

Love Food Hate Waste @ CUHK
A Concise Guide for Reducing/Recycling Food Waste from Events

Every year, colleges, department/units and student bodies organize a number of events in which food and beverages are provided. Examples are conference receptions/lunch, departmental social gatherings, ‘Thousand People Feasts’ and O’ Camps. With smart planning and some awareness-raising, not only can these events’ food waste be reduced, they also present good opportunities for raising public awareness about the need to treasure food. Some practical tips are as follows:

Zero food waste starts from smart planning

- Avoid buffet
- For conference reception/luncheon talk where self-service catering are provided, **estimate the amount of food required considering the anticipated turn up rate, for example:**
 - for events that fees apply: meal portion per head x guest number x 80%
 - for events free of charge: meal portion per head x guest number x 70%
- For banquet served with Chinese meal, order **6-course menu instead of a 8-course menu**
- For large events where it is difficult to avoid leftovers, consider contacting food recycling organizations in advance (Please refer to Food Recycling Tips below)
- Encourage participants to bring their own lunch boxes in advance to take home any leftover food

Promote understanding

Venue Decoration:

- Place tent cards on tables that raise awareness on the food waste reduction measures adopted
- Display posters that promote ‘Love Food Hate Waste’ as appropriate (Sample [English](#) and [Chinese](#) posters available here)

At the event:

- Include a message to promote ‘Love Food Hate Waste’ in the MC script.
- Ask participants to notify the caterers if they are leaving early or are already full so that they will reduce the amount of food they are bringing to the table

Look for continual improvement

- Take reference of the amount of leftover food from the past events for gauging the optimum amount of food to be ordered for future events

Food Recycling Tips

To donate leftovers, a few organizations that can be contacted in advance are:

Organization	Type of food collected/collection source
Food Link	Hotel buffets; Banquet leftovers
Food Angel	Catering sector
Feeding Hong Kong	Canned and packaged food

Points to note

- Communicate with the organization about the leftovers collection procedure
- Place leftovers in clean and covered containers
- Sometimes leftovers need to be refrigerated for a while before the organization is able to collect them

Food unsuitable for donation

Food type	Problems
Packaged food	Spoiled/broken or rusty packaging/expired/ ingredients or expiry date not shown on package
Fresh/cooked food for immediate consumption	Spoiled
Baked goods	Spoiled/Expired; Baked goods with cream/fillings must be refrigerated prior to distribution

Love Food Hate Waste - We can do it!

For other tips on sustainable events, please refer to the [Guidelines for Sustainable Event Planning and Management](#).

「惜食在中大——教育運動及廚餘再生計劃」

舉辦活動時減少廚餘措施簡要指引

大學單位及學生組織每年籌備提供飲食的活動眾多，例如提供茶點招待/午餐的講座、部門聚會、千人宴、迎新營等。只要籌備時稍作安排及注意推廣，不但可以減少這些活動產生的廚餘，更可以此機會宣傳珍惜食物的訊息。以下分享一些實用小貼士：

精心籌備，避免活動製造廚餘

- 避免提供自助餐
- 如籌備講座招待茶會/午餐會等，需以自助形式提供茶點/輕食，可參考以下方式預計出席人數，訂購適量食物：
 - 如該活動需要付費：每人食物份量 x 報名人數 x 80%
 - 免費活動：每人食物份量 x 報名人數 x 70%
- 如舉辦中式宴會，請將一般的八道菜式減至六道菜
- 在舉辦大型活動難以完全避免剩食的情況下，可預先安排食物回收機構收集剩食（請參考下面捐贈剩食貼士）
- 事先呼籲參加者自備餐盒將剩食打包帶走

提高參與者惜食意識

場地佈置

- 放置有「惜食」訊息的桌面告示，通知參與者活動中採取的惜食措施
- 如情況許可，可張貼有「惜食」訊息的宣傳海報（可於此下載[中文](#)及[英文版](#)）

活動期間

- 安排司儀即場介紹有關「惜食」的安排
- 提醒賓客如吃飽或提早離開宴會就告知服務員不需上菜或提供較少分量

精益求精

- 參考過往活動的剩食情況，適度調整將來舉辦活動中提供食物的份量

捐贈剩食貼士

如欲捐贈剩食，可考慮預早聯絡以下團體

組織	收集食物類型/來源
膳心連	酒店自助餐 宴會剩食
惜食堂	本地餐飲業
樂餉社	罐頭及包裝乾貨食品

注意事項

- 先和機構聯絡好，清楚處理剩食的方法和程序
- 把剩食放在乾淨及密封的器皿
- 個別機構不能短時間內前來收集剩食，所以可能需預留冷藏空間貯存剩食

不適合捐贈的食物

食物類型	問題
包裝食品	食物發霉、有異味/包裝破裂、有裂縫、嚴重生鏽等/食物過期/包裝沒有清楚標示食物名稱、配料、食用日期
新鮮/煮好並適合即時食用的食物	食物發霉、有異味
烘焙食物（麵包）	食物發霉、有異味； 含鮮忌廉/餡料食品派發前需存放於雪櫃內

惜食在中大，你我能做到！

如欲獲得更多貼士令你的活動更環保，可參考大學的「[可持續發展活動的籌辦及管理指引](#)」

指引由香港中文大學及豐剩共同製作（2013年12月）

查詢：校園規劃及可持續發展處

References 參考資料

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- 「管理固體廢物的整體策略」<http://www.eccteachingkit.org.hk/upload/download/solid3.pdf>
- 《香港固體廢物監察報告 — 二零一一年的統計數字》‘Monitoring of Solid Waste in Hong Kong: Waste Statistics for 2011’
<https://www.wastereduction.gov.hk/en/materials/info/msw2011.pdf>