



**BALI RESTAURANT AND CAFÉ ASSOCIATION  
WASTE MANAGEMENT FOR KITCHENS AND BARS - GUIDLEINES AND STANDARD  
OPERATING PROCEDURES**

**DATE: DECEMBER 2022**

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## **BALI RESTAURANT AND CAFÉ ASSOCIATION STANDARD OPERATING PROCEDURES**

**DATE: DECEMBER 2022**

### **INTRODUCTION - PLASTICS**

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Plastic pollution has become one of the most pressing environmental issues, as rapidly increasing production of disposable plastic products overwhelms the world's ability to deal with them. Plastic trash has become so ubiquitous it has prompted efforts to write a global treaty negotiated by the United Nations. Today we produce about 300 million tons of plastic waste every year.

In the early 2000's our output of plastic waste rose more in a single decade than it had in the previous 40 years.

Since the 1950s, the rate of plastic production has grown faster than that of any other material. There has also been a shift away from the production of durable plastic, and towards plastics that are meant to be thrown away after a single use. More than 99% of plastics are produced from chemicals derived from oil, natural gas and coal — all of which are dirty, non-renewable resources. If current trends continue, by 2050 the plastic industry could account for 20% of the world's total oil consumption.

Only 9% of all plastic waste ever produced has been recycled. About 12% has been incinerated, while the rest — 79% — has accumulated in landfills, dumps or the natural environment. Cigarette butts — whose filters contain tiny plastic fibres — were the most common type of plastic waste found in the environment in a recent global survey. Drink bottles, bottle caps, food wrappers, grocery bags, drink lids, straws and stirrers were the next most common items.

A staggering 8 million tonnes of plastic end up in the world's oceans every year. How does it get there? A lot of it comes from the world's rivers, which serve as direct conduits of trash from the world's cities to the marine environment.

The solution is to prevent plastic waste from entering rivers and seas in the first place. In the 2020's no hospitality businesses should be using polystyrene boxes and cups for takeaway, plastic lids & utensils, plastic water bottles, plastic straws or single use plastic bags. Removing these items from your business is a great starting point, from there phasing out other plastics one by one will deliver results. There does need to be a balance of cutting back versus stopping all together, any reduction in waste is a win. A 100% reduction should be the goal though, even if it is a distant target.

# BALI RESTAURANT AND CAFÉ ASSOCIATION STANDARD OPERATING PROCEDURES

DATE: DECEMBER 2022

POLICY: WASTE MANAGEMENT - PLASTICS

DEPARTMENT: ALL

	<p><b>PET or PETE</b> Polyethylene terephthalate</p> <p>water bottles - juice bottles - shampoo bottles egg boxes - strawberry clamshells</p> <p>one of the safer plastics - when stored in a cool &amp; dry location out of direct sunlight</p> <p>should not be reused (it supports bacterial growth)</p> <p>should not be heated (it can leach into food)</p> <p><b>widely recycled</b> - suitable for 3D printing</p>	 <b>PETE</b>
	<p><b>HDPE</b> High-density polyethylene</p> <p>milk jugs - juice bottles - butter tubs cleaning products - toiletry bottles</p> <p>one of the safest plastics - low risk of leaching</p> <p>strong and durable</p> <p>HDPE can handle sunlight and freezing</p> <p><b>widely recycled</b> - can be recycled repeatedly</p>	 <b>HDPE</b>
	<p><b>V or PVC</b> Polyvinyl chloride</p> <p>pipes - window profiles building materials - shower curtains some cling film and food wrapping electric cable insulation</p> <p>not recommended around kids or food</p> <p>high risk of leaching</p> <p>sometimes recycled in Europe, <b>not widely recycled</b> elsewhere</p>	 <b>PVC</b>
	<p><b>LDPE or PE-LD</b> Low-density polyethylene</p> <p>six pack rings - plastic bags some cling film - flexible tubes - many lids tubing - bread bags</p> <p>considered reasonably safe for food use and reuse</p> <p>not as durable as HDPE</p> <p><b>not widely recycled</b> - requires special handling, collection points usually found in stores</p>	 <b>PE-LD</b>
	<p><b>PP</b> Polypropylene</p> <p>rope - fishing nets - plastic straws - yogurt pots some toothbrushes - some toys - cereal bags disposable diapers - bottle tops - microwave dinners</p> <p>one of the safer plastics - excellent heat tolerance</p> <p>considered safe for reuse</p> <p>often found washed up miles away - it floats!</p> <p><b>can be recycled</b> - becoming more common</p>	 <b>PP</b>
	<p><b>PS</b> Polystyrene / Styrofoam</p> <p>disposable coffee cups - take out containers soup containers - packaging foam packaging peanuts - insulation - coolers</p> <p>lightweight and a good insulator - <b>flammable</b></p> <p>not considered safe for food use - <b>do not heat</b> leaches styrene, a known carcinogen</p> <p>often found washed up miles away - it floats!</p> <p><b>very rarely recycled</b> - cost prohibitive</p>	 <b>PS</b>
	<p><b>OTHER</b> Polycarbonate, PLA, LEXAN, ABS</p> <p>PLA 'bio-plastics' - compostable plastics some baby bottles - some water bottles some food containers</p> <p>#7 is a catch-all for plastics not included in the other 6 codes. Safety for food and reuse varies. May contain BPA</p> <p>#9 - ABS (Acrylonitrile butadiene styrene) is used in lego, toys, 3D printing, TV's &amp; electronics.</p> <p><b>rarely recycled</b> - ABS is recyclable for 3D printing</p>	 <b>OTHER</b>

## How to stop using single use plastic

### **Suppliers**

- Talk to your suppliers, explain your goals and inform them that they must comply with the businesses requests, failure to do so could result in the terminated of any business agreements.
- Ensure all suppliers deliver their produce in reusable bags or containers such as recycled rice bags, natural leaf containers (lontar, coconut, pandan, etc.), high grade plastic containers, or simply wrapped in banana leaf.

### **Kitchen/ bar practices**

- Cheap plastic containers (mika) must be banned from your business.
  - If these are currently being used for food/ preparation storage replace them with high grade plastic containers with airtight lids.
  - If being used for takeaway food orders replace with an “ecofriendly” option.
- Plastic wrap/ cling film/ plastic bags - replace with high grade plastic containers with airtight lids in as many applications as possible.
- Garbage bag alternatives:
  - Recyclables can be washed and placed in reusable bin liners (cloth/ cotton)
  - Food scraps for compost or scraps for farm animals can go directly in to quality plastic buckets with an airtight lid
  - Kitchen/ bar bins – reusable plastic bags (at least 2.25ml thick) can be washed after use. Compostable plastic bags are also an option as are rice bags.
  - Bulk bins - reusable plastic bags (at least 2.25ml thick) can be washed after use. An arrangement with your garbage collector will need to be made as they must return the reusable bags to you. Compostable plastic bags are also an option as are rice bags.

Alternatively have aluminium inserts made for your garbage bins, these can be cleaned easily and reused. If using this method, you will need to come to arrangement with your garbage collector, how will they remove this trash from your premises if it is not in bags?

- Compile garbage into large 50kg Rice Bags for pick up as these can be cleaned and reused.
- Plastic water bottles – No water should be purchased in single use plastic bottles.
  - Purchase water in reusable gallon bottles.
    - For use in staff areas with washable, quality plastic cups.
    - For restaurant use, use water carafes or jugs
  - Purchase single use water in glass bottles, preferably find a supplier that delivers in crates (carboard boxes create waste) and reuses the bottles (bottle tops are an issue here).
- Plastic straws – best to use no straw at all, but metal and glass is an option. Paper straws are better than plastic but still create waste.
- Single portion condiments – do not use jams, honey, butter or sauces such as soy, tomato or chili meant for one use. Single portion hand wipes should be avoided too.

## **BALI RESTAURANT AND CAFÉ ASSOCIATION STANDARD OPERATING PROCEDURES**

**DATE: DECEMBER 2022**

**POLICY: WASTE MANAGEMENT – WASTE SEPERATION**

**DEPARTMENT: ALL**

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The first step in waste management is to identify the waste you create. Once this is done properly separate your waste so that the maximum amount can be reduced, reused and recycled properly. Without proper waste separation you will not be able to maximize the results of your Waste Management System. How your waste is separated will depend on how your business operates, how your areas are set up, how much space you have and ultimately by the companies you choose to partner with.

All businesses must work with a recognized recycling company, part of their service is to instruct you on how to separate based on how they pick up recyclables and how they operate at their facility. They must also instruct you on what is recyclable and what is not, it may be necessary to work with several companies to maximise your recyclable material.

It makes sense to separate your garbage as you go, different bins in each area (bar, tea/ coffee area, prep kitchen, service kitchen, bakery, dishwashing and pot wash areas).

Most recycling companies will request simple separations as listed below.

In general separation will look something like this:

- Food waste
  - Compost
  - Animals/ farmers
- Recyclables
  - Plastics
  - Glass
  - Cardboard
- Trash – items/ food stuffs that cannot be reused or repurposed
- Chemical
- Oil
- Sewage/ grease trap
- Lightbulbs/ electronics
- Sanitary waste
- Masks – non cloth

Compost – if you are composting a list of compostable materials must be obtained from the company doing this for you, these items vary from place to place. If you are doing your own composting then this is a great resource: <https://www.planetnatural.com/composting-101/making/what-to-use/>

## **BALI RESTAURANT AND CAFÉ ASSOCIATION STANDARD OPERATING PROCEDURES**

**DATE: DECEMBER 2022**

**POLICY: WASTE MANAGEMENT – ADMINISTRATION/ IMPLIMENTATION**

**DEPARTMENT: ALL**

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### Supporting needs

Proper waste management cannot be achieved without the support of a sustainability member or team (depending on the size of your operation).

Sustainability team members will be responsible for the following crucial tasks:

- Cleaning of all plastic containers, rubbish bins, rubbish bin linings, rice bags, etc...
- Ensuring proper Waste Separation
- Quantify waste and measure effectiveness of Waste Management System.

### Quantifying your waste

Measuring how much waste you are creating is an important step to waste reduction. Ensure that you are implementing a proper Waste Management System by recording and actively reducing the total weight of your unrecyclable waste (the left-over garbage after you have recycled everything).

How to:

Record the weight of all rubbish containers that you use for unrecyclable waste so that you know how much they weigh when they are empty and clean. Weigh and record all unrecyclable waste containers before the garbage is pick up/taken away.

On a weekly/ monthly basis, calculate the total weight of unrecyclable waste and deduct the total weight of all the empty garbage containers. This will give you the net weight of the unrecyclable waste you are producing. Record these numbers on a spreadsheet so each month can be clearly referenced.

As business fluctuates it is also necessary to record how many customers you have served each week/ month. The amount of unrecyclable waste you have each week/ month divided by the number of customers you have each week/ month will give you a total amount of waste per person. This number is your benchmark, it should never go up, aim to reduce this amount each month.

### Waste Management manpower needs/recommendations

The number of staff required for proper implementation of these SOP's depends on the size of your operation and on your budget allocated for this. However, it is recommended that businesses create an additional appendix in their End of Month Reports so these numbers can be viewed and assessed by management and owners just like all other important figures are.

Small operations that have a good staff involvement and proper control systems in place should be able to implement these SOP's without hiring additional staff.

Larger operations or operations where orders are not followed expressively by the staff will need to hire additional staff to ensure the proper implementation of these SOP's.

### Financials

The cost of sending waste to landfill is increasing as space runs out. It harms the environment in the process and isn't a solution that can continue far into the future. Doing nothing to improve your company's waste management is increasingly not a viable option, financially or ethically. **Reducing, reusing** and **recycling** your waste is important for the environment, and by decreasing the amount of waste for disposal, space is saved in landfills, natural resources are conserved, and consequently operating costs are reduced.

**Note:** Segregated waste is often cheaper to dispose because it does not require as much manual or mechanical sorting as mixed waste plus certain waste does have a monetary value as it can be sold.

### **Expense**

In order to cut back on the use of "bad" plastics many kitchens/ bars will need to purchase quality, high-grade plastic containers. This can be a gradual process, what is important here is that targets in the reduction of waste are set at levels that your business can reach.

### **Savings**

Excessive use of plastic wrap, single use plastic bags and cheap plastic storage containers is costly. By reducing the use of these things money will be saved in both purchasing and in waste removal.

All waste removal comes at a cost, proper waste disposal doesn't mean it will cost a business more. Your recyclables are worth money, choose your recycling company carefully if selling these items is something your business wants to. Or support community programs by working with companies that "give back" to their communities, this approach isn't a cost, it is investment for the future.

## **BALI RESTAURANT AND CAFÉ ASSOCIATION STANDARD OPERATING PROCEDURES**

**DATE: DECEMBER 2022**

**POLICY: WASTE MANAGEMENT – SET UP**

**DEPARTMENT: ALL**

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### **How to set up a waste management system**

#### **1. Identify the waste you create**

When you're thinking about how to manage waste most effectively, the first step is to identify your waste. Run a waste audit to figure out what waste your facility generates, what volumes of those wastes it produces and what departments produce the most waste.

An audit like this is also beneficial for determining where excessive waste occurs in your business. If you know most of your waste disposal practices are relatively sustainable but one department produces disproportionate amounts, you can tailor your strategies toward helping that department reduce and recycle more.

#### **2. Identifying waste streams**

Identifying waste streams at your facility is an essential component of your waste management plan. Break your waste streams down into more specific categories like oil waste, plastics and glass, masks and vegetative debris.

To dispose of all waste streams, you will need to enlist specialised professional services. They can mitigate the risks associated with these wastes and ensure safe, responsible practices around them. All such organisations must be approved by BRCA. If you wish to use an organisation that isn't approved by BRCA please notify us and we will add them to our list of approved organisations if/ once they meet our criteria.

#### **3. Take charge**

Establish a person or team to take charge of your waste management program

#### **4. Assess current waste disposal methods**

The next step is to evaluate your existing waste disposal methods. Take a tour of your facility and observe your performance in areas like these:

- Placement of refuse and recycling bins
- Labelling of refuse and recycling bins
- Reliability of the services that pick up your facility's waste

Determine where your organisation is strongest and where it could improve. For instance, you might notice that your recycling bins are poorly labelled, so recyclable waste goes into general rubbish instead. You might see that your rubbish bins are too far from where your processes generate waste, so the waste tends to pile up where it shouldn't. Or you might discover that although your facility handles its waste appropriately, your disposal services fail to remove the waste on time, leaving your facility with accumulated waste.



## 5. Consider Your Waste Hierarchy

As you plan your waste management practices, consider implementing a hierarchy that prioritizes sustainable processes like reusing and recycling over landfill disposal:

**Reduce:** Start by examining where your facility can reduce its waste generation. You might discover that more material is coming into your facility than is necessary.

Brainstorm ways to scale the sourcing back and minimize the amount of waste you produce.

**Reuse:** Consider what types of waste can be reused. For instance, only buy beer or soft drinks from suppliers that deliver in plastic crates and reuse their bottles.

**Recycle:** Consider what waste you can divert from your disposal stream and break down for recycling.

**Recover:** Waste products you can recover and repurpose include glass jars, paper/plastic bags, egg trays, linen and old equipment and furniture. Or get creative, wine bottles make excellent water glasses and carafes.

**Dispose:** Generally, everything that remains after you've exhausted the options above must go to a landfill. With effective waste management practices, you can often minimise the amount of waste that falls into this category and develop strategies for responsible disposal.

## 6. Select Waste Management Partners

One of the most critical points of your waste management plan involves choosing the right waste management partners for your business. Companies that are experience at handling the types of waste your facility produces and can help you work toward your sustainability goals should be partnered with. *These companies must be BRCA approved.*

## 7. Set Targets for Waste Reduction

As part of your waste management strategy, you should also set facility goals to work toward. Before implementing your new waste management plans, measure and quantify your existing waste management practices so you'll have a baseline to work from.

Then set targets you'd like your facility to reach. For instance, you might want to reduce your waste disposal volumes by 20% or see no compliance violations during six months. When you meet your target, celebrate with your team, and then set new goals so your facility's operations consistently become more sustainable.

## 8. Create a Waste Management Action Plan

Your business will need to develop a waste management action plan. This plan should be displayed it where employees can read it frequently.

Your action plan should contain specific, detailed procedures for separating your facility's various types of waste, getting waste to its proper containers and arranging disposal pickups.

## **9. Train Employees on New Procedures**

Even the best-crafted waste management action plan won't provide results if your employees don't understand or feel engaged with the new procedures.

Create awareness with your employees about the effects of bad waste management systems on the environment and on the future of tourism in Bali and how this can affect their personal lives. Creating staff awareness and having them care is paramount in the success of this program.

Staff should also be educated about the company's sustainability targets. Doing so will give employees context for the new processes and provide goals to strive for.

## **10. Progress**

Track Your Progress and Monitor for Adjustments

**BALI RESTAURANT AND CAFÉ ASSOCIATION STANDARD OPERATING PROCEDURES****DATE: DECEMBER 2022****POLICY: WASTE MANAGEMENT – ENERGY EFFICIENCY****DEPARTMENT: ALL**

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Improving energy efficiency to save resources, protect the environment and cuts costs.

Ensuring energy efficiency and conservation throughout a business's operation is very important, as it impacts both the greenhouse gas (GHG) footprint and the cost structure. It is recommended that all businesses seek solutions to improve energy efficiency by implementing a range of technologies and best practices that reduce environmental impacts, improve operational efficiencies and achieve cost savings.

The only way to achieve these goals is to partner with a specialist company, preferably one that is a leader in its field. If done correctly the money you save throughout your operation will cover the initial costs of any changes you may need to make.

**BALI RESTAURANT AND CAFÉ ASSOCIATION STANDARD OPERATING PROCEDURES****DATE: DECEMBER 2022****POLICY: WASTE MANAGEMENT – WATER SAVING****DEPARTMENT: ALL**

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Managing water usage to save money and reduce environmental impact.

Water conservation is a key strategy for sustainable tourism and the protection of coastal habitats and marine environments. Sustainable tourism businesses have found that water conservation is an important strategy that can pay dividends in several ways including:

- Improving the experience of the tourist
- Cost savings
- Protection of ecosystems
- Disaster reduction
- Reducing pollution in the water ways

Good water conservation programs can help ensure that the quality of the tourism experience remains high.