

Introduction

The objective of the checklist is to guide F&B establishments on the reduction of disposables use to reduce waste generated. Disposables refer to items/packaging that are meant to be discarded after a single use, such as disposable bags, tableware, cutlery, and takeaway containers. They can be made of materials such as plastic, paper, wood/bamboo, and biodegradable plastic. This checklist focuses on the key areas in which F&B establishments could reduce the use of disposables. The end-to-end processes covered include Planning & Policy, Supply Chain Operations, Sales & Services, and Awareness & Education of stakeholders.

Who is this checklist for?

This checklist is for hawker stalls, food stalls, eating houses, food courts and canteens, where there are kitchen operations but in a relatively smaller space. Such establishments may include standing dine-in options such as high tables for patrons to have quick bites.

How to use it?

Answer the questions in each section accordingly and you will be rewarded with corresponding points. Add any supporting evidence to the “Comments” column to keep track of your answers. At the end of the checklist, add up the points to get your final score.

Points were awarded to each statement in the checklist based on the following metric:


1. Level of effort needed
2. Cost to implement the action
3. Amount of positive impact it would have on the environment

Results Classification



Your results will be classified according to “basic”, “developing” or “progressive” based on whether you have scored below 30%, 30% to below 70% or 70% and above, respectively.

Percentage of Final Score out of Maximum score by Type	Levels
Below 30%	Basic
30% to below 70%	Developing
70% and above	Progressive

Reduction of Disposables Checklist for F&B establishments

S/N	Metrics	Response	Comments
Section 1: Planning & Policy			
1.	Does your establishment have operational guidelines and/or policies on reducing/eliminating the use of disposables?	No [0] Yes [1]	
2.	Does your establishment conduct regular (e.g., annual) reviews to improve existing policies or practices to better manage and reduce the use of disposables?	Never [0] Yes, once in a few years [1.5] Yes, annually [3]	
3.	Does your establishment track data regarding its use of disposables?	Never [0] Sometimes [1] Always [2]	
Section 2: Supply Chain Operations			
4.	Are ingredients/materials bought in a manner to reduce use of disposables, including disposable packaging (e.g., choosing suppliers that use less disposables, choosing products with the “reduced packaging” logo)?	Never [0] Sometimes [1] Always [2]	
5.	On a scale of 0 to 5 (0 = not at all, 1 = very seldom, 2 = less than half the time, 3 = more than half the time, 4 = almost always, and 5 = at all times for all materials), to what extent are packaging materials (e.g., glass bottles, plastic containers, carton boxes, crates) returned to suppliers for reuse/recycling?	Scale: 0 1 2 3 4 5  Points: [0] [0.2] [0.4] [0.6] [0.8] [1]	

Type 2

6.	On a scale of 0 to 5 (0 = not at all, 1 = very seldom, 2 = less than half the time, 3 = more than half the time, 4 = almost always, and 5 = at all times for all ingredients and food items), to what extent are ingredients and food items stored in reusable containers?		<p>Scale: 0 1 2 3 4 5</p>  <p>Points: [0] [0.2] [0.4] [0.6] [0.8] [1]</p>	
7.	On a scale of 0 to 5 (0 = not at all, 1 = very seldom, 2 = less than half the time, 3 = more than half the time, 4 = almost always, and 5 = at all times), to what extent are reusable equipment used when handling food items (e.g., piping bag, apron, hairnet)?		<p>Scale: 0 1 2 3 4 5</p>  <p>Points: [0] [0.2] [0.4] [0.6] [0.8] [1]</p>	

Section 3: Sales and Service

8.	Does your establishment provide the following <u>reusable</u> items to dine-in customers? (If your establishment does not use the item for sales, e.g., cups are not used because drinks are not available for sale, indicate N/A for that item)			
	a. Cups and glasses	NA	<p>Never [0] Sometimes [0.5] Always [1]</p>	
	b. Cutlery and utensils (e.g., spoons, forks, knives, chopsticks, straws)	NA	<p>Never [0] Sometimes [0.5] Always [1]</p>	
	c. Skewers	NA	<p>Never [0] Sometimes [0.5] Always [1]</p>	
	d. Stirrers	NA	<p>Never [0] Sometimes [0.5] Always [1]</p>	
	e. Plates and bowls or other forms of reusable food containers (without use of disposable liners)	NA	<p>Never [0] Sometimes [0.5] Always [1]</p>	
	f. Water jugs	NA	<p>Never [0] Sometimes [0.5] Always [1]</p>	

Type 2

		NA	Never [0]	Sometimes [0.5]	Always [1]	
	g. Saucers					
9.	Does your establishment serve condiments from bulk containers (e.g., bottles/jars) instead of single-use sachets/containers?		Never [0]	Sometimes [0.5]	Always [1]	
10.	Are the following measures taken to promote BYO (Bring Your Own) behaviour from customers?					
	a. Allow customers to BYO container/cup for food/drink orders		Never [0]		Always [1]	
	b. Ask customers if they brought their own containers, cups, cutlery or bags before every transaction.		Never [0]	Sometimes [0.5]	Always [1]	
	c. Provide incentives for customers who BYO containers, cups, cutlery or bags (e.g., discounts, free toppings, points).		Never [0]	Sometimes [1]	Always [2]	
11.	Are the following measures taken to reduce disposables for delivery/takeaway?					
	a. "No disposable cutlery" as a default		No [0]		Yes [1]	
	b. Serve drinks without straws by default (unless customer requests), if applicable	NA	Never [0]	Sometimes [0.5]	Always [1]	
	c. Eliminate disposable stirrers (if applicable)	NA	Never [0]	Sometimes [0.5]	Always [1]	
	d. Charge for use of takeaway disposable containers.		Never [0]	Yes, for some disposables [0.5]	Yes, for all disposables [1]	
12.	Does your establishment eliminate single-use items in marketing efforts (e.g., no brochures/flyers given to each		Never [0]	Sometimes [0.5]	Yes, always [1]	



Type 2

	customer)?			
Section 4: Awareness and Education				
13.	Are there existing measures to raise awareness about reducing use of disposables?			
	a. Establishment displays signs/posters that raise awareness about its environmentally-friendly practices (e.g. on walls, table-top, check-out/self-service counter)		No [0]	Yes [2]
	b. Employees are trained to engage customers and address queries regarding initiatives to reduce disposable use		None [0]	Sometimes/ ad hoc [1.5]
				Yes, always [3]

Type 2

RESULTS CALCULATION

Section	Your Total Score	Out of	Weight	Your Weighted Score (Score x Weight)	Weighted Maximum Score
1	0	6	20%		1.2
2	0	5	30%		1.5
3	0	17 minus [No. of Qns with NA]	30%		5.1
4	0	5	20%		1
TOTAL					
Percentage of Your Score out of Max. Weighted Score					

Credits

The National Environment Agency would like to thank the following for their contribution to this checklist:

1. Participants from the [Citizens' Workgroup on Reducing Excessive Consumption of Disposables](#) for proposing the development of this checklist and producing its first draft;
2. [Plastic-Lite Singapore](#) for further developing the checklist; and
3. The F&B industry, [Singapore Environment Council](#) and members of the public for inputs provided on the checklist.