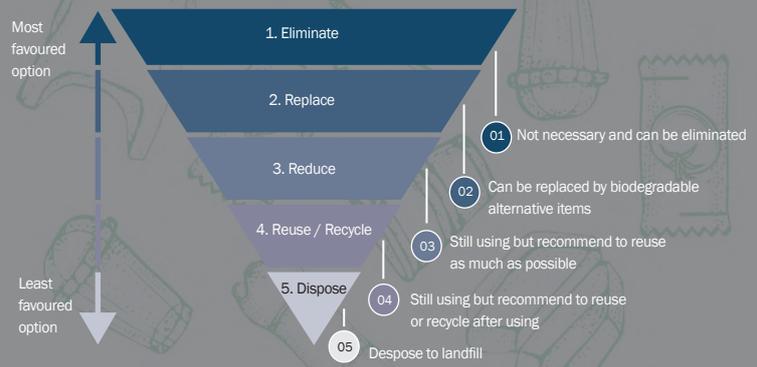


This guideline comprises a list of single-use plastic items in meeting, their alternatives and recommended actions to reduce the use of single-use plastics in offices' meeting.

Implementation's steps:



Principles to reduce single-use plastics:



✗	Plastic items	Principle	✓	Alternative item and action	Waste management
	Plastic water bottle (235 ml - 1.5 L)	Eliminate		Use refillable 18 L bottle with reusable mug and glasses.	Recyclable waste
	Plastic soft drink and juice bottle	Replace		Replace by reusable glass bottle or aluminum can	Recyclable waste
	Plastic sachet of tea, creamer, sugar and coffee	Replace		Replace with biodegradable packages, big plastic bottle or clear plastic bag	General waste, biodegradable waste or recyclable waste
	Snack and candy in plastic package	Replace or eliminate		Replace with snack with biodegradable package (e.g. banana leaves). Eliminate candy in plastic package	General waste
	Single-use plastic cutlery, plate, bowl, cup and straw	Replace or eliminate		Choose reusable or biodegradable materials. Some items can be eliminated such as plastic straw	General waste or recyclable waste
	Plastic bag and plastic bin liner	Replace or eliminate		Choose reusable bag and try to reuse plastic bags as much as possible. Avoid using plastic bag as trash bin liner	Recyclable waste
	Vinyl meeting banner	Reuse or replace		Choose LED monitor, projector or banner made from biodegradable materials or with reusable design	Recyclable waste

Wastes from meeting and office have to be segregated into 4 sorts and kept in a clean environment:

<p>Recyclable waste</p> <p>PET, HDPE, LDPE, PP; paper, carton, glass, aluminum can</p> <p>1</p>	<p>Biodegradable waste / Home-degradable waste</p> <p>Kitchen waste, organic waste</p> <p>2</p>	<p>General Waste</p> <p>Colourful plastic packages; PVC, PS, and Other</p> <p>3</p>	<p>Hazardous Waste</p> <p>Toxic and contagious waste</p> <p>4</p>
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Plastic free meeting checklist



Meeting's date: Number of participants: Audited by:

Location:

Item	Bad	Average	Good
Water and soft drink	<input type="checkbox"/> 235 ml plastic bottles <input type="checkbox"/> 500 ml plastic bottles <input type="checkbox"/> 1.5 L plastic bottles <input type="checkbox"/> Juice/soft drink in plastic bottles	<input type="checkbox"/> Juice/soft drink in disposable glass bottles or aluminum cans.	<input type="checkbox"/> Water jug and reusable plastic or glass cups <input type="checkbox"/> Juice/soft drink in refillable glass bottles
Tea, coffee sugar and creamer	<input type="checkbox"/> Plastic sachets of 3in1 instant coffee <input type="checkbox"/> Plastic tea sachets <input type="checkbox"/> Plastic sugar sachets <input type="checkbox"/> Plastic creamer sachets	<input type="checkbox"/> Coffee in big plastic bag <input type="checkbox"/> Tea leaves in big transparent plastic bag <input type="checkbox"/> Biodegradable sugar sachets in big transparent plastic bag <input type="checkbox"/> Sugar in big transparent plastic bag <input type="checkbox"/> Creamer in big plastic bag or bottle	<input type="checkbox"/> Coffee in glass bottle or biodegradable bag <input type="checkbox"/> Tea leaves in glass bottle or biodegradable bag <input type="checkbox"/> Sugar in biodegradable packages <input type="checkbox"/> Creamer in biodegradable bag or condensed milk in aluminum can
Snack	<input type="checkbox"/> Snack and candy in plastic package	<input type="checkbox"/> Snack that are not wrapped in plastic package but contained in reusable plastic bag	<input type="checkbox"/> Snack that come with biodegradable or reusable container for instance stainless steel bucket, or food container from the restaurant
Food serving equipment	<input type="checkbox"/> Disposable plastic spoons <input type="checkbox"/> Disposable plastic forks <input type="checkbox"/> Disposable plastic knives <input type="checkbox"/> Disposable plastic straws <input type="checkbox"/> Disposable plate, bowl, and tray made from plastic or paper with a plastic liner.		<input type="checkbox"/> Wooden or stainless steel spoons <input type="checkbox"/> Wooden or stainless steel forks <input type="checkbox"/> Wooden or stainless steel knives <input type="checkbox"/> Bamboo or stainless steel straws <input type="checkbox"/> Reusable plate, bowl, and tray
Trash bin liner	<input type="checkbox"/> Plastic bag		<input type="checkbox"/> Biodegradable trash bin liner <input type="checkbox"/> Newspaper or banana leaves <input type="checkbox"/> No trash bin liner
Meeting banner	<input type="checkbox"/> Vinyl or plastic meeting banner	<input type="checkbox"/> Banner made from biodegradable materials or with reusable design	<input type="checkbox"/> Using LED monitor, projector for meeting's sign