

# **Green Hong Kong Flower Show 2019:** **Recycling Strategies and Waste Reduction Guidelines for** **Cleansing/Recycling contractors**

## **1 Objectives**

- To stage a green Hong Kong Flower Show and enhance environmental performance by stepping up recycling of resources and reduction of waste disposal, and avoiding the use of disposable plastic products;
- To manage exhibition materials effectively and thoroughly through various strategies and measures, and assist the Organiser in environmental management and planning, as well as auditing of waste and recyclables; and
- To incorporate environmental considerations into every part of the Show, and make sure that cleansing/recycling contractors have the proper knowledge, passion and proactivity to promote eco-friendliness and raise public awareness of environmental protection by setting a good example themselves.

## **2 Strategy**

- The waste recovery programme helps the Organiser to understand the quantities of waste and recyclables generated by the Show and to make early arrangements for recyclables. Although the Organiser has collected data on the use of materials from exhibitors, support and cooperation of cleansing/recycling contractors are also needed to provide records on the collection of recyclables/waste;
- Keep proper records on the collection of recyclables/waste to help the Organiser monitor the use of materials and waste generation before, during and after the Show, so as to avoid unnecessary wastage;
- Before collecting materials from Recyclables Collection Points, Temporary Waste Collection Points, Wilted Flowers Collection Point, Wood Collection Point and recycling bins, cleansing/recycling contractors need to record the amount of collection to facilitate inspection on the records on recyclables and waste by the Environmental Management Team for the Show; and
- The Environmental Management Team for the Show will maintain communication with stakeholders of different activities on the waste management system, its objectives and the duties of respective parties throughout the various stages of the Show. The team will also respond to enquiries and provide support (tel. no.: 2601 8987).

### 3 Role and Responsibilities

#### **Organiser (Leisure and Cultural Services Department)**

1. To set waste reduction targets
2. To supervise stakeholders on reduction of plastic use, waste disposal, and recycling and reuse of resources
3. To avoid the use of disposable plastic products
4. To digitise prospectuses and application forms for competitions
5. To provide reusable materials and recycling facilities for exhibitors
6. To communicate with different stakeholders

#### **Environmental Management Team for the Show**

1. To assess the efficacy of the programme through waste audit
2. To establish a waste management system
3. To monitor the use of materials, respond to enquiries and provide support

#### **Exhibitors**

1. To reduce waste disposal; and to recycle and reuse materials
2. To submit record on the use of materials
3. To make proper use of recycling facilities
4. To avoid the use of disposable plastic products

#### **Commercial Stalls**

1. To observe the “Green Event Charter”
2. To make proper use of recycling facilities
3. To avoid the use of disposable plastic tableware and foam plastics
4. To assist in food waste recycling

#### **Cleansing/Recycling Contractors**

1. To collect waste and recyclables
2. To submit records on the collection of materials

#### **Flower Show Green Ambassadors**

1. To answer enquiries on the proper use of recycling facilities and assist in sorting materials
2. To assist in lending and returning of reusable tableware
3. To assist in recording data for the waste audit
4. To spread the green message

## **4 Waste reduction**

### **Before the Show**

- Check with the Organiser about your major duties
- Educate staff on how to sort recyclables properly
- Ensure all waste intended for disposal has been sorted, assist in the sorting of materials, and collect waste and recyclables at designated locations
- Fill in the Record Sheet on Quantities of Waste/Recyclables (see Appendix I) for each delivery of waste/recyclables

### **During the Show**

- Encourage staff to sort recyclables properly.
- Ensure all waste intended for disposal has been sorted, assist in the sorting of materials, and collect waste and recyclables at designated locations
- Fill in the Record Sheet on Quantities of Waste/Recyclables (see Appendix I) for each delivery of waste/recyclables






### **After the Show**

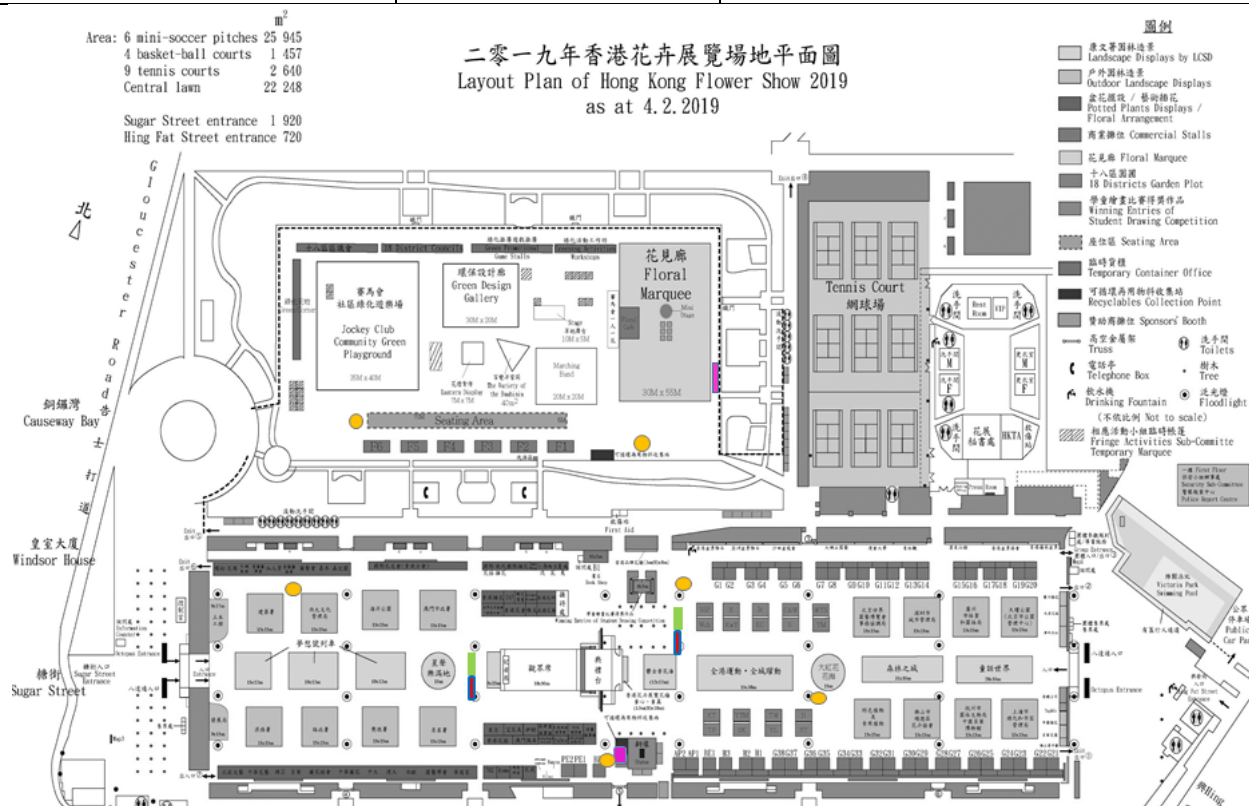
- Clear the display area in the showground
- Ensure all waste intended for disposal has been sorted, assist in the sorting of materials, and collect waste and recyclables at designated locations
- Fill in the Record Sheet on Quantities of Waste/Recyclables (see Appendix I) for each delivery of waste/recyclables

Recyclables and Points to Note (see Appendix II)










## 5 Recycling facilities

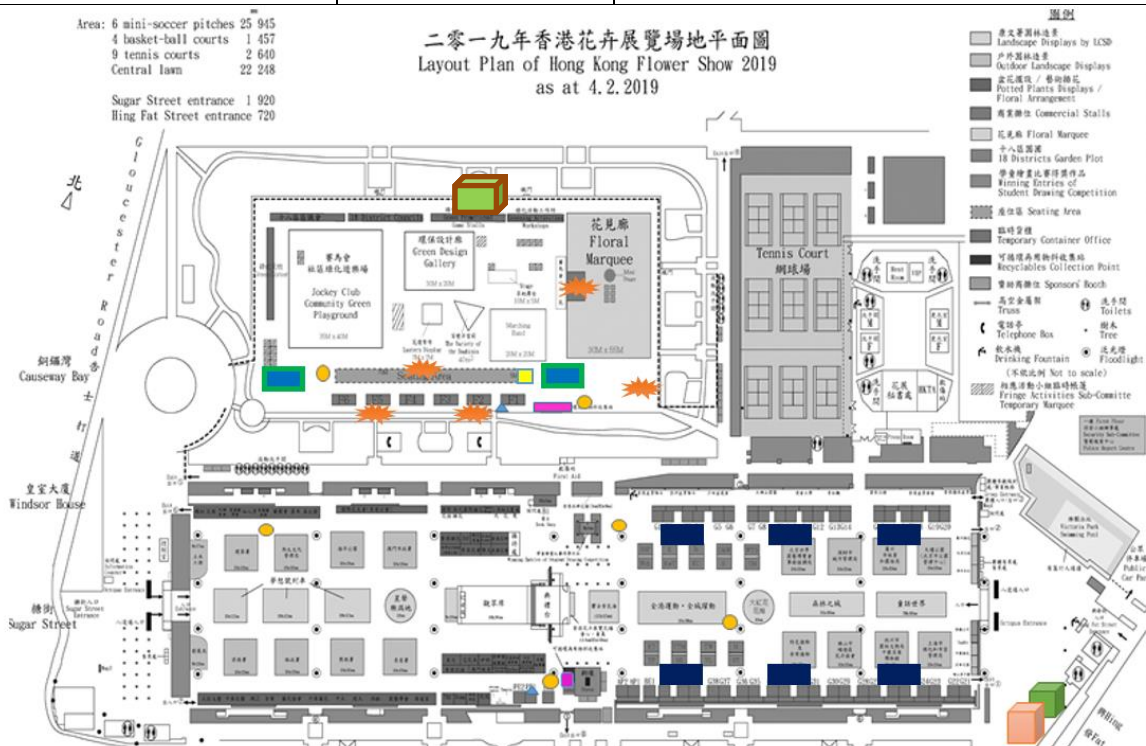
### Before the Show

Recycling facilities	Opening hours	Types of collected items
<b>Recyclables Collection Point</b>  	26/2/2019-11/3/2019 09:00-18:00  12/3/2019 09:00-22:00  13/3/2019-14/3/2019 09:00-18:00	Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets, glass bottles
<b>Temporary Recyclables Collection Point</b>  <b>Waste Collection Point</b> 	4/3/2019-11/3/2019 09:00-18:00 12/3/2019 09:00-22:00	General waste, cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets
<b>Recycling Bin and Rubbish Bin</b> 	13/3/2019-14/3/2019 09:00-18:00	Waste paper, metals, plastics, liquid and general waste








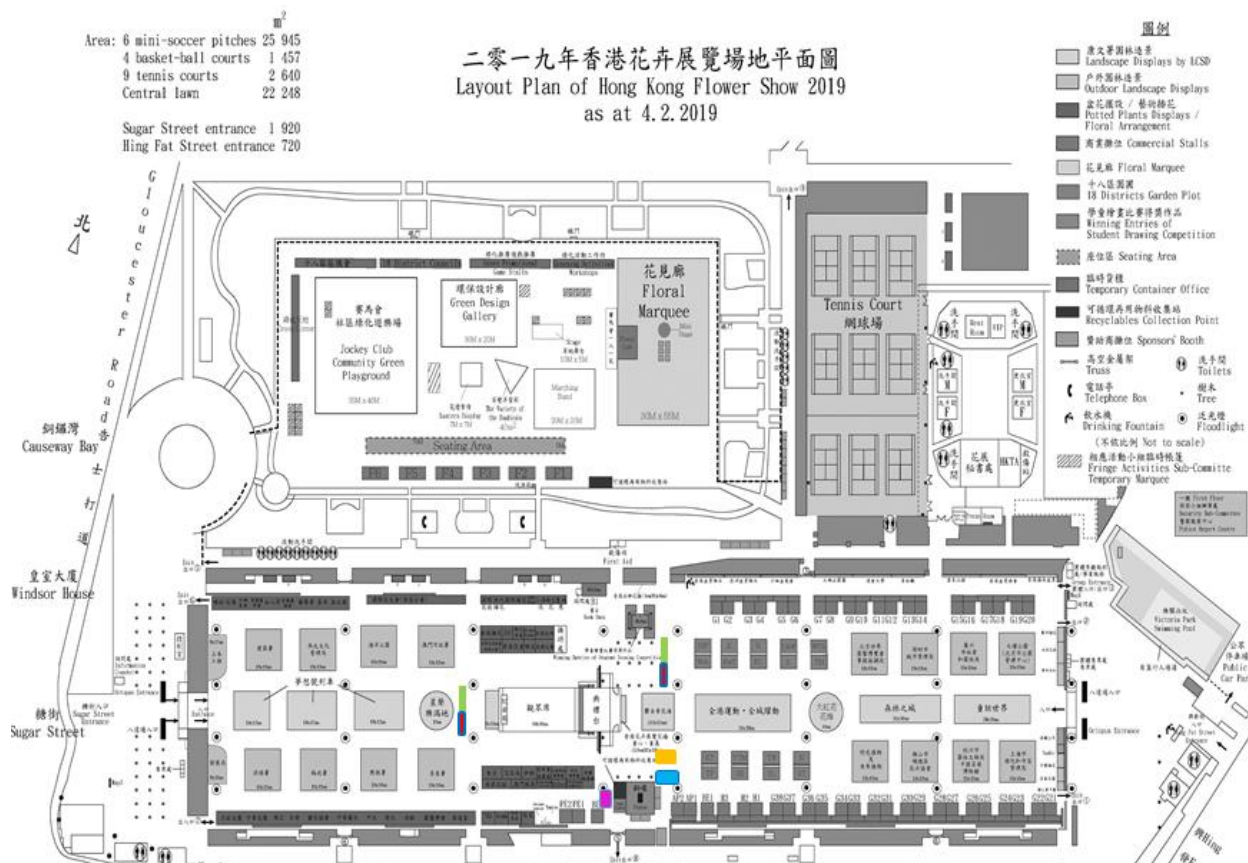
## During the Show

Recycling facilities	Opening hours	Types of collected items
Recyclables Collection Point 	15-24/3/2019 09:00-21:00	Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets, glass bottles
Recycling Bin and Rubbish Bin 		Waste paper, metals, plastics, liquid and general waste
Food Waste Collection Bin 		Food waste
Recyclables Separation Area 		Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets
Waste Collection Point 		General waste
Carton Box Collection Bin and Rubbish Bin 	15-24/3/2019 (closing hours of the Show) 21:00-09:00	Carton boxes and general waste
Carton Box, Wilted Flowers Collection Bin and Rubbish Bin 		Carton boxes, wilted flowers and general waste
Reusable Tableware Borrowing / Returning Station 	15-24/3/2019 11:00-20:00	Tableware
Reusable Tableware Returning Station 		Tableware




## After the Show

Recycling facilities	Opening hours	Types of collected items
Recyclables Collection Point 	25-28/3/2019 09:00-18:00	Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets, glass bottles
Wilted Flowers Collection Point 		Wilted Flowers (Except for the remaining soil attached to the withered flowers)
Wood Collection Point 		Thick branches, wooden pallets, wooden boards
Temporary Recyclables Collection Point 	29/3/2019 09:00-13:00	Cardboard, other paper, soil, branches, wilted flowers, plastic flower pots, wooden pallets
Waste Collection Point 	25-29/2019 09:00-22:00	General waste



## 6 Further information

- To view “Green Hong Kong Flower Show 2019: Recycling Strategies and Waste Reduction Guidelines for Cleansing/Recycling contractors” and relevant attachments, please visit <https://goo.gl/eHNxkJ> or scan the QR code..
- For more information on waste reduction and recycling, please visit “A Waste Reduction Guidebook for Large Scale Event Organisers” in the Environmental Protection Department's Hong Kong Waste Reduction Website:  
[https://www.wastereduction.gov.hk/sites/default/files/GreenEvent\\_Guidebook\\_Eng\\_201801.pdf](https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf)



## Appendix I

### Record Sheet on General Waste (per day)

No. of record sheet	Departure Time and Date (from Victoria Park)	Non-Flower Show Waste (Volume)	Weight
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Recorded by LCSD-Flower Show Staff (Signature) \_\_\_\_\_

Verified by Earth Tech Consultancy Company Limited (Signature) \_\_\_\_\_



## Record Sheet on Recyclables (per day)

Date of Delivery: ____ (dd) ____ (mm) 2019		
Types of materials	Weight(kg)	Receiver
Waste paper		
Metals		
Plastics		
Glass		
Food waste		
Wood (wooden boards / wood pallets)		
Thick branches		
Wilted flowers		
Foam containers/wrap (PS)		
Box packaging films / Bubble wrap (PE)		
Flower pots / Planting trays		
Soil/Sand/Pebbles		

Completed by (Signature) \_\_\_\_\_  
 Verified by Earth Tech Consultancy Company Limited (Signature) \_\_\_\_\_

### Reply Slip – Delivery of Recyclables

Type of materials		Receiver (Signature)	
Weight ( kg/ton ) Please delete as appropriate		Date	

**Completed by (Signature)** \_\_\_\_\_

### Reply Slip – Delivery of Recyclables

Type of materials		Receiver (Signature)	
Weight ( kg/ton ) Please delete as appropriate		Date	

**Completed by (Signature)** \_\_\_\_\_

### Reply Slip – Delivery of Recyclables

Type of materials		Receiver (Signature)	
Weight ( kg/ton ) Please delete as appropriate		Date	

**Completed by (Signature)** \_\_\_\_\_

## Record Form for Weight of Recyclables

### Information of recycling contractor

Name of recycling contractor		Person in charge and contact no.	
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### Delivery record of recyclables

License plate number of vehicle used		Departure time (from Victoria Park)	
Destination		Arrival time	
Type of materials		Weight ( kg/ton ) Please delete as appropriate	

Signature of driver : \_\_\_\_\_

Date : \_\_\_\_\_

Note: Records must be kept for all vehicles departing from Victoria Park. The records should be in photo format and submitted to the Environmental Management Team for the Show on the very day for consolidation and statistical compilation.




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### Delivery record of recyclables – Receipt





#### Environmental Management Team for the Show





License plate number of vehicle used		Departure time (from Victoria Park)	
Destination		Arrival time	
Type of materials		Weight ( kg/ton ) Please delete as appropriate	

## Appendix II Recyclables and Points to Note







Recyclables		Non-recyclable Materials	Key points for recovery	Handling of recyclables and their outlets
Carton boxes		1. Wax paper, carbon paper, thermal paper, damp proof asphalt impregnated paper, sticky label paper 2. Labels and adhesive tapes on paper 3. Lamination paper	1. Remove adhesive tapes, staples, clips, etc. 2. Do not wet or soil waste paper 3. Keep waste paper clean and dry	<div> <div> <div>Recycling contractor</div> <div>↓</div> <div>Collect waste paper (excluding 3-colored recycling bins)</div> <div>↓</div> <div>Record the type and weight of materials</div> <div>↓</div> <div>Cleansing contractor</div> <div>↘</div> <div>Transport out of Victoria Park by cleansing contractors</div> </div> <div> <div>Cleansing contractor</div> <div>↓</div> <div>Collect waste paper from 3-colored recycling bins</div> <div>↓</div> <div>Deliver to Tsing Fung Street Refuse Collection Point</div> <div>↓</div> <div>Record the type and weight of materials</div> <div>↙</div> <div>Transport out of Victoria Park by cleansing contractors</div> </div> </div>
Posters, leaflets, newspapers, magazines				
Office paper				




Recyclables	Non-recyclable Materials	Key points for recovery	Handling of recyclables and their outlets
Foam containers/ wrap ( PS ) 	Non-woven clothes 	1. Reuse packaging materials as far as possible or choose alternative reusable packaging materials 2. Keep packaging materials clean and dry	<div data-bbox="1524 298 1843 358">Recycling contractor</div> <div data-bbox="1654 363 1709 423">↓</div> <div data-bbox="1524 427 1843 487">Collection</div> <div data-bbox="1654 492 1709 552">↓</div> <div data-bbox="1524 555 1843 656">Record the type and weight of materials</div> <div data-bbox="1654 660 1709 721">↓</div> <div data-bbox="1524 724 1843 888">Transport out of Victoria Park by recycling contractors for recycling</div>
Box packaging films / Bubble wrap ( PE ) 			

Recyclables		Non-recyclable Materials	Key points for recovery	Handling of recyclables and their outlets
Plastic bottles / cups		Liquid / food in bottles / cups	 Drink up or discard the liquid inside plastic bottles / cups before recycling them	<div>Recycling contractor</div> <div>Cleansing contractor</div>
Metals				<div>Collect materials (exclude 3-colored recycling bins )</div> <div>Collect materials from 3-colored recycling bins</div>
Glass				<div>Record the type and weight of materials</div> <div>Transport to Tsing Fung Street Refuse Collection Point</div>
				<div>Cleansing contractor</div> <div>Record the type and weight of materials</div>
				<div>Transport out of Victoria Park by cleansing contractors</div>

Recyclables		Non-recyclable Materials	Key points for recovery	Handling of recyclables and their outlets
Food waste		Wrappers, oversized bones, clam shells and oyster shells	Please refer to the “Code of Practice on Separating, Collecting and Transporting Food Waste to Organic Resources Recovery Centre Phase 1”  	To be collected by food waste recyclers and then delivered to Organic Resources Recovery Centre Phase 1
Wood pallets and other unpainted wood		Painted wood	1. Reuse the wood as far as possible 2. The size of wood for direct recovery should not exceed: 5cm×5cm×100cm	To be collected and weighed by recycling contractors, and then delivered to the EcoPark in Tuen Mun for recycling
Unpainted wooden boards / flooring				



Recyclables		Non-recyclable Materials	Key points for recovery	Handling of recyclables and their outlets
Thick branches			Thick branches will be delivered to recyclers by the Organiser for crushing into appropriate sizes	To be collected and weighed by recycling contractors, and then delivered to the West New Territories Landfill
Wilted flowers		Hard flower stalks, stems of woody plants, and turf with clinging soil 	1. Collect flowers, leaves, grass, and soft flower stalks only 2. Put soil, flowering branches and flower pots into their respective recycling bins 3. Roots with clinging soil cannot be recycled 4. Black nursery bags should be disposed of in litter bins	To be collected and weighed by recycling contractors, and then delivered to the Animal Waste Composting Plant (AWCP)
Plastic flower pots		Black nursery bags 		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Recycling contractor</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Collection</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Record the type and weight of materials</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Transport out of Victoria Park by recycling contractors</div>
Plastic planting trays				

Recyclables		Non-recyclable Materials	Key points for recovery	Handling of recyclables and their outlets
Soil		Soil mixed with plant roots		To be collected and reused by exhibitors and their contractors
Sand				Pre-event : To be collected and weighed by recycling contractors, and then delivered to LCSD nurseries Post-event : To be collected and reused by exhibitors and their contractors
Living flowers			To be transplanted or given away	To be distributed or transported by the Organiser