

## **General Guidelines on Methods for Estimating the Food Waste Reduction Hotel Sector**

In order to understand the current amount of food waste generation in hotel and evaluate the effectiveness of implemented food waste reduction measures, it is necessary to collect and record the food waste generation amount for 1 week (or 2 weekdays and 2 weekends) by the hotel. Please follow the following procedures to record the data. After food waste reduction measures have been implemented, hotel can repeat another measurement of food waste amount for comparison.

The procedures for food waste separation, measurement and record are as follows:

1. The management has to assign a dedicated staff (e.g. chef / captain) as the Food Waste Recorder with the duty to implement, monitor and record data and information;
2. One or multiple food waste bin(s) with known volume or weight have to be set up in the kitchen which should be labelled clearly with "Food Waste Bin" sign on the bin(s), as shown in Fig. 1;
3. Or set up dedicated small bin/garbage bag for separation and collection of food waste on the trolley(s) which used for collection of used tableware in the restaurant;
4. Or set up dedicated small bin(s)/garbage bag(s) for separation and collection of food waste beside the dish washing sink;
5. The management should notify all staff the period of measurement and require them to only put food waste into those dedicated collection bin(s)/garbage bag(s) in the measurement period;
6. Food Waste Recorder should inspect the Food Waste Bin(s)/Bag(s) from time to time and ensure there is no non-food waste being disposed into the Food Waste Bin(s)/Bag(s);
7. If non-food waste/other debris is found, Food Waste Recorder should remove those non-food waste from the Food Waste Bin(s)/Bag(s) and remind all staff to dispose waste from food waste properly;
8. Before the treatment or disposal of food waste, Food Waste Recorder needs to measure the quantity of food waste generated that day and record in the Recording Form. The quantity can be measured in volume or weight.
9. If volumetric measurement is adopted, number of bin(s)/bag(s) can be counted (e.g. 1 full bin (bag), 1/2 bin (bag), 1/4 bin (bag)), then add up the total number of bin(s)/bag(s) after the measurement period. The number of bin(s)/bag(s) can be converted into volume by multiplying the volume of bin(s)/bag(s).
10. If it is measured by weight, net weight of the food waste can be measured by scale by subtracting the weight of bin(s)/bag(s). After a week of measurement, the total weight should be added up. Please note that the weigh scale used should be the same throughout the measurement period.
11. Food Waste Recorder can opt for recording the percentage of pre-consumption and post-consumption

food waste if necessary. If there is surplus food for donation or other use of the food waste, the information and quantity should be recorded.

12. Food Waste Recorder should also record the number of customers or number of sales of each day or record the total at the end of the measurement period so as to estimate the average amount of food waste per customer or per \$10,000 sales for comparison.

Amount of Food Waste per customer or per \$10,000 sales

$$= \frac{\text{Total Weight of Food Waste (A)}}{\text{No. of Customer or Sales Amount}/\$10,000}$$

13. After the measurement period, the measurement record should be submitted to management for evaluation.
14. After implementation of food waste reduction measures, the above measurement procedures should be repeated again so as to evaluate the effectiveness of those measures.



Fig. 1

### Contact Us

Suggestions, comments and enquiries on this Guideline are welcome. Please email your views to the Secretariat of the Food Wise Hong Kong Steering Committee at [foodwisehk@epd.gov.hk](mailto:foodwisehk@epd.gov.hk).

### Disclaimer

The information contained in this General Guideline is compiled for general reference only. Users need to make their own assessment of all information contained in this General Guideline, and also need to take into account their own situations, such as the nature and scale of their business etc., to adopt the appropriate procedures to suit their own operational needs.

April 2016

Remark : This guideline is produced by Environmental Protection Department with the assistance from Hong Kong Productivity Council

**Food Waste Generation Record Form**

**Hotel Sector**

Name of Hotel: \_\_\_\_\_

Food Waste Recorder Name: \_\_\_\_\_

Food Waste Bin/Bag's Volume/Net Weight: \_\_\_\_\_ (Litre/kg)\*

Collection Date (dd/mm/yy)	Food Waste Quality		Type of Food Waste (Optional)		Amount of Food for Donation (kg)	No. of customers/ sales amount
	Volume or No. of bin/bag*	Net Weight (kg)	Pre-consumption Percentage (%)	Post-consumption Percentage (%)		
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						
Total :		(A)				
Total Vol.# :	(Litres)					

#Total No. of Food Waste Bin/bag x Volume of Food Waste Bin/bag (Litres) = Total Volume of Food Waste (Litres)

**Quantity of Food Waste for Other Purpose**

Purpose	Qty (Bag/Litres/kg) *	Purpose	Qty (Bag/Litres/kg) *

\*Please delete as appropriate

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