

PART IV

3Rs ACTION GUIDE



3Rs Action Guide



JULY 2006

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LIST OF ABBREVIATIONS

CBO	Community-Based Organisation
JICA	Japan International Cooperation Agency
LAP	Local Action Plan
NGO	Non-Governmental Organisation
WM	Waste Minimisation
3RAG	3Rs Action Guide

PREAMBLE

This set of “**3Rs Action Guide (3RAG)**” has been prepared as a guidance for all the key players how to practise 3Rs (Reduce, Reuse, Recycle) activities in their daily lives.

3RAG includes general tips of 3Rs activities relevant to all the people while it provides also some specific 3Rs activities that the people can practise depending upon the scenes of its life. It is also expected to be used as a basic guidance for 3Rs by businesses, institutions, and commercial/ service facilities.

Although 3RAG lists up specific 3Rs activities by types of human activities or facilities, it also encourages everyone to improve and renew this guide based on the Malaysian lifestyle, new ideas, knowledge and experience. The primary objective of this guide is to create an opportunity of thinking about 3Rs and change behaviour to all the people.

The guide is in line with “**Waste Minimisation Master Plan**” and **Waste Minimisation Action Plan**” prepared for the Federal Government under the “Study of National Waste Minimisation in Malaysia”. The Master Plan aims at the creation of an *ENVIRONMENTALLY SUSTAINABLE SOCIETY*. They may be read in conjunction with the “**Guidelines for Formulation of Local Action Plan on Waste Minimisation (LAP-WM)**”, 2006.

HOW TO USE THE 3RAG

This set of guide introduces tips for ten (10) types of activities and facilities.

Each group of tips is intended for certain stakeholders as described below, but not limited to. You may refer to tips for relevant facilities/activities depending on scenes of life and your interest for your further action for 3Rs.

General Tips:	For everyone
Household:	For everyone
Offices:	For office workers
Schools:	For students, teachers & office staff
Restaurants, Canteens & Bars:	For owner, staff and customer of restaurants/canteens
Hotels:	For hotel manager, staff and guests
Supermarket:	For manager, clerk, and customer
Malls:	For manager, clerk and customer
Composting:	For everyone who is interested in

Ideas and opportunities of 3Rs exist in every moment of your life and behaviour. It is hoped that this guide can contribute to reviewing of your way of living and behaviour to more environmentally conscious and friendly.

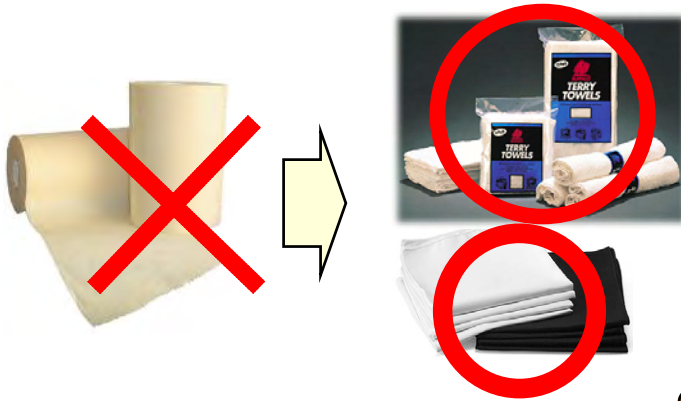
YOU CAN START TODAY!

Your feedback is **IMPORTANT** to MHLG. When you have any comments on the guide or your idea for 3Rs, please send to:

**Solid Waste Management Unit
Environmental Health & Engineering Division
Local Government Department
Ministry of Housing & Local Government
Level 4, Block K
Pusat Bandar Damansara
KUALA LUMPUR**

General Tips

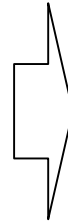
1. Use cloth towels in place of paper towels.



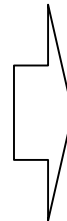
2. Buy products in bulk to minimise the amount of packaging. Bulk products are generally less expensive than smaller and individually packaged items.



3. Purchase all condiments such as coffee, sugar and cream in bulk and dispense in reusable containers.



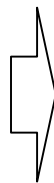
4. Use reusable tablecloths and napkins in place of disposable ones.



5. Bring lunch in reusable containers rather than paper or plastic bags. Promote "litterless" lunch days.



6. Use rechargeable batteries rather than disposables.

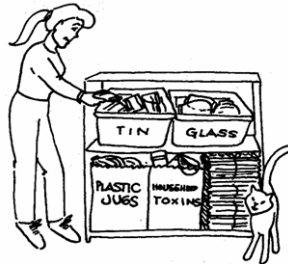


These rechargeable batteries can be recharged 500 - 1,000 times!

7. Purchase products in refillable, reusable or at least recyclable containers, and ask your suppliers to take back containers.



8. Set up an in-house recycling programme for all recycle materials including cans, glass containers, newspapers, plastic.



9. Ensure that staff are aware of and familiar with all company waste minimisation programmes, policies and objectives. Keep them informed. Set up a staff waste minimisation committee.



- ⊗ 10. Buy products in bulk to minimise the amount of packaging. However try to avoid waste through spoilage by purchasing only what you need. ⊗



⊗ Buy bulk, but do not waste them from spoilage. ⊗

- ⊗ 11. Familiarise staff with the proper operation of office equipment to eliminate waste through misuse and ensure that all office equipment is regularly serviced to prevent malfunctions. ⊗



- ⊗ 12. Ask retailers to implement a price reduction scheme for customers providing their own reusable. ⊗



Paper or plastic?

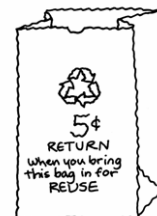
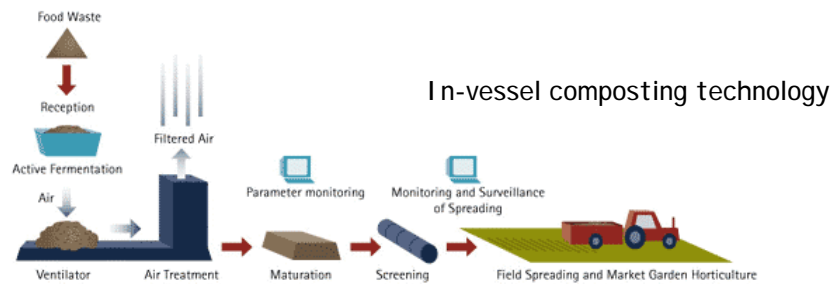


Illustration by Karen Hart ©Metro

⊗ Instead, offer refund when a customer brings his/her own bag. ⊗

13. Determine the feasibility of installing an in-vessel composting unit for all food waste generated in the food court.



The finished compost could then be used by the mall (e.g. indoor plants, outside grounds) or sold to the mall customers and staff.

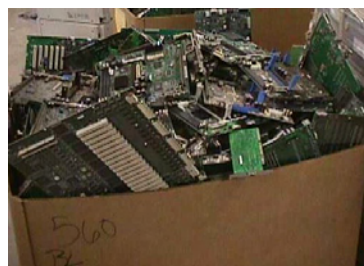
14. Encourage retailers and their employees to decrease the number of disposable items they give out.



For example, condiments for all retailers could be provided in bulk at a central location, and straws, take-out bags and napkins could be given out only when requested by the customer.

Condiment section at central location

15. Segregate all materials to reduce contamination and increase their potential for reuse or recycling.



Properly segregated items (left: cables, right: Circuit Boards) can easily be reused or recycled.