

Policy Guidelines for Waste Segregation at Source

FACTORY

1. THE ROLE OF IMPLEMENTER

- ⑩ The implementer need to play their role to ensure the success of any 3R program as a reflection of the implementer's commitment in 3R initiative.
- ⑩ The implementer need to weigh the role/responsibility of the staffs or modify operating procedures.
- ⑩ The implementer should manage the collection of information on waste generation in factory and identify the potential to reduce, reuse and recycle waste.
- ⑩ The implementer should prepare a 3R Policy Statement to disseminate the objective of 3R.:
 - a) To reduce waste at source - one of the main goal to the various operations that exist in the factory.
 - b) To recycle as as much recyclable waste as possible at recycling centre before disposal.
 - c) To practise 3R through the delivery of quality services and be responsible for the conservation of environment.
 - d) 3R policy statement made as part of the factory Environmental Policy.

2. APPOINT 3R COORDINATORS

- ⑩ The implementer need to appoint knowledgeable 3R coordinator about factory operational management including waste management and the procedures.
- ⑩ 3R coordinator should have the authority and affiliation with the members of the management from various department as well as recyclable waste collector.
 - a) Training session should be conducted for those involved in the operation of 3R program.
 - b) Educating and motivating employees to practice 3R concept is of utmost important. Effective face to face communication approach should be carried out to explain and expound in detail the recycling program and policy.

3. TO ESTABLISH GREEN COMMITTEE OR 3R TEAM

- ⑩ Establishing Green Committee or 3R Team if necessary, who will work together with 3R coordinators to implement waste segregation and waste reduction.
- ⑩ Green Committee or 3R Team aims to get the support and involvement from Head of Department in shopping complex managed by the implementer.
- ⑩ Green Committee or 3R Team should be adequately represented by kitchen/food and beverage establishment, housekeeping, front office department and relevant departments.
- ⑩ Department staff should be involved in the planning of 3R program, especially department that manages the operation waste and 3R programme initiatives.
- ⑩ Representatives of the department can provide input to determine suitable waste stream to separate waste and through the suggestion given recyclable waste collection methods can be formed. The logistics to collect recyclable waste should be managed properly according to the needs.
- ⑩ Dealing with recycling collectors to determine location for storage and collection, frequency of recyclable waste collection according to schedule.
- ⑩ The function and role of Green Committee or 3R Team is to monitor the compliance of established 3R procedures. Green Committee or 3R Team should have scheduled meeting to monitor the development of 3R programme.

4. TO ESTABLISH A MECHANISM TO REDUCE, REUSE OR RECYCLE WASTE

- ⑩ The implementer should identify procedures to implement 3R initiatives.
- ⑩ The implementer should identify recyclable waste.
- ⑩ Contaminated waste and waste that cannot be reused or recycled will be disposed of in a separate trash bins at the waste collection centre and collected by recyclable waste collectors appointed by the shopping complex management or the relevant authority, whichever applicable.
- ⑩ Waste segregation should be implemented using suitable containers before putting into the trash bin (for remainder waste) or recycling waste collection area at the collection centre.

5. TO DETERMINE WASTE REDUCTION OPTION

- ⑩ Waste is generated from the following sectors :
 - a) Manufacturing
 - b) Shipping
 - c) Office operations

⑩ The factory management can determine preferred option of waste reduction for each waste stream.

⑩ Waste generation can be reduced as follows:

- a) Waste reduction from manufacturing through inventory management control and handling of raw materials in order to prevent contamination and to avoid wastage.
- b) Modification of the production process that can be achieved by improving operational procedures and maintainance.
- c) Reducing packaging waste such as cardboard and plastic or reuse the packaging materials.
- d) Reduction of waste generating in offices which are mainly paper and other types of waste.

6. TO ESTABLISH RECYCLING NETWORK

⑩ The implementer should identify the existing recycling infrastructure.

⑩ The implementer should ensure comprehensive network location of the recycling centres.

⑩ The implementer should facilitate with the Head of the Department/operator/staff of the factory in storing and placing of recyclable waste or disposing recyclable waste.

- a) At the waste segregation stage, recycling bins or containers should be distinguished from the trash bins for general waste. Distinct recyclable bins with proper labeling and suitable colours should be provided to ease identification and to be used solely for recycling purpose.
- b) At recyclable waste collection stage, recyclable waste can be collected from recycling bins or containers that has been separated or mixed bins or containers at the recycling centre depending on the collection method by the recycling collectors.
- c) Separate recycling bins or containers can be provided at the recycling centre for different types of recyclable waste.
- d) For recycling programmes that are not segregated and mixed, all recyclable material are collected and mixed/stored together.
- e) The implementer should identify location for placement of recycling bins or containers. Recyclable bins or containers should be placed at strategic location where staffs and customers of factory can easily put their recyclable waste.

⑩ The implementer should carry out education and awareness programme and work together with any environmental organisations, such as local authorities :

- a) To conduct program to raise 3R awareness.
- b) To disseminate information to staff to promote 3R.
- c) To create awareness among the staffs regarding food packaging contamination.

7. TO APPOINT RECYCLING COLLECTOR SERVICES

⑩ The implementer should appoint any licenced recycling collector services under the Subsidiary Legislation of Waste Segregation and Licensing of Recyclable Waste Collection Service (MBPP/MPSP) 2016, for collecting recyclable wastes.

⑩ The implementer can negotiate with the recycling collectors to provide recycling bins or containers including facilities for recycling centres apart from providing collection services. (The collection services can provide service to collect recyclable waste and disposal of general waste or otherwise provide separate recyclable waste and general waste collection by different party.)

8. DEVELOPMENT, IMPLEMENTATION AND MONITORING OF 3R PROGRAM

⑩ Based on the implementation of the guidelines above, the implementer has the options to continue to develop, monitor and document the 3R program by:

- a) Targeting the waste stream that need to be reduced, reused and recycled.
- b) Determining the options/methods to reduce, reuse and recycle for every waste stream that is to be segregated.
- c) Monitoring the amount of waste reduction for each waste stream.

8. TO MANAGE WASTE MANAGEMENT AUDIT

⑩ The implementer can choose to manage on their own or appoint any professional waste management agency or contractor to carry out the waste management audit.

⑩ Waste management audit helps identify waste generating area, opportunity and value of the recyclable waste. Data collected can be used to evaluate the effectiveness of 3R programme.