

Food Wise Eateries Scheme

Application Guidelines

September 2015



Table of Content

1. INTRODUCTION	1
1.1. Background	1
1.2. Privileges and Benefits to Participants	1
2. REQUIREMENT OF SCHEME	2
2.1. Requirements for Silver Class	2
2.2. Requirements for Gold Class	3
2.3. Assessment Criteria	4
2.3.1. Silver Class	4
2.3.2. Gold Class	7
3. APPLICATION	10
3.1. Application Process	10
3.2. Application	11
3.3. Ongoing Support	11
3.4. Performance Evaluation	11
4. RULES OF THE SCHEME	12
4.1. Eligibility	12
4.2. Validity	12
4.3. Renewal	12
4.4. Obligations of Applicants/Participants	12
4.5. Termination	13
4.6. Withdrawal	14
4.7. Consequences of Termination or Withdrawal	14
4.8. Use of Food Wise Eateries Logo and Scheme Sticker	14
4.8.1. Conditions for use of the Food Wise Eateries Logo	14
4.8.2. Conditions for Use and Display of the Food Wise Eateries Sticker	15
4.9. Fees	16

4.10. Contact of Secretariat	16
---	-----------

List of Annex

Annex A – Reference Information for the requirement of “Promote the message for consuming all ordered foods or taking away leftovers	17
---	-----------

Annex B – Reference Information for the requirement of “Adopt ONE Food Portioning Options / Food Waste Reduction Measures”	18
---	-----------

Annex C – Template of Company Food Management Policy	19
---	-----------

Annex D – Food Waste Monitoring Record Sheet	21
---	-----------

1. INTRODUCTION

1.1. Background

Food waste accounts for nearly 40% of total waste disposed of in the landfills in Hong Kong, thus inflicts a heavy burden on the capacity of the landfills. In 2013, a territory-wide food waste reduction campaign the *Food Wise Hong Kong Campaign (FWHKC)* was launched to encourage the whole community from individuals and households to commercial and industrial sectors, to avoid and reduce food waste generation. FWHKC has set up a target of 5 – 10% reduction of food waste by 2017/18, as mentioned in *A Food Waste & Yard Waste Plan for Hong Kong 2014 – 2022*.

The *Food Wise Eateries Scheme* (hereafter “the Scheme”) launched in 2015 is one of the initiatives taken by the Environmental Protection Department (EPD) in order to meet this target. The Scheme aims to encourage eatery outlets in the food & beverage (F&B) sector to reduce food waste through offering portioned meals and adopting food waste reduction measures.

1.2. Privileges and Benefits to Participants

Participants of the Scheme will be awarded with a Food Wise Eateries (FWE) accreditation status if they comply with the assessment criteria and will be granted with the FWE Logo and Stickers for displaying in the premises and their promotion for public identification. The name of participated eateries with address will also be announced on the website of Food Wise Hong Kong Campaign. Apart from public identification, the participating eateries outlets should be able to reduce the generation of food waste and result in a cost saving through the implementation of their initiatives.

In summary, participants will enjoy the following privileges and benefits:

- Identification as green eateries that proactively reduce surplus food and food waste
- Recognition as socially responsible business operators that care for the food resource and waste problem
- Access to publicity materials provided by EPD
- Enjoy free promotion on the Food Wise Hong Kong Campaign website

2. REQUIREMENT OF SCHEME

Applicants should hold a business registration (BR) certificate* relating to its business and a valid Food licence/permit** issued by Food and Environmental Hygiene Department or a valid Club (Safety or Premises) Ordinance Certificate of Compliance issued by Home Affairs Department. Applicant should submit a copy of a BR and valid licence/permit required for its business operation under the Laws of Hong Kong.

The Scheme has two classes of recognition to recognize the commitment of participating eateries:

1. Silver Class
2. Gold Class

2.1. Requirements for Silver Class

Applicants should fulfill the following requirements in order to achieve the Silver Class of the Food Wise Eateries status:

1. Convey food wise message to customers using promotional materials;
2. Promote the message for consuming all ordered foods or taking away leftovers;
3. Adopt AT LEAST ONE of the following food portioning option / food waste reduction measures:-

Food Portioning Options / Food Waste Reduction Measures:

- i. Provide option of less rice (Other main foods are also applicable, e.g. noodles / congee / spaghetti / potato & vegetable / salad / French fries)
- ii. Provide option on the number of courses in set menu (e.g. starter / soup / dessert are optional, 6 main courses or less for banquet, fewer number of courses for set meal)
- iii. Provide portion size option for main course (e.g. steak, fish, chicken)
- iv. Provide portion size option for pizza / dish / meal (e.g. regular size, large size or small size)
- v. Provide portion option for dim sum / sushi (e.g. different number of pieces per dish)
- vi. Serve hors d'oeuvre / side dishes / snacks only upon request by customer or provide option of no hors d'oeuvre / side dishes / snacks
- vii. Pre-portion or set smaller portion for food in buffet

* Except those charitable institution or trust of a public character, which is exempt from tax under section 88 of the "Inland Revenue Ordinance".

** Except those not included in Food Business Regulation (Cap.132X, Section 4)

- viii. Provide incentives to encourage customers to consume all ordered food without leftover
- ix. Provide on-site meal portioning instead of pre-packed meal box

Details of assessment criteria of the above items are given in Section 2.3.

2.2. Requirements for Gold Class

Applicants should fulfill the following requirements in order to achieve the Gold Class of the Food Wise Eateries status:

1. Meet the requirements for Silver Class
2. Adopt AT LEAST THREE additional food waste reduction measures with each measure coming from different categories (A to D) below:

Food Waste Reduction Measures:

- A. Management and Commitment
 - A1. Sign Food Wise Charter
 - A2. Formulate a Company Food Management Policy with the aim to reduce food waste
 - A3. Monitor food waste generation and identify food waste reduction measures
- B. Training and Promotion
 - B1. Assign at least ONE staff with a role as Food Wise Manager / coordinator / ambassador to deliver proper training to staff and ensure they will convey the food wise message to customers
 - B2. Provide training to staff to instill food-wise culture and good practice on food waste reduction
- C. Food Processing
 - C1. Adopt FIFO (first-in-first-out) system for stored food
 - C2. Store food with proper control of conditions, inspect and maintain proper functioning of storage facilities regularly to prevent spoilage
 - C3. Adopt recipes that make good use of surplus food and/or food trimmings

D. Donation and Recycling

- D1. Donate surplus edible food to food recycling banks or non-profit making organization
- D2. Separate of food waste for on-site or off-site recycling

Details of assessment criteria of the above items are given in Section 2.3.

2.3. Assessment Criteria

2.3.1. Silver Class

1. Convey food wise message to customers using promotional materials

Applicant should convey food wise message to customers using promotional materials, such as poster, tent card, leaflet in menu, etc. Applicant should submit photos or copies of food wise promotional materials being used or posted up in the eatery.

2. Promote the message for consuming all ordered foods or taking away leftovers

Applicant should promote by any means the message for not over ordering, consuming all ordered foods or taking away leftovers. Frontline staff of applicant should encourage customers not to excessive order when customers order food; encourage customers to consume all ordered food or take away leftovers (if any) when they finish their meal. Examples of the message are given in Annex A.

Applicant should submit the proof / instruction to staff on promoting the above messages.

3. Adopt AT LEAST ONE Food Portioning Options / Food Waste Reduction Measures

Applicants should adopt AT LEAST ONE of the food portioning options / food waste reduction measures on a regular basis and clearly indicate the measure on menus / order form / other promotional material. Staff may promote the measure by verbal communication with customers. Examples of the message are given in Annex B.

Applicants should submit menus, order form, or other supporting documents for the implementation of the selected measure for assessment.

i. Provide option of less rice (Other main foods are also applicable, e.g. noodles / congee / spaghetti / potato & vegetable / salad / French fries)

Applicant can select this item if less rice option is provided and this option is indicated on the menu / order form. Other main foods are also applicable, such as noodles, congee, spaghetti, potato & vegetable, salad, French fries, etc. Applicant should submit a copy of the menu / order form / relevant information.

ii. Provide option on the number of courses in set menu (e.g. starter / soup / dessert are optional, 6 main courses or less for banquet, fewer number of courses for set meal)

Applicant can select this item if option on the number of course in set menu is provided and this option is indicated on the menu / order form. This can be achieved if some of the courses in the set menu are optional, e.g. starter, soup or dessert, or 6 main courses or less are provided in banquet at Chinese Restaurants, or different number of courses for set meal are provided. Applicant should submit a copy of the menu / order form / relevant information.

iii. Provide portion size option for main course (e.g. steak, fish, chicken)

Applicant can select this item if portion size option for main course is provided and this option is indicated on the menu / order form. The main course can be steak, fish, chicken, etc. The portion size can be regular, large and small, etc. Applicant should submit a copy of the menu / order form / relevant information.

iv. Provide portion size option for pizza / dish / meal (e.g. regular size, large size or small size)

Applicant can select this item if portion size option for pizza or any dish or meal is provided and this option is indicated on the menu / order form. The portion size can be regular, large and small, etc. Applicant should submit a copy of the menu / order form / relevant information.

v. Provide portion option for dim sum / sushi (e.g. different number of pieces per dish)

Applicant can select this item if portion option for dim sum or sushi is provided and this option is indicated on the menu / order form. This can be achieved by providing options of different number of pieces for the same type of dim sum / sushi per dish. Applicant should submit a copy of the menu / order form / relevant information.

vi. Serve hors d'oeuvre / side dishes / snacks only upon request by customer or provide option of no hors d'oeuvre / side dishes / snacks

Applicant can select this item if hors d'oeuvre / side dishes / snacks are served only upon request by customer or customer may choose not to have hors d'oeuvre / side dishes / snacks. This option should be indicated on the menu / order form / public notice. Applicant should submit a copy of the menu / order form / relevant information.

vii. Pre-portion or set smaller portion for food in buffet

Applicant can select this item if food in buffet is pre-portioned or set in smaller portion. Applicant should submit a copy of photos of pre-portioned food or food in smaller portion.

viii. Provide incentives to encourage customers to consume all ordered food without leftover

Applicant can select this item if incentives are provided to encourage customers to consume all ordered food without leftover, such as giving out coupons or discount. Applicant should submit details or relevant information of the incentives.

ix. Provide on-site meal portioning instead of pre-packed meal box

Applicant can select this item if on-site meal portioning is provided instead of pre-packed meal box. Applicant, such as institutional facilities, should serve meal on-site based on the amount of food required by each customer instead of serving pre-packed meal boxes with all the same amount of food. Applicant should

submit relevant details or photos of the on-site meal portioning.

2.3.2. Gold Class

Applicants who wish to achieve the Gold Class should adopt **AT LEAST THREE** additional food waste reduction measures in addition to meeting the requirements for Silver Class. Out of the **FOUR** categories (A to D), applicants have to implement measures from any **THREE** categories with **AT LEAST ONE** measure from each category. Applicants should submit the required supporting document or relevant information to prove the implementation of the selected measures for assessment.

A. Management and Commitment

A1. Sign Food Wise Charter

Applicant can select this item if they have signed the Food Wise Charter under the Food Wise Hong Kong Campaign. Applicant should submit a copy of completed and signed Food Wise Charter Statement.

A2. Formulate a Company Food Management Policy with the aim to reduce food waste

Applicant can select this item if they have formulated an internal Company Food Management Policy with the aim to reduce food waste. Applicant should submit a copy of Company Food Management Policy. A template of Company Food Management Policy is provided in Annex C.

A3. Monitor food waste generation and identify food waste reduction measures

Applicant can select this item if they have monitored their food waste generation and identified food waste reduction measures. Applicant should submit the food waste monitoring record / report and the list of food waste reduction measures identified. The sample monitoring record sheet is given in Annex D.

B. Training and Promotion

B1. Assign at least ONE staff with a role as Food Wise Manager / coordinator /

ambassador to deliver proper training to other staff and ensure they will convey the food wise message to customers

Applicant can select this item if they can demonstrate that at least ONE staff is assigned with a role as Food Wise Manager / coordinator / ambassador to deliver proper training to staff and ensure they will convey food wise message to customers during the operation hours. The assigned staff should be able to deliver training to other staff whom should convey message to customers that the applicant's support to the Scheme, efforts on food waste reduction such as providing food portioning options, and how customers can reduce food waste by consuming all ordered food or taking away leftover. The assigned staff should be provided with relevant internal or external training.

Applicant should submit the instruction / guidelines for the Food Wise Manager(s) / coordinator(s) / ambassador(s), training record (e.g. date & time, attendance record, and training handout if any), and the name list of Food Wise Manager(s) / coordinator(s) / ambassador(s).

B2. Provide training to staff to instill food-wise culture and good practice on food waste reduction

Applicant can select this item if internal or external training is provided to staff to instill food-wise culture and good practice on food waste reduction. Applicant should submit the training record (e.g. date & time, attendance record, and training handout if any).

C. Food Processing

C1. Adopt FIFO (first-in-first-out) system for stored food

Applicant can select this item if they can demonstrate that FIFO (first-in-first-out) system for stored food is adopted to prevent food spoilage. Applicant should submit the relevant instructions / guidelines / signage to staff to implement the FIFO system.

C2. Store food with proper control of conditions, inspect and maintain proper functioning of storage facilities regularly to prevent spoilage

Applicant can select this item if they can demonstrate that food is stored with proper control of conditions, and the proper functioning of storage facilities is inspected and maintained regularly to prevent spoilage. Applicant should submit the relevant instructions / guidelines on proper control of storage conditions and inspection / maintenance record of storage facilities.

C3. Adopt recipes that make good use of surplus food and/or food trimmings

Applicant can select this item if they can demonstrate that recipes that make good use of surplus food and/or food trimmings into second dish is adopted. Applicant should submit the relevant recipes and menu.

D. Donation and Recycling

D1. Donate surplus edible food to food recycling banks or non-profit making organization

Applicant can select this item if they can demonstrate commitment to donate surplus edible food to food recycling banks or non-profit making organization regularly. Applicant should submit food donation record or supporting document in the past six months. For information on food donation services and food safety guidelines, please visit this website:

www.foodwisehk.gov.hk/en/channels-for-food-donation.php.

D2. Separate of food waste for on-site or off-site recycling

Applicant can select this item if food waste containers or bags are used for separating food waste for on-site or off-site recycling. Applicant should submit photo of food waste separation bin and/or record of food waste collection for recycling.

3. APPLICATION

3.1. Application Process

Those who are interested in joining the Scheme are required to submit the duly completed Application Form and required supporting information to the Scheme Secretariat by mail, fax or email. The Application processes are as follow:

Stage	Eateries (Applicants)
Step 1: Application	Submit: <ol style="list-style-type: none">1. Application Form2. Copies of Business Registration* and valid permit / licence**3. Supporting documents to prove the implementation of measures
Step 2: Assessment	Provide further information if necessary
Step 3: Status Approval	<ul style="list-style-type: none">• Receive confirmation of status as Food Wise Eatery• Obtain FWE logo and sticker
Step 4: Ongoing Support	<ul style="list-style-type: none">• Provide relevant training to staff• Assure the provision of food portioning options on a regular basis and/or implementation of other food waste reduction measures• Deploy FWE logo and sticker• Communicate proactively with customers to promote food wise message and encourage customers to consume all foods and take away leftovers
Step 5: Performance Evaluation	<ul style="list-style-type: none">• Complete and return a performance evaluation questionnaires 3 months after status approval

* Except those charitable institution or trust of a public character, which is exempt from tax under section 88 of the “Inland Revenue Ordinance “.

** Except those not included in Food Business Regulation (Cap.132X, Section 4)

3.2. Application

Application package include the following:

1. Application Form
2. Application Guidelines

Applicants should submit the completed Application Form together with a copy of Business Registration and valid licence/permit (if applicable) together with the required supporting document to prove the adoption of food waste reduction measures to Secretariat. The requirements and the rules of the Scheme are given in this guideline.

For group application, applicants should fill out ONE Application Form for a group of outlets with the same operation mode which select to implement the same food waste reduction measures. Applicant should provide information of each outlet on the Supplementary Form attached to the Application Form. Applicants may make copy of the Supplementary Form to give information of more outlets or other brand of outlets. Applicants should provide individual set of supporting document for each outlet.

3.3. Ongoing Support

The Secretariat may pay unscheduled visits to participating eateries to provide ongoing support to operators and to check if they have implemented the initiatives properly. Identified weakness and improvement measures will be communicated on the spot and remedial actions will be expected to be implemented in 4 weeks.

3.4. Performance Evaluation

To review and evaluate the performance of the participants and the Scheme, each participant is required to complete and return a performance evaluation questionnaire to the Scheme Secretariat three months after their Food Wise Eateries status is approved and initiatives have been implemented. Participants will need to provide the estimated amount of food waste reduction after implementing initiatives, popularity of portioned options, information on difficulties encountered in the Scheme, and suggestions for the Scheme, if any.

4. RULES OF THE SCHEME

4.1. Eligibility

All types of eatery outlet, such as Hong Kong Style Tea Cafes, Chinese restaurant, western restaurant, non-Chinese Asian Cuisine Restaurant, fast food restaurant, stalls at food court, canteens or any types of catering services etc, can apply to join the Food Wise Eateries Scheme. Applicant should possess a valid HKSAR business registration* and all necessary licences and permits** required for its business. Applicants meeting the requirements for Silver Class will be considered eligible for joining the Scheme.

4.2. Validity

The approval Food Wise Eateries (FWE) status will be valid for two years. The list of participating eateries will be uploaded onto the Scheme Website. Each participating eatery will be given a FWE logo for promotion purposes and a FWE sticker for display at their doors/ windows for public identification.

4.3. Renewal

All successful applications are valid for two years, except for terminations which will be confirmed by Scheme Secretariat in writing to the eateries concerned. Renewal of interest to participate in the Scheme may be required. The Secretariat will contact each participated eatery three months before the expiry of the FWE status and inform them of the renewal arrangement if applicable.

4.4. Obligations of Applicants/Participants

Participants shall at all times:

- comply with the assessment criteria. Environmental Protection Department (EPD) and Scheme Secretariat may amend the criteria from time to time and the participants shall within the time specified by Scheme Secretariat comply with the amended criteria;
- allow Scheme Secretariat to make publication or announcement about the successful application, suspension and/or termination of Food Wise Eateries status;
- represent honestly and truthfully to any person concerned that it is only

* Except those charitable institution or trust of a public character, which is exempt from tax under section 88 of the “Inland Revenue Ordinance “

** Except those not included in Food Business Regulation (Cap.132X, Section 4)

Food Wise Eateries Scheme

- accredited for the status stated in the scope of accreditation;
- endeavour to ensure that the Food Wise Eateries status granted by Scheme Secretariat is not used in a misleading manner.

Upon termination/suspension of the Food Wise Eateries status, the participants shall return the FWE Logo and Sticker to the Scheme Secretariat within 4 weeks.

Participants shall cooperate with the Scheme Secretariat and provide them with full support for assessment and in any other situation.

Participants shall not use its Food Wise Eateries status or the FWE Logo in such a manner that will bring the EPD or Scheme Secretariat or any of part of its “Food Wise Eateries Scheme” into disrepute, and shall not make any statement regarding its accreditation status or the FWE Logo that the Scheme Secretariat may reasonably consider it to be misleading.

4.5. Termination

The Scheme Secretariat may terminate the eligibility of a participant to take part in the Scheme if the eatery:

- i. fails to maintain a valid licence and/or other permit relating to its business that is/are required under the Laws of Hong Kong; or
- ii. fails to demonstrate its commitment to provide food portioning options on its regular menu or practising food waste reduction measures; or
- iii. fails to convey food wise message to customers or promote the message for consuming all foods and taking away leftovers; or
- iv. behaves in a manner which jeopardizes or damages the reputation or interests of the Scheme, the EPD, the Secretariat or associated activities; or
- v. 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 be satisfied that one or more of the above conditions has/have been met. Persons objecting to this decision may indicate disagreement, with reasons and detailed information, in writing to the Scheme Secretariat *within 2 weeks from the date the notice of termination is issued*. Information submitted otherwise will not be considered.

4.6. Withdrawal

Any participant that wishes to withdraw from the Scheme must notify the Secretariat in writing. Upon withdrawal, the eatery agrees to cease using the Scheme logo and sticker or enjoying benefits related to the Scheme.

4.7. Consequences of Termination or Withdrawal

Upon termination or withdrawal from the Scheme for any reason, the eateries concerned must immediately and unconditionally:

- i. Cease to hold itself out in any way as a Food Wise Eateries;
- ii. Cease to use the FWE logo and sticker and return them to the Secretariat within 4 weeks;
- iii. Allow the Secretariat to make such publication or announcement as it may deem appropriate regarding the termination or withdrawal of the FWE status.

4.8. Use of Food Wise Eateries Logo and Scheme Sticker

The FWE Logo together with the FWE sticker are the property of the Environmental Protection Department (EPD). Only currently valid Food Wise Eateries are authorized to use the FWE Logo and sticker which must comply with the "Conditions for use of the Food Wise Eateries Logo" and "Conditions for Use and Display of the Food Wise Eateries Sticker" below. For uses other than those described above, prior approval from the EPD must be sought.

4.8.1. Conditions for use of the Food Wise Eateries Logo

1. Ownership

- The FWE logo is properties of the Environmental Protection Department (EPD).
- The FWE logo can only be used by valid FWE scheme participants who agree to and comply with these guidelines.
- FWE scheme participants must not copy, reproduce, edit, lend or give the FWE Logo to third parties.

2. Usage

- The FWE Logo should be used for food wise and food waste reduction promotion purposes only.
- The FWE Logo must be used in whole and the content of logo cannot be altered.

Food Wise Eateries Scheme

- The FWE Logo must be displayed to promote and provide point-of-purchase information on food portioning options so as to facilitate customer to order the right amount of food.
 - The use and display of the FWE Logo on food products manufactured or sold by participants do not mean that such products are certified, endorsed or approved by the EPD.
3. Other Uses
- To request for the approval on the use of FWE Logo in materials other than food menu, company letter head, business card and poster, FWE scheme participants should complete the "FWE Logo Usage Request Form" together with the artwork in full colour and submit to the EPD through the Scheme Secretariat.
 - Requests will be considered on a case-by-case basis.
 - EPD will furnish a reply within 10 days of receiving the request.
4. Cessation
- Participants must discontinue the usage of FWE logo immediately upon withdrawal from FWE scheme.

EPD reserves the right to impose other terms and conditions for use of the FWE Logo from time to time as appropriate by which participants shall abide.

4.8.2. Conditions for Use and Display of the Food Wise Eateries Sticker

1. Ownership
- The FWE Sticker is the property of the Environmental Protection Department (EPD).
 - The FWE Sticker can only be used by valid FWE Scheme participants who agree to and comply with these guidelines for use and display of the Sticker.
 - FWE scheme participants must not copy, reproduce, edit, lend or give the Sticker to any third parties.
 - The Sticker should be used for food wise and food waste reduction promotion purposes only.
2. Usage Format
- The Sticker must be displayed and used in the original form and should not be copied or modified in shape, size or colours.
3. Display Location
- The Sticker can only be displayed at the shop front (or other prominent location) of eatery that has enrolled with the Scheme Secretariat.

4. Quantity

- One Sticker will be allocated for each food premises enrolled with the Scheme Secretariat.

5. Return of FWE Sticker

- Upon withdrawal from the FWE Scheme, the Sticker should be removed from display/ usage and returned to the EPD through the Secretariat as soon as practicable.
- The EPD may at any time and for reasons specified in the “Application Guidelines and Assessment Criteria” request the immediate return of the FWE Sticker from participants.

EPD reserves the right to impose other terms and conditions for use of the FWE Sticker from time to time as appropriate by which participants shall abide.

4.9. Fees

The enrollment to the Scheme is free of charge.

4.10. Contact of Secretariat

Secretariat of Food Wise Hong Kong Campaign
Environmental Protection Department
16/F, Chinachem Exchange Square,
1 Hoi Wan Street, Quarry Bay, Hong Kong
Hotline: 3529 2910
Fax: 2838 2155 / 3528 0492
Email: foodwisehk@epd.gov.hk
Website: www.foodwisehk.gov.hk

Secretariat of Food Wise Eateries Scheme
Hong Kong Productivity Council
HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon
Hotline: 2788 6307
Fax: 2788 5608
Email: fw_eateries@hkpc.org

- End -

Annex A – Reference Information for the requirement of “Promote the message for consuming all ordered foods or taking away leftovers”

Frontline staff of applicant should by any means encourage customers not to excessive order when customers order food; encourage customers to consume all ordered food or take away leftovers (if any) when they finish their meal. Examples of the message are given below for reference:

- How about that’s all for the moment? You may order more later if necessary.
不如嗌住咁多先，唔夠先再嗌喇？
- How about that’s all for the moment? Our portions are quite sufficient.
我哋啲份量都幾足，不如食住先喇？
- There is still some unfinished food, would you like to finish it or take it away?
剩低啲餸菜，需要打包定係食埋佢呢？
- There is still some unfinished food, would you like to take it away so as not to waste it?
剩低啲餸菜，不如唔好嘅，幫你打包喇？

Annex B – Reference Information for the requirement of “Adopt ONE Food Portioning Options / Food Waste Reduction Measures”

Staff of Applicants may promote the measure by verbal communication with customers. Examples of the message are given below for reference:

- We have different portion size for dishes / rice or noodles / main course / pizza / meals for your choice, which portion would you like to order?
我哋啲小菜 / 飯麵 / 主菜 / 薄餅 / 套餐有不同份量, 應該可以切合你哋需要, 你想點咩份量呢?
- We have banquet meal with 6 courses or less for your choice, this could help reduce unfinished food and food waste.
我哋宴會菜單有六道主菜或以下可供選擇, 可以減少食剩嘢同嘍少啲嘢。
- Please let us know if you do not wish to have hors d’oeuvre / side dishes / snacks, this could avoid wastage of food.
如果唔要冷盤 / 配菜 / 小吃, 可以出聲, 咁樣可以避免嘍嘢。
- To reduce wastage of food, if you could finish all ordered food without leftovers, a coupon will be given to you.
為減少嘍嘢, 如果可以食晒啲食物, 無食剩餸菜, 可以獲得優惠券一張。

Annex C – Template of Company Food Management Policy

Company Food Management Policy

Our Company support to avoid and minimize food waste. We are committed to:

- Promoting best practices and behavioral changes to reduce food waste.
- Implement best practices to reduce food waste.
- Drawing up plans to promote the awareness and acceptance of food waste reduction best practices by stakeholders within our organisations.
- Implementing plans with measurable targets to reduce food waste in our organisations and business settings.
- Encouraging and supporting the management of organisations to conduct in-house waste audits and to use the results of those audits to improve waste management performance.
- Supporting the Food Wise Hong Kong Campaign and similar initiatives to encourage behavioral and cultural changes that engender respects for our precious food and natural resources.
- Promoting and adopting recipes that make use of food trimmings.
- Supporting food donation activities whenever possible.

We will implement the following best practices:

1. Training and Commitment
 - All parties (Customer, Crew, Chef & Chief, etc.) commit and collaborate to reduce food waste
 - Provide training to staff to instill food-wise culture and reduce food waste
2. Procurement
 - Order raw materials in appropriate quantity to prevent over-procurement and excessive inventory
 - Order raw materials from approved suppliers
3. Storage
 - Inspect incoming goods for quality (spoilage) during delivery
 - Properly control storage procedures, time and temperature to prevent spoilage
 - Properly date, label and cover food in custody (storage)
 - FIFO (first-in-first-out) food in custody (storage)

4. Cooking

- Properly handle and prepare food (including procedures, temperature, personal hygiene and pest control, etc.) to prevent foreign materials and to minimise spoilage and rejection by consumers
- Make good use of surplus food and/or food trimmings for 2nd dish (e.g. fish bone/fish head for soup or specialty dish, leftover plain rice for fried rice or congee, etc.)

5. Consumption

- Proactively remind customers to avoid over-ordering and leftovers (e.g. display materials at menu and table, verbal advice by frontline staff, dish ordering in smaller batches, take-away of unfinished food, etc.)
- Provide different menu options to minimise food waste (e.g. “less rice” option, light portion, cuisine with more veggie and less meat, lesser number of main courses in banquet menu, etc.)

6. Donation and Recycling

- Donate surplus edible food to the needy
- Separate food waste for recycling (e.g. food waste composter or arrangement of recycler to take away food waste for recycling)

By implementing the above measures, we aim at reducing the generation of food waste by ____ % in 20____.

Annex D - Food Waste Monitoring Record Sheet

Food Waste Monitoring Record Sheet

Name of Eatery : _____

Contact Person : _____ Tel : _____

Volume of Food Waste bin or bag : _____ (Liter)

Date (DD/MM/YY)	Quantity of Food Waste	
	Volume (Bin/Liter)*	Net Weight (Kilogram)
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
Total		

**Please delete if appropriate*