

## **CHAPTER 7**

### **PILOT PROJECT III: ENHANCEMENT OF SCHOOL ACTIVITIES ON 3Rs**



## **CHAPTER 7 PP-III: ENHANCEMENT OF SCHOOL ACTIVITIES ON 3RS**

### **7.1 Background**

Schools have an important role in promoting and implementing waste minimisation or 3Rs (Reduce, Reuse & Recycle) activities in Malaysia. There are currently about 9,550 schools in the country and the potential of inculcating waste minimisation practices in the young is phenomenal. In 2004, records of the MHLG show that more than 800 schools and colleges are implementing waste minimisation programmes in one form or another. MHLG and other key players i.e. State Governments, LAs, the Ministry of Natural Resources and the Environment, NGOs, solid waste concessionaires, newspaper groups and private companies have been conducting various programmes in schools. The main activity is the collection and sale of paper, plastic and aluminium cans. Other activities include the organisation of award-oriented programmes e.g. “Sekolah Lestari” by Ministry of Education (MOE) and the Department of Environment (DOE), Penang Chief Minister’s Green Award and the Natural Resources & Environment Board Sarawak’s bi-annual award for PALS Clubs, etc. These programmes were and are carried out on a voluntary basis and are not compulsory. Since August 2004, feedback received by the JICA Study Team via participation of teachers at roundtables or discussions at local authorities as well as at the study’s workshop/ seminars and visits, indicated that the activities have been mostly ad hoc in nature, and furthermore, are either insufficient or non-sustainable - the primary reason being that teachers do not have adequate capability and facilities to initiate and conduct such activities or to maintain these programmes.

To assist schools in developing a sustainable programme for 3Rs activities, the JICA Study Team has drafted a set of guidelines as well as designed a number of programmes to be used by teachers to enhance 3Rs programme and activities in schools.

### **7.2 Outline of PP-III**

#### **7.2.1 Project Purpose**

The project purpose of PP-III is to generate and enhance awareness on 3Rs amongst students and teachers.

#### **7.2.2 Outputs**

To achieve the project purpose of PP-III, the outputs outlined in the table below are to be achieved.

**Table 7.2.1 Outputs of PP-III**

<b>Output 1</b>	3Rs education programme in school is implemented.
<b>Output 2</b>	3Rs activities awards programme in school is implemented.
<b>Output 3</b>	Capacity of school teachers on 3Rs is developed.

### **7.2.3 Activities**

Activities conducted to achieve Output 1 are to establish 3Rs education programme in schools. Current 3Rs activities in schools are carried out on an ad hoc basis and there are no integrated guidelines for implementation and promotion of the waste minimisation or 3Rs activities in schools. Schools have relied on various leaflets/flyers issued by government agencies, solid waste concessionaires and NGOs.

In order to create and raise school children's awareness on 3Rs, promote practice of 3Rs, and make it sustainable, MHLG and the JICA Study Team have decided to prepare the guidelines on 3Rs activities in schools. These guidelines will help teachers start a waste minimisation programme or improve an existing one. The guidelines prepared were tested in schools in Johor States in pilot scale.

<b>Activities 1: Establishment of 3Rs Education Programme in School</b>	
<b>1-1</b>	Preparation of Guidelines on Enhancement of 3Rs Activities in Schools
<b>1-2</b>	Implementation of 3Rs Activities Programmes in Schools in Johor

Activities conducted to achieve Output 2 include the preparation of a 3Rs award programme for schools. The 3Rs programme is not entirely new to many schools. However, insufficient motivation and funds have deterred schools from implementing their programme.

Therefore, the focus of the 3Rs Award programme in this project was designed for giving due recognition and appreciation to the best schools in Majlis Bandaraya Miri (MBM) in their effort in conducting 3Rs activities.

<b>Activities 2: Establishment of 3Rs Award Programme for School</b>	
<b>2-1</b>	Implementation of 3Rs Award Programme in Majlis Bandaraya Miri

Activities conducted to achieve Output 3 include the preparation of 3Rs materials to improve the capacity of school teachers in 3Rs education. The programme is designed to engage them in developing related 3Rs information materials that could be useful for them in schools.

<b>Activities 3: Capacity Development of School Teachers</b>	
<b>3-1</b>	Preparation of 3Rs Education Material
<b>3-2</b>	Conducting Workshop for School Teachers

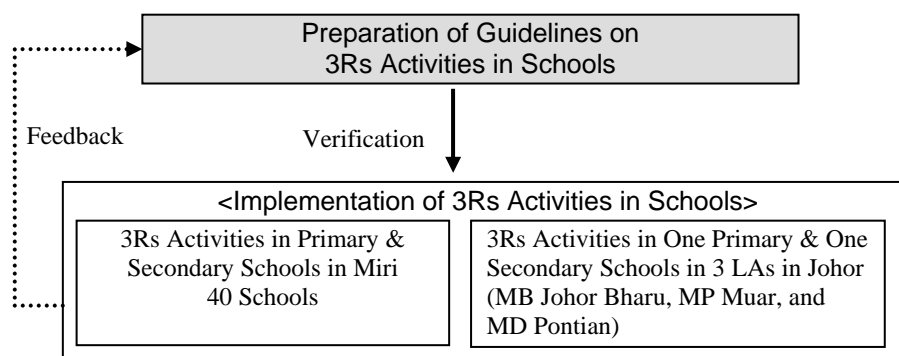
### **7.2.4 Implementation Schedule**

The various activities are staged over a period of about 22 weeks as shown in the Implementation Schedule in Table 7.2.2.

**Table 7.2.2 Implementation Schedule of PP-III**

	Activities	Jun	Jul	Aug	Sep	Oct	Nov
<b>1</b>	<b>Prep. of Guidelines on Enhancement of 3Rs Activities in Schools</b>						
1.1	Drafting of guidelines						
1.2	Workshop on guidelines with teachers			△			
<b>2</b>	<b>Implementation of 3Rs Activity Programme in Schools in Johor</b>						
2.1	Development of trial programmes for schools						
2.2	Explanatory meeting				△		
2.3	Implementation of 3Rs activities						
<b>3</b>	<b>Implementation of 3Rs Award Programme for Schools in Miri</b>						
3.1	Development of 3Rs award programme						
3.2	Identification and selection of schools						
3.3	Explanatory meeting for schools			△			
3.4	Implementation of 3Rs activities						
3.5	Monitoring and evaluation of schools - Monitoring - Evaluation (Achievement report) - Evaluation (Site inspection)						
3.6	3Rs award ceremony						Ⓢ
3.7	Capacity development of school teachers - Preparation of education material - Workshop with teachers					△	

The relationship between the designed activities and expected outputs arising from the project and the study framework is graphically shown in the flow diagram, Figure 7.2.1.



**Figure 7.2.1 Framework for Enhancement of 3Rs Activities in Schools**

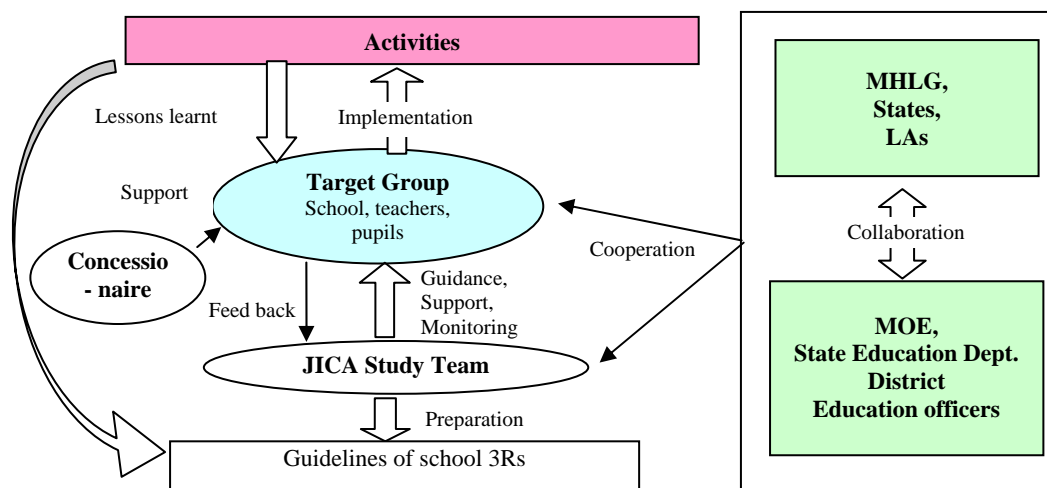
Partnerships and networking are extremely crucial to the success of instilling waste reduction awareness and practice amongst school teachers and students. During the PP-III, partnership was made at the federal level, state level, as well as local level.

At the planning stage of the pilot project in Johor, a series of formal and informal meetings were held between MHLG, MOE and the JICA Study Team to brainstorm on the form of collaboration between the two ministries. After several meetings, MHLG and MOE reached an agreement to collaborate and undertake the following;

- MHLG and MOE to jointly hold a workshop with teachers, target LAs, and other stakeholders to discuss educational materials, etc.

- MOE to request Johor State Education Department to select participating schools.
- MHLG and MOE to jointly hold briefings on programmes to teachers in Johor.

The implementation procedure for school activities in Johor is as shown in Figure 7.2.2.



**Figure 7.2.2 Basic Implementation Structure for School Activities**

### 7.3 Preparation of Guidelines on Enhancement of 3Rs Activities in Schools

#### 7.3.1 Drafting of Guidelines

The Guidelines are drafted by the JICA Study Team, with the ultimate aim of minimising waste generation and disposal, and thereby reducing impacts on the environment. At the school and community levels, the guidelines are aimed at:

- Streamlining 3Rs Activities in Schools
- Encouraging Participatory Approach
- Recognising Efforts in the 3Rs
- Ensuring Sustainability of 3Rs Programmes in Schools

The target group or primary end-users are teachers in primary and secondary schools through out the country who are interested in initiating, improving and sustaining a waste minimisation programme.

The guidelines introduce the concept of categorising schools into 3 groups according to their prevailing level of awareness and participation in 3Rs activities, and provide step-by-step instructions to assist schools engaged in each level of 3Rs-related activities: -

Level 1: Without a Waste Minimisation Programme

Level 2: With a Basic Waste Minimisation Programme

Level 3: With an Active Waste Minimisation Programme

The process for planning and implementing a school's 3Rs programme is based on the PDCA (Plan-Do-Check-Act) concept. Contents of the Draft Guidelines are as shown below.

### **Guidelines on Enhancement of 3Rs Activities in Schools**

CHAPTER 1	WHAT ARE THE 3Rs (reduce, reuse & recycle)?
CHAPTER 2	WHY HAVE A 3Rs PROGRAMME
CHAPTER 3	PLAN-DO-CHECK-ACT CYCLE APPROACH
CHAPTER 4	WHERE DO I START?
CHAPTER 5	STEP 1: PLANNING (PLAN)
CHAPTER 6	STEP 2: IMPLEMENTATION (DO)
CHAPTER 7	STEP 3: MONITORING & MEASUREMENT (CHECK)
CHAPTER 8	STEP 4: REVIEW & IMPROVEMENT (ACT)
CHAPTER 9	3Rs PDCA FOR BEGINNERS (LEVEL1)
ATTACHMENTS & APPENDICES	

#### **7.3.2 Workshop on the Guidelines**

The workshop was held on 18th August 2005 at the Pan Pacific Hotel in Kuala Lumpur to present the draft of the guidelines for the users, especially teachers, to look through the details of the drafts and to obtain feedback or suggestions to improve and fine-tune the guidelines. Participants included 7 specialist school teachers, representatives from MHLG, MOE, DOE, and LAs.

After the briefing on the Guidelines, the participants were divided into two (2) discussion groups to brainstorm and fine-tune the Guideline contents. Major comments that arose during the discussions were as follows;

- The concepts of the Draft Guidelines including the use of the “Plan-Do-Check-Act” cycle to initiate 3Rs programmes in schools are acceptable.
- The checklist of activities that can be undertaken by each level of schools is helpful.
- The Guidelines were relevant and certainly needed to assist teachers, in particular teachers with no experience or exposure in starting a 3Rs programme, to introduce, start, implement and sustain 3Rs programme in schools in a systematic manner. The Guidelines were also seen by the participating teachers as a useful mechanism to provide comprehensive information about the 3Rs to students.
- Notwithstanding the above response, some participants cautioned that some teachers, especially teachers in Level 1 schools, might find the Guidelines too technical and too ambitious to implement. The recommendation was to simplify the language further, use keywords, and provide a summary so that the guidelines could be easily understood and implemented by all schools.

#### **7.4 Implementation of 3Rs Programme in Schools in Johor**

3Rs programmes in line with the Guidelines were conducted in 6 schools in Johor State to test the Guidelines on a pilot scale.

### 7.4.1 Development of Programmes for Pilot Project

3Rs programme and activities for this pilot project were designed specifically to assist the schools to implement the programme and activities during the 5-week pilot project from September to October 2005.

Three levels of 3Rs programmes and activities were prepared for the pilot project, essentially in recognition of the different levels of awareness to waste minimisation in schools. Outline of the programme designed for pilot project are as shown in

Table 7.4.1.

The complete 3 programmes and their respective Action Plans designed for the pilot project are appended in “Guidelines on Enhancement of 3Rs Activities in Schools”.

**Table 7.4.1 Outline of Programmes for the Pilot Project**

	Level 1	Level 2	Level 3
Objective	<ul style="list-style-type: none"> <li>To enhance students’ and staffs’ awareness on 3Rs</li> <li>To minimise waste generated from school</li> </ul>		
	<ul style="list-style-type: none"> <li>To introduce the concept of source separation at source</li> </ul>	<ul style="list-style-type: none"> <li>To reduce use of plastic bags in canteen</li> </ul>	<ul style="list-style-type: none"> <li>To convey the message to their family members</li> </ul>
Target area	Classroom, Staff room, School office	Canteen	Students’ home
Activities	<ul style="list-style-type: none"> <li>Set up the 3Rs Team</li> <li>Conduct waste survey in class room</li> <li>Set up a recyclables collection point in each classroom</li> </ul>	<ul style="list-style-type: none"> <li>(Set up the 3Rs Team)</li> <li>Conduct waste survey at canteen</li> <li>Replace plastic bags for drinks into reusable cups</li> <li>Encourage teachers/students to bring own mug.</li> </ul>	<ul style="list-style-type: none"> <li>(Set up the 3Rs Team)</li> <li>Conduct waste survey at home</li> </ul>

### 7.4.2 Selection of Schools for Pilot Project

A number of meetings between representatives of MHLG, MOE and JST were held between July and August 2005 to discuss the form of collaboration in the pilot project. At the final interface of 22nd July 2005 between the three agencies, the Director-General of MHLG proposed that the 6 schools selected for the pilot project must be representative of schools from the 3 categories of LA – Majlis Bandaraya (City Council), Majlis Perbandaran (Town Council) and Majlis Daerah (District Council). Based on his recommendation, Majlis Bandaraya Johor Baru, Majlis Perbandaran Muar and Majlis Daerah Pontian were selected to test the applicability of the Guidelines.

With instructions from MOE, the Johor State Education Department selected 3 primary and 3 secondary schools with varying levels of 3Rs awareness as shown in Table 7.4.2.



**Table 7.4.2 Participating Schools in Pilot Project**

	Name of School	Level of 3Rs Awareness	Student Population	Teacher Population
1	Sekolah Kebangsaan Pasir Putih, Pasir Gudang	Level 3 (active 3Rs programme)	1,230	69
2	Sekolah Menengah Kebangsaan Bandar Baru UDA, Johor Bharu	Level 3 (active 3Rs programme)	1,986	98
3	Sekolah Menengah Kebangsaan Sri Perhentian, Pontian	Level 2 (basic 3Rs programme)	1,338	84
4	Sekolah Kebangsaan Tengku Mahmood Iskandar 1, Pontian	Level 2 (basic 3Rs programme)	785	48
5	Sekolah Kebangsaan Sultan Abu Bakar 1, Muar	Level 2 (basic 3Rs programme)	213	22
6	Sekolah Menengah Kebangsaan Tengku Mahmood Iskandar, Muar	Level 1 (no 3Rs programme)	1,234	76

The level of 3Rs activities in each school was evaluated based on criteria introduced in the “Guidelines.” Key criteria are as summarised in Table 7.4.3.

**Table 7.4.3 Key Evaluation Criteria**

Component	Activities
1) 3Rs Policy	<ul style="list-style-type: none"> <li>• The school has a mission statement or policy for waste reduction</li> <li>• The school has an action plan and annual targets to achieve</li> <li>• The school has an active team to coordinate and manage 3Rs activities</li> </ul>
2) Reduce	Staff and students are actively practicing reduction in school
3) Reuse	Staff and students are actively involved in re-using items in school
4) Recycle	The school actively practices recycling in classroom, staff room, office, canteen, science laboratory, garden, etc.
5) Monitoring	The school has an existing system of monitoring and checking on adherence and practice of the 3Rs amongst staff and students.
6) Information Dissemination and Communication	The school has an on-going system or practice to continually remind, inform and educate staff and students on the 3Rs, or may also have a 3Rs programme involving parents and/or the community.

### 7.4.3 Explanatory Meeting for Participating Schools

A briefing session was held in Johor on 1st September. The participants included 6 school teachers and representatives from the Johor State Education Department, District Education Office of Johor Bahru, Muar and Pontian and Majlis Bandaraya Johor Bahru, Majlis Perbandaran Muar and Majlis Daerah Pontian. A representative from MHLG, MOE (the Science and Mathematics Unit of the Schools Division) and three representatives from Southern Waste were also present.

The school teachers were requested to use the Programmes and Action Plans as templates and to modify or add to them to suit their particular needs and circumstances.

### 7.4.4 Implementation of 3Rs Activities

The 6 schools embarked on the pilot project on 12th September 2005. The 3Rs programmes were implemented in an organised and systematic way that reflected the use of the “Plan-Do-Check-Act (PDCA)” method advocated in the Guidelines. The activities carried out by each school during the pilot project periods and achievements are as shown in Table 7.4.4.

#### **7.4.5 Achievement of Pilot Project in Johor**

Although awareness and practice of waste minimisation in the 6 schools vary considerably, the pilot project succeeded in achieving the following results:

- Reinforce awareness amongst staff and students on the need to adopt a 3Rs lifestyle in school as well as at home.
- Recognise that the school principal must be a 3Rs leader if the 3Rs programme in school is to succeed and be sustained.
- Recognise that waste minimisation is a team effort and that the 3Rs Team must be supported by sub-committees comprising of fellow teachers and senior students.
- Involve parents and the community in the school's 3Rs programme so that the 3Rs lifestyle is adopted both in school as well as in the home.
- Establish partnerships and networking with the LAs and local waste collector/recycler and to tap these organisations for assistance, support, etc.

**Table 7.4.4 Activities and Achievement of Pilot Project in Johor**

School	Participation	Initiatives	Achievements
SK Pasir Putih, Pasir Gudang (Level 3 awareness in 3Rs)	<ul style="list-style-type: none"> <li>9 classes (3Rs in class)</li> <li>100 students (transfer of 3Rs message to the family)</li> </ul>	<ul style="list-style-type: none"> <li>3Rs Team formed to oversee implementation of programme and activities in Year 4 and Year 5 classes.</li> <li>PTA was informed of pilot project in the class room and canteen</li> <li>2 written reminders were given to students and parents to bring own drink containers.</li> <li>100 students were randomly selected to convey 3Rs awareness to the home.</li> <li>Parents were encouraged to submit comments and opinions on the ongoing 3Rs programme.</li> <li>Recycling corner was set up.</li> <li>Information newsletter and bulletin board were improved.</li> <li>3Rs Camp and campaign undertaken during last week of school.</li> <li>"I Love the Environment" button campaign officially launched in school by the LA.</li> <li>Poster competition.</li> <li>Old newspaper collection competition.</li> </ul>	<p>During the 5-week pilot project period, the following were achieved:</p> <ol style="list-style-type: none"> <li>Reinforcement of 3Rs awareness amongst staff and students.</li> <li>Participation and cooperation from staff and students were encouraging.</li> <li>40% of families selected for 3Rs awareness responded positively.</li> <li>Involvement of the LA and PTA in campaigns.</li> </ol>
SMK Bandar Baru UDA, Johor Baru (Level 3 awareness in 3Rs)	<ul style="list-style-type: none"> <li>40 students (transfer of 3Rs message to the family)</li> </ul>	<ul style="list-style-type: none"> <li>Survey involved students from different socio-economic background – kampong, squatter and urban environment</li> </ul>	<ol style="list-style-type: none"> <li>100% response from the urban-based families surveyed.</li> <li>Poor response from the rural-based and economically disadvantaged families.</li> </ol>
SK Tengku Mahmood Iskandar 1, Pontian (Level 2 awareness in 3Rs)	<ul style="list-style-type: none"> <li>Entire school (3Rs in class, staff room &amp; office)</li> <li>Entire school (plastic bag reduction in canteen)</li> </ul>	<ul style="list-style-type: none"> <li>3Rs Team led by Head of HEM (Student Affairs Unit).</li> <li>Sub-committees formed to co-ordinate 3Rs activities in Office, Staffroom, Classroom, Science Lab, Canteen, information and communication on 3Rs</li> <li>Undertook a pre-pilot project audit of waste paper and plastic bags in classroom and canteen.</li> <li>Undertook pre-pilot project questionnaire survey to gauge students' awareness</li> <li>20 students selected to convey 3Rs message to family</li> <li>Old newspaper collection</li> </ul>	<ol style="list-style-type: none"> <li>General awareness of the 3Rs amongst staff and students improved.</li> <li>Participation from staff &amp; students encouraging.</li> <li>Reduction in quantity of recycled paper by almost 70%.</li> <li>Canteen operator succeeded in reducing plastic bags used by almost 90%.</li> </ol>

School	Participation	Initiatives	Achievements
SMK Sri Perhentian, Pontian (Level 2 awareness in 3Rs)	<ul style="list-style-type: none"> <li>2 classes (3Rs in class)</li> <li>Entire school (plastic bag reduction in canteen)</li> </ul>	<ul style="list-style-type: none"> <li>3Rs Team led by Head of <i>Ko-korikatum</i>.</li> <li>4 sub-committees formed to co-ordinate 3Rs activities in Office, Staffroom, Classroom and Canteen.</li> <li>1 sub-committee formed to co-ordinate information and communication on 3Rs and environmental issues connected with it.</li> <li>1 sub-committee formed to organise and co-ordinate the Environment Week held on last week of school year.</li> <li>A pre-pilot project audit of waste paper and plastic bags in classroom and canteen was undertaken.</li> <li>Whilst students were encouraged to bring their own drink containers, black plastic bags were also placed at strategic points in the canteen for the disposal of used plastic bags.</li> <li>Recycled paper and discarded plastic bags were weighed and quantity recorded on a weekly basis.</li> <li>3Rs Quiz held for Secondary 4 students.</li> <li>Paper-making project initiated using newspapers. Paper was used to make wrapping paper, boxes, bookmarks and other decorative items.</li> <li>3Rs newsletter.</li> </ul>	<ol style="list-style-type: none"> <li>General awareness of the 3Rs amongst staff and students improved.</li> <li>Participation and cooperation from staff and students was encouraging.</li> <li>Significant reduction in quantity of recycled paper generated in classroom and staffroom.</li> <li>Significant reduction in the quantity of plastic bags generated at the canteen.</li> <li>Commitment from school principal to extend the programme to include the entire school in 2006.</li> <li>Establishment of 3Rs Club to implement and manage 3Rs programme and activities.</li> </ol>
SK Sultan Abu Bakar 1, Muar (Level 2 awareness in 3Rs)	<ul style="list-style-type: none"> <li>Entire school (3Rs in class)</li> <li>Entire school (plastic bag reduction in canteen)</li> </ul>	<ul style="list-style-type: none"> <li>3Rs Team led by Head of (Student Affairs Unit).</li> <li>Sub-committees formed to co-ordinate 3Rs activities in Office, Staffroom, Classroom, information and communication on 3Rs.</li> <li>Old newspaper collection.</li> </ul>	<ol style="list-style-type: none"> <li>General awareness of the 3Rs amongst staff and students improved.</li> <li>Participation and cooperation from staff &amp; students encouraging.</li> </ol>
SMK Tengku Mahmood Iskandar, Muar (Level 1 awareness in 3Rs)	<ul style="list-style-type: none"> <li>7 classes (3Rs in class)</li> <li>Entire school (plastic bag reduction in canteen)</li> </ul>	<ul style="list-style-type: none"> <li>3Rs Team led by Assistant Head.</li> <li>Sub-committees formed to co-ordinate 3Rs activities in Office, Staffroom, Classroom, Science Lab, Canteen, information and communication on 3Rs.</li> <li>Undertook a pre-pilot project audit of waste paper and plastic bags in classroom and canteen.</li> <li>Undertook pre-pilot project questionnaire survey to gauge students' awareness.</li> <li>20 students selected to convey 3Rs message to family.</li> <li>Old newspaper collection.</li> </ul>	<ol style="list-style-type: none"> <li>General awareness of the 3Rs amongst staff and students improved.</li> <li>Participation from staff and students was encouraging.</li> <li>75% reduction in quantity of recycled paper generated in classroom.</li> </ol>

### 7.4.6 Findings from Pilot Project in Johor: Comments on the Draft Guidelines

According to feedback from the participating teachers, Level 1 and Level 2 schools found the tips and sample formats particularly useful, easy to follow and helped them to organise, plan and implement the 3Rs programme in a systematic and co-ordinated manner.

Whilst Level 3 schools have an on-going waste minimisation programme, nevertheless, these schools felt reassured that their ongoing programme and activities were undertaken in a manner that is consistent with the approach recommended in the Draft Guidelines. With that knowledge, feedback from Level 3 schools indicated that they are confident to embark on activities that involve bringing the waste minimisation message to the family and community, and possibly serving as a waste reduction leader in the community in future.

Table 7.4.5 summarises the verbal feedback from school principals and teachers coupled with an evaluation of the waste reduction effort undertaken by the 6 schools over the 5-week period.

Overall, the Draft Guidelines were regarded useful and easy to apply. However, it still can be further improved so that it can be used with even greater ease by schools of all levels, and in both rural and urban environment throughout the country.

**Table 7.4.5 Feedback from School Principals and Teachers**

Useful Tips in the Guidelines	Proposals for Improvement
<ol style="list-style-type: none"> <li>1. A coordinated and systematic approach for the school administration to start, plan and implement a 3Rs programme.</li> <li>2. Useful sample templates, formats and checklists for waste audits, eco-reviews, surveys and monitoring of achievements. (These templates are useful as they save time and resources for the teachers).</li> <li>3. Alternatives ideas for waste reduction activities in school and at home.</li> <li>4. A preliminary list of contacts with the federal and local government agencies, local waste collectors, major recycling agents, non-government agencies and major recyclable re-processing factories. The list is useful for purpose of establishing networks and sourcing for assistance and information in future</li> </ol>	<ol style="list-style-type: none"> <li>1. Reorganisation of instructions and templates according to the 3 different levels of 3Rs awareness so that users, in particular the teachers, of a particular level can easily locate the appropriate information and instruction.</li> <li>2. Attachment of more templates for eco-review, monitoring and activities.</li> <li>3. A list of relevant websites and links to enable teachers and students to network with organisations and agencies with similar interest as well as to source for more information on the environment and waste minimisation.</li> <li>4. A more comprehensive list of contacts on a region or state wide basis</li> </ol>

Arising from feedback from the participating schools, the “Guidelines on Enhancement of 3Rs Activities in Schools” was further fine-tuned so that it is user-friendlier and reflects the needs, circumstances and capacity of schools at all levels. The final draft of the Guidelines is attached in Part 1, Volume 2 Guidelines.

Photo image of 3Rs activities in Johor is shown in Plate 7.4.1.



Workshop on Guidelines for School 3Rs(KL)



Briefing for 3Rs Programme in Johor



Reuse Activities in Classroom ( SK Pasir Gudang)



3Rs Information Corner in Classrooms



Waste Separation in Classrooms  
 (SK Pasir Putih)



3Rs Briefing to Students  
 (SK Pasir Putih, Pasir Gudang)



Sculptures from Aluminium Cans  
 (SMK Sultan Mahmood Iskandar, Muar)



Making Handicraft from Recyclables  
 (SK Sultan Abu Bakar, Muar)

Plate 7.4.1 PP-III Activities in Johor State

## 7.5 Implementation of 3Rs Award Programme in Miri

### 7.5.1 Preparation of PP 3Rs Awards Programme

The 3Rs programme is not entirely new to many schools in Miri. However, motivation for schools to implement or further their programme in waste minimisation is deterred by a variety of reasons, that may include lack of funds, inadequate capacity or interest from teachers, inadequate encouragement, support and recognition from the LA, Department of Education, Parents-Teachers Association, community and the like. Therefore, the focus of the 3Rs Awards programme in Miri is to give due recognition and appreciation to the best schools in the effort in conducting 3Rs activities.

The programme was implemented in accordance with the procedure shown in Figure 7.5.1.

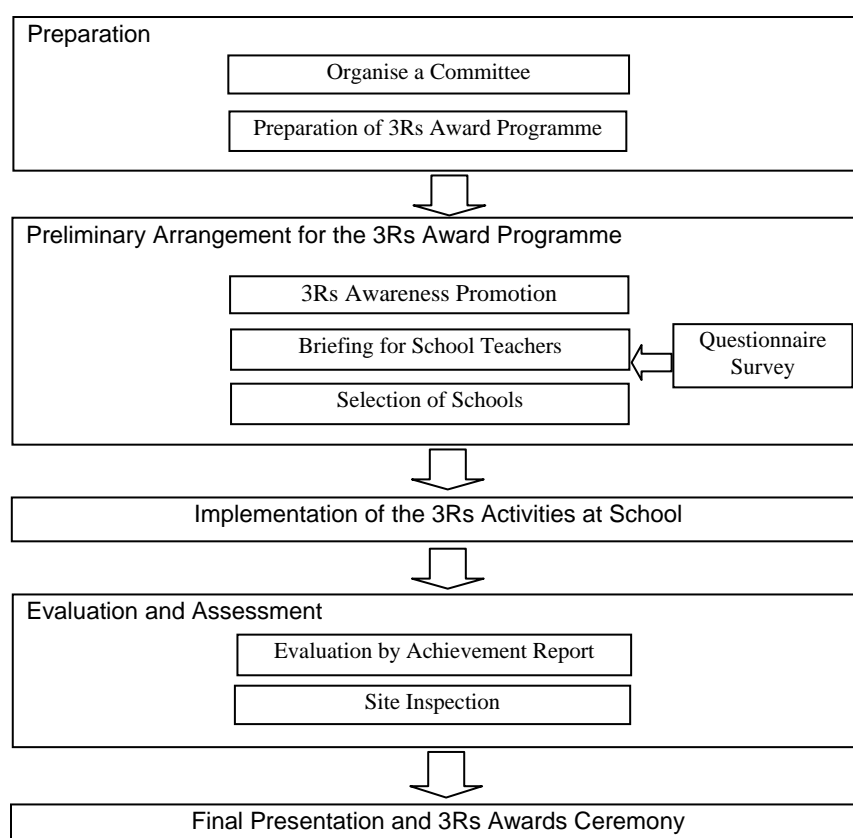
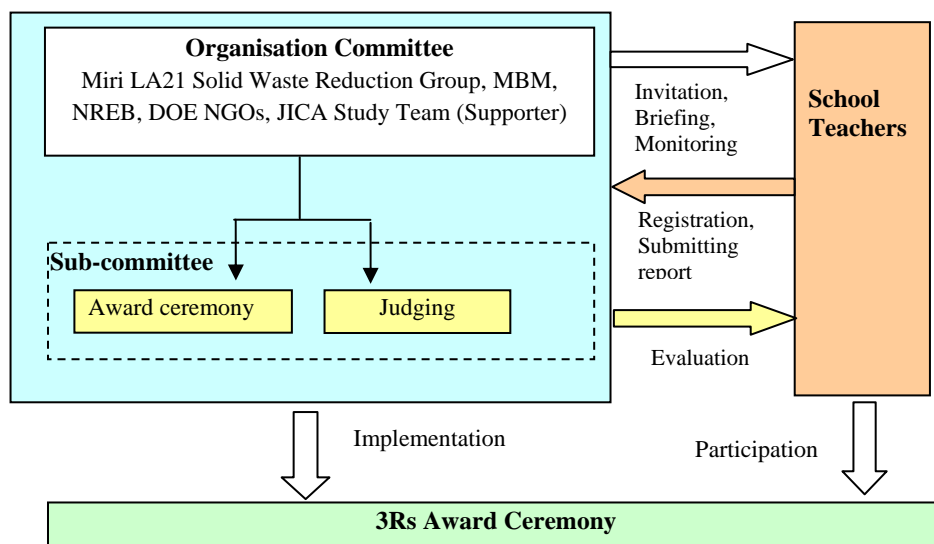


Figure 7.5.1 Flow Chart of 3Rs Award Programme

### 7.5.2 Organisation and Implementation Framework of 3Rs Award Programme

The organisation of the 3Rs Awards Programme was carried out mainly under the leadership of Miri LA21 Solid Waste Reduction Group, supported by the pilot project. The main collaborators in the organising committee were Miri LA21 in MBM, NREB, DOE, and other NGOs. The organisation structure for implementation of the award programme was as shown in Figure 7.5.2.



**Figure 7.5.2 Organisation Structure of PP-III**

< Roles of Organisation Committee >

- Decision making on the following subjects
  - School invitation and follow up
  - Judging criteria and timing
  - Prizes and award ceremony
- Overseer of the Implementation of Award Programme

< Role of sub-committee >

- Actual implementation of detail tasks

### 7.5.3 Explanatory Meeting for Schools

Miri LA21 Solid Waste Reduction Group, targeting all the 40 Schools, organised an explanatory briefing. Twenty-three (23) out of 40 schools turned up at the briefing whereby most schools were represented by two teachers and staff. Overall, 46 teachers and staff attended the event.

The meeting activities were as follows.

- i) Distribution of information leaflet on 3Rs Awards Programme.
- ii) Briefing of 3Rs Awards Programmes

The briefing included both awareness raising and description of the 3Rs Awards programme details. The topics covered were:

- Solid Waste Management in Miri by MBM;
- Background of 3Rs Awards in the Primary and Secondary Schools by NREB;
- Detailed information on the Judging System/ Assessment and Prizes of Awards.



iii) Distribution of recycling plastic bags and recycle boxes

The recycling boxes and recycling bags were distributed to participants to encourage them to set up their source separation system in their respective schools.

In addition, another workshop with school teachers was held on 16 September 2005 to assist schools especially teachers to obtain various ideas for competition in the 3Rs Awards as well as the implementation of 3Rs educational programme in schools in general.

## 7.5.4 Implementation of 3Rs Award Programme

### (1) Selection of Schools

Selection of participating schools was based on the forms and questionnaires received. Nine (9) schools registered for the 3Rs Awards Programme as shown in Table 7.5.1.

**Table 7.5.1 List of Schools Registered for the 3Rs Award Programme**

	Participating schools	Principal/Headmaster/ Teacher in-charge
<i>Primary schools</i>		
1	SK Jalan Bintang	En. Hamdan Bin Bakeri En. Borhan Bin Mohd Sari
2	SJK Chung San, Riam	En. Huang Kee Woo Mdm. Lau Min Ing
3	SK St. Columba	En. Simon Cheong Chan Voon Mdm. Siti Marlina Bt. Kamil
4	SJK Chung Hua, Miri	Mr. Jong Kok Ching
<i>Secondary schools</i>		
5	SMK Riam	Pn. Rosnani Hj. Yunus Cik Pui Tze Yang
6	Kolej Tun Datu Tuanku Hj. Bujang, Miri	Cik Hasimah Bt. Abg. Zen
7	SMK Baru Miri	Cik Ang Siew Jim Cik Tracy Ak Mensan
8	SMK Pujut, Senadin	Pn. Sophia Limi Cik Jyneer Ak. Mekong
9	SMK St. Columba	En. Wong King Kui Cik Noor Khatishah Bt. Hamdin

### (2) 3Rs activities in each school

Participating schools implemented 3Rs activities at their schools from August to October 2005. Some of the examples activities to be carried out by primary and secondary schools are listed in Table 7.5.2.

**Table 7.5.2 Sample of 3Rs Activities in Primary and Secondary Schools**

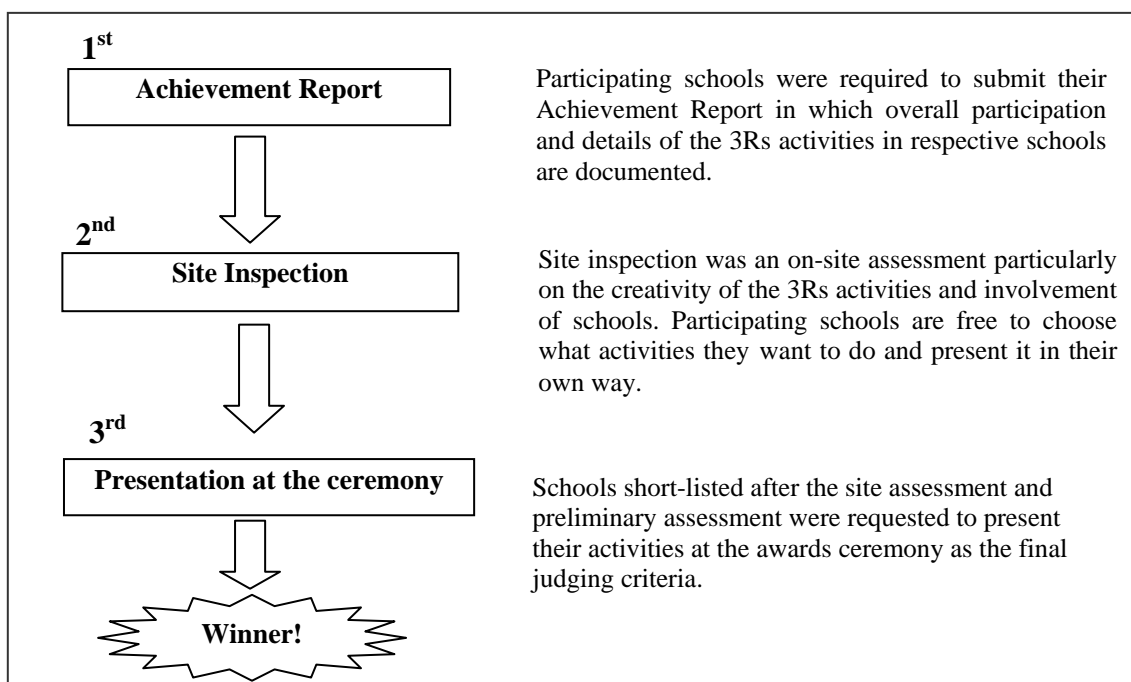
School	Activities
<b>Primary Schools</b>	
SJK Chung San	<ul style="list-style-type: none"> <li>• 3Rs awareness campaign (Morning announcements and staff meeting)</li> <li>• Collection of recyclable items (Competition among classes)</li> <li>• Creative handicrafts during art lessons</li> <li>• Setting up of 3Rs and recycling corner in classroom</li> <li>• Study tour to recycling centres, public library, other schools, etc.</li> <li>• Drawing competition</li> <li>• 3Rs Fund (Save proceed from selling recyclables and donate money to the less fortunate and spend for farewell parties, children's day celebration.)</li> <li>• 3Rs Exhibition</li> </ul>
SJK Chung Hua	<ul style="list-style-type: none"> <li>• Reduce programme (Bring own food containers to the canteen to reduce polystyrene packs)</li> <li>• Reuse programme (Built "Late warning light" from second hand solar panel and flag pole.)</li> <li>• Collection of recyclables (newspapers, plastic bottles and clothing)</li> <li>• Composting</li> <li>• 3Rs awareness campaign, talk</li> <li>• Drawing competition (comic and poster)</li> </ul>
<b>Secondary Schools</b>	
SMK Riam	<ul style="list-style-type: none"> <li>• Reduce programme ( Monitor and reduce paper wastage)</li> <li>• Handicraft using used materials (replica of symbols representing Sarawak)</li> <li>• Repairing of broken tables and chairs</li> <li>• Collection of recyclables with PTA, neighbouring residents, and recycling agents.</li> <li>• Setting up of recycling corners in every class</li> <li>• Briefing on correct usage of recycling bins during school assembly involving teachers and students.</li> </ul>
SMK St. Columba	<ul style="list-style-type: none"> <li>• Reusing of the single-sided paper</li> <li>• Collection of old newspapers</li> </ul>
Kolej Tun Datu Tuanku Haji Bujang	<ul style="list-style-type: none"> <li>• Reusing of plastic containers to make a model for their biology class)</li> <li>• Collection of recyclables (newspapers, aluminium cans and unwanted cooking pans), and competition</li> <li>• Landscaping (Built a replica of the Petronas Twin Towers from 4220 discarded aluminium cans.)</li> <li>• Classroom teaching (Conduct mini project on 3Rs during lessons)</li> <li>• Exhibitions, poster making, craft work, etc.</li> </ul>

### 7.5.5 Monitoring / Evaluation of 3Rs activities

The organising committee monitored the 3Rs activities at each school. An evaluation of activities was done by the 3Rs Award committee based on the following evaluation criteria.

- 3Rs Planning & Physical Work
- Initiatives in Waste Reduction & Reuse
- 3Rs Awareness Program
- Amount of recyclable items collected
- 3Rs Organisation Set Up
- Creativity of the 3Rs Programme & Activities

The judging system was divided into three (3) main parts, i.e., evaluation of achievement report, site inspection and assessment of achievement, and the final presentation at the Award Ceremony (Figure 7.5.3)



**Figure 7.5.3 Judging System for the 3Rs Awards in 2005**

The panel of judges comprised of representatives from NREB, the MBM, the Education Department, JICA Study Team, NGOs etc. Two judging panels were set up, one assessing reports in-house and another for on-site judging. The in-house judging committee completed the evaluation of survey forms and achievement reports while the on-site judging committee took charge of the site assessment and the final presentation.

### 7.5.6 Conducting of 3Rs Award Ceremony

The 3Rs Award Ceremony was held on 28th October 2005 in Miri. Five (5) schools finalists (2 from primary schools, 3 from secondary schools) presented their activities at the ceremony. Datuk Mayor of Miri City and representatives from MHLG, the City Secretary of MBM, and Miri LA21 Chairman, Education Department in KL and Miri, Ministry of Environment and Public Health Sarawak, Miri Resident Office representative were invited.

#### (1) Presentation of Finalists Schools

The 5 school finalists for both categories that presented at the ceremony were as shown in Table 7.5.3.

**Table 7.5.3 List of Finalists Schools**

Primary schools	Secondary schools
1. SK Chung Hua, Miri	1. Kolej Tun Datuk Tuanku Hj Bujang, Miri
2. SK Chung San, Miri	2. SMK St. Columba
	3. SMK Riam

Representative from each school presented school background, their objectives and goals of 3Rs programmes, 3Rss plans, organisation chart of 3Rs team and actual 3Rs activities in their schools.

## **(2) Exhibition**

The school finalists exhibited their creative products, colourful posters and other attractive ideas. The schools from Johor and Miri LA21 also exhibited their work, 3Rs reports, photos and other related information as part of the sharing of experiences and networking among schools in Malaysia.

## **(3) Presentation of Prizes and Certificate of Appreciation**

After presentation, committee and guests carried out final judging; winners for the 3Rs Award Programme 2005 were decided as in Table 7.5.4. All participating schools received a certificate of appreciation.

**Table 7.5.4 Results of 3Rs Award Programme 2005**

Item	Primary School	Secondary School
Champion	SK Chung San, Miri	SMK Riam
Runner-up	SK Chung Hua, Miri	SMK St. Columba
2nd Runner-up	-	Kolej Tun Datuk Tuank Hj Bujang
Achievement Awards	SK Jalan Bintang & SK St. Columba	SMK Pujut Senadin & SMK Baru

### **7.5.7 Capacity Development of School Teachers**

Based on the findings of the preliminary review on the current status of environmental education, the “3Rs Resource Kit” was developed with following 2 main sections:

- Awareness raising: background of the problem, issues related, fact sheets;
- Activities: actual educational project ideas related to 3Rs for students.

This educational material was presented at the workshop held on 16 September 2005 at the Dynasty Hotel, to get the feedbacks from school teachers. Fourteen (14) teachers from 9 schools participated in this workshop where information materials on 3Rs were provided to the teachers, and hands-on activities such as recyclable separation activities were introduced and demonstrated. Photo image of 3Rs activities in Miri is shown in Plate 7.5.1.



Briefing to Teachers



Banner for 3Rs Award at the School Entrance



Construction of Replica of Twin Tower from Aluminium Can



Presentation at Award Ceremony



Award for Champion



Exhibition at Award Ceremony



Hands-on Activities (Source Sorting Demonstration) at Workshop for Teachers

Plate 7.5.1 PP-III Activities in Miri

## 7.6 Evaluation of PP-III

### 7.6.1 Achievement Level of Pilot Projects

Based on the objectively verifiable indicators (OVIs) of the PDMs, the achievement level of Project Purpose and outputs of PP-III were evaluated as shown in Table below.

**Table 7.6.1 Achievement Level of the Pilot Project I**

Project Purposes/ Outputs	OVIs	Achievement Level
<b>Project Purpose</b> Awareness on 3Rs for students and teachers are enhanced.	Number of schools pertaining to 3Rs education programme, 3Rs activities/ awards programme.	Project purpose was partially achieved. 9 schools (4 primary schools and 5 secondary schools) out of 40 schools in Miri registered 3Rs award programme, and pertained to workshop on 3Rs education material. Teachers who attended workshop/meeting enhanced awareness on 3Rs through the discussion with organisation committee and other teachers. Students in schools pertained to 3Rs programme also aware the importance of 3Rs. However, the number of schools participated programme was limited.
<b>Output 1:</b> 3Rs education programme in school is implemented.	Number of schools introduced the 3Rs education programme	3Rs education programme was implemented at 9 schools registered to this project.
<b>Output 2:</b> 3Rs activities awards programme in school is implemented.	Number of schools entry the 3Rs activities/ awards programme	9 schools were entered 3Rs awards programme.
<b>Output 3:</b> Capacity of school teachers on 3Rs is developed.	Number of teachers participated in workshop/seminar.	14 teachers attended the workshop on education material. From the feedbacks from teachers who attended workshop/meeting, it can be said their capacities were developed through the discussion and hands-on activities introduced at the workshop.

### 7.6.2 Evaluation by OVIs

**Table 7.6.2 Evaluation of PP-III**

Criteria	Evaluation
Relevance	Considering the fact that MHLG has been conducting several activities targeted at school students under NRP, PP-III is compatible with MHLG's policy. In addition to federal, project purpose and overall goal of PP-III are compatible to the needs of local counterparts, as LA 21 Solid Waste Reduction Group have been trying to develop a programme for 3Rs award before this study.
Effectiveness	The project purpose has been partially achieved at the end of the pilot project, as described in the Table above.

Criteria	Evaluation
Efficiency	<p>Despite the time constraint, the 6 participating schools in Johor achieved significant results during the short project period primarily due to the eagerness of school teachers and their enthusiastic efforts.</p> <p>On the other hand, the PP in Miri encountered problems between JICA and Miri LA21 Solid Waste Reduction Group due to misunderstanding over organisational roles and a line of communication that was relatively undefined. These problems caused significant delay in implementation of the project in Miri.</p>
Impact	<p>The project had great impact on the school teachers in Johor and MOE, who indicated its intention to extend the 3Rs programme to other schools in Johor and in future other states using the guidelines drafted in tandem with the PP. The appreciation given to the 6 participating school teachers from Johor at the Awards Ceremony in Miri will further encourage them to promote or sustain 3Rs activities in their schools, and possibly to act as “mentors” to other schools in Johor.</p> <p>With respect to Miri, the campaign conducted during this project also gave a positive impact on promotion of 3Rs activities among general public in Miri, as well as schools.</p>
Sustainability	<p>The LA21 Solid Waste Reduction Group has started formulating a committee for the Award ceremony in 2006. Whether the annual event can be sustained is dependent on whether the group might be able to secure financial aid or funding for the ceremony.</p> <p>Extension of the 3Rs programme to cover the rest of Johor and the other states in future is dependent on MOE, and availability of financial resources and aid.</p>

### **7.6.3 Lessons Learnt and Recommendation**

#### **(1) Lessons Learnt**

##### **1) Partnership and Collaboration of Key Movers**

At the federal level, the key movers of 3Rs activities in schools are MHLG and MOE. Therefore, partnership and close collaboration between the two ministries are extremely crucial to the success of instilling waste reduction awareness and practice amongst students. Joint collaboration, support and coordination are key elements needed to introduce and implement 3Rs programmes and activities in schools and sustain interest and commitment from school principals and teachers. At the local level, the State Education Department and the LA are the key agencies to support and coordinate the 3Rs programme.

##### **2) Commitment and Leadership**

For the 3Rs programme to succeed, school principals, as chief administrator of the school, must assume leadership of 3Rs programmes. In addition to instruction, the commitment of schools principals is essential to move and motivate teachers and students in carrying out the programme.

### **3) Support from Relevant Parties**

Waste minimisation is a team effort and the 3Rs Team must be supported by sub-committees comprising of fellow teachers and senior students. In addition, involvement and support of school top management and the community including parents is needed.

### **4) Involvement of Waste Collectors/Recyclers**

Equally important is establishing a partnership with the waste collector/recycler who collects and/or buys recyclables from the schools on a periodic basis.

### **5) Education, Awareness and Access to Information**

Effective communication is of prime importance to disseminate information on the relevance of waste minimisation to teachers and students. Generally, Students' understanding of waste minimisation and the type of items that can be items recycled is limited; hence, easy access to information, and conversely, efficient and effective information dissemination is essential.

### **6) Access to Technical Experts**

There is also a general need to improve access to technical experts who would be willing to provide advice to schools on waste minimisation, alternative ways to re-use items, recycle, etc.

### **7) Co-ordination and Monitoring**

Clarification of roles and tasks distribution among the teachers and senior students must be clear at the outset of the project and commitment should be sustained and come from all parties. Continuous monitoring and follow up of the implementation of the programme is extremely important.

Furthermore, coordination of the various 3Rs activities in schools is important to avoid too many overlapping activities being organised at the same time.

### **8) Funding**

Funds must be available from the MOE, MHLG, DOE, LA or the PTA and conditions for expenditure of these funds must be flexible.

### **9) Training**

Skilled trainers and facilitators are required to guide the schools to initiate 3Rs programme. Alternatively, training programmes on 3Rs need to be developed and made available by MOE, MHLG or LA; the contents of the training programmes need to suit each target group (teachers, officers from LAs, schools) and their specific requirement.

### **10) Incentives and Rewards System**

Unlike primary school students who could be coaxed or coerced into participation and cooperation, secondary school students, on the other hand, need a different approach and stimulus to instil a greater sense of interest and enthusiasm on the need to practise the 3Rs lifestyle in school as well as in the home environment.



## **(2) Recommendations**

Based on the lessons learnt from the 3Rs programme undertaken in Johor and Miri, measures need to be undertaken to strengthen and sustain 3Rs activities in schools. These recommendations are summarised as follows.

### **1) Partnership and Support of External Parties in 3Rs Activities in School**

More involvement and commitment from the LA, PTA and community is crucial. This also includes establishing partnerships and networking with the LA and local waste collectors and recyclers and tap these organisations for assistance and support of school 3Rs activities.

MHLG and MOE need to play a more effective and active role in promoting and strengthening communication of school waste management education and assistance information, as well as to stimulate keener interest and participation in waste minimisation amongst schools. The existing website of both ministries need to be upgraded and their contents expanded to promote current 3Rs programmes, activities and contact information.

### **2) Extension of 3Rs Programme Within District/State**

With the development of the Guidelines and programmes to assist school to initiate 3Rs programme and activities, the experience of Johor and Miri could be extended to all schools within the district and incrementally to the entire State so that waste reduction is seen as a concerted effort and collaboration with the LA (within the respective district) to promote or implement a district-wide waste reduction programme.

### **3) School to Serve As Mentor and Community “Champion”**

Schools that have shown initiative, resolve and a strong track record in waste minimisation efforts could be encouraged to convey the message to other schools and the community. One of the ways is through the establish of a recycling centre or community collection point at the school where supporters of the school’s 3Rs programme can bring their recyclables and proceeds from the sale of recyclables go towards the school’s development fund.

### **4) 3Rs Award Program for School**

3Rs Award Programme should be designed systematically with clear goals and targets for both the organisers as well as the schools. Promotion and explanation of the 3Rs award programme to the target group i.e. schools, particularly to the principals who would be making the decision, should be well organised. Apart from formal invitation letter, it is worth to consider promotion through:

- Media – announcement, write ups of past champions, what they benefited etc.;
- Roadshow – an interactive promotion tour to introduce and instill the interest of schools to take part. This could include posters, pamphlets and briefings;
- Support from Education Department – clear endorsement and encouragement for schools to participate.

Committees consisting of the related authorities need to be formed within a city/town to implement the 3Rs Award. Funding for 3Rs programme implementation is crucial and well-planned budget proposals must be prepared and submitted to relevant authorities well in advance.

Capacity of the organisers especially the key implementation personnel must be strengthened to include the following:

- Knowledge in 3Rs
- Communication and facilitation skills;
- Managerial and organisation skills.

Awareness, guidance and capacity building should be designed for participating schools as part of the award to improve the ability of headmasters/principals, teachers, students as well as parents.

# **CHAPTER 8**

## **WAY FORWARD**



## **CHAPTER 8 WAY FORWARD**

Overall, it can be concluded that the PPs undertaken in conjunction with the WM-M/P and A/P have only partially achieved the objectives set out in the Study. Whilst the Study has assisted in the setting up the Recycling Networking Unit at the federal level, the Waste Minimisation Unit at the local authority level, a formal stakeholders networking system at the federal and local level and a source separation programme in certain housing areas and commercial establishments, the evaluation findings, on the other hand, showed that the PPs did not receive full participation and cooperation from some of the stakeholders, including the institutional players. Neither did the PPs totally succeed in sustaining interest and commitment amongst the stakeholders, especially after the duration of the pilot project.

Encouraging participation both from institutional players and service users is essential to the success of waste minimisation efforts. Indeed, effectiveness and sustainability depend in large part on the commitment of all interested parties or stakeholders. The key measures to increase participation rate of stakeholders, both public and private, lie with the government – federal, state and local.

### **8.1 Enhancement of MHLG's Role**

Certainly, one of the key measures to increase public awareness and participation in waste minimisation efforts starts with MHLG – that is, how effective it is in planning, coordinating and monitoring 3Rs programmes at federal level; disseminating information and providing support (including funds) to the state and local authorities; working in closer collaboration with other ministries, in particular the Ministry of Education and the Department of Environment; and maintaining consistent liaison and communication with the other stakeholders.

To do that, the Recycling Network Unit of MHLG must be staffed with trained and informed personnel to interact with the LAs and other stakeholders on a regular basis, monitor feedback and disseminate information to the public.

### **8.2 Increased Involvement of the State Government**

The recent episode of foul-smelling domestic water supply in the Klang Valley and the probable contributing role of the various landfill sites to the problem illustrates the need for the state government to be more involved and be “in control” over matters related to solid waste management, and invariably, the state of existing waste minimisation programmes within the state. The federal government’s solid waste management policy and strategy and long-term goal of “sustainable environment” can only succeed with support, commitment and close collaboration from the respective state governments, and through them the respective local authorities in the country.

### **8.3 Commitment from the Top Management of the Local Authorities**

The relatively slow start experienced in the implementation of PP-II in MPPP, MPSJ and MBM and the low participation rate of LAs in PP-I are primarily due to absence of a “push” from the top-management of the LA. Allocation of more manpower and

funds and commitment from the top-level management are crucial to initiate and/or sustain 3Rs programme, coordinate and monitor other stakeholders.

VOLUME III (PILOT PROJECTS)  
APPENDICES





# APPENDIX 1

## MINUTES OF MEETING FOR PP-I

1.1 1<sup>ST</sup> MEETING ON 11 JULY 2005

1.2 2<sup>ND</sup> MEETING ON 11 AUGUST 2005



## 1.1 1<sup>st</sup> Meeting on Pilot Project – I (on 11 July 2005)

Title: PP-I Meeting, Presentation of Review of Present Reporting Format  
Date: Monday, 11<sup>th</sup> July 2005  
Time: 9.30am – 12.15 pm  
Venue: MHLG, 4<sup>th</sup> Floor Meeting Room

### Attendance list

No.	Name	Designation
1	Ir. Fong Tian Yong	LGD, MHLG
2	En. Huszian Bin Husin	LGD, MHLG
3	Wan Azura bte Wan Mohd Nasir	LGD, MHLG
4	En. Kamaruzaha Bin Nawawi	LGD, MHLG
5	Mr. Goh Seng Chee	Majlis Daerah Kinta Selatan
6	Ms. Lolita Jaime Nicholas	Majlis Bandaraya Miri
7	Hj. Zulkifli B. Zakaria	Majlis Perbandaran Pulau Pinang
8	Pn. Azura Bt. Mohd Don	Majlis Perbandaran Subang Jaya
9	En. Mohd Hafiz B. Sharif	Majlis Perbandaran Subang Jaya
10	Mr. Koay Chuen Hoe	Southern Waste Management Sdn. Bhd
11	Pn. Sarifah Bt. Yaacob	Alam Flora Sdn. Bhd.
12	Mr. Kohshi Takahata	JST
13	Ms. Tan Yee Noon	JST
14	Mr. Theng Lee Chong	JST
15	Mr. Ng Han Kok	JST
16	En. Mohammad Aman Samsurey	JST

### Key Points

#### 1.0 General

- 1.1 JST briefed on PP-1 covering general scope of PP-1, new reporting format and stakeholders networking.
- 1.2 In addition to MPPP, MPSJ, MB Miri and MD Kinta Selatan, 6 others LAs would be selected to try out the new reporting format which JST has designed to ensure uniformity and consistency in reporting from the LAs. The new reporting format has classified the recyclables into sub-categories and according to volume collected at each buy-back centre or collection location within the LA concerned.
- 1.3 To rationalize the data collection process, JST also proposed that data be captured from 2 areas only: the buy-back centres and recyclable receivers.
- 1.4 Ir. Fong (MHLG) suggested that Residents Association (RA) should be involved in future.
- 1.5 Pn. Sarifah (Alam Flora) agreed to the need for a uniform reporting format, and advised that the proposed recyclable collection data form be fine-tuned as certain categories (e.g. Wood) are not relevant or are being handled by Dept of Environment (e.g. Batteries) and therefore, should be removed from the list.

Other amendments to the data list include the following:

- 1.5 Mixed Paper
  - 3.2 Other Plastic Containers
  - 3.3 Foamed Plastics/Styrofoam
  - 4.1 Aluminium Cans (delete Steel Cans, Tin Cans, Iron Metal, Stainless Steel)
  - 4.2 Ferrous
  - 4.3 Non-ferrous
- 1.6 To En. Zulkifli's (MPPP) suggestion that the traders/recyclers be registered under LAs, Ir. Fong (MHLG) informed that there is a clause in the draft bill for Solid Waste that requires recyclable receivers to be registered with the LA. En Zulkifli also requested MHLG to write officially to MPPP to setup a buy back centre on Penang Island as there is currently no such facility on the island.
- 1.7 JST requested MHLG to arrange for internet installation in its operation room at Ground Floor of Recycling Centre of MHLG building.

## **2.0 Matters Agreed**

- 2.1 The Meeting agreed that the 10 selected LAs try out the draft Recyclable Data Collection Form starting 1<sup>st</sup> August 2005.
- 2.2 In addition to MPPP, MPSJ, MB Miri and MD Kinta Selatan, it was mutually agreed that the following LAs be invited to participate in the pilot project. They include: DBKL, Perbadanan Putrajaya, MPKuantan, MBB, MDLipis, DBKK and MBKuching Selatan.
- 2.3 The Meeting also agreed to MHLG's suggestion to have a second meeting with all the LAs in late July. MPSJ was chosen as the next venue for the meeting and the itinerary should include a visit to MPSJ's buy-back centre as well as the Recycling Centre at Carrefour, Subang Jaya. MHLG and MPSJ will make the necessary arrangements.

## **3.0 Issues/Problems**

- 3.1 Ir. Fong questioned regarding the management of data collection and reporting format of Southern Waste, Alam Flora and waste collection contractors at Northern Region.
- 3.2 En. Huszian offered his reservation that the new reporting format may not capture the recycling pattern of households, commercial and institutional facilities. Mr Takahata (JST) informed that in Japan, a survey is undertaken periodically to track the household recycling pattern as well as to augment information received from the recyclers/receivers, and suggested that similar periodical survey be considered.

- 3.3 En. Huszian also queried about cross boundary activities about who should be responsible. Pn. Sarifah from Alam Flora Sdn. Bhd. responded that we should be clear on the tackling point whether it is under Federal, State or local level. She went on to state that to avoid double counting, the end users should be determined.
- 3.4 Ir. Fong asked about the accuracy of waste data in landfill, particularly in landfills without any weighbridge. Pn. Sarifah clarified that in landfills without weighbridges, estimation of waste amount is undertaken by assigning an estimated volume to each lorry size.
- 3.5 MPSJ explained that their buy-back centre is currently manned by 2 staff and the sub-categorisation as proposed in the new reporting format may pose some problem.
- 3.6 Mr. Takahata explained that the accuracy and usefulness of the outcome of the Data Management System, i.e., estimation of daily waste generation rate and recovery rate, is also dependent on the latest population information.

Prepared by

Ng Han Kok  
PP-I Coordinator

### **Photographic Records of Meeting**



## **1.2 2<sup>nd</sup> Meeting on Pilot Project – I with 10 LAs (11 August 2005)**

**Title: PP-I, Presentation of Review of Present Reporting Format**

**Date: Thursday, 11<sup>th</sup> August 2005**

**Time: 9.30am – 11.30 am**

**Venue: Meeting Room 1, Majlis Perbandaran Subang Jaya**

### **Attendance List**

No.	Name	Designation
1	En. Huszian Bin Husin (Chairperson)	Director, Environmental Health Engineering Division (EHED), Local Government Department (LGD), MHLG
2	Cik Wan Azura bte Wan Mohd Nasir	Assistant Director, EHED, MHLG
3	En. Kamaruzaha Bin Nawawi	Technical Assistant, EHED, MHLG
4	Y.M. Tg. Shukri Atan Engku Yusoff	Technical Assistant, EHED, MHLG
5	Dr. Suriani Bte. Ismail	Majlis Perbandaran Subang Jaya
6	En. Mohd Hafiz Bin. Sharif	Majlis Perbandaran Subang Jaya
7	Pn. Rozaini Zambahari	Majlis Perbandaran Subang Jaya
8	Faradiyahatul Liana Abu Samah	Majlis Perbandaran Subang Jaya
9	En. Mohd B. Nasir	Dewan Bandaraya Kuala Lumpur
10	En. Hassan Basri Osman	Dewan Bandaraya Kuala Lumpur
11	En. Robert Lipon	Dewan Bandaraya Kota Kinabalu
12	Mr. Lim Kaa Kuan	Majlis Bandaraya Kuching Selatan
13	En. Razali Md. Nor	Majlis Bandaraya Johor Bahru
14	Cik Norainn Kasiman	Majlis Bandaraya Johor Bahru
15	Mr. Sam Khai Khiong	Majlis Bandaraya Miri
16	En. Omairi Bin Hashim	Perbadanan Putrajaya
17	En. Mohd Azmi Amer Khan	Majlis Bandaraya Shah Alam
18	En. Mohd Zafri Abdul Manaf	Majlis Bandaraya Shah Alam
19	En. Shakri Bin Haji Rashid	Majlis Perbandaran Pulau Pinang
20	Hj. Zulkifli B. Zakaria	Majlis Perbandaran Pulau Pinang
21	En. Abd. Rahim Abd. Manaf	Majlis Perbandaran Kuantan
22	Mr. Goh Seng Chee	Majlis Daerah Kinta Selatan
23	Ms. Jenny Ong	Alam Flora Sdn. Bhd.
24	Tuan Hj. Adnan Ibrahim	Southern Waste Management Sdn. Bhd
25	Mr. Koh Chee Yong	Southern Waste Management Sdn. Bhd
26	Mr. Satoshi Sugimoto	JICA Study Team Member (JST)
27	Ms. Ryoko Watanabe	JST Member
28	Mr. Tan Yee Noon	JST Member
29	Dr. Dennis C.B Saw	MB Technology (M) Sdn Bhd, Consultant to JST on Pilot Project I (JST-MBT)
30	Mr. Peter Y.C.Ho	JST-MBT
31	Mr. Ng Han Kok	JST-MBT
32	Ir. Mazura Bte Mazlan	JST-MBT
33	En. Mohammad Aman Samsurey	JST-MBT
34	Mr. T.Rajavijayan	PE Research Sdn Bhd, Consultant to JST on Pilot Project II - MPSJ

## **1.0 General**

- 1.1 En. Huszian Husin welcomed all the attendees to the meeting and expressed his apologies on the behalf of the Deputy Secretary General (Operations), Pn. Siti Mohd Noor, for not being able to chair the meeting. En Huszian also thanked Majlis Perbandaran Subang Jaya (MPSJ) for hosting the meeting.
- 1.2 En. Huszian informed that the purpose of the meeting was for the JICA Study Team (JST) to present their report on the results of the review of MHLG's existing recyclables collection reporting system, and the proposal new format and methods, under the JST Pilot Project I. The data will then be used to estimate the recyclables recovery rate for the LAs. He further informed that part of the scope requires the invited Local Authorities (LAs) to participate in the testing/trials of the proposed new reporting system. As such, the meeting will also be the platform for discussions, obtaining the general consensus for the acceptance of the new format, and to get the LAs' commitment to participate in the PP-I trial exercise.
- 1.3 The Consultant to JST for the PP-I, MB Technology Sdn Bhd (JST-MBT), presented the slides presentation on the results of the "review of the existing reports submitted to MHLG by the LAs". The briefing included the proposed new recycling collection data gathering methods and new reporting format taking into account of the waste flow. It basically emphasised on the proposed new approach towards recyclable data collection targeting more on the receivers (identified as Level B in waste flow pyramid) rather than the collectors and the generators (identified as Level C & D, respectively). For the time being, the recyclers / traders (Level A) are not included, however, LAs with information about this group of players may include them in the data gathering exercise.
- 1.4 JST-MBT also informed that the LAs will have to do some recognisance work to identify, register and request the Level B receivers to cooperate and to report the collection statistics. The registration process can also gather the contact information for including in the stakeholders' networking database / directory presently being developed at MHLG by the JST PP-I.
- 1.5 En. Huszian expressed his appreciation to the participating LAs and hoped that they will all consent to adopt the new format and will cooperate with JST on the trials. MHLG and JST will prepare the documentations and will forward to the LAs soonest, including the softcopy of the proposed recyclables collection data form.

## **2.0 Issues & Discussions**

- 2.1 The representative from MP Pulau Pinang, Tn. Hj. Zulkifli Zakaria agreed with the proposed methodology but suggested that the "Traders" group, from Level A, should be also be targeted or be shifted to Level B, i.e. making Level B as the Receivers / Traders group. Tn. Haji Zakaria informed that majority of the bigger receivers are also traders, and most of them have already registered with MPPP. He further informed that at present all recyclables collectors must be registered

with the local Police station so that their activities can be monitored. In the future these receivers / traders may be licensed by MPPP to collect and trade in recyclables.

- 2.2 The representative from MP Kuantan, En. Abd. Rahim Abd. Manaf agreed with Tn. Hj. Zulkifli on the licensing of the receivers / traders. En. Abd Rahim explained that MPK have registered these players under “Sektor Bahan Lusoh” (Scrap Material Sector). The LA has no control on this sector’s activities and at present they have been reporting some of the collection quantities to the LA. There is no way for the LA to verify such reports, just accept them in good faith. MPK suggest some licensing mechanism should be put in placed in the future.
- 2.3 MP Pulau Pinang, Tn. Hj. Zulkifli Zakaria informed that in order to search for and monitor this targeted group of players, a full time team of council personnel is required. At present, MPPP and majority of the LA do not have a dedicated recycling unit, as such, Tn. Haji Zulkifli suggested that MHLG should request the LAs to establish a recycling unit within the LA to oversee the recycling activities.

In reply, En. Huszian informed that he will raise this matter with the senior management of MHLG, and will inform of the decision soonest. JST-MBT informed that in order for MHLG to know more about the present recycling management setup within the LAs, a simple questionnaire will be circulated, in due course, for the LAs to fill in.

- 2.4 With reference to the disposal at landfill matter, the representative from Southern Waste Management Sdn Bhd, Tn Haji Adnan Ibrahim informed that a number of the landfills do not have weighbridges, and hence the operators may not be able to provide accurate data on the amount of waste disposed at these landfills.

JST-MBT replied that the accuracy of the data is not crucial, the landfill operators should be able to provide some estimations of the quantities based on the number of truck disposing of the waste at the landfills..

- 2.5 Mr. Sam Khai Khiong, MB Miri, informed that one of the main problem experienced in Miri is with the “cross boundary transfer” whereby recyclables collectors from neighbouring LAs are also collecting in MB Miri but the recyclables are then taken out of Miri. Such collectors do not report to MB Miri on their collection activities. Mr. Goh Seng Chee, MD Kinta Selatan, also informed of similar activities in the Kampar area.

MB Miri further informed that another main issue with the lack of interest in the collection of certain recyclables e.g. glass, is with the high cost of transportation to the recyclers / processors operating in the Peninsular. It is not economically viable to collect such items as there are no buyers / receivers in Sabah.

- 3.0 A short site visit to the MPSJ Recycling Buy Back Centre at Carrefour Subang Jaya was arranged by MPSJ.



**Photographic Records of Meeting & Site Visit**



*(Note: Face Masks provided by MPSJ due to the bad air quality in the Klang Valley (Hase) on 11 August 2005*



## APPENDIX 2

### BRIEF DESCRIPTION ON "HOW TO FILL IN THE RECYCLABLES COLLECTION DATA FORM" BY THE LAS



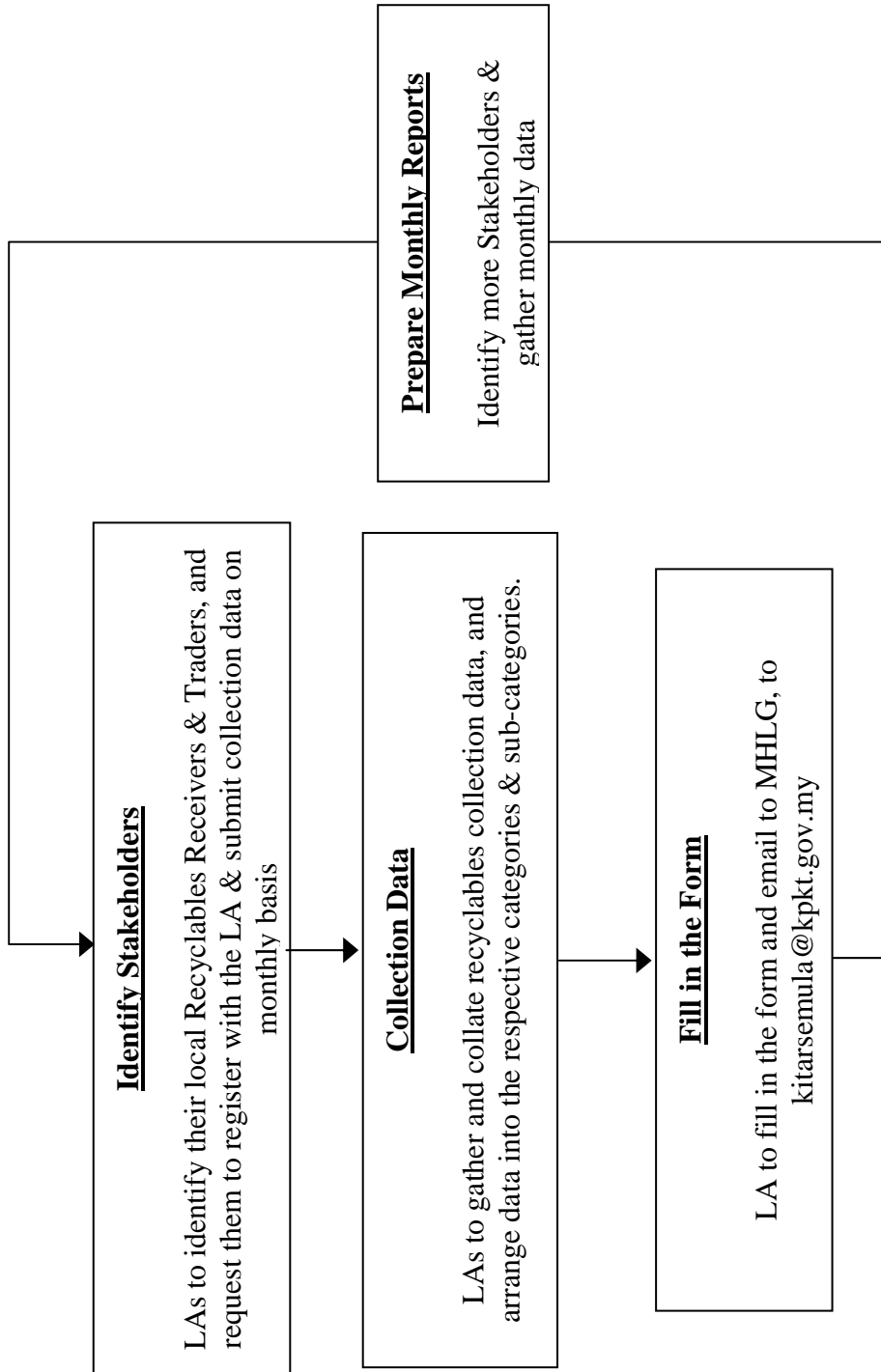


Figure A2.1 Basic Recyclables Data Collection Procedures by LAs

Figure A.2.2 Brief Description on ‘How to Fill in the Recyclables Collection Data Form’

RECYCLABLES COLLECTION DATA FORM			
Name of Local Authority	(A)	Year	Total MSW Collected
Month	(B)	Year	(C)
COLLECTION LOCATIONS	(D)		
<b>No</b>	<b>RECYCLABLES (kg)</b>		<b>Total (kg)</b>
1.0	Paper		
1.1	Newspaper		
1.2	Magazines & Books	(E)	
1.3	Cardboard & Carton		
1.4	Used White Paper (Office)		
1.5	Mixed Paper		
1.6	Others		
	<b>SUB-TOTAL (1)</b>		
2.0	Glass		
2.1	Clear (Flint)		
2.2	Coloured (Amber / Green)		
2.3	Mixed Glass		
	<b>SUB-TOTAL (2)</b>		
3.0	Plastic		
3.1	PET Bottles		
3.2	Other Plastic Containers		
3.3	Plastic Sheets (bags, straps)		
3.4	Foamed Plastics / Styrofoam		
3.5	Other Plastics		
	<b>SUB-TOTAL (3)</b>		
4.0	Metals		
4.1	Aluminium Cans		
4.2	Ferrous		
4.3	Non-Ferrous Metals		
	<b>SUB-TOTAL (4)</b>		
5.0	Clothing/Textiles		
5.1	Mixed Fabrics		
	<b>SUB-TOTAL (5)</b>		
6.0	Rubber		
6.1	Tyres		
6.2	Other Rubber Materials		
	<b>SUB-TOTAL (6)</b>		
7.0	Others (Please Specify)		
7.1			
7.2			
7.3			
	<b>SUB-TOTAL (7)</b>		
	<b>GRAND TOTAL (1+2+3+4+5+6+7)</b>		

- (A) Enter the name of the Local Authority
  - (B) Enter the month and year for this report
  - (C) Enter the total amount of Municipal Solid Waste collected for that month, either estimates or actual landfill weighbridge data. **Unit in Tonnes / months.**
  - (D) Enter the name of the Drop-Off, Buy-Back, Receiver Centres or Traders under the "Collection Locations" row (i.e. the Level B stakeholders). Use one column per stakeholder, and insert additional columns within this row if necessary
  - (E) Enter the amount of recyclables collected. **Unit in kilogrammes / month**
- PAPER** : If there is no breakdown of the types of paper, then enter the total amount under Item "1.0 Paper".
- GLASS** : Generally for glass bottles & jars. If there is no breakdown of the types, then enter under Item "2.0 Glass".  
- DO NOT INCLUDE Plate / Window Glass or Fluorescent Tubes. However, if it not possible to ascertain the types, then enter the total amount under Item "2.3 Mixed Glass".
- PLASTICS** : If there is no breakdown of the types of plastics, then enter the total amount under Item "3.0 Plastics".
- METALS** : Usually "Aluminium Cans" and "Steel Cans" are separated during collection. Enter under Item "4.1 Aluminium Cans" and Item "4.2 Ferrous", respectively. - DO NOT INCLUDE metal slag or old vehicles.
- CLOTHING / TEXTILES** : If there is no breakdown of the types of fabrics, then enter the total amount under Item "5.0 Clothing / Textiles". (Generally all types of fabric, reusable, damages, soiled, etc)  
- If the fabric are mostly clothing scraps, off-cuts, rags, then enter the amount under Item "5.1 Mixed Fabrics".
- RUBBER** : If tyres are collected, enter the total amount under Item "6.1 Tyres".  
- The "Other Rubber Materials" includes rubber boots and mats.  
- The details of the amount of "Rubber" collected are for information and reference purposes. If additional details are know, i.e. where they are eventually sent to, for recycling, re-threading or for

Note: The collected amount / quantities should be reported in kilogramme. If the actual weight of the items can not be ascertained then the rough estimations of the weight should entered.  
DO NOT enter quantities in volume or number-of-items.

## APPENDIX 3

### BRIEF DESCRIPTION ON "HOW TO PROCESS AND ANALYSE THE RECYCLABLES COLLECTION DATA" BY MHLG







Data Pengumpulan Bahan Kitar Semula - MD Kinta Selatan (Ogos 2005)

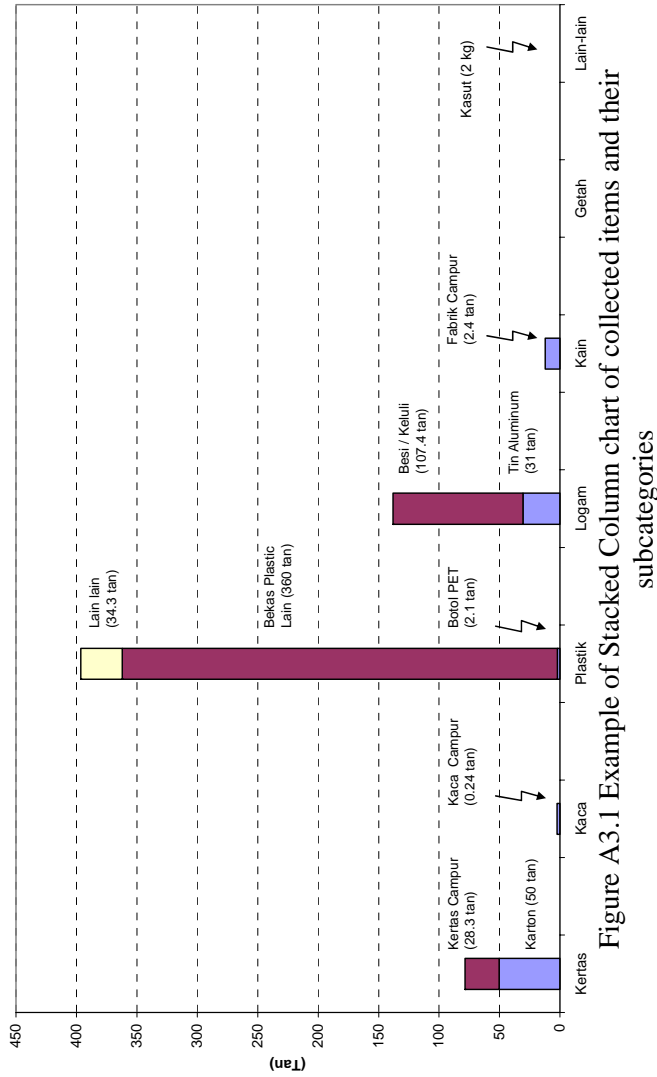


Figure A3.1 Example of Stacked Column chart of collected items and their subcategories

Table A3.3 Example of Monthly Collection Data

Data Pengumpulan Bahan Kitar Semula	Ogos	September	Oktober
Kertas	78.6	54.4	60.3
Kaca	2.4	2	2
Plastik	396.4	558.5	611.4
Logam	138.0	514.3	635.9
Kain	12.1	4.1	10.1

- Use the Excel Graph Function “Chart Wizard” to generate the “Standard Type – Stacked Column” chart, as shown in **Figure A3.1**.
- Use “Text Box” Function to add “Legends & Descriptions” of each of the subcategories.

**ii) Data Analysis  
Chart Presentation – Quarterly / Yearly Basis**

**Stacked Column** – To show the amount of recyclables collected through out a period of time, i.e. quarterly or yearly for comparison purpose. This can be used to show the trends in collection and variation in the items collected over a period of time.

- Create new table of collection data for a few consecutive months, example as shown in **Table A3.3**.

- Use the Excel Graph Function “Chart Wizard” to generate the “Standard Type – Stacked Column” chart, as shown in **Figure A3.2**. (Chart shows the collection amounts for the corresponding months)

**Data Analysis**  
**iii) Chart Presentation – Recyclables Collection & Solid Waste Collection, Comparison**  
**Clustered Column** – To compare values across categories and to show the amount of recyclables collected against the total solid waste collected, for the same month.

- Create new table of the recyclables and solid waste collection data in 2 rows, example as shown in **Table A3.4**.

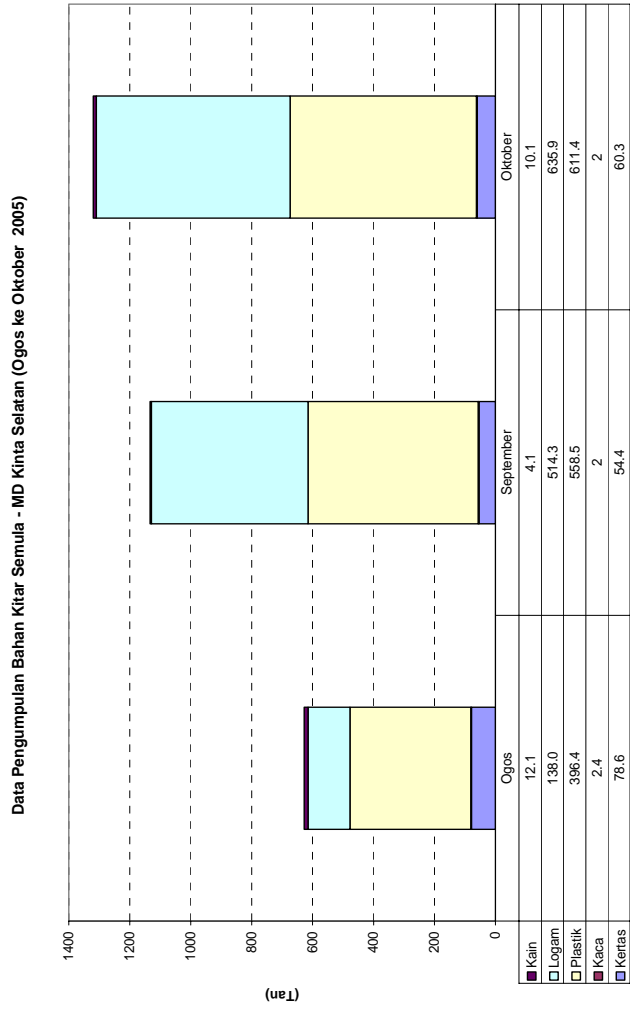


Figure A3.2 Example of Quarterly Collection Data

Table A3.4 Example of Recyclables & Solid Waste Collection Data

	Ogos	Sept	Okt
Jum Barangan Kitar Semula	628	1133	1320
Jum. Kutipan Sisa Pepejal Domestik	1,600	1,558	1754

- Use the Excel Graph Function “Chart Wizard” to generate the “Standard Type – Clustered Column” chart, as shown in **Figure A3.3**.  
 (Chart shows both the recyclables collection against the solid waste collection for the same month)

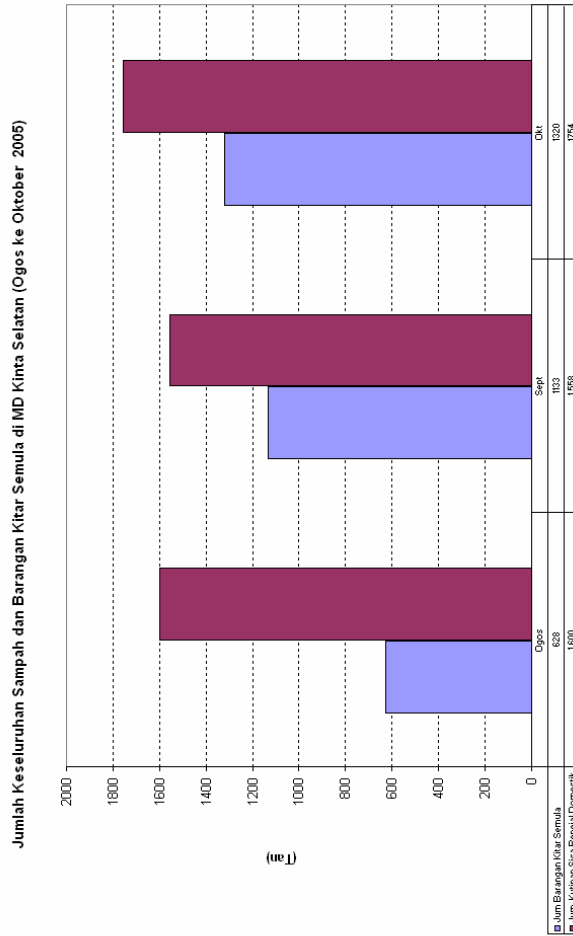


Figure A3.3 Example of Recyclables & Solid Waste Collection Data, Comparison Chart

## APPENDIX 4

# MASTER DATABASE FOR THE NETWORKING DIRECTORY













Anzias Sdn Bhd Long Heng Plastic Industries Ta Wu Steel Enterprise S/B	54, Jalan Ibrahim 8-10, Jln. Mutiara Emas 5/27, Taman Mount Austin Lot 204 & 205, Kawasan Perindustrian Bukit Rambai, Phase IVB	80000 Johor Bahru 81100 Johor Bahru 75250 Melaka	Johor Johor Melaka	07-2247772 07-3534901 06-3515980	07-2247882 07-3524904 06-3515677	anzias@mjaring.net longheng10@yahoo.com twsteel@tm.net.my/voonchie@hotmail.com		Norzaman Bin Ali Affandi Ooi Ching Chun & Chin Yoke Wah YapYoon Chie & Ng Tai San	Mengedar 'remanufactured toner' kartrij untuk pencetak laserjet jenama HP, Canon, Brother, Samsung, Lexmark, Panasonic, Epson dll. Recycling of plastic parts such as PS, HIPS; reproduce plastic cutlery and plastic resin Supply annealed wire to factory whom involve in collecting waste paper, plastic Our company mainly develops metal and non-metal reclaiming machinery, hydraulic press, rubbish processing machinery covering hundred of types as 5 kinds series including shearing, baling, briquetting, stripping and shredding To produce crunched plastic material and supply to plastic recycling factory for pelletized We collect and sell usable household products like clothing, furniture, computer, electrical items, kitchen wares, posters, books, toys Pencil made from newspaper Waste paper collection and recycling centre
Solid Recycle Sdn Bhd (525359-D) Sigmplus Recycling Sdn Bhd	No. 2, Lintang Riang, Taman Riang, No. 26, Jalan IM 14/6, Kawasan Perindustrian Indera Mahkota	12300 Butterworth 25000 Indera Mahkota	Penang Pahang	04-3317466 09-5131728	04-3318586 09-5149870	solidenterprise@hotmail.com		Lee Kim Tong Mr. Lee Beng Kheng	
The Salvation Army - Family Thrift Stores 3S Paper Products Sdn Bhd Theen Seng Paper Manufacturing	No. 9, Jalan TPP 1/3, Tmn. Industri Puchong, Batu 12, Jln. Puchong 5, 7 & 9 Jalan TPJ 5, Taman Perindustrian Jaya 32nd Miles, Jln Ipoh, Rasa	47100 Puchong 47200 Subang 44200 Hulu Selangor	Selangor Selangor Selangor	03-80614757 03-78476378 03-60573101	03-80618235 03-78476358 03-60573250	rsi@tm.net.my swchik@pc.jaring.my tspsmsb@tm.net.my	www.salvationarmy.org.my www.obon.com.my http://rsp.asiaaep.com	Mrs. WY Lim Alan Soh Mr. Lai Tak Kuan; Mr. Asokumar	Trading of plastic scrap & obsolete materials; manufacturer of recycle plastic; repelletizing of ABS, HIPS, PP and PE material Recycled all types of thermoplastics Plastic repelletising, plastic compounding, plastic recycling, plastic trading Processing of green waste into environmental friendly and quality 100% natural compost Produk seni taman, simen ferro yang menggunakan besi terpakai, kertas terpakai, plastik terpakai, dll sebagai bahan kerangka
SG Green Resource S/B WY Engineering Plastics Sdn Bhd Moldex Plastic Recycling Sdn Bhd ANL Compost Sdn Bhd	PLO 89, Jalan Cyber 7, Kawasan Perindustrian Senai III 31, Jalan Idaman 1/6, Desa Idaman Senai Industrial Estate No. 23 & 25, Jalan Mahir 4, Taman Perindustrian Cemerlang 117-E (Lot 135) 1st Floor, Jalan Ban Hock	81400 Senai 81401 Senai 81800 Ulu Tiram 93100 Kuching	Johor Johor Johor Sarawak	07-5999298 07-5987916 07-8637172 082-422320	07-5999759 07-5987917 07-8636172 082-245755	sales@sgreen.com.my yongfc@tm.net.my moldex@pd.jaring.my nsyhsmy@tm.net.my	http://sgreen.com.my	Sherry Mok Pek Sil Mr. Yong Fat Chon Ms. Looi Lai Yee Ms. Sim Chin Thiam & Mr. Kenny Sia	Recycling of plastic scrap & obsolete materials; manufacturer of recycle plastic; repelletizing of ABS, HIPS, PP and PE material Recycled all types of thermoplastics Plastic repelletising, plastic compounding, plastic recycling, plastic trading Processing of green waste into environmental friendly and quality 100% natural compost Produk seni taman, simen ferro yang menggunakan besi terpakai, kertas terpakai, plastik terpakai, dll sebagai bahan kerangka
Airy Construction	242, PERSIARAN TSR-5, Taman Sri Rembau, Fasa 3	71300 Rembau	N. Sembilau	012-6523812				Mohd Azhari Ismail	"Tiang lampu". Berasaskan paip PVC yang terbuang. Digubah dalam bentuk simen ferro menampakkan seperti batang kayu sebatang. Menjadi tiang lampu untuk halaman rumah, dim. rumah, pejabat dan tempat-tempat riadah
BELUM DIDAFTARKAN Shye Guan Enterprise Sdn Bhd	1808, Tmn. Samudera No. 7, 9 & 11, PERSIARAN Kilang Pengkalan 32, Kawasan Perindustrian Pengkalan Ma	32040 Sri Manjung 31500 Lahat	Perak Perak	012-5347603 05-3228899	05-3219699	shyeguan@hotmail.com	http://www.shyeguan.com.my	Anhar Zubir Bin Abd. Rashid Mr. Jackson Tan Kwong Chan	Plastic recycle product An advanced high performance HDPE - fiber composite material which builds and expands on the advantages of wood. It is water, termite resistant and no material wastage Recycling of PET, PVC plastic materials scrap, Consumer & industrial waste or scrap; cans, fiber sources Second hand machinery & test equipments, office equipments, conveyors, aluminium and other metal scraps Recycling of all types of plastics into plastic resin materials (second grade) Paper shredders & baling presses to cut and compress paper (& biomass) into cubes to facilitate transportation to recycling points or factories
Fibersit Sdn Bhd Toptrade Sources (M) Sdn Bhd SP Industrial Supply Plasticity Industries Sdn Bhd	Lot 29, Medan Tasek, Tasek Ind. Estate (off) 190, Taman Sentosa, Jln Lumut 491-A, Jln. Pengkalan Lebai Man, Kg. Raja Plot 12, Lorong Perusahaan 2, Kulim Industrial Estate	31400 Ipoh 32000 Sitiawan 08000 Sungai Petani 09000 Kulim	Perak Perak Kedah Kedah	05-5460342 05-6910880 04-4218951 04-4892421	05-5475115 05-6917694 04-4214454 04-4892414	fihe0250@fibersit.com toptrade@streamyx.com sales@spindsupply.com twbung@tm.net.my/tw_bung@streamyx.com	www.fibersit.com www.toptradesources.com www.spindsupply.com www.plasticycle.com.my	Md. Hasnan Sidek Eow Ching Fatt Lim Weng Seng Mr. Tan Wet Bung/Tan Khoon Chuah	Recycling of PET, PVC plastic materials scrap, Consumer & industrial waste or scrap; cans, fiber sources Second hand machinery & test equipments, office equipments, conveyors, aluminium and other metal scraps Recycling of all types of plastics into plastic resin materials (second grade) Paper shredders & baling presses to cut and compress paper (& biomass) into cubes to facilitate transportation to recycling points or factories
Reprographic Business Machines (S) S/B	No. 1, Lot 65, Taman Layang-layang	88300 Kota Kinabalu	Sabah	088-230618	088-221626	rbm1976@sabah.com.my	www.hsm-online.de	Mark Chin or Peter Chin	Basically our company is collecting waste like waste cardboard, paper & plastics and PET bottle, aluminium tin and scrap tyres. We are looking for who interested to buy those recycle items in large quantity. Contract basis too.
Greenman Recycling Eco Imaging Solution BR Engineering S/B Segar Prima Sdn Bhd See Hau Global Sdn Bhd RCF Waste Solution Sdn Bhd	Lot 17, Hock Seng Ind. Estate, Batu 3, Jalan Bomba AS 14, Jalan Hang Tuah 1, Taman Salak Selatan WDT 83 Lot 24, Jln 4/32A, Batu 61/2, Off Jln Kepong 80, Jalan Pahang 47A, Jalan Hamzah, Kampung Baru	57100 Kuala Lumpur 89509 Penampang 52000 Kuala Lumpur 53000 Kuala Lumpur 50300 Kuala Lumpur	Sabah WP Sabah WP WP	089-272046 03-79811448 088-429280 03-62504398 03-40421355 03-26926678	089-273276 03-79811884 088-429282 03-62589780 03-40454629 03-26916678	vytain@yahoo.com br_stevenchung@yahoo.com skloong@letcorp.com.my seechau@intraco.com.my rchwaste@streamyx.com	www.jetson.com.my www.intraco-e-pallet.com	Kevin Tain Sean Tee Steven Chung Mr. Loong Soo Kum Mr. C.C.Cheah Mohamed Ibnu Hassan Bin Thalha	Recycled PVC resin; used rubber tyres Selling recycle bin Plastic pallet and plastic bins Kitar semula tayar, gelas, plastik, paper - kompos untuk baja
Plasma Renewable Energy Sdn Bhd Living Soil (M) Sdn Bhd (587764-D)	Suite A-06-06, Plaza Mont Kiara, No.2, Jalan Kinrara Unit 1-2R, Beverly Hills Plaza, Jalan Bundusan	50480 Kuala Lumpur 88300 Penampang	WP Sabah	03-62033138 088-727199	03-62032032 088-712199	inquiry@plasmarenewables.com livingsoil2000@yahoo.com	www.plasmarenewables.com	En. Faizal Mohamad Dan Robert Liau; Ir. Chin Kah Thing; Dr. Henry Chok	PRE develops, implements and manages Renewable Energy projects from conceptualization to reality utilizing Plasma Gasification Vitrification (PGV) Technology. The technology recycles all forms of waste, biomass and unwanted materials into reusable energy without harmful emissions or additional waste such as ash which would require further treatment. PRE's PGV Plants are a Total and Final Solution to waste disposal and high efficiency energy recovery.
Tropika Spektra Farm Envirosource Sdn Bhd Rapat Nusantara Sdn Bhd	36, Jln Titir 33/25, Shah Alam Technology Park, Seksyen 33 No. 6, Jalan Desa 2, Taman Universiti, Sg. Tangkas No. 59-2, Jalan 109E, Desa Business Park, Taman Desa	40640 Shah Alam 43600 Kajang 58100 Kuala Lumpur	Selangor Selangor WP	03-51228368 012-2063354 03-79872030	03-51228368 03-89268973 03-79872060	spek_001@tm.net.my Envirosource1@yahoo.com gan555@hotmail.com		Edward Ooi, Nik Yahya, L.C. Wong Kamaluddin Abdul Rahman Dr. Gan Khai Chung	Recycle waste paper product/waste agriculture product into packaging material / or forms for agriculture products like fruits etc.; also into agriculture organic fertiliser Continuous composter for municipality or industries that converts organic wastes to fertiliser Service - organic waste recycling service; Technology - 100% Malaysian technology; Product - Rapid composting system Service - collection of recyclable materials eg. Plastic, used computer, precious metal and scraps from electronic industry; Product - manufactured from recyclable materials
Ecoserve Recycler Sdn Bhd	No. 429, Lot 9778, Foochow Road No. 1	93300 Kuching	Sarawak	082-337393	082-337393	ecoserve@tm.net.my		Bernard Yong	Product - manufactured from recyclable materials We are solution provider for all recyclable scrap and we are equipped with a machine imported from Australia which is ready for car/vehicle scraping if the govt. were to practise that. We call this machine shear machine
Quan Cheng Initiative Sdn Bhd	Lot 4765, Batu 2 1/2, Jalan Batu Pahat	86000 Kluang	Johor	07-7765963	07-7769614	quancheng@hotmail.com		Mr. Alan Tan	Service - collect recyclable products/consulting/scrap site clearing & dismantle building and facilities; Technology - consulting/method & process service; Product - metal/ plastics/ paper/ building material/ glass & etc. We collect all the plastic material which include PP, PE, PET, AS, ABS etc. We also provide PP, PE recycle resin to the customer
Free Computer Factory (Recycle Services)	54, Jln Lading, Tmn Puteri Wangsa	81800 Ulu Tiram	Johor	019-7531713		teoh_ys@hotmail.com		Mr. Y.S. Teoh	Relive of all lead-acid batteries for vehicles, industries and telecommunication. The focus are the discarded batteries and the dead batteries
Heng Hiap Industries Sdn Bhd	PTD113024/5/6, Jalan Penaga 12, Taman Kota Putri	81750 Masai	Johor	07-3863733	07-3863739	tby@henghiap.com.my	http://www.henghiap.com	Mr. Ken Seah Kian Hoe/Mr. Tey Boon	We provide R & D services in energy conversion in areas of battery recycling and solat energy Mengangkut tayar terpakai, memproses bahan mentah, crumb, besi, fiber. Test equipments, buying pipes, electronics scraps & cables, refurbishing machineries & manufacturing Servis - Pelupusan sisa buangan, kitar semula & guna semula sepenuhnya bahan buangan kepada bahan nilai tambah; Teknologi - Penggunaan mesin sepenuhnya tanpa pencemaran alam/udara; Produk - Organik & bukan organik Relive of all lead-acid batteries for vehicles, industries and telecommunication. The focus are the discarded batteries and the dead batteries
Battery Care Sdn Bhd SOT Technologies (M) Sdn Bhd XLNT Rubber Recycle Malaysia Sdn Bhd Tenaga-Max Sdn Bhd	No. 6, Jalan 7/1, Seri Kembangan Industrial Estate No. 9-0-2, Block A, Lobby 9, Megan Corporate Park, Jalan 2/125E, Taman Desa Peti No. 42-44, Jalan 34/10A, Taman Perindustrian IKS, Batu Caves No. 10B, Jln USJ 10/1B, Taipan Triangle	43300 Seri Kembangan 57100 Kuala Lumpur 68100 Kuala Lumpur 47620 Subang Jaya	Selangor WP WP Selangor	03-89459366 03-90561695 03-61885880 03-56372460	03-89459355 03-90564167 03-61896880 03-56371059	intrab@pc.jaring.my anthony@sqtech.net.my nan_azre@yahoo.co.uk farina@tmaxgroup.com	www.sqtech.net.my/www. www.tmaxgroup.com	Jamaludin Hasan Anthony Charles Johari Bin Ariffin	Relive of all lead-acid batteries for vehicles, industries and telecommunication. The focus are the discarded batteries and the dead batteries We provide R & D services in energy conversion in areas of battery recycling and solat energy Mengangkut tayar terpakai, memproses bahan mentah, crumb, besi, fiber. Test equipments, buying pipes, electronics scraps & cables, refurbishing machineries & manufacturing Servis - Pelupusan sisa buangan, kitar semula & guna semula sepenuhnya bahan buangan kepada bahan nilai tambah; Teknologi - Penggunaan mesin sepenuhnya tanpa pencemaran alam/udara; Produk - Organik & bukan organik Relive of all lead-acid batteries for vehicles, industries and telecommunication. The focus are the discarded batteries and the dead batteries
Autokami Factory Sdn Bhd	21, Jalan Cemerlang, Off Jalan Sekolah	40000 Pelabuhan Klang	Selangor	03-31651815	03-31650377			Zaihan Bin Abu	Trading and processing of ferrous, non-ferrous and precious metal Collecting all types of plastic waste & recycler
IBSB Management Sdn Bhd Jaring Metal Industries Sdn Bhd Green Plastic Recycling Sdn Bhd	No. 6, Jalan 7/1, Seri Kembangan Industrial Estate Lot 1309, Kampung Lembah Kinrara, Jalan Puchong, Batu 8 1/2 2-3A, Subang Business Centre, Jalan USJ 9/5T	43300 Seri Kembangan 47100 Puchong 47620 Subang Jaya	Selangor Selangor Selangor	03-89459366 03-80766133 03-80233227	03-89459355 03-80768199 03-80232677	intrab@pc.jaring.my sales@jaringmetal.com joeykrop@tm.net.my	www.jaringmetal.com	Jamaludin Hasan Tony Ng/Nigel Ng Joey Ong	Trading and processing of ferrous, non-ferrous and precious metal Collecting all types of plastic waste & recycler



## APPENDIX 5

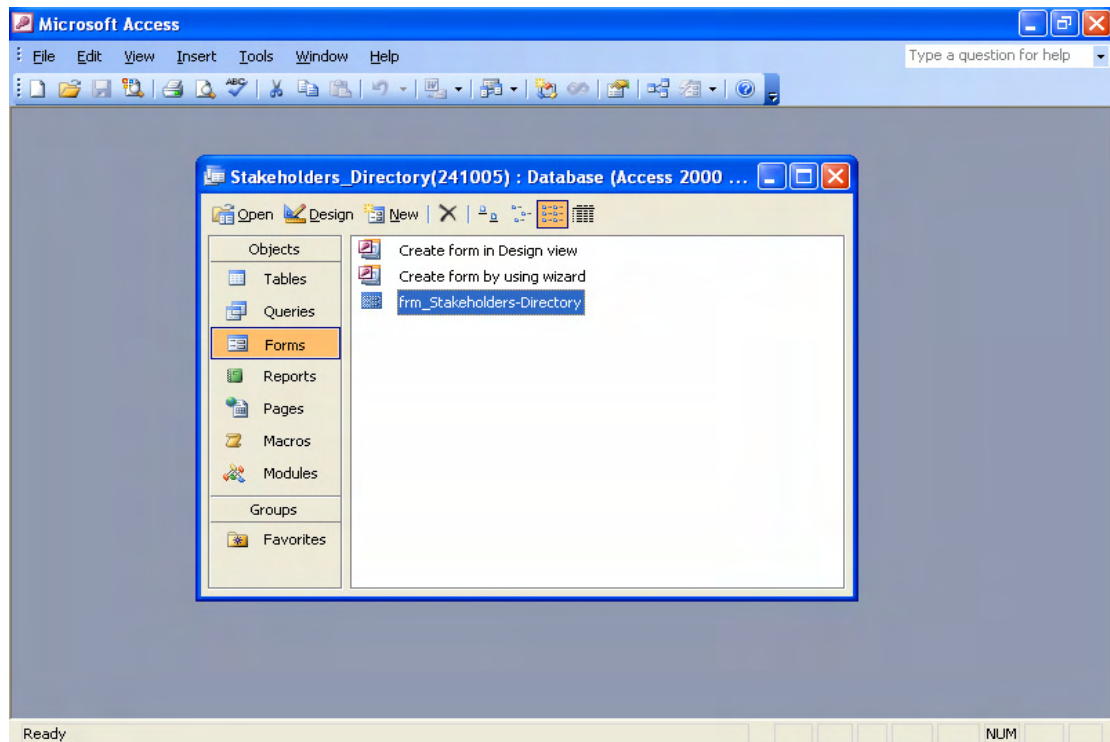
SUMMARY MANUAL ON "HOW TO  
"VIEW", "SEARCH" AND "ADD NEW"  
DATA / INFORMATION IN THE DATABASE  
FORM. – "STAKEHOLDERS DIRECTORY"



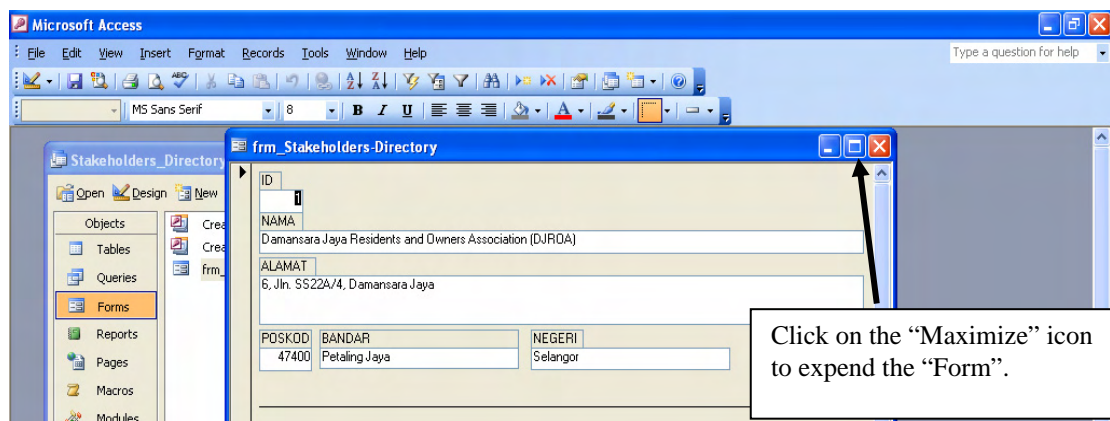
## 5. Summary Manual on “How to “View”, “Search” and “Add New” Data / Information in the Database Form. – “Stakeholders Directory”

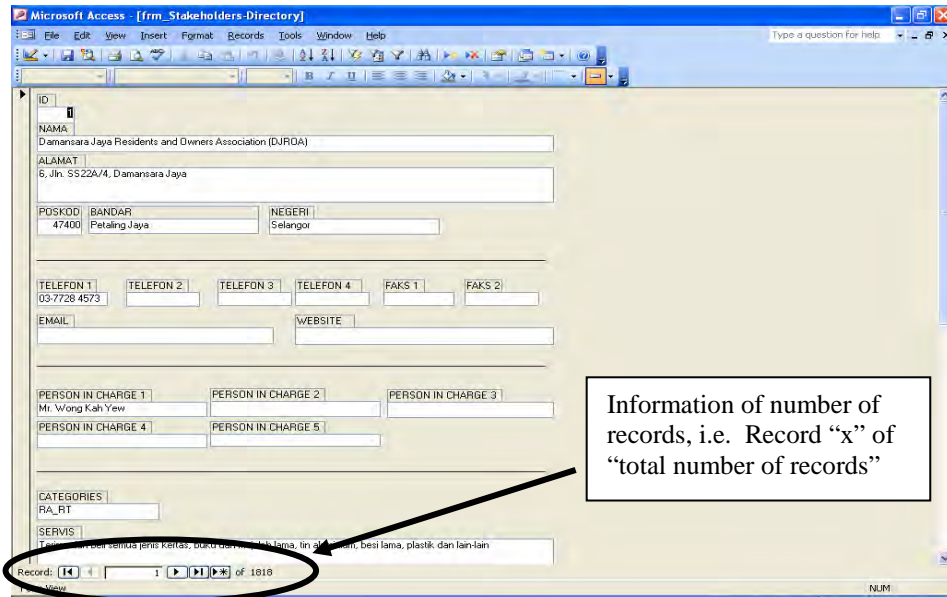
1.1 Start

1.2 Run Microsoft Access, open the “Stakeholders\_Directory” database file.



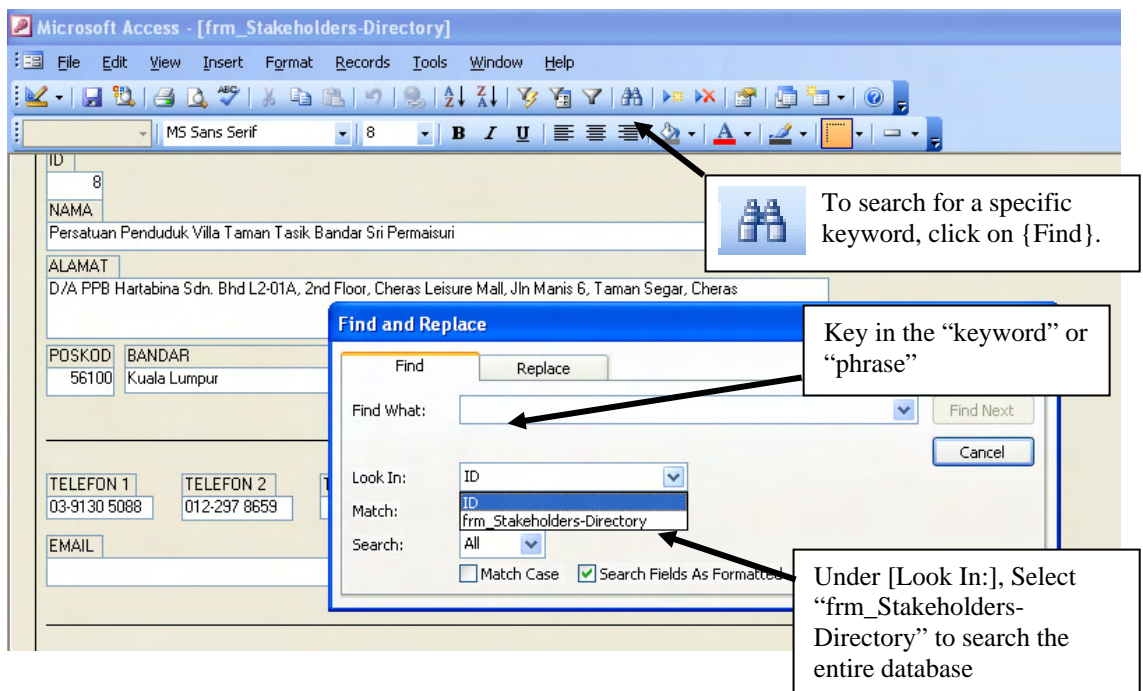
1.3 To “View” or “Add New” data and information, click the “FORM” icon and double-click the “frm\_Stakeholders\_Directory”.



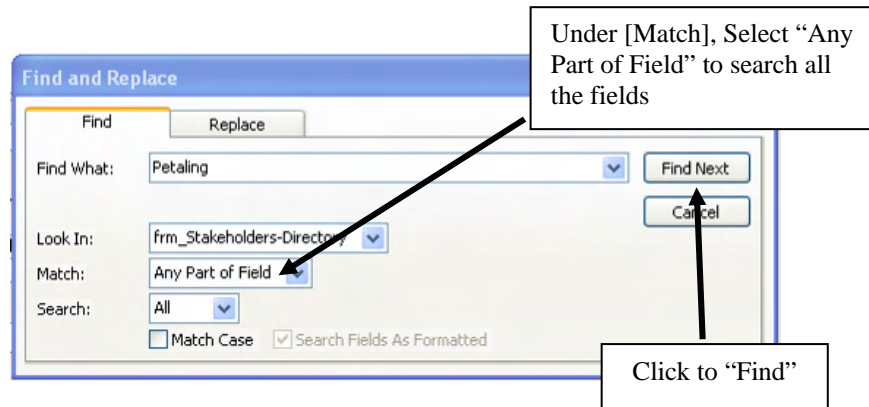


1.4 To “View” the existing data and information, scroll through the pages using the “Scroll Wheel” of the mouse, or [Page Up] or [Page Down] of the keyboard.

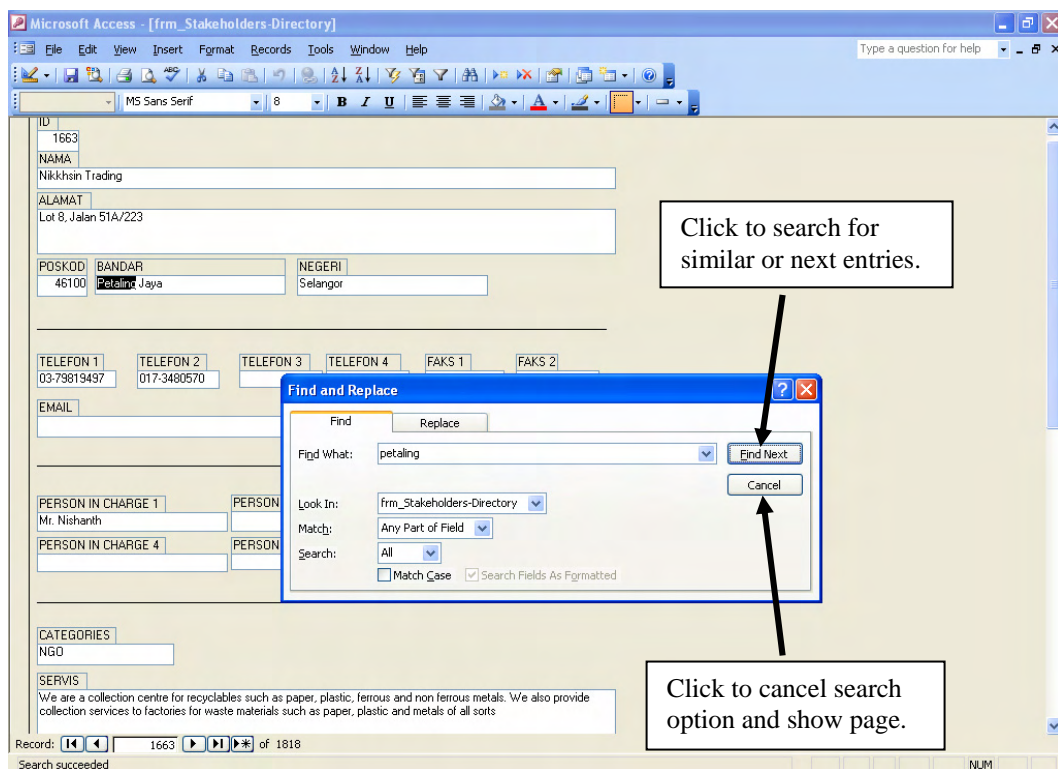
1.5 To “Search” for a particular “word” or “phrase” in the database, use the {Find} command.



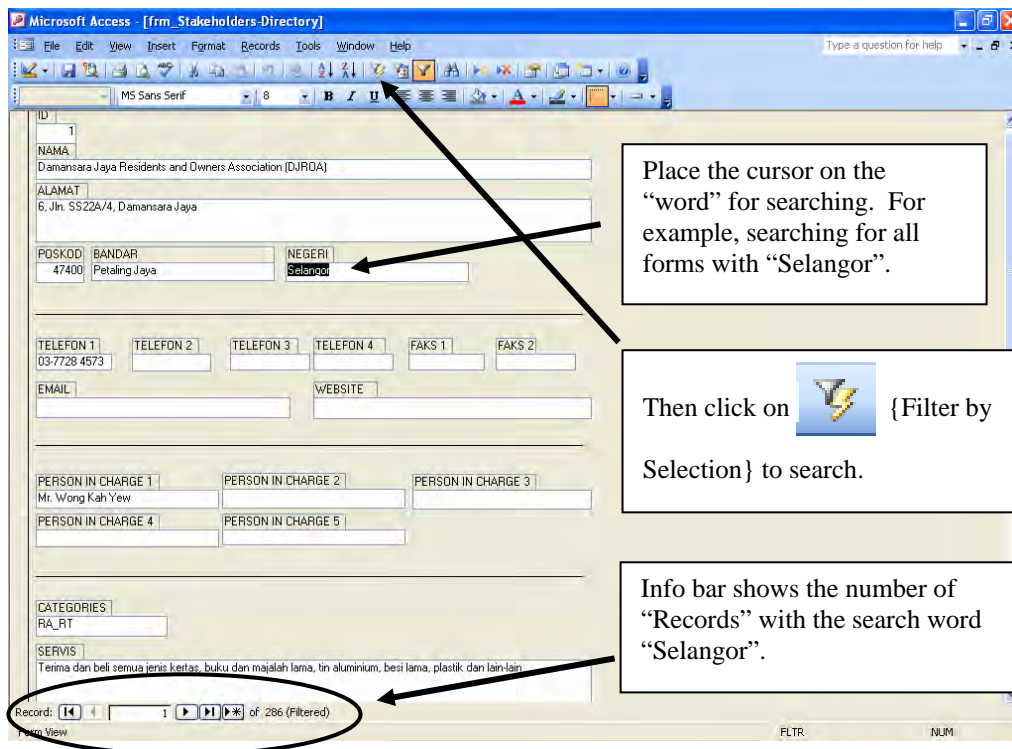




1.6 The page containing the “keyword” will be displayed, form page by page.



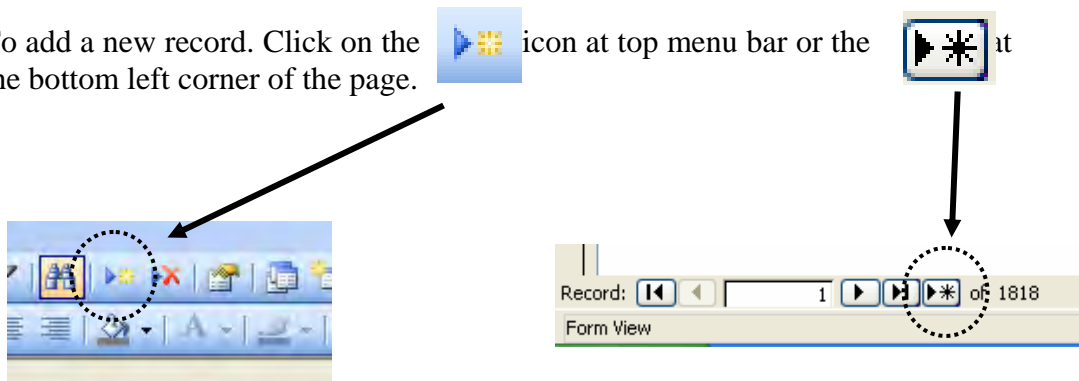
1.7 Alternatively, searching can also be done by using the “Filter” options.



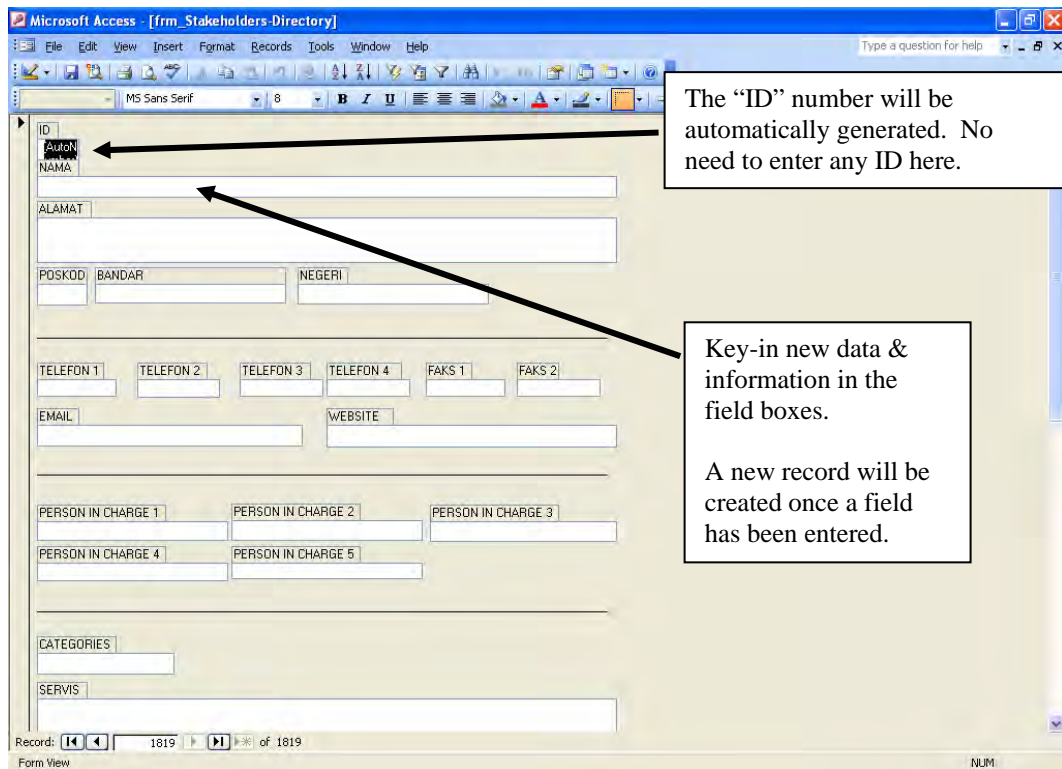
1.8 To “View” the “filtered” or “Found” data and information, scroll through the pages using the “Scroll Wheel” of the mouse, or [Page Up] or [Page Down] of the keyboard.

1.9 To cancel the “filter” option, click on [Remove Filter] icon {Remove Filter}. The display will revert back to the original state.

1.10 To add a new record. Click on the [Add New Record] icon at top menu bar or the [Add New Record] icon at the bottom left corner of the page.



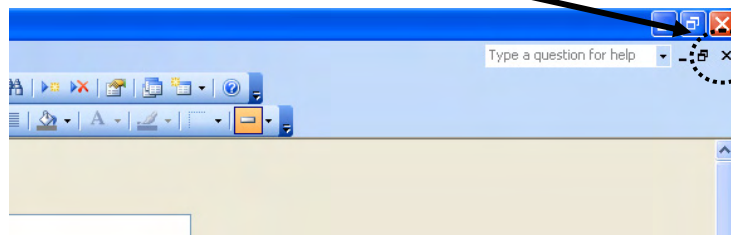
1.11 To “blank” form page will be displayed.



1.12 To delete a record, scroll to the required record for deletion and click on the icon.

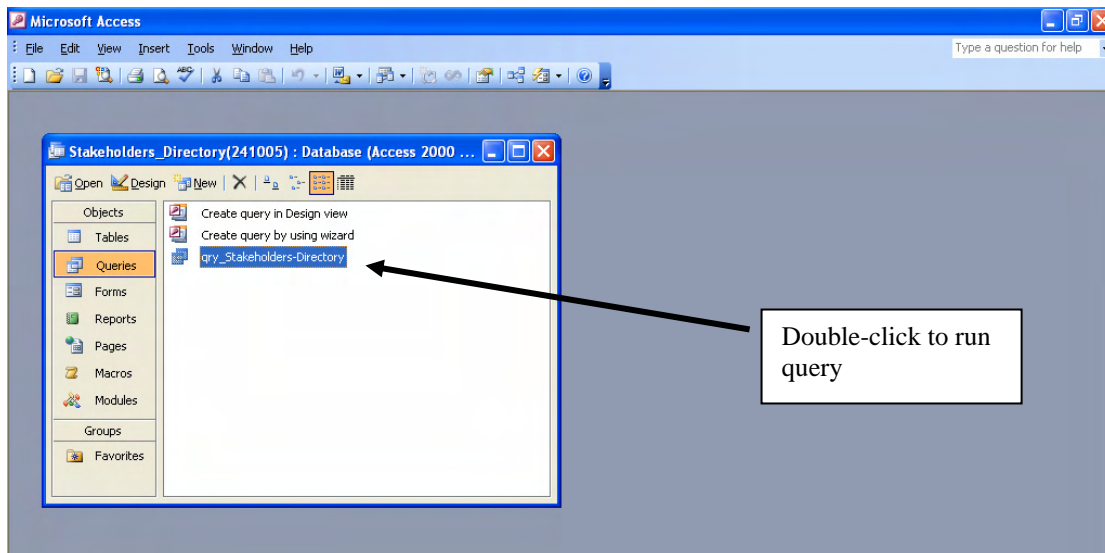


1.13 To close the “Form” page and return to the database window, click on the “Close Window” icon

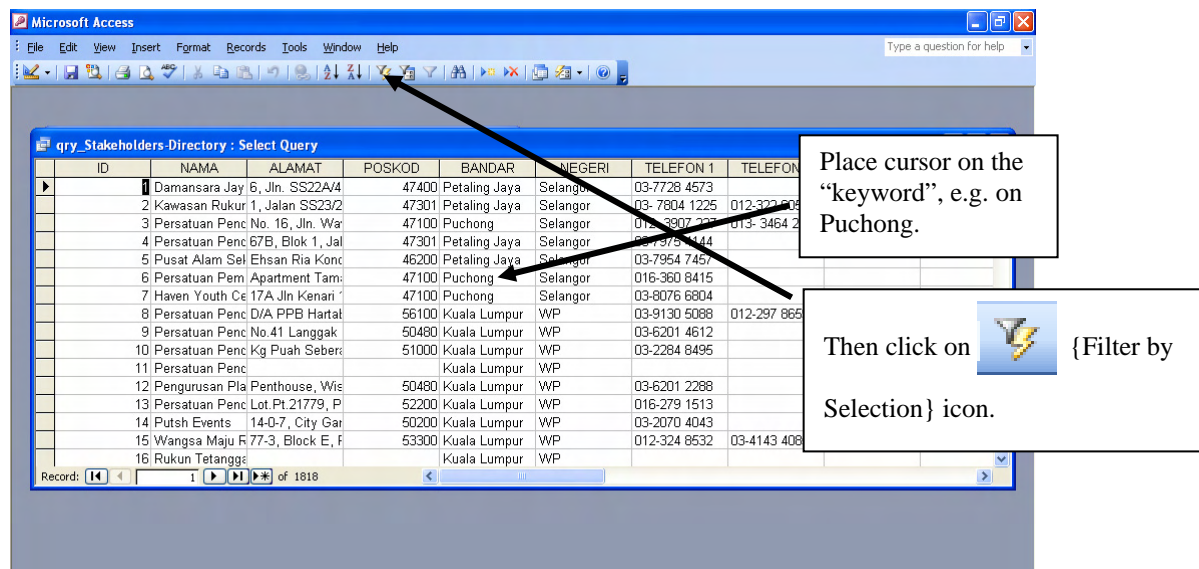


## 2.0 How to use “Query” to search and generate “Reports”.

2.1 Select “Queries” on the database window and double-click on the “qry\_Stakeholders\_Directory”.



2.2 The query page will be displayed in the table format. Select the keyword that you want to query and search. eg. to search for all stakeholders in the Puchong area.



- 2.3 The query option will filter the records and list all the records with the keyword “Puchong” in them.

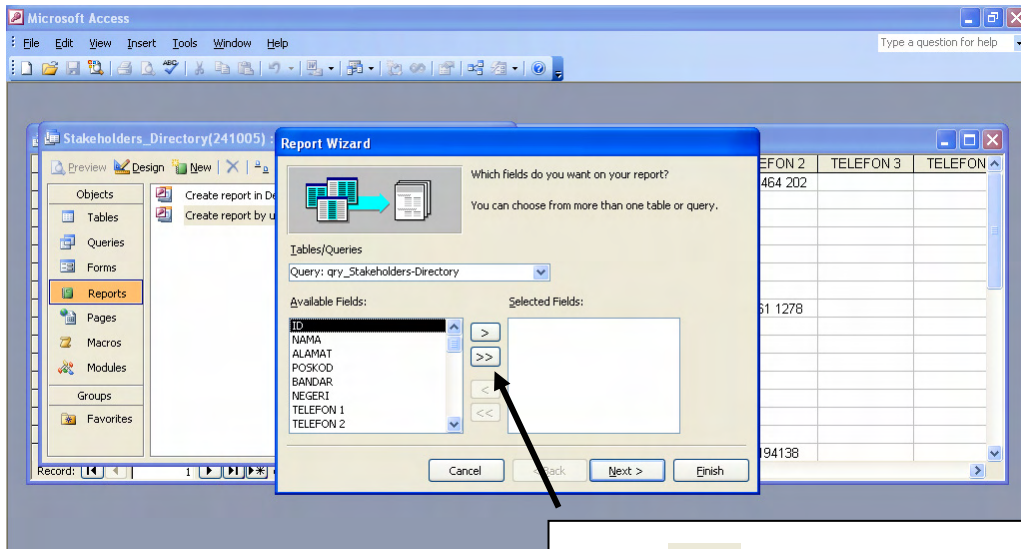
The screenshot shows the Microsoft Access interface with a query window titled 'qry\_Stakeholders-Directory : Select Query'. The query results are displayed in a table with the following columns: ID, NAMA, ALAMAT, POSKOD, BANDAR, NEGERI, TELEFON 1, TELEFON 2, TELEFON 3, and TELEFON. The records are filtered to show only those with 'Puchong' in the BANDAR column. A callout box points to the record count at the bottom of the table, stating: 'This shows that there are 19 records found with the keyword “Puchong”. i.e. there are 19 entries / stakeholders stationed in the Puchong area.'


ID	NAMA	ALAMAT	POSKOD	BANDAR	NEGERI	TELEFON 1	TELEFON 2	TELEFON 3	TELEFON
3	Persatuan Penc No. 16, Jln. Wa		47100	Puchong	Selangor	012- 3907 227	013- 3464 202		
6	Persatuan Pem Apartment Tam		47100	Puchong	Selangor	016-360 8415			
7	Haven Youth Ce 17A Jln Kenari		47100	Puchong	Selangor	03-8076 6804			
54	IOI MALL	Bandar Puchong	47100	Puchong	Selangor	03-432 8888			
67	Pasaraya Puchi Jalan Perdana			Puchong	Selangor				
68	Pasaraya Bintang 48-54 Jalan TK1			Puchong	Selangor				
197	Masjid Nurul Hu Kampung Kenai		47100	Puchong	Selangor				
473	SALVATION AF No. 30, Jln. TPF		47100	Puchong	Selangor	03-8061 4757			
483	Pure Life Societ			Puchong	Selangor				
484	Food for Life Gl			Puchong	Selangor				
485	PERKOBP			Puchong	Selangor				
1651	Citra Wangi Sdn 18, Jalan Putra		47100	Puchong	Selangor	012-2258844			
1752	ABM Metal Sdn Lot PT 32332, J		47000	Puchong	Selangor	03-80602387			
1756	Aldwich Berhad No. 5, Jalan BK		47100	Puchong	Selangor	03-80767843			
1761	Tex Cycle Sdn I No. 8, Jalan TPI		47100	Puchong	Selangor	03-80763816			
1772	Positive Recycle 10-A, Batu 12 1		47100	Puchong	Selangor	03-80684439	019-2194138		

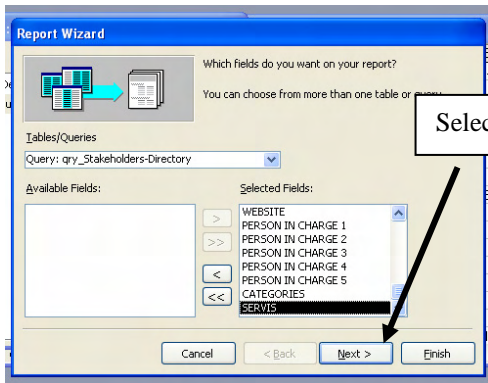
- 2.4 To generate report of the found records, click on the “Database Window” icon on the top menu bar.



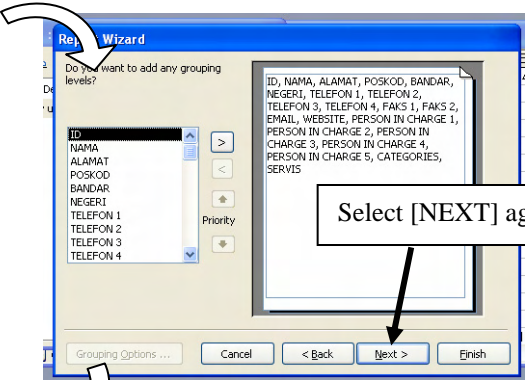
The screenshot shows the Microsoft Access interface with the Database Window open. The 'Reports' tab is selected in the Objects pane. A callout box points to the 'Create report by using wizard' option, stating: 'Then double-click on “Create report by using wizard”'. The background shows the same query results as in the previous screenshot.



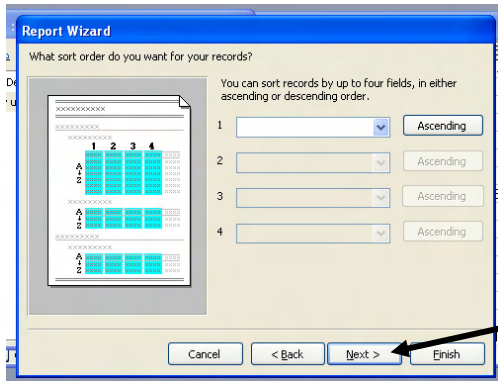
Click on  to select all the "Available Fields" to the "Selected Fields" box.



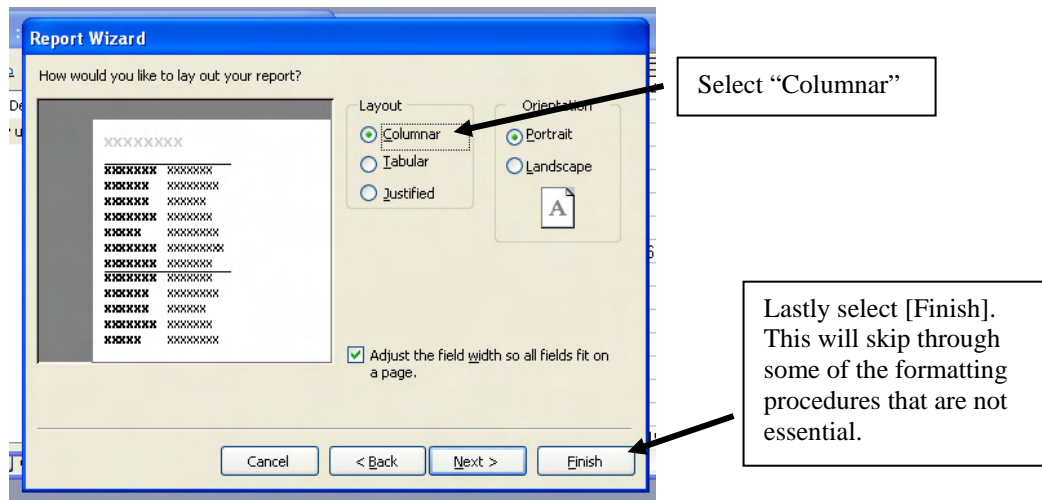
Select [NEXT]



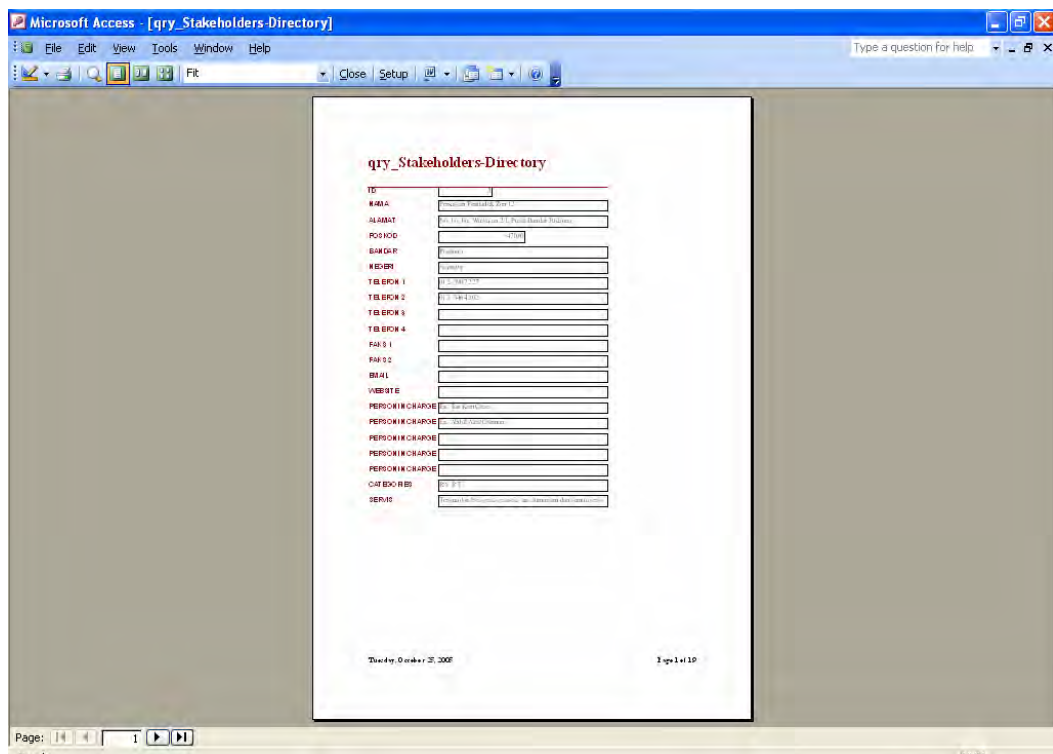
Select [NEXT] again



And select [NEXT] yet again



2.5 The query report will be generated and displayed. For this example, a total of 19 reports will be generated, i.e. the total number of records found matching the required keyword.







## APPENDIX 6

### PP-II: FORMAT OF AWARENESS SURVEY



**PUBLIC AWARENESS & PARTICIPATION IN SOURCE SEPARATION**

**(On an individual basis and NOT as representative of your organisation)**

Date: \_\_\_\_\_

**I. BASIC DESCRIPTION OF RESPONDENT**

**1.1 Name (Optional)** .....

**1.2 Address :** .....

**1.3 Contact (Optional)** .....

**1.4 Gender:** Male  Female

**1.5 Race: Please tick ✓ the correct answer**

Malay  Chinese  Indian  Others (Please specify)  .....

**1.6 Religion: Please tick ✓ the correct answer**

Islam  Buddhism  Christianity  Hinduism  Others

**1.7 Age Group:** ≤17  18~22  23~35  36~45  46~55  56~65  More than 65

**1.8 Type of Employment:**

Government  Private Company  School/Learning Institution  Students

Others (Housewife, retiree, etc.)

**1.9 Academic qualifications: Please tick ✓ the correct answer. .**

- |   |   |
|---|---|
| a. No schooling <input type="checkbox"/>        | d. University Graduate <input type="checkbox"/> |
| b. Primary School <input type="checkbox"/>      | e. Post Graduate <input type="checkbox"/>       |
| c. Secondary School <input type="checkbox"/>    | f. Others (Please specify) .....                |
| d. Diploma/Certificate <input type="checkbox"/> | g. Others (Please specify) .....                |

**1.10 How many people live in your household?**

1-2 persons  3-5 persons  6-10 persons  >10 persons

**1.11 What type of home do you currently reside in?**

- |   |  |
|---|--|
| Terraced house <input type="checkbox"/> | Semidetached house <input type="checkbox"/>                |
| Detached house <input type="checkbox"/> | Highrise (Apartment/ Condominium) <input type="checkbox"/> |
| Shophouse <input type="checkbox"/>      | Commercial units <input type="checkbox"/>                  |

**1.12 Who normally takes the garbage out in your family?**

- Husband  Wife  Children  Maid  Self (single person)   
Others (Relatives, friends, housemates)

**2. AWARENESS ON 3R ACTIVITIES**

**2.1 Do you think 3R activities (i.e. reduce, reuse, recycle) are necessary?**    Yes             No

If **yes**, please provide your reason (you may select more than one):

To save our natural resources   

To prevent pollution   

To keep our environment clean   

To save cost     For commercial purpose

Other reason     Pls. Specify .....

**2.2 Do you have following knowledge on 3Rs?**

Please rate the level of your knowledge    (*tick only one applicable answer for each statement*)

No	Questions: Do you know.....?	No Idea	Not Sure	Know	Know VeryWell
1	What Item can be recycled?				
2	Who collects the recyclables?				
3	Where the recyclables are sent?				
4	How the recyclables are treated?				
5	Ideas for reducing/reusing/recycling wastes?				

Notes: Please select 4: when you know very well, and have some information to prove it  
 3: when you know  
 2: when you know, or have heard of it, but not so sure.  
 1: when you have no idea

**2.3 Do you participate in any activities on 3Rs?**

	No	Activities	<b>Currentl y practice</b> 1 = YES 2 = NO	<b>If “NO” state reason</b> 1 = No time 2 = Not interested 3 = Need more info	<b>Future Plan</b> 1 = Continue current practice 2 = Participate from now 3 = No plan to participate
<b>Reduce</b>	1	Buy wisely			
	2	Avoid buying/using disposable goods			
	3	Refuse excessive packaging at shop			
	4	Refuse plastic bags at shop			
	5	Use washable, refillable beverage container when you go out			
<b>Reuse</b>	6	Wash and reuse bottles, cans & bins			
	7	Reuse half-used papers			
<b>Recycle</b>	8	Practice waste separation at home / office for recycling			
	9	Send / sell recyclable items to recycling centers			
	10	Sell / give recyclable items to collectors			
	11	Buy from second hand / recycling shops			
	12	Volunteer at recycling organization			
<b>Others</b>	13	Compost yard and garden wastes, etc.			
	14	Others (specify _____)			
	15	Others (specify _____)			
	16	Others (specify _____)			

Notes: "Buy wisely" includes following; buy long lasting things, buy things with less packaging, buy foods in reusable or easier-to-recycle containers, buy refillable things, buy things do not contain harmful substances, and buy environmental friendly items, etc.

**3. SOURCE SEPARATION ACTIVITY**

**3.1 How is source separation carried out at your place?**

Please provide the type of wastes separated and collected methods:

No	Activities	YES				NO
		Door to door	Collection points	Recycling centres	Others	
1	Food wastes					
2	Old newspapers					
3	Cardboards					
4	Books / Magazines					
5	Plastic bottles					
6	Glass					
7	Metal cans					
8	Aluminium cans					
9	Used Furniture					
10	Old Clothes					
11	Used batteries / fluorescent tubes					
12	Others ( _____ )					

**3.2 Do you have any problem with the separation/ collection methods of recyclables?**

Yes  No

If yes, please explain why:

Separation method is not suitable  bins/ bags are not suitable

Frequency and time of collection frequency is not suitable

Pls. provide brief explanation:.....

.....

**3.3 What is your preferred collection frequency for recyclables?**

Once a week  Once in 2 weeks  Once a month

**3.4 What is your preferred day and time of collection?**

Specify (day)..... (time).....

**3.5 Would you like to have a drop-off point in your neighbourhood / area?**

Yes  No

**4. ADDITIONAL COMMENTS & SUGGESTIONS ON RECYCLING**

.....  
.....  
.....  
.....

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**5. PLEASE INDICATE HOW YOU CAN CONTRIBUTE MORE TOWARDS THE RECYCLING ACTIVITIES**

.....  
.....  
.....  
.....

**Explanatory Notes:**

1. Definitions:

- a) 3R ACTIVITY: Refers to the three activities, i.e., reduction, reuse, recycling.
- b) WASTE REDUCTION: To reduce the amount of waste that will be put into waste stream through the changes of lifestyle and/or manner of consumption, and so on.
- c) SOURCE SEPARATION: To separate recyclables from other wastes at home/ office/ any other places where wastes are generated.
- d) RECYCLING: To utilize a waste for other purposes.

