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Introduction

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

Who is this checklist for?

This checklist is for restaurants, cafes, and bars with in-house kitchens and dine-in areas.

How to use it?

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

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

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

Results Classification

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





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



Reduction of Disposables Checklist for F&B establishments

S/N	Metrics	Response			Comments
Section 1: Planning & Policy					
1.	Does your establishment have operational guidelines and/or policies on reducing/eliminating the use of disposables?	No [0]	Yes [1]		
2.	Does your establishment conduct regular (e.g., annual) reviews to improve existing policies or practices to better manage and reduce the use of disposables?	Never [0]	Yes, once in a few years [1.5]	Yes, annually [3]	
3.	Does your establishment promote a company culture that emphasises sustainability values and behaviours including reducing disposables (e.g., sustainability included in company mission statement, branding, or key performance indicators)?	Never [0]	Yes, to a certain extent [1]	Yes, sustainability is a core value and is integrated into business operations [2]	
4.	Does your establishment track data regarding its use of disposables?	Never [0]	Sometimes [1]	Always [2]	
Section 2: Supply Chain Operations					
5.	In selecting suppliers for your ingredients/materials, do you take into consideration whether they are able to minimise use of disposables, including disposable packaging? (e.g., choosing suppliers who use returnable containers to transport the ingredients/materials, choosing suppliers who use/offer products with the “reduced packaging” logo)?	Never [0]	Sometimes [1]	Always [2]	

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6.	On a scale of 0 to 5 (0 = not at all, 1 = very seldom, 2 = less than half the time, 3 = more than half the time, 4 = almost always, and 5 = at all times for all materials), to what extent are packaging materials (e.g., glass bottles, plastic containers, carton boxes, crates) returned to suppliers for reuse/recycling?		<p>Scale: 0 1 2 3 4 5</p>  <p>Points: [0] [0.2] [0.4] [0.6] [0.8] [1]</p>	
7.	On a scale of 0 to 5 (0 = not at all, 1 = very seldom, 2 = less than half the time, 3 = more than half the time, 4 = almost always, and 5 = at all times for all ingredients and food items), to what extent are ingredients and food items stored in reusable containers?		<p>Scale: 0 1 2 3 4 5</p>  <p>Points: [0] [0.2] [0.4] [0.6] [0.8] [1]</p>	
8.	On a scale of 0 to 5 (0 = not at all, 1 = very seldom, 2 = less than half the time, 3 = more than half the time, 4 = almost always, and 5 = at all times), to what extent are reusable equipment used when handling food items (e.g., piping bag, apron, hairnet)?		<p>Scale: 0 1 2 3 4 5</p>  <p>Points: [0] [0.2] [0.4] [0.6] [0.8] [1]</p>	
9.	On a scale of 0 to 5 (0 = not at all, 1 = very seldom, 2 = less than half the time, 3 = more than half the time, 4 = almost always, and 5 = at all possible instances), to what extent are digital solutions used instead of paper (e.g., digital menus, receipts, display screens used to show orders to backend kitchen instead of paper-based order system)?		<p>Scale: 0 1 2 3 4 5</p>  <p>Points: [0] [0.4] [0.8] [1.2] [1.6] [2]</p>	

Section 3: Sales and Service

10.	Does your establishment provide the following <u>reusable</u> items to dine-in customers? (If your establishment does not use the item for sales, e.g., cups are not used because drinks are not available for sale, indicate N/A for that item)		
a.	Cups and glasses	<p>NA Never Sometimes Always</p> <p>[0] [0.5] [1]</p>	

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	b. Cutlery and utensils (e.g., spoons, forks, knives, chopsticks, straws)	NA	Never [0]	Sometimes [0.5]	Always [1]	
	c. Skewers	NA	Never [0]	Sometimes [0.5]	Always [1]	
	d. Stirrers	NA	Never [0]	Sometimes [0.5]	Always [1]	
	e. Plates and bowls or other forms of reusable food containers (without use of disposable liners)	NA	Never [0]	Sometimes [0.5]	Always [1]	
	f. Water jugs	NA	Never [0]	Sometimes [0.5]	Always [1]	
	g. Saucers	NA	Never [0]	Sometimes [0.5]	Always [1]	
11.	Does your establishment give out disposable napkins/wet towels to customers?		Yes [0]	Yes, but only upon request [0.5]	No (no disposable napkins/wet towels are offered or only use reusable ones) [1]	
12.	Does your establishment serve condiments from bulk containers (e.g., bottles/jars) instead of single-use sachets/containers?		Never [0]	Sometimes [0.5]	Always [1]	
13.	Are the following measures taken to promote BYO (Bring Your Own) behaviour from customers?					
	a. Allow customers to BYO container/cup for food/drink orders		Never [0]		Always [1]	
	b. Ask customers if they brought their own containers, cups, cutlery or bags before every		Never [0]	Sometimes [0.5]	Always [1]	



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	transaction.				
	c. Provide incentives for customers who BYO containers, cups, cutlery or bags (e.g., discounts, free toppings, points).		Never [0]	Sometimes [1]	Always [2]
14.	Are the following measures taken to reduce disposables for delivery/takeaway?				
	a. "No disposable cutlery" as a default		No [0]	Yes [1]	
	b. Serve drinks without straws by default (unless customer requests), if applicable	NA	Never [0]	Sometimes [0.5]	Always [1]
	c. Eliminate disposable stirrers (if applicable)	NA	Never [0]	Sometimes [0.5]	Always [1]
	d. Bundle food items to reduce packaging (e.g., putting pieces of bread together in a bag as opposed to individual packaging)		Never [0]	Sometimes [0.5]	Always [1]
	e. Offer options for customers to borrow/rent reusable bags/containers and return them		Never [0]	Sometimes [1.5]	Always [3]
	f. Charge for use of takeaway disposable containers.		Never [0]	Yes, for some disposables [0.5]	Yes, for all disposables [1]
15.	Does your establishment eliminate single-use items in marketing efforts (e.g., no brochures/flyers given to each customer)?		Never [0]	Sometimes [0.5]	Yes, always [1]

Section 4: Awareness and Education

16.	Are there existing measures to raise awareness about reducing use of disposables?				
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	<p>a. Establishment's online channels are regularly used to raise awareness about its environmentally-friendly practices (e.g. BYO, reduce disposables)</p>		<p>No [0]</p>	<p>Yes [2]</p>		
	<p>b. Establishment displays signs/posters that raise awareness about its environmentally-friendly practices (e.g. on walls, table-top, check-out/self-service counter)</p>		<p>No [0]</p>	<p>Yes [2]</p>		
	<p>c. Apart from the above, your establishment has other marketing efforts that encourage customers to use less disposables (e.g., campaigns / events)</p>		<p>None [0]</p>	<p>Sometimes/ ad hoc [1]</p>	<p>Yes, always [2]</p>	
	<p>d. Employees are trained to engage customers and address queries regarding initiatives to reduce disposable use</p>		<p>None [0]</p>	<p>Sometimes/ ad hoc [1.5]</p>	<p>Yes, always [3]</p>	

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RESULTS CALCULATION

Section	Your Total Score	Out of	Weight	Your Weighted Score (Score x Weight)	Weighted Maximum Score
1	0	8	20%		1.6
2	0	7	30%		2.1
3	0	22 minus [No. of Qns with NA]	30%		6.6
4	0	9	20%		1.8
TOTAL					
Percentage of Your Score out of Max. Weighted Score					

Credits

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

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