



## Guidelines on Starting Waste Segregation in the Office Area

July 2020

# Waste Segregation in the Office

## Checklist to Get Ready

### Waste Segregation: Needs and Motivation

What is the significance of waste segregation for you and your company? Why do you need to do waste segregation?	√
What types of waste (packaging/recyclables, kitchen waste, hazardous waste) do you think are generated in the office and in which proportions? How many and what types of waste do you want to be separated?	√
*The standardized approach includes segregation of waste into 4 fractions/types: Recyclable Waste, Food Waste, Hazardous Waste, Residual Waste)	

### Preliminary Research and Communication

Learn about the basic situation in the office: number of rooms, number of employees, frequency of waste collection, availability of space etc.	√
Locate and count waste bins in the building / business center where your office has its premises.	√
Communicate your wish to do waste segregation to the property management and a cleaning company. Explain how you plan to implement waste segregation and what assistance you may need.	√

### Staff Preparation

Select people who will be responsible for awareness-raising and for supervision of the waste segregation process.	√
Call for working groups or volunteers.	√

### Training and Awareness Raising

Train staff of a cleaning company to ensure that they collect waste separately according to the types defined in Step 1.	√
Prepare awareness-raising materials (posters, brochures, presentations etc.), explaining the approach to waste segregation and providing information on the location of waste bins.	√
Carry out office awareness-raising activities for employees and motivate staff to participate in the exercise.	√
Determine a communication platform to regularly update employees on the progress of waste segregation and/or to provide interesting findings.	√

### Infrastructure

Procure different waste bins according to your preferred approach to waste segregation defined in Step 1 (i.e. types of waste to be collected separately).	√
Mark waste bins designated for various types of waste (e.g. Recyclable Waste, Food Waste, Residual Waste, Hazardous Waste).	√
* Keep in mind, that residual waste might still be the largest fraction by weight, while recyclables may need more volume.	
Prepare translucent waste bags of a distinct color (e.g. green) for collecting organic waste – it will help volunteers and cleaning staff to properly discharge it.	√

# Start Waste Segregation in the Office



Follow GB/T19095-2019 by collecting all waste generated and dividing it into four categories: **recyclables**, **hazardous waste**, **food waste** and **residual waste**.

\*NOTE: bulky waste, construction and demolition waste and electric and electronic appliances are not included. These types of waste need to be collected and treated separately and do not constitute part of the household-type waste that is generated at the office premises.

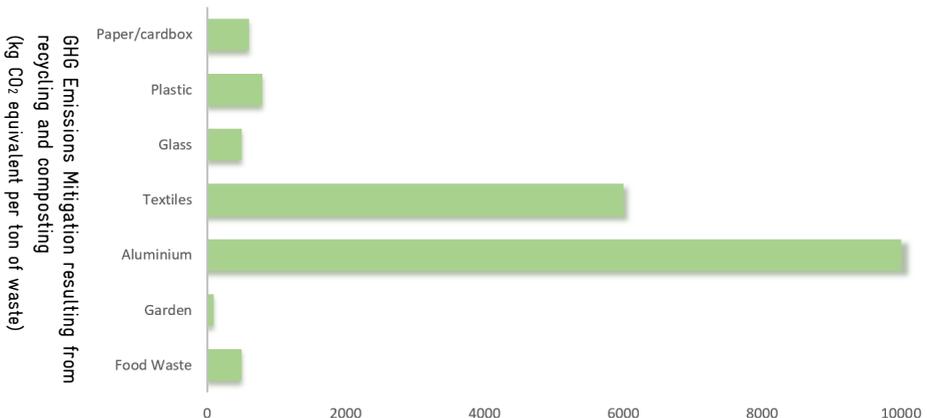
## Make It Engaging - Share Statistics on Waste Generation in your Office

To have a robust data and a reliable monitoring mechanism, you need to ensure that food waste, residual waste and recyclables are regularly collected and weighed (at least once a day). Hazardous waste, considering that the volume of its generation in office settings is not that significant, does not require data collection on a daily basis.

Data Collection Sheet - Waste Segregation in Office											
Filled by: _____											
Date	Time	Recyclables (g)							Food waste (g)	Hazardous waste (g)	Residual waste
		Cardboard	Print paper/book/newspaper	Plastic bottle	Glass	Metal	Other recyclables	Textiles			

\*Recyclables are divided into seven categories according to the materials: cardboard, newspapers/books/printing paper, plastic bottles, glass, metal, textiles and others. Ideally, each category of recyclables should be weighed and recorded in a table separately.

## Make It Engaging - Calculate GHG Emissions Mitigation



# Waste Segregation in the Offices of GIZ in China



Tayuan Diplomatic Office  
Building 2-5, Beijing



586m<sup>2</sup>, 20 rooms



48 people (average)



June 1-28, 2020

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	Total (unit: g)
Recyclable (unit: g)	15,045	11,135	29,990	9,960	66,130
Food Waste (unit: g)	11,960	8,455	22,120	7,280	49,815
Hazardous Waste (unit: g)	0	1,465	0	500	1,965
Residual Waste (unit: g)	24,550	25,495	37,645	20,895	109,085
<b>Total (unit: g)</b>	<b>51,555</b>	<b>46,550</b>	<b>89,755</b>	<b>38,635</b>	<b>226,995</b>

Data overview of solid waste generated in office



**0.24kg of solid waste per person per day**

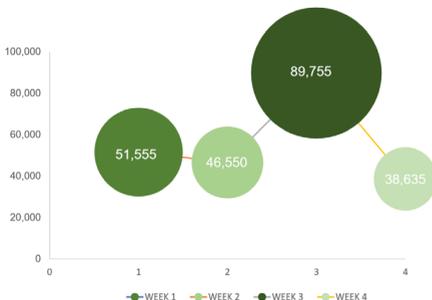
**64g CO<sub>2e</sub> GHG Emission Reduction per person per day\***

During the four weeks of the pilot action from June 1 to 28, 2020, GIZ offices on the 5th floor of Tayuan Building generated a total of 227kg of solid waste, that is, 0.24kg of solid waste per person per day. Out of this amount, about 48.1% was residual waste, recyclables and food waste accounted for 29.1% and 21.9% respectively, while the share of hazardous waste was less than 1%.



Take a guess, why is the amount of solid waste in week 3 so high?

(Answer can be found in this brochure)



Trend of solid waste generation in office



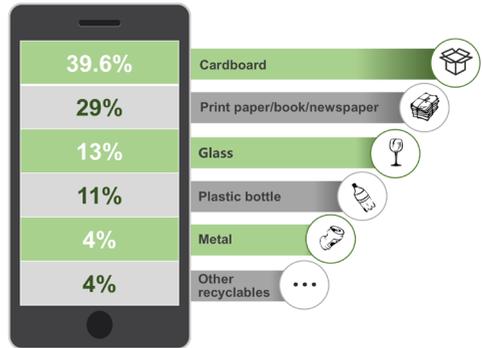
Proportion of different kinds of solid waste in office by Weight

\*The result is estimated based on "The Potential Contribution of Waste Management to a Low Carbon Economy, 2015"



## Cardboard accounts for the most among recyclables

The total weight of recyclables collected during the pilot action reached 66kg with cardboard having the highest share of 39.2%; newspapers/books/printing paper accounting 29.1%; plastic bottles, metals and other recyclables constituting 31.7% of the total.



Proportion of different kinds of recyclables in office by weight



## GIZ's active response to waste segregation in China

At the start of the pilot, 9 staff members have agreed to voluntarily assist the action and currently, 80% of the office premises are continuing waste segregation with an active participation of more than 100 colleagues. It is expected that 100% of the office premises and all employees will be engaged in waste segregation activities on a regular basis by the end of July.



# Lessons Learnt from Piloting Waste Segregation at GIZ in China

## Enhance public awareness-raising and outreach



The publicity and awareness-raising covering the process of waste segregation, its role and effects are essential. Employees that understand the aim of the action tend to have a stronger sense of mission and achievement. It is not enough to routinely remind staff members about the "technicalities" of waste segregation, it is necessary to demonstrate the significance of this process from the point of view of global issues such as climate change and plastic pollution of the marine environment.

## Provide proper guidance on waste segregation



Practice makes perfect! Since waste segregation is only being introduced in China, mismatches and wrong disposal of different types of waste is inevitable. Timely provision of guidance, strong supervision and fun ways of explaining the process are key to help participants build a habit of waste segregation.

## Lead a more sustainable way of life!



In GIZ in China, the initiative on waste segregation has stimulated further discussions on a variety of topics such as resource conservation, circular economy and sustainable development. Some colleagues suggested that decrease in the number of garbage bins or non-provision of plastic bags for collecting recyclables could reduce the use of plastic bags. It was estimated that in 20 office rooms engaged in the pilot action, the use of garbage bags could be reduced by 8-10 per day, which would make it 3,000 plastic bags avoided per year.

In addition, "GIZers" realized that overpackaged goods along with packaging resulting from food delivery and takeaway became significant sources of waste in the office. Therefore, some colleagues initiated campaigns of "Less Food Delivery" and "Less Plastics" to practice the concept of waste reduction and, ultimately, come closer to the target of "zero-waste". After all, on the pathway towards sustainable development and ecological civilization, waste segregation is an important steppingstone and responsibility of every citizen.

# TIPS for Waste Segregation in the Office

Put a bin for recyclables next to the printer for an easy disposal of used paper

1



2

Do not use garbage bags in the bins for recyclables to effectively reduce the usage of plastic bags



Mark bins for different types of waste and apply colored translucent garbage bags for food waste for an easy inspection, collection and disposal

3



## YOUR ACTION MATTERS!





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