

USE LESS, WASTE LESS  
惜物減廢  
在我手  
IN MY HANDS

Use Less

源頭  
惜物齊減廢

Eat Wise

食  
團餐  
節約  
糧食

Shop Green

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心  
節約  
綠源

Discard Less

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Recycle Wise

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乾淨  
助回收



## Use Less

### 1.1 Foster a “Use less, Waste less” Culture

Foster a culture of “Use less, Waste less” and wise consumption within the institution to reduce waste.

### 1.2 Train up waste reduction pioneers

Train staff to become waste reduction pioneers and give teachers training on waste reduction education.

### 1.3 Promote environmental education

Promote environmental education and incorporate waste reduction into the teaching curriculum. Set up Green Corner in the library of the school/institution to house books on environmental protection.

### 1.4 Donate surplus items

Promote the concept of resource sharing and collect surplus items regularly for donations/charity sales to benefit the grassroots.

### 1.5 Support waste charging

Quantify waste disposal and recycling, formulate an annual waste reduction education plan, assess the overall performance of waste reduction, and support waste charging.

## Eat Wise

### 2.1 Support the Food Wise Hong Kong Campaign

Support the Food Wise Hong Kong Campaign, promote eat wise, food donation and practice food waste reduction.

### 2.2 Meal Portioning

Implement on-site meal portioning at school and dish out portion of food to students depending on how much they can eat.

### 2.3 Provide a “Food Wise Menu”

Provide a light-portioned “Food Wise Menu” in the canteen of the institution, and encourage staff to ask for “more rice / less rice” on a need basis.

### 2.4 Adopt “Six-course Menu”

Consider a “Six-course Menu” for parties and events; in case of buffet style catering, reduce the food ordered for participants, and ask participants to bring their own containers to take the unfinished food home.

### 2.5 Food waste into compost

On-site food waste composting for greening purposes.

## Shop Green

### 3.1 Less decorations

Reduce festive and decorative displays in the institution/school. If decoration is necessary, make use of recycled materials, such as reusing Christmas trees, Christmas lights and New Year lanterns. Exchange decoration items with other organisations every year for a fresh look.

### 3.2 Less paper

More electronic publicity platforms, reduce printing promotional materials and use double-sided printing to save paper.

### 3.3 Green procurement

Practice green procurement by purchasing products that are made of local recycled materials, such as reused wooden furniture and recycled glass paving blocks.

### 3.4 Less souvenirs

Less trophies and souvenirs or giving out potted plants.

### 3.5 Reduce banners

Reduce one-off promotional banners, backdrops, easy-mount frames, etc.

## Discard Less

### 4.1 Avoid one-off disposables

Avoid distributing one-off disposables such as bottled water, tetra-pack drinks during talks and events.

### 4.2 Bring Your Own Bottle

Provide drinking machines and cups in the institution/school and encourage participants to bring their own water bottles.

### 4.3 Less reusable bags

Avoid giving out non-woven bags.

### 4.4 Avoid using disposable tableware

Use durable tableware in barbecues and parties; avoid using disposable chopsticks, plastic knives and forks, paper plates, etc.

### 4.5 Reduce take-away meals

Encourage staff/students to eat in at restaurants instead of taking away during mealtime. If take-away is necessary, bring own food containers and tableware to reduce waste.

## Recycle Wise

### 5.1 Install waste separation bins

Install three-coloured waste separation bins and other recycle bins to collect items such as glass bottles, second-hand electrical appliances/computers, old clothes and unexpired packaged food for recycling.

### 5.2 Keep waste separation bins tidy and clean

Keep recycling facilities tidy and clean. Place waste separation bins at conspicuous locations, as well as junctions/exits/entrances as demonstration and to maximize usage.

### 5.3 Clean recycling

Encourage clean recycling and remind staff/students to wash recyclables and make extra efforts to unscrew the bottles and remove staples from paper etc. before recycling.

### 5.4 Keep the waste separation bins clean

Keep the waste separation bins clean and engage collectors/recyclers to regularly collect recyclables.

### 5.5 Set targets for waste reduction

Maintain monthly statistics on the quantity/weight of various recycled items and set targets for further waste reduction.

# A Guide to Use Less Waste Less

for Schools, Institutions & Organisations

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