement. This arrangement may also reduce the cash flow and bad debt problems which the "Type A Account" holders would otherwise face as they have to pay the "gate fee" in advance.

### 3.4.2 Arrangements for "Gate-Fee" Apportionment Mechanism(s)

Considering that most of the catering premises generate relatively small amount of waste, it is not suitable for them to apply for "Type B Account". Instead, they may engage PWC with a "Type A Account" to collect and dispose of waste on their behalf.

In this situation, PIC/management staff of the catering premises should formulate the "gate-fee" payment arrangement with PWCs or the PWCs of their located buildings in advance. As the waste collection schedule of the PWCs often involve a number of different locations, catering premises may have to discuss with PWCs on how to apportion the corresponding "gate-fee" based on the actual amount of waste.

PIC/management staff of the catering premises should also discuss with PWCs on the billing arrangements (e.g., on a per service or monthly basis, to relieve cash flow pressure on small-sized waste collectors. In the case of regular settlement, the settlement date, payment method, payment period, etc. should be set), and how to verify the fee calculated based on the quantity of waste, etc., and list the relevant arrangements and calculation methods in the contract, to protect the interests of both parties.

### 3.4.3 Waste Disposal

PIC/management staff of the catering premises **are not required** to instruct frontline staff to wrap the waste in designated bags or affix it with designated labels when disposing of it at communal waste reception areas or oversized waste reception areas in their located buildings/ the PWC's RCVs without rear compactors, or handing over the waste to the frontline staff at the above locations or vehicles. PIC/management staff of the catering premises can provide frontline staff with ordinary garbage bags to collect and dispose of waste, just like the practices before the implementation of MSW charging.

### 3.5 Waste Reduction and Recycling Arrangements

"Implementation of MSW charging provides more incentives for catering premises to practise waste reduction and waste separation at source as well as clean recycling, which in turn reduces the overall expenditures on MSW charging. PIC/management staff of the catering premises may refer to the content below to carry out waste reduction and recycling."



#### 3.5.1 Good Food Waste Management

The first step in food waste reduction is to avoid creating it in the first place. PIC/management staff of the catering premises can implement various measures to avoid and reduce food waste, such as purchasing the right amount of ingredients, following the "first-in-first-out" principle in using ingredients, making good use of surplus food or food trimmings for other dishes, donating surplus food, etc. For more good management practices on food waste reduction, please refer to **Annex VI**.

PIC/management staff of the catering premises should conduct proper separation at source, and deliver the inevitable food waste temporarily stored in recycling bins to the interim facilities to facilitate centralised collection. Since 2021, the EPD has provided food waste collection services for free through the Pilot Scheme on Food Waste Collection for premises with concentrated catering premises (such as shopping malls, hotels, clubs, cooked food centres, etc.). In addition, the EPD is gradually setting up food waste collection points near locations where street-level catering premises are concentrated, such as FEHD's RCP, street corners and back alleys at suitable locations, to facilitate smaller-scale catering premises to participate in food waste recycling. For more details about the food waste collection for catering premises, please contact the EPD via email at [fwc@epd.gov.hk](mailto:fwc@epd.gov.hk). For details of food waste source separation, please refer to **Annex VII**.



#### 3.5.2 Reducing Disposable Plastic Tableware

To reduce the use of disposable plastic tableware at source with a view to minimising the impacts of plastic pollution on the ecological environment and human health, and helping to mitigate climate change, the EPD is planning to introduce legislation to regulate the sale and

use of nine types of disposable plastic tableware progressively, including expanded polystyrene (EPS) tableware, straws, stirrers, cutlery (such as forks, knives and spoons), plates, cups, cup lids, food containers and food container covers. PIC/management staff of the catering premises should be fully aware of the requirements and implementation schedule of the legislation. They should also strengthen the training of frontline staff and take appropriate measures to ensure all frontline staff comply with the relevant legislative requirements and guidelines. For the good tableware management practices, please refer to **Annex VI**.



#### 3.5.3 Recycling of Waste Glass Containers (including containers of beverages, food and condiments)

The Government has appointed Glass Management Contractors (GMCs) to undertake the collection and treatment services for waste glass containers in 3 regions, i.e. Hong Kong Island (including Islands District), Kowloon and the New Territories. PIC of the catering premises may call EPD's hotline at 2838 3111 or contact the respective GMCs<sup>15</sup> direct, for arrangement of regular collection service of waste glass containers.

In general, the GMCs provide collection services of waste glass containers on a "bin for bin" basis. The GMCs would discuss with the PIC of the catering premises or the premises (e.g., shopping mall) on the number and location of the recycling bins, and the frequency of collection. The collection arrangement would be reviewed from time to time so as to suit the needs of the catering premises.

For the points to note regarding glass containers recycling, please refer to **Annex VII**.

#### 3.5.4 General Waste Reduction and Recycling Information

For more information on waste reduction and recycling, please refer to **Annex VIII**.

<sup>15</sup> The contact information of the glass management contractors is listed in the following website: [https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro\\_responsibility/gprs\\_gmc.html](https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro_responsibility/gprs_gmc.html)

# Annex

## Annex I: Frequently Asked Questions on the Legislative Requirements on MSW Charging

Owners/  
Management staff  
of the  
Catering Premises



### 1. How to delineate locations of the communal waste reception areas in their located buildings? Can the Government still enforce the law against tenants for not using designated bags/designated labels during waste disposal, even if PMCs have not delineated the locations of communal waste reception areas in the building?

Catering premises and PMCs/cleansing contractors can jointly delineate the locations of communal waste reception areas within the building, i.e., communal waste reception areas on individual floors (e.g., refuse rooms on individual floors, staircase landings, etc.) and oversized waste reception areas, which are for temporary waste storage pending collection by cleansing workers, in consideration of the waste collection arrangements of the building. PMCs shall display signages of the EPD at prominent locations (see Section 3.3.2 of this Guide) to remind tenants to properly wrap the waste in designated bags or affix with designated labels when disposing of the waste in those reception areas.

This helps clearly inform the frontline staff of the statutory enforcement points in the building in relation to MSW charging and avoid breaching the law inadvertently. This also helps facilitate the evidence collection work of enforcement officers on suspected breaches. However, they can still investigate and collect evidence on suspected breaches even if PMCs do not clearly delineate the locations of communal waste reception areas, and charge suspected offenders when evidence is sufficient.

### 2. Are PMCs/cleansing contractors allowed to purchase designated bags and designated labels on behalf of catering premises?

Under "charging by designated bags", catering premises should purchase designated bags/designated labels from a few thousand sales points authorised by the EPD, and properly wrap the waste in designated bags or affix with designated labels before disposing of it at the communal waste reception areas to achieve the "polluter-pays" principle.

To purchase designated bags by the catering premises direct can save the discussion with PMCs/cleansing contractors on the details of purchasing/distributing designated bags (e.g., size and quantity of designated bags, distribution frequency and modes, etc.). Moreover, catering premises can purchase designated bags of appropriate size and quantity depending on their own needs, without being restricted by the overall distribution arrangements of the building and thus, achieving waste reduction at source effectively.

In addition, PMCs/cleansing contractors are required to sell designated bags/designated labels at the prices prescribed by law when selling them to catering premises. Any person who does not sell designated bags/designated labels at the prices prescribed by law (including higher/lower prices) commits an offence<sup>16</sup>.

Offenders will be subject to the following penalties:

- (i) on the first conviction – a fine at level 6(\$100,000);
- (ii) on a subsequent conviction – a fine of \$200,000.

<sup>16</sup> See section 20U(2) in Division 3 of Part IVB of the amended WDO for the legislation.

## Annex I: Frequently Asked Questions on the Legislative Requirements on MSW Charging

Frontline Staff  
of the  
Catering Premises



### 3. What should be taken note of when "wrapping waste in designated bags"?

When disposing of general waste using designated bags, frontline staff should make sure that no part of the waste (e.g., the handles of waste kitchenware) is protruded from the opening of the bags or pierced through the body of the bags. In the meantime, the opening of the bags must be tied so that no waste can escape from the bags. Frontline staff should use designated bags of appropriate size to ensure that the relevant waste is completely and properly wrapped<sup>17</sup>.

#### Demonstration on how to properly "wrap waste in a designated bag"



#### Examples of waste not properly "wrapped in a designated bag"



Some of the waste protrudes from the opening of the bag



Some of the waste pierces through the body of the bag



The opening of the bag is not tied well and the waste inside escapes

<sup>17</sup> According to section 2(1) of the amended WDO, "wrapped in a designated bag" means completely contained in a designated bag with the bag's opening tied so that no solid contents can escape from the bag during handling and transportation".

### 4. Are frontline staff required to wrap the waste in designated bags or affix with designated labels when disposing of it in waste collection bins which have been lined with designated bags at the communal waste reception areas?

MSW charging is premised on quantity-based and the "polluter-pays" principles. Our policy intent is that it is primarily the responsibility of individual waste producers to bear the charges for designated bags and designated labels, so as to drive behavioural changes for achieving waste reduction. Catering premises can purchase designated bags of suitable sizes/ designated labels for waste disposal from a few thousand sales points authorised by the EPD.

Even waste collection bins at the communal waste reception areas are lined with large designated bags in advance, frontline staff are still required to wrap their waste in designated bags or affix with designated labels before disposing of it at the communal waste reception areas to meet the legislative requirements<sup>18</sup>.

### 5. When disposing of a piece of oversized waste that has been separated into different parts (e.g., a dining table that is dismantled into different parts), is it necessary to affix a designated label to each part? Or is it acceptable to simply tie all parts together with a rope and affix with just one designated label?

In determining the number of designated labels required, the properties of the oversized waste, including its structure, functions, design, overall size, and quantity, should be considered, before deciding whether such oversized waste should be considered as one or several articles. The Government will take into account of the above factors and adopt a common-sense approach when deciding whether irregularities are involved.

For example, subject to the actual facts and circumstances, the dismantled parts of the same oversized waste firmly tied together by a rope is likely to be regarded as one article of waste requiring one designated label for disposal. However, in case of a table and some chairs, they are likely to be regarded as separate articles even being tied together, and one designated label is required for each article for disposal.

<sup>18</sup> See section 20N(1) in Division 2 of Part IVB of the amended WDO for the legislation.



## Annex I: Frequently Asked Questions on the Legislative Requirements on MSW Charging

In addition, multiple bags of general waste tightly bound together cannot be regarded as one article based on their nature. Therefore, such waste should be properly wrapped in several designated bags but not just affixed with a designated label.

### 6. If a designated bag containing waste is damaged (e.g., with small cracks or holes) but no waste escapes or protrudes from the designated bag, should the frontline staff continue to dispose of the waste at the enforcement points?

Depending on the actual circumstances, if the designated bag is damaged but the waste is still completely contained inside the designated bag with the bag's opening tied so that no solid content escapes from the bag during handling and transportation, such waste still meets the definition of "wrapped in a designated bag" (see footnote 17), and frontline staff can still follow the normal procedures to dispose of the bag of waste.

If the designated bag is severely damaged to the extent that waste escapes or protrudes from the designated bag and it is no longer "wrapped in a designated bag", frontline staff are required to properly wrap the waste in a designated bag before disposing of it at enforcement points.

### 7. If catering premises has participated in the food waste collection and recycling scheme, is it necessary to wrap the source separated food waste in designated bags for collection by food waste collectors (FWCs)? In addition, is it illegal for frontline staff to dispose of recyclables that are not properly wrapped in designated bags/affixed with designated labels at the communal waste reception areas?

If the catering premises separates food waste properly, food waste sent to the food waste recycling facilities will not be subject to MSW charges. This arrangement will be same as the case where recyclables properly recovered by the general public will not be subject to MSW charges. Therefore, if the catering premises has participated in the food waste collection and recycling scheme, the food waste to be collected by the FWCs does not need to be properly wrapped in designated bags.

In addition, if the containers/locations for collecting recyclables are located within communal waste reception areas (e.g., also located at refuse rooms on individual floors or staircase landings), frontline staff are required to place the recyclables inside the containers/areas for collecting recyclables (e.g., separation bins/boxes/bags).

Otherwise, it will be an offence for frontline staff to dispose of any waste (including recyclables) without properly wrapped in designated bags or affixed with designated labels at the communal waste reception areas.<sup>19</sup>

### 8. If frontline staff have already properly wrapped their waste in designated bags or affixed with designated labels before placing it at the communal waste reception areas, but the designated bags/designated labels are damaged/detached during normal handling and transportation, and renders the waste falling within the definition of NCW, have the frontline staff committed an offence?

If frontline staff have followed the legal requirement of "wrapping waste properly in designated bags" (see Note 17 for the definition) before waste disposal, they will not commit an offence even if the designated bags/designated labels are damaged subsequently during the handling and transportation by other persons (which leads to escape of the waste from the designated bags/ detachment of the designated labels from the waste).

### 9. What specific measures can PIC, management staff and frontline staff of the catering premises take to establish the statutory defence of having taken "all reasonable precautions and exercised all due diligence to avoid committing the offence"<sup>20</sup> (see Section 2.4 for details of statutory defences)?

The specific measures to be taken by PIC/management staff and frontline staff of the catering premises depend on the actual circumstances of each premises/case.

PIC/  
Management Staff/  
Frontline Staff of the  
Catering Premises



<sup>19</sup> See sections 20N(1) and 20N(3)(d) in Division 2 of Part IVB of the amended WDO for the legislation.

<sup>20</sup> See section 20O(1)(a) in Division 2 of Part IVB of the amended WDO for the legislation.

For example, they should refer to this Guide and adopt the measures that are suitable for their premises. PIC/management staff of the catering premises should also keep proper records (e.g., records on training of the frontline staff and provision of designated bags to frontline staff) to show that they have followed the relevant guidelines. This would help them establish the relevant statutory defence.

#### 10. Under "charging by designated bags", what circumstances can be exempted from the legislation on the use of designated bags/designated labels?

Under "charging by designated bags", if satisfied that it is reasonable to do so, the Director of Environmental Protection (DEP) may, on application, grant exemption from the legislation on the use of designated bags/designated labels to those depositing waste for or on behalf of the Government<sup>21</sup> and in the course of providing service for collecting recyclables<sup>22</sup>. Moreover, the DEP may, on the Director's own initiative, exempt any person from the legislation on the use of designated bags/designated labels when the exemption is necessary for public safety, environmental hygiene or environmental protection, or when exceptional circumstances render it impracticable or unreasonable for the person to comply with the provisions related to the use of designated bags/designated labels<sup>23</sup>. Generally speaking, waste created by catering premises may not meet the relevant exemption criteria<sup>24</sup>.

21 Example includes waste that is generated as a direct and inevitable result of the delivery of public services, such as street waste collected by the FEHD.

22 For example, when there are no other alternatives, recyclers/recycling organisations may have to deliver the collected recyclables to landfills for disposal when recyclables treatment facilities fail to operate properly and cannot continue to accept and handle recyclables, so as to avoid causing environmental hygiene problems.

23 For example, when there are no other alternatives, recyclers may have to deliver the collected recyclables to landfills for disposal when recyclables treatment facilities fail to operate properly and cannot continue to accept and handle recyclables due to unforeseeable reasons, so as to avoid causing environmental hygiene problems. Operationally, it is not feasible to require the related persons to file an application to the DEP for exemption, especially under emergency situations.

24 See sections 20Q and 20R in Division 2 of Part IVB of the amended WDO for the legislation.

## Annex II: Charging Modes for Premises with Refuse Compaction Systems

The following are four common types of refuse compaction systems. Regardless of the type of refuse compaction systems being used, the charging mode for premises with refuse compaction systems is determined by the type of RCVs that collect the waste.

Common Types of Refuse Compaction Systems and Their Corresponding Waste Charging Modes:

### Mobile Refuse Compaction System (Refuse Compactor)



The refuse skip possesses built-in compacting device and no other fixed external device is required to be installed in the refuse room.

**Types of RCVs** - Refuse compactor is collected by RCVs of the FEHD - or its contractors

**Charging Modes** - Charging by Designated Bags - Should ensure that all waste have been properly wrapped in designated bags or affixed with designated labels before being deposited into the refuse compactor

**Types of RCVs** - Refuse compactor is collected by PWCs using RCVs without rear compactors (e.g., delivery by hook-lift trucks)

**Charging Modes** - Charging by weight through "gate-fee" - Not required to use designated bags/designated labels

### Stationary Compaction System



The refuse skip does not possess a built-in compacting device and fixed external compacting device is required to be installed in the refuse room.

**Types of RCVs** - Refuse skip is collected by RCVs of the FEHD or its contractors

**Charging Modes** - Charging by Designated Bags - Should ensure that all waste have been properly wrapped in designated bags or affixed with designated labels before being deposited into the refuse compaction system

**Types of RCVs** - Refuse skip is collected by PWCs using RCVs without rear compactors (e.g., delivery by hook-lift trucks)

**Charging Modes** - Charging by weight through "gate-fee" - Not required to use designated bags/designated labels

### Rotary Drum Refuse Compaction System



The fixed compactor is installed inside the refuse room. Waste can be discharged onto a RCV for onward delivery after compaction

**Types of RCVs** – Waste is discharged onto PWCs' RCVs with rear compactors

**Charging Modes** – Charging by Designated Bags – Should ensure that all waste have been properly wrapped in designated bags or affixed with designated labels before being deposited into the refuse compaction system

**Types of RCVs** – Waste is discharged onto PWCs' RCVs without rear compactors

**Charging Modes** – Charging by weight through "gate-fee" – Not required to use designated bags/ designated labels

### Automatic refuse collection system (ARCS)



The system uses underground suction pipes to convey waste that is deposited into the refuse chute inlets on individual floors to the centrifugal chamber at the central refuse collection station. The waste will be collected for onward delivery after compaction

**Types of RCVs** – Refuse skip is collected by RCVs of the FEHD or its contractors

**Charging Modes** – Charging by Designated Bags – Should ensure that all waste have been properly wrapped in designated bags or affixed with designated labels before being deposited into the refuse chute inlets that are linked to ARCS

**Types of RCVs** – Refuse skip is collected by PWCs using RCVs without rear compactors (e.g., delivery by hook-lift trucks)

**Charging Modes** – Charging by weight through "gate-fee" – Not required to use designated bags/ designated labels

## Annex III: Staff Training

Enhancing the knowledge of staff on MSW charging helps catering premises implement MSW charging smoothly with the Government. The PIC of the catering premises may refer to the following suggestions on staff training to ensure that they clearly understand the legislative requirements and guidelines, and the related workflow and arrangements.

Suggested training content:

### Management staff



#### Relevant legislative requirements

- Legal responsibilities of their companies
- Legal responsibilities of frontline staff
- Relevant penalties
- Statutory Defences

#### Formulation of work plans

- Stakeholders who need to take part in formulating the plans
- Contents of the work plans
- How to seek support from stakeholders to implement the plans

#### Formulation of guidelines for frontline staff

- How to formulate the guidelines, e.g., review of the current waste disposal workflow and identification of the required changes
- How to ensure that frontline staff understand and familiarise with the guidelines well

#### Provision of recycling support

- How to review and enhance the existing recycling support to frontline staff and the handling process of recyclables
- How to make good use of different channels/resources to improve recycling facilities

#### Communication with the EPD

- Publicity and education resources provided by the EPD
- Recycling support provided by the EPD

## Frontline staff

**Execution of guidelines**

- Requirements of the guidelines
- Situations which require reporting to supervisors

**Waste disposal arrangements**

- Changes in waste disposal arrangements and the requirements in the guidelines

**Handling of recyclables**

- How to ensure recyclables that increased significantly after implementation of MSW charging are properly handled

## Annex IV: Guidelines on Good Practice on the Implementation of "Charging by Designated Bags"

PIC/management staff and frontline staff of the catering premises may refer to the following suggestions to implement "charging by designated bags" effectively.

### PIC/ Management Staff



#### **1. Monitor and instruct the frontline staff to comply with the law**

- Formulate implementation details for work plans, including work flow, modifications to the existing waste disposal arrangements, staff allocation for catering premises and cleansing contractors, etc., based on different waste collection arrangements
- Prepare relevant notices and guidelines, and provide staff training regularly to ensure that they have a clear understanding on the legislative requirements, especially for the new employees
- Strengthen inspection of the catering premises to ensure the frontline staff properly wrap the waste in designated bags or affix it with designated labels before waste disposal
- If the frontline staff are used to dispose of the kitchen waste in large waste collection bins (i.e. 240L or 660L waste collection bins) direct without wrapping the waste in garbage bags before the implementation of MSW charging, instruction shall be given to the frontline staff to cease such practice after the implementation of MSW charging. Waste shall be properly wrap in designated bags before disposing of in the large waste collection bins
- Prepare and post notices at appropriate locations (e.g., near the waste collection bins and at the entrance or exit of the kitchen) to remind the frontline staff to comply with the relevant legislative requirements
- Establish a reward system to encourage the staff to comply with the law

## Annex IV: Guidelines on Good Practice on the Implementation of "Charging by Designated Bags"

### 2. Measures to facilitate the frontline staff to comply with the law

- Instruct the staff to line the appropriate waste collection bins at the catering premises with designated bags in advance to facilitate wrapping the waste in designated bags before waste disposal
- After waste is disposed of into large waste collection bin, it is difficult to take it out and then wrap it in designated bags. Therefore, large waste collection bins shall be removed from the kitchen as far as practicable so as to prevent the staff from disposing of waste that has not been properly wrapped in designated bags into large waste collection bin for convenience
- Replace the large waste collection bins in the kitchen by smaller bins. For example, 240L waste collection bins could be replaced by 100L waste collection bins such that the bins could be lined with 100-litre designated bags in advance
- Unless required, ordinary garbage bags shall not be placed in the catering premises so as to avoid the staff from using it for waste disposal by mistake

### 3. Ensuring designated bags are used properly

- Order designated bags of appropriate size and quantity based on the catering premises' waste amount and the past garbage bags usage, and reserve additional quantities for unexpected situations
- Use waste collection bins with appropriate capacity such that they can be lined with designated bags of appropriate size
- Conduct monthly review on the designated bag usage in the early stage of the implementation of MSW charging so as to determine whether the required size and quantity of designated bags is appropriate
- Check whether designated bags are misused for other purposes, such as used for covering the tableware
- Set up recycling facilities in appropriate locations within the catering premises to facilitate the staff to sort the recyclables and reduce waste disposal

## Frontline Staff



### 1. Ensuring compliance with the relevant legislative requirements

- Have a clear understanding on the waste disposal procedures and properly wrap the waste in designated bags according to the instructions from supervisors
- Ensure that waste is wrapped properly according to the legislative requirements, i.e. no part of the waste (e.g., the handles of waste kitchenware) is protruded from the opening of the designated bags or pierced through the body of the bags. In addition, the opening of the bags must be tied so that no waste can escape from the bags
- Affixed with a designated label on each oversized waste which cannot be wrapped in designated bags before disposal
- Take note of the inventory levels of designated bags and designated labels in the catering premises and remind the management staff to replenish stock timely to ensure sufficient inventory

### 2. Ensuring designated bags are used properly

- If actual operation allows, designated bags should be filled as much as possible before disposal
- Recyclables (e.g., emptied glass or plastic containers, metal cans) are not required to be wrapped in designated bags and should be put into the respective recycling bins; regularly check the recycling facilities to ensure that non-recyclables are not wrongly put in the recycling facilities
- Check whether designated bags are misused for other purposes, such as used for covering the tableware

## Annex V: Suggested Preparatory Measures for Premises under "Charging by Weight"

### 1. Arrangements for opening "gate-fee" accounts

- The EPD has set up an online platform for account opening and the required documents can be uploaded to the system for submission. Please visit the dedicated website for MSW charging for details.

#### Type A Account

- Mainly targets at companies or individuals with RCVs registered under their names, e.g., PWCs
- Pay deposit according to the number of registered vehicle(s) (\$3,000 per vehicle)
- The system will issue a designated QR code for that vehicle to the account holder upon successful registration. When the vehicle delivers waste to the waste disposal facilities on behalf of a "Type A Account" holder, the driver is required to show the QR code for the weighbridge computer system to identify the corresponding "Type A Account"

#### Type B Account

- Mainly targets at large scale waste producers (i.e., premises that generate large amount of daily waste, e.g., larger facilities, factories, shopping centres, etc.)
- Pay deposit according to the required number of e-chit(s) (\$550 per e-chit)
- The drivers of the relevant vehicles are required to present the e-chits provided by the above-mentioned "Type B Account" holders when entering the waste disposal facilities, allowing the weighbridge computer system to record the "gate-fee" direct to the accounts of the "Type B Account" holders

### 2. Payment Arrangements

- The EPD will issue monthly statements to account holders by mail or email. They are required to make payment within 30 days from the issue date of the statement. Otherwise, a surcharge on top of the "gate-fee" will become payable.
- Different payment methods will be available, e.g., through automated teller machines (ATMs), Payment by Phone Service (PPS), Faster Payment System (FPS), post offices, convenience stores, etc.

## Annex VI: Good Management Practices on Waste Reduction at Source

### Reduce the use of disposable plastic tableware

In addition to the statutory requirements, as a matter of principle, we should also reduce waste at source and avoid using disposable tableware in order to further protect the environment. If the use of disposable tableware is unavoidable, more environmentally friendly tableware made of non-plastic materials should be used. PIC/management staff of the catering premises can make reference to the following good practices on tableware management:

#### Dine-in services

- Use reusable tableware
- Do not provide disposable plastic tableware or any type of disposable tableware

#### Takeaway services

- Do not provide disposable tableware by default or in sets
- Phase out disposable plastic tableware progressively. Use non-plastic disposable tableware made of paper, bamboo, soft wood, plant fibre materials (e.g., wood pulp, straw pulp, bagasse), etc., as alternatives

#### Other disposable-free measures

- Minimise food packaging to support a minimalist culture
- Encourage dine-in/takeaway customers not to use straws (e.g., provide incentives to customers)
- Encourage takeaway customers to bring their own reusable tableware (e.g., provide incentives to customers who bring their reusable tableware, welcome customers to bring their reusable food container by posting notices, etc.)
- Provide reusable tableware lending services to takeaway customers
- Enhance the transparency of environmental measures being put forward by the catering premises (e.g., post written notices at appropriate locations (such as cashier, menu or display boards) for displaying the relevant environmental measures)

## Annex VI: Good Management Practices on Waste Reduction at Source

### Reduce food waste

Source reduction is the best way to avoid food waste. PIC/ management staff and frontline staff of the catering premises are recommended to follow the good practices below on the avoidance and reduction of food waste.

#### Procurement



Order food ingredients in appropriate quantity to prevent over-procurement and excessive inventory



Purchase food ingredients from approved suppliers to maintain food safety and hygiene

#### Receipt and Storage



Inspect incoming goods for spoilage



Properly control storage procedures, duration and temperature to prevent spoilage



Properly date, label and cover food in storage



Follow FIFO (first-in-first-out) principle to store ingredients and food

#### Cooking



Properly handle and prepare food to prevent contamination (including the adoption of appropriate procedures, attention to temperature and personal hygiene, implementation of pest control measures, etc.) to minimise spoilage and rejected dishes from customers



Make good use of surplus food and/or food trimmings to prepare other dishes, such as fish bone/fish head for soup or specialty dish, and leftover plain rice for fried rice or congee, etc.

#### Consumption



Proactively remind customers to avoid over-ordering, such as displaying reminders on menus and tables, giving out friendly reminders by frontline staff, encouraging customers to order in batches, and taking away leftovers



Offer food portioning options in menus to minimise food waste. For example, 'less rice', light portion, more vegetables and less meat, fewer number of dishes for banquet, etc.

## Annex VII: Points to Note Regarding Waste Separation at Source and Clean Recycling

In general, recyclables (e.g., emptied glass or plastic containers, metal cans) should not be handled as waste, and should be put into the respective recycling facilities. The PIC of the catering premises or their located buildings should conduct regularly check on the recycling facilities and ensure that the recycling bins should contain only the respective recyclables. Recyclables collectors may request the catering premises or the building to clear the items or waste before providing collection service if they find that the content of the recycling bins is mixed with other types of recyclables or waste. If the catering premises or the building refuses to do so, the recyclable collectors may refuse to provide collection service.

### Points to Note regarding Glass Bottle Recycling

#### 1. Clean recycling

- To ensure the recycling efficiency and quality of the recycled materials, it is necessary to pour out the liquid in the glass beverage containers (which would be more preferable if rinsed) and to clean the food and condiment containers. If the containers still contain liquid or residuals (i.e. contaminated glass containers), they are not suitable for recycling and should be handled as "waste".
- PIC/management staff of the catering premises or their located buildings should remind employees and cleansing workers that only emptied glass containers should be put into the glass container recycling bins (or other collection container such as recycling bags/boxes). This would help maintain the collection point in good hygiene condition.
- If GMCs find that the glass container recycling bins are filled with other recyclables or waste (including contaminated glass containers), they may request the catering premises or the building to remove the concerned items in the recycling bins before providing the collection service. If the catering premises or the building refuses to do so, GMCs may refuse to provide collection service.

#### 2. Noise Abatement

- Place glass container recycling bins indoors and away from residential units as far as possible.
- Avoid handling glass containers during 23:00hrs – 08:00hrs to minimise the noise to the nearby residents.
- Remind employees and cleansing workers to gently put the emptied glass containers into the recycling bins.

Note: Glass-like items (e.g., drinking glasses, crystals), ceramics, glass ornaments (e.g., vase), other glass dining wares (e.g., glass plate) or cooking wares, are not suitable to be handled as waste glass containers for recycling. The PIC of the catering premises or their located buildings should seek other channels for handling such items.

### Points to Note regarding Separation of Food Waste at Source

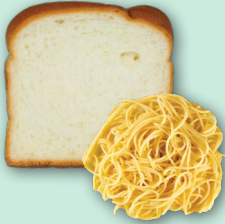






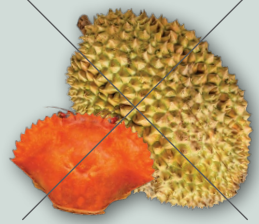
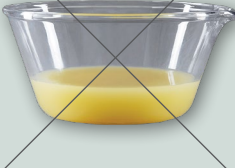
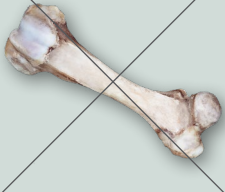
- Separate food waste at source before consumption (during meal preparation) and after consumption (after meals).
- Use sieve to drain excess liquid (e.g., soup, sauces) from food waste as far as possible.
- Avoid putting oversized or hard materials into food waste bins.
- General solid waste and other recyclables (e.g., glass containers, metal cans) should be handled separately without putting into food waste bins.
- Food packaging should be removed before recycling.
- Avoid putting food waste containing dishwashing detergent into food waste bins.
- Refrigerate food waste temporarily to reduce odour if necessary.



Hong Kong Waste Reduction Website  
<https://www.wastereduction.gov.hk/en/index.htm>



**Annex VII: Points to Note Regarding Waste Separation at Source and Clean Recycling**

Recyclable Food Waste		Non-recyclable food waste
<p>(including raw, cooked, leftover or spoiled food)</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>Wheat &amp; Grains</b> Rice, pasta, noodles, flour, bread, oats</p> </div> <div style="text-align: center;">  <p><b>Meats</b> Pork, beef, seafood, poultry &amp; their products (including debris, fats, innards, scales)</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p><b>Fruits &amp; Vegetables</b> Fruits, vegetables, mushrooms, beans &amp; their products (including peelings, cores, pips)</p> </div> <div style="text-align: center;">  <p><b>Residues</b> Tea leaves, soup pulp, coffee grounds, Chinese medicinal pulp, soya bean residue</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  <p><b>Others</b> Dairy products, desserts, pickled food, nuts, sauces, pet food</p> </div>	<div style="text-align: center;">  <p><b>Small Bones</b> Not exceeding the length of a toothpick in general (e.g., fish bones, bones from chicken wings and spare ribs, etc.)</p> </div>	<p>(Please consult the EPD or avoid putting it into food waste bin if in doubt)</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>Inert Materials</b> Packaging, straws, utensils, containers, glass bottles, cans, teabags, tissue paper, toothpick</p> </div> <div style="text-align: center;">  <p><b>Hard Materials</b> Seashells, crab covers, coconut shell, durian shells, corncobs, young coconuts, mango cores</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p><b>Watery Food</b> Soup, porridge, drinks</p> </div> <div style="text-align: center;">  <p><b>Oversized Materials</b> Large bones (e.g., Pork knuckle, beef femur bones, tomahawk ribs)</p> </div> </div>

\* Food waste examples above are not exhaustive



## Contact the EPD

If you have any questions regarding this Guide, or need to seek support for the implementation of MSW charging, please call the EPD hotline at 2838 3111 or send an email to [msw\\_hotline@epd.gov.hk](mailto:msw_hotline@epd.gov.hk).



EPD's dedicated website for MSW charging  
<https://www.mswcharging.gov.hk/en/>