



# FoodWaste Lean and Green Label Scheme

## - Application Guidelines -



Organizer:



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## 1. INTRODUCTION

### 1.1 Background

Over 3,600 tons of food waste is produced each day in Hong Kong, with one-third coming from commercial and industrial sectors and the rest from households. Food waste accounts for nearly 40% of total waste in landfills in Hong Kong. Food waste is organic waste which is highly perishable and will produce large amounts of greenhouse gases (e.g. methane) and leachate in landfills, creating negative impacts on the environment.

In 2014, the Environment Bureau of the HKSAR Government published “A Food Waste & Yard Waste Plan for Hong Kong 2014-2022”, with four main strategies to mobilize the community to reduce food waste at source, donate surplus food, recycle food waste and turn food waste into energy. The target is to reduce the amount of food waste to landfills by at least 40% by 2022. One of the key initiatives in the Plan, the Food Wise Hong Kong Campaign, which is a territory-wide food waste reduction campaign designed to encourage the whole community, from individuals and households to commercial and industrial sectors, to avoid or reduce food waste generation, aiming a target of 5-10% reduction of food waste by 2017-2018.

In response to that, the Green Council launched the FoodWaste Lean and Green Label Scheme (the Scheme) to encourage the food and beverage (F&B) sector to reduce food waste. The Scheme also recognizes restaurants and F&B outlets that make a great contribution in reducing food waste, so that the industry can establish better food waste management practices in its daily operations.

The Food Waste Lean and Green Label Scheme comprises two levels to acknowledge the F&B sector’s effort in reducing food waste.





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## 1.2 Benefits to Participants

Participants will enjoy the following privileges and benefits:

- *Environmental*  
Understand the negative impacts of food waste, and learn to reduce, reuse and recycle food waste proactively to ease the burden on landfills.
- *Social*  
Encourage the F&B sector to promote the messages of food waste reduction, reuse and recycling to the community, and increase the public awareness on food waste management, such as food storage and handling, food donation and recycling.
- *Economic*  
Reduce the fees paid in the future solid waste charging scheme through proper food waste management. Participants will also be invited to join the award ceremonies and sharing sessions to promote their accomplishments through the media, which demonstrate the public their social responsibility commitment and enhance their competitiveness as well as corporate image.

## 2. PARTICIPANTS

The FoodWaste Lean and Green Label Scheme is a voluntary scheme. All restaurants and outlets in the F&B sector (including independent or chain group) are eligible for applying the Lean Label. Applicants that have been awarded with Lean Label for at least one month are eligible for applying the Green Star Label.

A Lean Label or Green Star Label sticker and a certificate will be given to participants that meet the corresponding criteria for promotional purposes and public identification. Awardees details will be listed on the Scheme website.

## 3. FEE

Lean Label: Application Fee / Renewal Fee of each outlet is HKD 3,000 (validity 2 years)

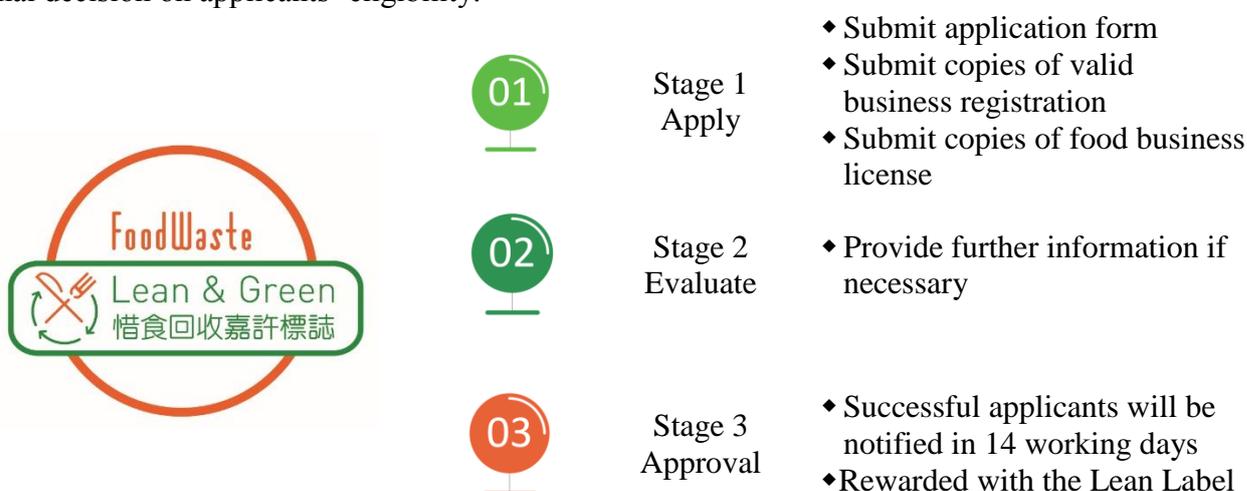
Green Star Label: Application Fee / Renewal Fee of each outlet is HKD 3,000 (validity 2 years).

Cheques should be crossed and made payable to "Green Council". Cash payment is not acceptable.

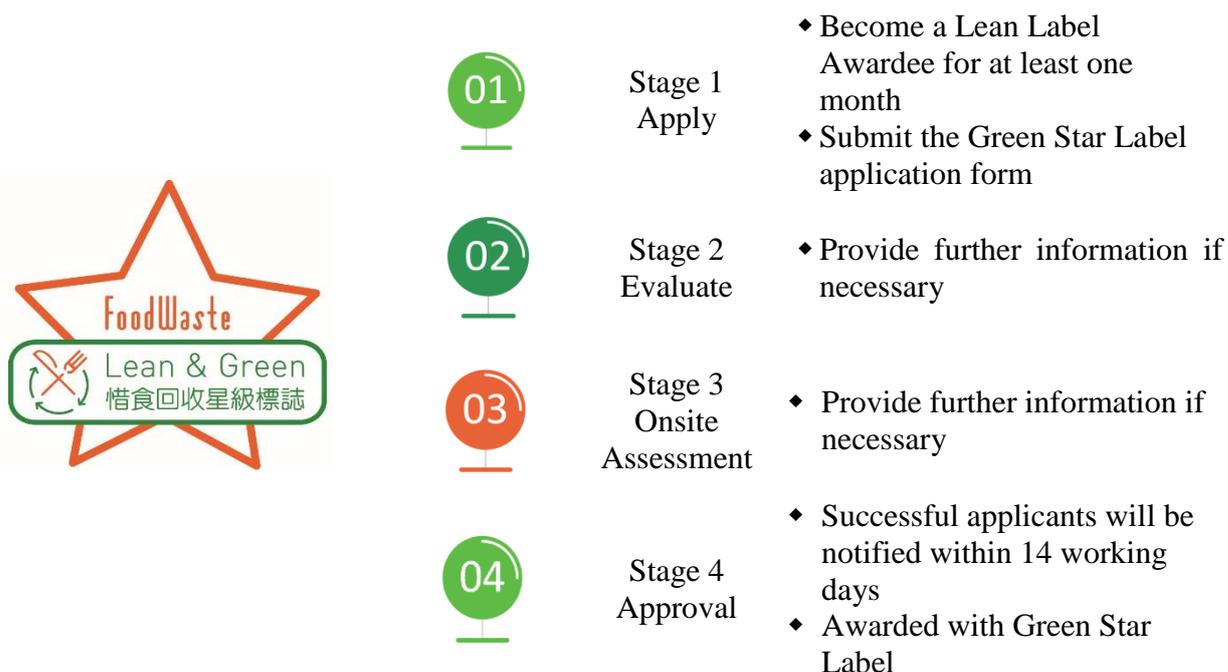
#### 4. HOW TO APPLY THE LEAN LABEL

Interested applicants are required to submit the completed application form along with copies of valid business registration and food business license to the Scheme Secretariat by post, email or fax.

For group application, applicants are required to provide supporting document for each outlet along with the completed Supplementary Form in the Application Form. Applicants may make copy of the Supplementary Form if necessary. The Scheme Secretariat reserves the final decision on applicants' eligibility.



#### 5. HOW TO APPLY THE GREEN STAR LABEL



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## Onsite Assessment

An onsite assessment will be scheduled and conducted by auditors within two months of submission. The auditors will provide advice for improvement if necessary.

## 6. REQUIREMENTS FOR THE LEAN LABEL

Applicants should fulfill the following requirements to achieve the Lean Label status:

### 6.1 Commitment

#### *6.1.1 Sign the Food Wise Charter*

Applicants are required to sign the Food Wise Charter to demonstrate the signees are committed to implement measurement to reduce food waste. For more information, please visit

<http://www.foodwisehk.gov.hk/en/food-wise-charter.php>.

### 6.2 Food Ordering and Management

#### *6.2.1 Check the inventory upon food ordering*

Applicants should check with their inventories before placing food orders to avoid surplus.

#### *6.2.2 Adopt appropriate preservation methods for food ingredients*

Applicants should store food with proper storage facilities to prevent spoilage (e.g. storage short-lasting meat in the freezer, marine seafood products at cool and dry places).

### 6.3 Menu Design

#### *6.3.1 Adopt recipes that make good use of surplus food*

Make good use of surplus food for new dishes (e.g. make fish soup from fish stock).

#### *6.3.2 Offer food portioning options in menu*

Applicants should provide dishes with food portioning options (e.g. less rice or main course).

### 6.4 Promotion

#### *6.4.1 Display “Food Wise” promotional materials in the eatery*

Applicants should display food wise promotional materials in the eatery, such as posters, stickers, warm reminders, etc. Promotional materials are available for free; please contact the Scheme Secretariat if necessary.

#### *6.4.2 Remind customers from over-ordering*

Applicants should provide guidelines for frontline staff to remind and encourage customers not to over-ordering.

#### *6.4.3 Encourage customers to consume all ordered food or take away leftovers*

Frontline staff of applicants should encourage customers to consume all ordered food or take away leftovers (if any).

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## 6.5 Training

### *6.5.1 Encourage staff to know more on “Food Wise” culture, and good practice on food waste management*

Applicants should provide training to staff to instill “Food Wise” culture and good practice on food waste management during briefing sessions.

### *6.5.2 Encourage staff to participate in food waste management activities, seminars or workshops organized by the Green Council and/ or other organizations*

Applicants should encourage the staff to participate in activities, seminars or workshops to learn more about the updates on food waste management.

## 7. REQUIREMENTS FOR THE GREEN STAR LABEL

The Green Star Label contains five assessment areas: food waste management strategy, food procurement, food storage, portion control and promotion, and food / food waste handling, which encourage F&B sector to adopt better management on food ingredients and food waste to protect the environment.

Applicants should first become a Lean Label awardee, and fulfil **ALL** the following requirements (except for requirement 7.5: Food / Food Waste Handling) with supporting documents during onsite assessment.

### 7.1 Food Waste Management Strategy

Applicants should set a clear target and procedures for food waste management system, and encourage staff and customers to cherish their food and minimize leftovers.

#### *7.1.1 Inform the staff of current FoodWise (food waste management) strategy*

Applicants should display the company’s food waste management policies and strategies in prominent location, and provide a platform for staff to give their suggestions on minimizing food waste in kitchen. Applicants should provide related records during onsite assessment.

#### *7.1.2 Regularly record the food waste amount and set a reduction target*

Applicants should record the amount of food waste (e.g. before meal / after meal) and adopt food waste reduction measurement to achieve a predetermined reduction target. Applicants should provide related records during onsite assessment.

### 7.2 Food Procurement

Procurement is an important part in the daily operation of F&B sector, by adopting a good food procurement procedure, i.e. according to actual consumption, can greatly reduce unnecessary spoilage.

#### *7.2.1 Prepare food procurement procedures or guidelines*

Applicants should prepare a procurement procedure or guideline, such as procedures on estimating the ordered amount, purchasing seasonal items, or understanding the delivery processes of food suppliers, in order to avoid over-purchasing and unnecessary spoilage. Applicants should provide related records during onsite assessment.

### ***7.2.2 Establish a food procurement record or system***

Applicants should establish a food procurement record or system to record the quantity ordered each time and monitor the stock level, and make adjustments according to the consumption and storage level. Applicants should provide related records during onsite assessment.

## **7.3 Food Storage**

Food quality will be affected by its preservation method and storage condition. Inappropriate food storage will lead to unnecessary spoilage.

### ***7.3.1 Prepare food storage procedures or guidelines***

Applicants should store different food appropriately and record the purchase dates as well as storage location of each item. For example, frozen ingredients should be stored at freezers as soon as possible, adopt FIFO (first-in-first-out) measure, properly date, label and locate each ordered item. Applicants should provide related records during onsite assessment.

### ***7.3.2 Maintain proper functioning of storage facilities regularly***

Applicants should regularly maintain the food storage facilities, such as regularly maintaining and cleaning / monitoring the temperature / checking the condition of door gasket of the freezing facilities. Applicants should also carry out pest check and control. Applicants should provide related records during onsite assessment.

## **7.4 Portion control and promotion**

F&B sector should reduce food waste by controlling portion sizes and encouraging customers to avoid over-ordering and take away unfinished food.

### ***7.4.1 Provide incentives to customers without leftovers***

Applicants should provide incentives to encourage customers to avoid over-ordering, for example, provision of different portion sizes / light portion / set meal based on number of customers. Applicants can also provide stamps / coupons / free drinks / souvenirs to customers who have finished their food or brought their own containers to take away unfinished food. Applicants should provide related records during onsite assessment.

### ***7.4.2 Collect feedbacks from customers***

Applicants should collect feedbacks from customers to estimate their needs and adjust the menu according to their preferences. Applicants should provide related records during onsite assessment.

## **7.5 Food / Food Waste Handling (Applicants must fulfil at least one of the following requirements)**

Applicants are required to implement at least one of the following measures during operations:

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### ***7.5.1 Make good use of surplus food and food trimmings***

Applicants should utilize all surplus food and food trimmings to make creative dishes, such as fish bones and shrimp heads for soup, leftover plain rice for fried rice or rice soup, etc. Applicants should provide related records during onsite assessment.

### ***7.5.2 Food waste separation at source and recycling***

Applicants should set up a food waste separation bin, and appoint a food waste recycler / participate in a food waste recycling scheme / purchase a food waste composter to recycle food waste. Applicants should provide related records from the past three months during onsite assessment.

### ***7.5.3 Food Donation***

Applicants should donate edible surplus food to charity, food banks or people in need to make better use of the food resources. Food safety principles should be followed. Applicants should provide related records from the past three months during onsite assessment.

For more information on food donation services and food safety guidelines, please visit <http://www.foodwisehk.gov.hk/en/channels-for-food-donation.php>.

## **8. RULES OF THE SCHEME**

### **8.1 Label Validity**

The Green Star Label will be valid for two years. The list of participants will be posted on the Scheme Website. Each participant will be given a Green Star Label sticker and a certificate for promotional purposes and public identification.

### **8.2 Obligation of Participants**

Participants shall at all times:

- comply with the assessment criteria. The Scheme Secretariat may amend the criteria and the participants comply with the amended criteria shall within the time specified by the Scheme Secretariat;
- allow the Scheme Secretariat to publicize or announce the successful application, suspension and/or termination of the Scheme status.

Upon termination / suspension of the Label status, the participants shall return the Label to the Scheme Secretariat within 1 month.

Participants shall not use the Label status or the Label in such a manner that will bring the Scheme Secretariat or any of part of the Scheme into disrepute.

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### 8.3 Termination

The Scheme Secretariat may terminate the eligibility of a participant if the participant:

- fails to maintain a valid license and/or other permit relating to its business as required under the Laws of Hong Kong; or
- fails to demonstrate its practice in food waste reduction measures; or
- behaves in a manner which jeopardises or damages the reputation or interests of the Scheme, the Scheme Secretariat or associated activities; or
- deliberately supplies information that is inaccurate, incomplete or misleading in the context of implementation of the Scheme.

A notice of termination will be sent to participants by registered mail, should the Scheme Secretariat deem that any of the above conditions has been met. Persons objecting to this decision may indicate disagreement, and supply reasons and detailed information for their dispute, in writing to the Scheme Secretariat within 14 working days from the date the notice of termination is issued. Information submitted after this period will not be considered.

### 8.4 Declaration

1. The information and material contained in this document is for reference only and does not necessarily represent the views and positions of the Green Council.
2. The Scheme Secretariat reserves the right to amend the application guidelines and assessment criteria.
3. Applicants need to ensure the accuracy of their submitted documents.
4. All submitted information and documents will remain confidential.
5. The Scheme Secretariat strives to ensure the application guidelines and assessment criteria are accurate. The Scheme Secretariat is not responsible for any expenses or losses resulting from the content.
6. The Scheme Secretariat reserves the right to make final decisions.

## 9. ENQUIRY

Green Council

Rm 703, New World Tower 1, 18 Queen's Road, Central, Hong Kong

Tel : 2810 1122

Fax : 2810 1998

Email : [foodwaste@greencouncil.org](mailto:foodwaste@greencouncil.org)

Website : [www.greencouncil.org/fwlng](http://www.greencouncil.org/fwlng)



Organizer:



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## **APPENDIX I: CONDITIONS FOR USE OF THE FOODWASTE LEAN AND GREEN LABEL (THE LABEL)**

### **Ownership**

- The Label is the property of the Green Council.
- The Label can only be used by valid Scheme participants who agree to and comply with these guidelines.
- The Scheme participants must not copy, reproduce, edit, lend or give the Label to third parties.

### **Usage**

- The Label should be used for foodWise and food waste reduction promotion purpose only.
- The Label must be used in whole and the content of Label cannot be altered.
- To request for the approval on the use of the Label in materials other than food menu, company letter head, business card and poster, participants should submit the artwork in full colour and submit to the Scheme Secretariat.
- The use and display of the Label on food manufactured or sold by participants do not mean that such products are certified, endorsed or approved by the Scheme Secretariat.

### **Cessation**

- Participants must discontinue the usage of the Label immediately upon withdrawal from the Scheme.
- The Scheme Secretariat reserves the right to impose other terms and conditions for use of the Label from time to time as appropriate by which participants shall abide.