

Green Hong Kong Flower Show 2023: Strategy and Practice on Waste Reduction (Cleansing/Recyclables Collection Service Contractors)

1 Objectives

- Staging 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;
- Assisting the Organiser in environmental management and planning as well as auditing of waste and recyclables;
- Incorporating environmental considerations into every part of the Show, and make sure that exhibitors have the proper knowledge;
- Promoting eco-friendliness and raise public awareness of environmental protection by setting a good example themselves.

2 Strategy

- Implementing waste prevention before recycling, which will help saving natural resources and energy and cutting costs;
- 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;
- Keeping proper records of materials used. Monitor the use of materials and waste generation before, during and after the Show. Avoid the unnecessary use of materials and reuse materials as far as possible
- Making good use of recycling facilities including Recyclables Collection Points, Temporary Waste Collection Points, Wilted Flowers Collection Point, Wood Collection Point and recycling bins for effective handling of recyclables;
- If necessary, ask Environmental Management Team for the Show for professional help. (Enquiry Telephone no.: 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

Cleansing and recyclables collection service contractors

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

Flower Show Green Ambassador

1. Answer enquiries on the proper use of recycling facilities and assist in sorting materials
2. Assist in waste audit and data recording
4. Disseminate the messages on proper and clean recycling

4 Waste reduction

Before the Show

Key points of waste reduction
<ul style="list-style-type: none">• Confirm your company's main job duty with the organiser• Educate the staff on how to separate recyclables appropriately• Ensure all materials in disposed waste have been sorted, assist in recyclables separation, collect general waste and recyclables in designated locations• Fill in the quantity of waste and recyclable in record sheet (see Appendix I), before moving the waste or recyclables out

During the Show

Key points of waste reduction
<ul style="list-style-type: none">• Encourage staff and contractors on proper recycling• Ensure all materials in disposed waste have been sorted, assist in recyclables separation, collect general waste and recyclables in designated locations• Fill in the quantity of waste and recyclable in record sheet (see Appendix I), before moving the waste or recyclables out






After the Show

Key points of waste reduction
<ul style="list-style-type: none">• Clean up the location of the exhibition area• Ensure all materials in disposed waste have been sorted, assist in recyclables separation, collect general waste and recyclables in designated locations• Fill in the quantity of waste and recyclable in record sheet (see Appendix I), before moving the waste or recyclables out

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







5 Recycling facilities

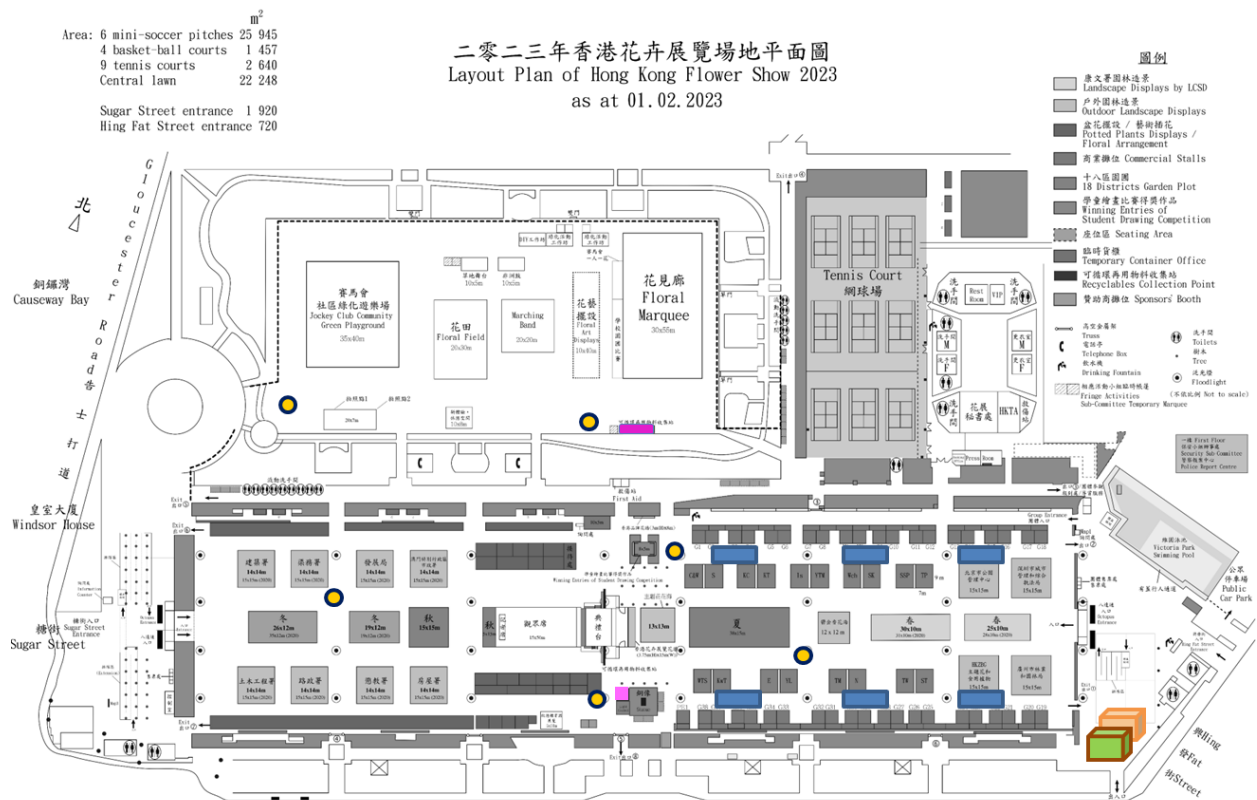
Before the Show

Legend	Recycling facilities	Service hours	Materials can be collected
	Temporary Refuse and Recyclables Collection Point	18/02/2023 - 06/03/2023 09:00-18:00 07/03/2023 09:00-23:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles
	Wood Collection Point		Thick branches, wood pallets, wooden boards
	Recyclables Collection Point	18/02/2023 - 06/03/2023 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, foam containers/wrap
	Recyclables Collection Point	07/03/2023 09:00-23:00 08/03/2023 - 09/03/2023 08:30-18:00	
	Recycling Bins and Refuse Collection Bins	08/03/2023 - 09/03/2023 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	10-19/03/2023 09:00-21:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles, foam containers/wrap
	Recyclables Collection Point		
	Recycling Bins and Refuse Collection Bins		
	Waste Collection Point	10-19/03/2023 09:00-21:00	General waste
	Recyclables Storing Area		
	Carton box, wilted flower and refuse collection bin	10-19/03/2023 20:30-09:00	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	<u>20/03/2023</u> 11:00-18:00 <u>21-23/03/2023</u> 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets
	Recyclables Collection Point	<u>20-23/03/2023</u> 09:00-18:00	Cardboard, other paper, soil, thick branches, wilted flowers, plastic flower pots, wood pallets, glass bottles, foam containers/wrap
	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_2018_01.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) 2023		
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		

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.	
------------------------------	--	----------------------------------	--

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 : _____


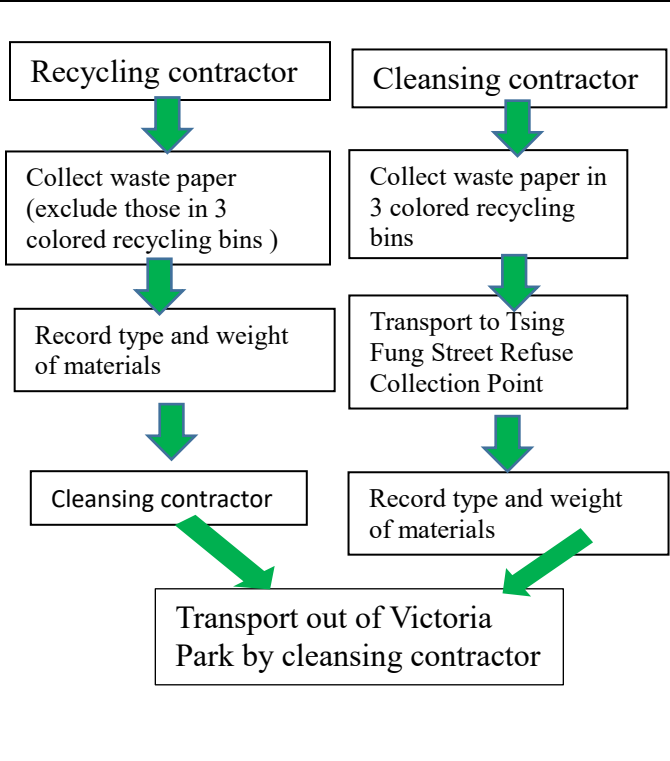



P.S. : All vehicles that depart from Victoria Park must be recorded. The above form should be submitted to Show Environmental Management Team on that very day









Transportation record of the recyclables- receipt


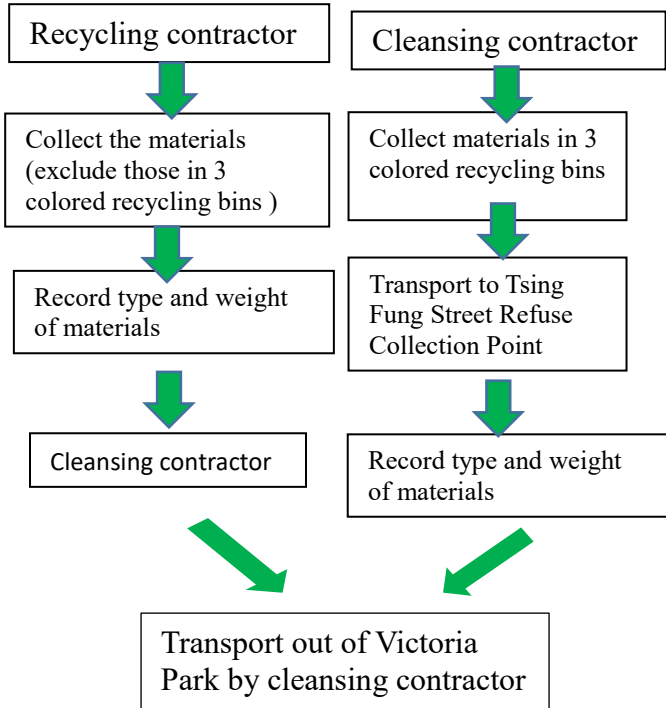

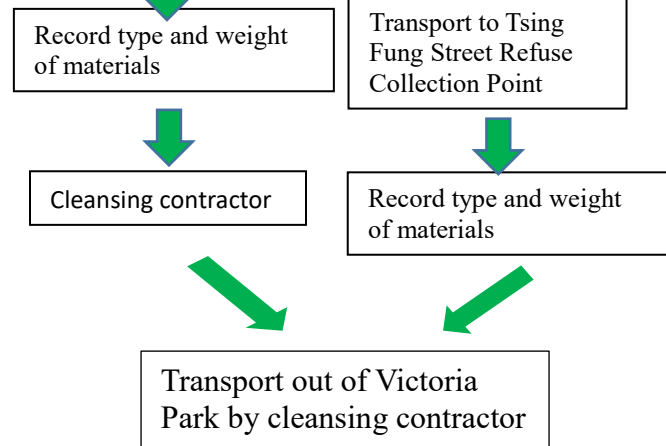

Show Environmental Management Team






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 	 <pre> graph TD RC[Recycling contractor] --> RC1[Collect waste paper (exclude those in 3 colored recycling bins)] RC1 --> RC2[Record type and weight of materials] RC2 --> CC1[Cleansing contractor] CC1 --> CC2[Transport out of Victoria Park by cleansing contractor] CC3[Cleansing contractor] --> CC4[Collect waste paper in 3 colored recycling bins] CC4 --> CC5[Transport to Tsing Fung Street Refuse Collection Point] CC5 --> CC6[Record type and weight of materials] CC6 --> CC2 </pre>
Poster, leaflet, newspaper, magazine				
Office paper				
Polystyrene box/film (PS)		non-woven fabric	<ol style="list-style-type: none"> 1. Reuse the packaging materials or use re-usable materials instead 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Recycling contractor</div>

Recyclable materials	Non-Recyclable Materials	Key points on recycling:	Handling of the recyclables
		<p>2. Keep the packaging materials clean and dry</p>	 <div data-bbox="1346 363 1667 423" style="border: 1px solid black; padding: 5px; text-align: center;">collection</div>  <div data-bbox="1346 477 1667 589" style="border: 1px solid black; padding: 5px; text-align: center;">Record type and weight of materials</div>  <div data-bbox="1346 644 1667 810" style="border: 1px solid black; padding: 5px; text-align: center;">Transport out of Victoria Park by recycling contractor</div>
<p>Packaging stretch film / Bubble wrap (PE)</p> 			
<p>Plastic bottle and cup</p> 	<p>Liquid and food inside the container</p>		

Recyclable materials	Non-Recyclable Materials	Key points on recycling:	Handling of the recyclables
Metal 		Please drink or poured out the liquid before recycle the bottle/cup	 <pre> graph TD RC1[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 --> TOVP[Transport out of Victoria Park by cleansing contractor] CC2[Cleansing contractor] --> C2[Collect materials in 3 colored recycling bins] C2 --> TFCP[Transport to Tsing Fung Street Refuse Collection Point] TFCP --> R2[Record type and weight of materials] R2 --> TOVP </pre>
Glass 			 <pre> graph TD CC[Cleansing contractor] --> C2[Collect materials in 3 colored recycling bins] C2 --> TFCP[Transport to Tsing Fung Street Refuse Collection Point] TFCP --> R2[Record type and weight of materials] R2 --> TOVP[Transport out of Victoria Park by cleansing contractor] </pre>
Wood pallets and other <u>unpainted</u> wood materials 	Painted wood materials	<ol style="list-style-type: none"> Reuse/upcycle as much as possible For wooden materials to be 	Collected and weighed by recycling contractor, and then transferred to Eco Park for subsequent recycling process

Recyclable materials		Non-Recyclable Materials	Key points on recycling:	Handling of the recyclables
Unpainted wooden boards			recycled directly, maximum size is 5cm×5cm×100cm	
Thick branches			Thick branches will be transferred to recyclers by the organizer, and then cut into suitable size	Collected and weighed by recycling contractor, and then transferred to West New Territories Landfill
Wilted flowers		Hard flower stem, woody plants' stem, turf with soil 	<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 3. The roots with soil cannot be recycled 	Collected and weighed by recycling contractor, and then transferred to Animal Waste Composting Plant (AWCP)
Plastic pot		Nursery bags		

Recyclable materials	Non-Recyclable Materials	Key points on recycling:	Handling of the recyclables
Plastic trays 		4. Nursery bags should be disposed into the general waste bins	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Recycling contractor</div> <div style="text-align: center; color: green; font-size: 2em;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Collection</div> <div style="text-align: center; color: green; font-size: 2em;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Record type and weight of materials</div> <div style="text-align: center; color: green; font-size: 2em;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Transport out of Victoria Park by recycling contractor</div>
Soil 	The roots cannot be mixed into the soil		Collected and reused by exhibitors and their contractors
Sand			Pre-event : Collected and weighed by recycling contractor, and then transported to LCSD nursery Post-event : Collected and reused by exhibitors and

Recyclable materials	Non-Recyclable Materials	Key points on recycling:	Handling of the recyclables
			their contractors
Flowers		Transplant or gift	Distributed and transported by organizer