

Green Hong Kong Flower Show 2024: Strategy and Practice on Waste Reduction (Cleansing/Recyclables Collection Service Contractors)

1 Objectives

- Enhance environmental performance by improve recycling resources and reduce waste disposal, avoiding the use of single-use plastic products;
- Assist in waste/recyclable audit and environmental management conducted by LCSD;
- Spread the green message and influence others during the Show;
- Promote environmental protection concepts and raise public awareness of environmental protection through activities.

2 Strategy

- Identify the amount of wastes and recyclables generated in different show periods and submit the record to the organiser.
- Record and monitor the use of materials and waste at the various stages of the exhibition.
Avoid unnecessary materials use, and reuse materials as much as possible
- Make good use of recycling facilities.
- Ask Show environmental management team for professional help
(Enquiry Telephone: 2601 8987)

3 Role and Responsibilities

Organiser (Leisure and Cultural Services Department)

1. Set up waste reduction targets
2. Supervise stakeholders in waste reduction, avoidance of use of plastic products and recycling of resources
3. Avoidance of use of single-use plastic products
4. Digitize the prospectus and application forms
5. Provide reusable materials and recycling facilities for exhibitors
6. Communicate with different stakeholders

Environmental Management Team for the Show

1. Conduct waste audit
2. Establish waste management system and execute a waste recycling plan
3. Supervise the use of materials and provide necessary support

Exhibitor

1. Reduce waste disposal and recycle and reuse materials
2. Submit the record on the use of materials
3. Use the recyclables collection point properly
4. Avoid the use of single-use plastic products

Commercial Stalls

1. Follow the agreement stated in Green Event Charter
2. Use the recyclables collection point properly
3. Avoid the use of single-use plastic products
4. Submit the record on the use of materials
5. Assist in food waste recycling

Cleansing and recyclables collection service contractors

1. Collect waste and recyclables
2. Submit the record on the use of materials

4 Waste reduction

Before the Show

Key points of waste reduction	Green tips
<ul style="list-style-type: none"> • Implement waste prevention before recycling • Submit the materials counting and recycling/reuse list (Appendix I) to the organiser as soon as possible, in order to arrange possible outlets for recyclable materials • Try to use reusable materials to design exhibits and reduce the use of packaging materials • Encourage staff and contractors to recycle • Wastes and recyclables must be sorted and sent to the Recyclables Collection Point or Refuse collection point 	<ul style="list-style-type: none"> • Fill in the quantity of waste and recyclable by using the exhibit layout • Put recyclable/reusable materials into the recycling facilities provided by the organiser • Decorative materials such as branches, sands and flower pots which collected in Recyclables Collection Point are free to use • Ask recycling service contractor for help if you are not sure whether the material can be recycled

During the Show

Key points of waste reduction	Green tips
<ul style="list-style-type: none"> • Encourage staff and contractors on proper recycling • Minimising the use of packaging materials or reuse them after the Show • Avoid distributing leaflets and using environmentally friendly promotional materials • Separate the recyclables properly and sent it to Recyclables Collection Point 	<ul style="list-style-type: none"> • Use electronic leaflet and invite the public to browse by scanning QR code






After the Show

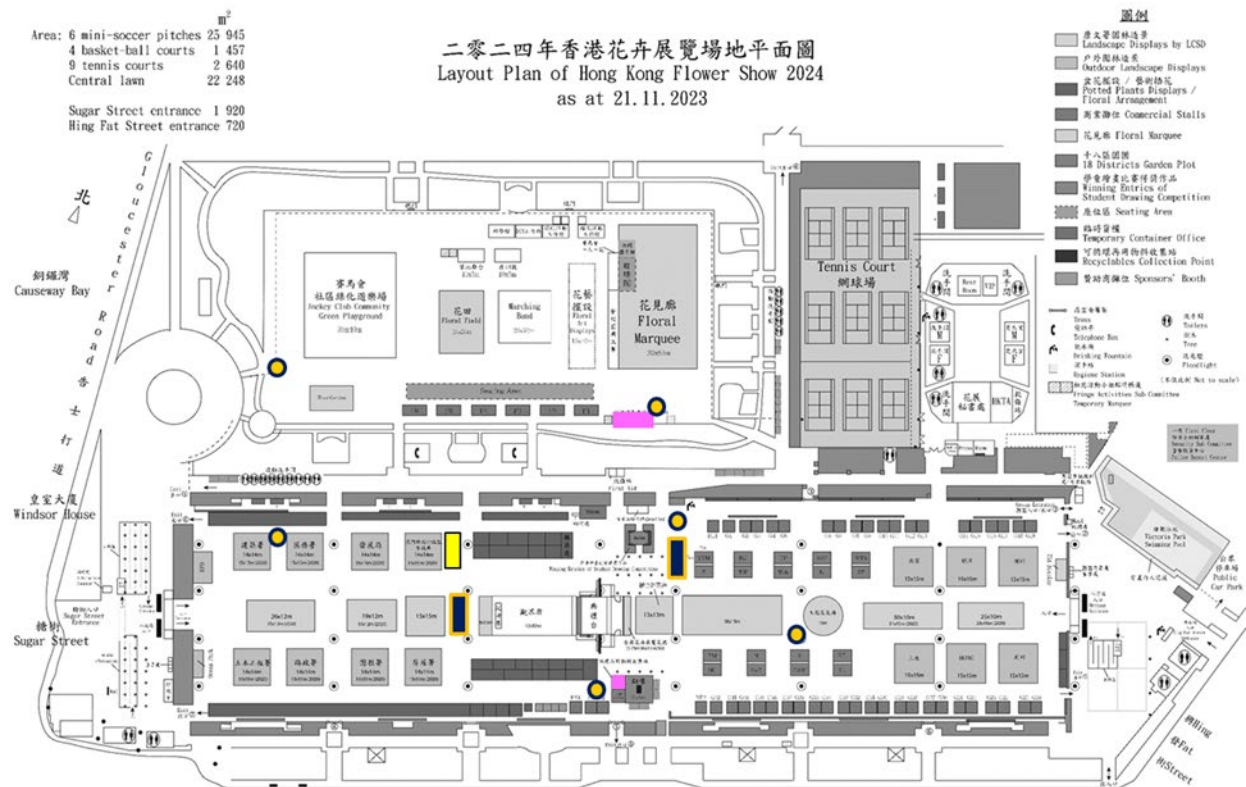
Key points of waste reduction	Green tips
<ul style="list-style-type: none"> • Clean up the location of the exhibition area, try to recycle and take away reusable materials as much as possible • Separate the recyclable properly and sent it to Recyclables Collection Point • Reduce the use of packaging materials 	<ul style="list-style-type: none"> • Ask recycling service contractor for help if you are not sure whether the material can be recycled

Recyclable materials and key points on recycling are attached on Appendix II








5 Recycling facilities

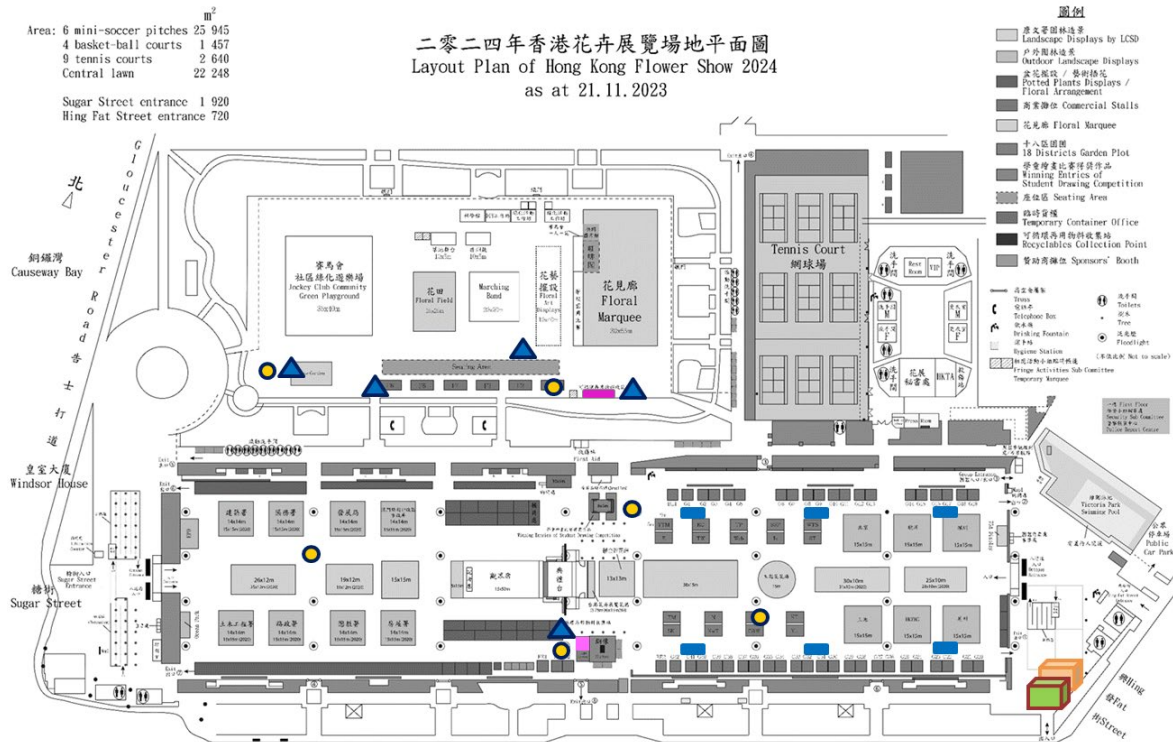
Before the Show

Legend	Recycling facilities	Service hours	Materials can be collected
	Temporary Refuse and Recyclables Collection Point	<u>24/02/2024 – 11/03/2024</u> 09:00-18:00 <u>12/03/2024</u> 09:00-23:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
	Wood Collection Point	09:00-23:00	Thick branches, wood pallets, wooden boards
	Recyclables Collection Point	<u>24/02/2024 – 11/03/2024</u> 09:00-18:00	General waste, cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
	Recyclables Collection Point	<u>12/03/2024</u> 09:00-23:00 <u>13-14/03/2024</u> 08:30-18:00	
	Recycling Bins and Refuse Collection Bins	<u>13-14/03/2024</u> 08:30-18:00	Papers, plastics, metals, liquid and general waste



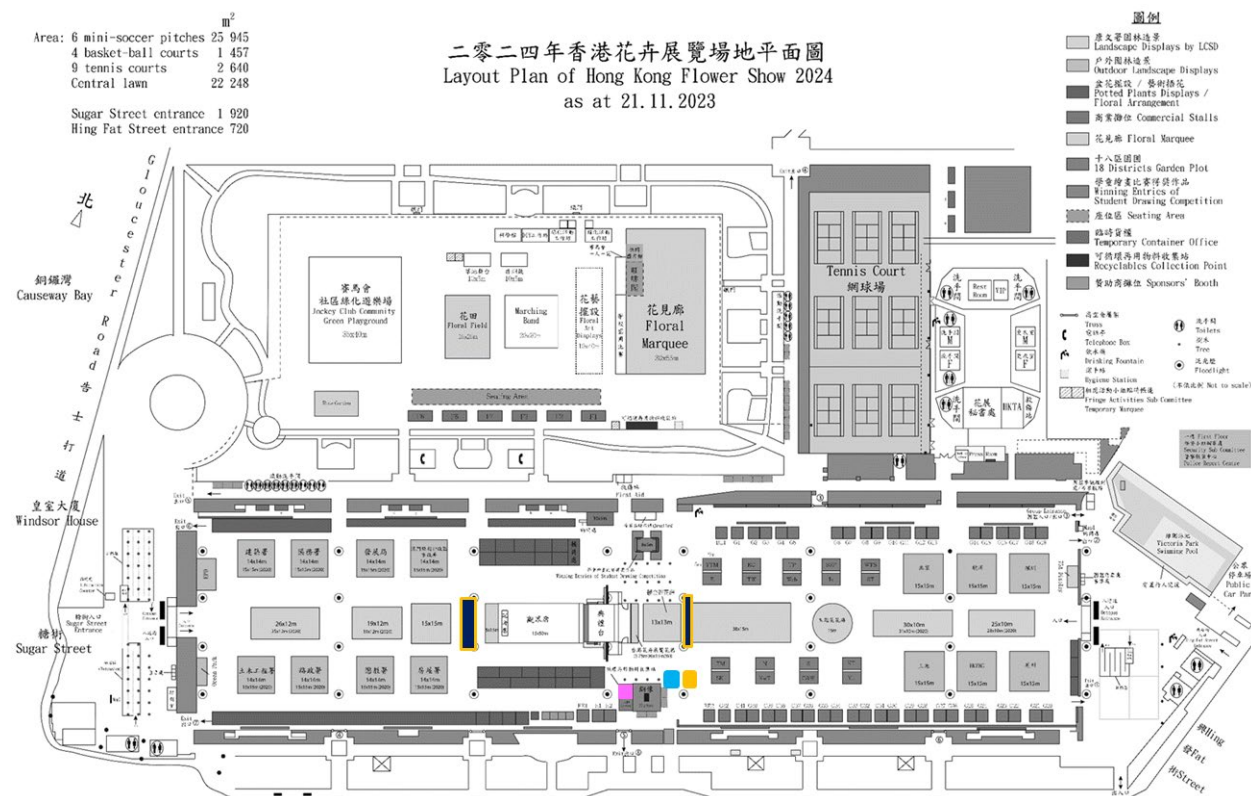
During the Show

Legend	Recycling facilities	Service hours	Materials can be collected
	Recyclables Collection Point	15-24/03/2024 08:30-21:30	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
	Recyclables Collection Point		Papers, plastics, metals, liquid and general waste
	Recycling Bins and Refuse Collection Bins		
	Food waste Collection Bins	15-24/03/2024 08:30-21:30	Food waste
	Waste Collection Point		General waste
	Recyclables Storing Area	15-24/03/2024 08:30-21:30	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
	Carton box, wilted flower and refuse collection bin		Carton box, wilted flowers and general waste



After the Show

Legend	Recycling facilities	Service hours	Materials can be collected
	Temporary Recyclables and Waste Collection Point	25/03/2024 11:00-18:00 26-28/03/2024 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
	Recyclables Collection Point	25-28/03/2024 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
	Wilted Flower Collection Point		Wilted Flowers (Except for the remaining soil attached to the withered flowers)
	Wood Collection Point		Thick branches, wood pallets, wooden boards



6 More information

- For “Green Hong Kong Flower Show: Strategy and Practice on Waste Reduction (Cleansing/Recyclables Collection Service Contractors)” and relevant attachments, please visit:

<https://drive.google.com/drive/folders/1EIS2J0None7JFmdqmlAX7MH1qJ6nHtwS?usp=sharing>

or scan the QR code.



- For more information on waste reduction and recycling, please visit the Environmental Protection Department's Hong Kong Waste Reduction website, “A Waste Reduction Guidebook for Large Scale Event Organisers” :

https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf



7 Appendix I Flower Show General Waste Record Form (per day)

No. of record sheet	Departure date and time (from Victoria Park)	Non-Flower Show Garbage (Volume)	Weight of Garbage
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) _____

Checked by Show Environmental Management Team (Signature) _____

Recyclables Record Form (per day)

Move out date: ____ (dd) ____ (mm) 2024		
Type of material	Weight(kg)	Receiver
Paper		
Metal		
Plastic		
Glass		
Wood material (Wood pallets / board)		
Thick branches		
Wilted flowers		
Polystyrene box/film (PS)		
Packaging stretch film / Bubble wrap (PE)		
Plastic pot/ tray		
Soil/sand/pebbles		
Food waste		

Prepared by (Signature) _____

Checked by Show Environmental Management Team (Signature) _____

Reply slip – transportation of recyclables

Type of materials		Authorized signature from receiver	
Weight (kg/ton) please cross out as appropriate		Date	

Prepared by (Signature) _____

Reply slip – transportation of recyclables

Type of materials		Authorized signature from receiver	
Weight (kg/ton) please cross out as appropriate		Date	

Prepared by (Signature) _____

Reply slip – transportation of recyclables

Type of materials		Authorized signature from receiver	
Weight (kg/ton) please cross out as appropriate		Date	

Prepared by (Signature) _____

Record form for weight of recyclables

Information of the recycling contractor

Name of recycling contractor		Person in charge and contact no.	
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Transportation record of the recyclables

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

Signature of driver : _____

Date : _____




P.S. : All vehicles that depart from Victoria Park must be recorded. The above form should be submitted to Show Environmental Management Team on that very day




Transportation record of the recyclables- receipt





Show Environmental Management Team






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







Appendix II Recyclable materials and key points on recycling



Recyclable materials		Non-Recyclable Materials	Key points on recycling:	Handling of the recyclables
Cardboard		<ol style="list-style-type: none"> 1. Wax paper, carbon paper, thermal paper, moisture resistant paper, self-adhesive paper 2. Labels and adhesive tape attached to paper 3. Lamination paper 	<ol style="list-style-type: none"> 1. Remove tapes, staples, paper clips, etc. 2. Avoid wet or contaminated waste paper 3. Keep the waste paper clean and dry 	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Recycling contractor</p> <p>↓</p> <p>Collect waste paper (exclude those in 3 colored recycling bins)</p> <p>↓</p> <p>Record type and weight of materials</p> <p>↓</p> <p>Cleansing contractor</p> <p>↘</p> <p>Transport out of Victoria Park by cleansing contractor</p> </div> <div style="width: 45%;"> <p>Cleansing contractor</p> <p>↓</p> <p>Collect waste paper in 3 colored recycling bins</p> <p>↓</p> <p>Transport to Tsing Fung Street Refuse Collection Point</p> <p>↓</p> <p>Record type and weight of materials</p> <p>↙</p> <p>Transport out of Victoria Park by cleansing contractor</p> </div> </div>
Poster, leaflet, newspaper, magazine				
Office paper				

<p>Polystyrene box/film (PS)</p>			<p>Non-woven fabric</p> 	<ol style="list-style-type: none"> 1. Reuse the packaging materials or use reusable materials instead 2. Keep the packaging materials clean and dry 	<pre> graph TD A[Recycling contractor] --> B[Collection] B --> C[Record type and weight of materials] C --> D[Transport out of Victoria Park by recycling contractor] </pre>
<p>Packaging stretch film / Bubble wrap (PE)</p>					

<p>Plastic bottle and cup</p>		<p>Liquid and food inside the container</p>		<pre> graph TD RC[Recycling contractor] --> C1[Collect the materials (exclude those in 3 colored recycling bins)] C1 --> R1[Record type and weight of materials] R1 --> CC1[Cleansing contractor] CC1 --> T1[Transport out of Victoria Park by cleansing contractor] CL[Cleansing contractor] --> C2[Collect materials in 3 colored recycling bins] C2 --> T2[Transport to Tsing Fung Street Refuse Collection Point] T2 --> R2[Record type and weight of materials] R2 --> T1 </pre>
<p>Metal</p>			<p>Please drink or poured out the liquid before recycle the bottle/cup</p>	
<p>Glass</p>				

Food Waste		Packaging, big bones, shells	<p>Pease refer to the following Code of Practice published by Organic Resources Recovery Centre</p> 	Transferred to Organic Resources Recovery Centre Phase 1, after being collected by food waste collector
Wood pallets and other <u>unpainted</u> wood materials		Painted wood materials	<ol style="list-style-type: none"> 1. Reuse/upcycle as much as possible 2. For wooden materials to be recycled directly, maximum size is 5cm×5cm×100cm 	Collected and weighed by recycling contractor, and then transferred to Eco Park for subsequent recycling process
<u>Unpainted</u> wooden boards				
Thick branches			Thick branches will be transferred to recyclers by the organiser, and then cut into suitable size	Collected and weighed by recycling contractor, and then transferred to West New Territories Landfill

<p>Wilted flowers</p>		<p>Hard flower stem, woody plants' stem, turf with soil</p> 	<ol style="list-style-type: none"> 1. Only collect the flowers, leaves, grass, and soft flower stem 2. Separate into soils, flower pots and wilted flowers, and place them in the corresponding recycling bins 	<p>Collected and weighed by recycling contractor, and then transferred to Animal Waste Composting Plant (AWCP)</p>
<p>Plastic flower pots</p>		<p>Nursery bags</p> 	<ol style="list-style-type: none"> 3. The roots with soil cannot be recycled 4. Nursery bags should be disposed into the general waste bins 	<div style="border: 1px solid black; padding: 5px; text-align: center;">Recycling contractor</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Collection</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Record type and weight of materials</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Transport out of Victoria Park by recycling contractor</div>
<p>Plastic trays</p>				<p>Collected and reused by exhibitors and their contractors</p>
<p>Soil</p>		<p>The roots cannot be mixed into the soil</p>		

<p>Sand</p>					<p>Pre-event : Collected and weighed by recycling contractor, and then transported to LCSD nursery Post-event : Collected and reused by exhibitors and their contractors</p>
<p>Living Flowers</p>				<p>Living flowers will be transplanted or given away</p>	<p>Distributed and transported by organiser</p>