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This document provides guidelines to be followed by the Official participants (hereinafter referred to as “Participants”) of the 2005 World Exposition, Aichi, Japan (hereinafter referred to as the “Exhibition”), which will be organized by the Japan Association for the 2005 World Exposition (hereinafter referred to as the “Organizer”), with in regard to cleaning in and around modular buildings and facilities at the Exhibition site, and disposal of waste to be generated there during the Exhibition period.

I. Sharing of Responsibilities for Cleaning and Waste Disposal

The responsibilities for cleaning of and waste disposal at the Exhibition site (hereinafter referred to as the “Site”) shall be shared between the Participants and the Organizer, as shown in the following table.

Item	Participants	Organizer
Cleaning at Site	- Perform necessary cleaning of areas to be managed by Participants (*1)	- Perform necessary cleaning of areas to be managed by Organizer
Installation and management of outdoor waste containers	- Install, manage and maintain waste containers in areas to be managed by Participants	- Install, manage and maintain necessary number of waste containers in areas to be managed by Organizer
Collecting and carrying waste to designated places in Site	- Separate waste according to categories specified by Organizer, using Organizer-designated bags. Then carry these bags to designated places (waste sub-storage areas) (*2). - Dispose of waste other than specified by Organizer.	- Install waste sub-storage areas (*2) within Site and manage/maintain these areas. - Collect and transport waste produced within areas to be managed by Organizer, and carry it to designated places.
Transport of waste to final disposal facilities	- Transport waste other than specified by Organizer (in GL-4-6-1 “Environmental Conservation Guidelines during the Exhibition) to waste disposal facilities outside Site.	- Transport waste to designated waste disposal facilities outside Site.

- *1) Areas to be managed by Participants are:
- Buildings and structures, their incidental equipment and installations, as well as their premises, all of which will be under the management of the Participants.
 - Premises occupied by the Participants, waiting spaces for visitors, and areas that the Organizer allows Participants to use (i.e., staff-only areas and other similar areas to be used by the Participants in relation to their Exhibition activities.)
- *2) The waste sub-storage areas are places for temporary storage of waste collected at the Global Commons, each of which has one waste sub-storage area. Waste temporarily stored in the sub-storage areas will then be carried to the waste main-storage area, where all waste generated at the Site will be collected. At the main-storage area, the waste will be re-classified to ensure proper treatment/disposal, and thus promote the 3Rs (**R**educing, **R**eusing, and **R**ecycling of waste materials). Finally, the waste will be transported to the final disposal facilities outside the Site.

II Waste Disposal Procedures

- Participants are requested to classify waste to be produced at the Site according to the **“Waste Classification and Disposal Methods” (Tables 1 to 3, on pages 6 through 8)**, using **the designated trash bags printed with characters in different colors by waste type**. These bags should be carried to **nearby waste sub-storage areas (Figure1, see page 9)**.
- As for used cooking oil and foamed polystyrene materials, Participants shall ensure that such materials are collected by their suppliers, on the Participants' responsibility and at their own expense.
- Waste that cannot be accepted for disposal
At the site, the Organizer will not accept requests for disposal of the following waste materials. Participants should take these waste materials back to their countries or entrust treatment to professional waste disposal companies (regarding which information is available from the Cleaning Management Center run by the Organizer).

- (1) Household electrical appliances, furniture, bedclothes, fittings and fixtures, bicycles, motorcycles, automobiles, bulky refuse, and tires



- (2) Packaging materials, remnant materials and other waste produced during interior/exterior finishing work



(3) Dangerous articles

1) Various types of dry cells

Button cells, NiCad cells, nickel cells and lithium cells



2) Other

Fluorescent tubes, disposable gas lighters, spray cans, portable gas cylinders, fire extinguishers, storage batteries, large volumes of flammable powders (wheat flour, rice flour, powdered soap etc.)



(4) Medical waste



(5) Animal excreta and dead bodies

4. Trash bags should be tied firmly at the top, so that waste will not spill out.
5. Garbage, such as kitchen scraps, should be sufficiently drained before placing it in the bags, to prevent leakage of foul water. **For details of garbage disposal procedures, refer to pages 13 to 15.**
6. Before disposing of broken crockery, Participants should responsibly take appropriate measures to ensure that such waste can be disposed of in a safe manner.
7. Dangerous materials and containers holding liquids other than waste kitchen oil should not be disposed of as waste.
8. At the Site, waste incineration, waste landfill and illegal dumping of waste are prohibited.
9. Precautions
 - (1) All items that Participants have brought into Japan tax-free shall be brought back to their countries. If Participants wish to dispose of such items in Japan, Participants shall consult the Organizer to determine how to deal with these items.

- (2) Since medical waste may cause infection, it should be classified independently of other types of waste, and its disposal should be entrusted to specialized waste disposal service companies (for information on such companies, contact the Cleaning Management Center run by the Organizer).
10. As a rule, Participants shall take waste to the waste sub-storage areas during the times shown below, and handle waste in the following manner.

(1) Time during which waste is accepted

Participants shall take their waste to the waste sub-storage areas during the times shown in the following table.

Period	Nagakute site
March 25 – April 25	10:00 - 22:00
April 26 – September 25	9:30 - 22:30

* If waste is transported during Exhibition hours, sufficient care should be taken to prevent problems regarding offensive odors and safety.

(2) How to handle waste

- 1) Garbage bags should be put in the designated “garbage carts” (see page5) and taken to the waste sub-storage areas. Participants who need carts for carrying other types of waste than garbage are requested to procure such carts on their own. There are no regulations on carts for carrying non-garbage waste.
- 2) Bags containing waste collected by type should be handed over to attendants at the waste sub-storage areas.
- 3) After the garbage carts have been emptied, Participants should take their carts back with them.
However, if Participants take garbage bags to the waste sub-storage areas during the times shown in the following table, they should leave their garbage carts with the attendants, without taking out garbage bags from the carts. In such case, the Participants should come the next morning to pick up their carts.

Period	Nagakute Site
March 25 – April 25	21:00 - 22:00
April 26 – September 25	21:30 - 22:30

* If waste has not been appropriately classified, attendants may require Participants to take waste bags back and re-classify the waste properly.

III Trash Bags and Carts

1. Trash bags

Participants shall purchase and use trash bags designated by the Organizer. Please be advised that the waste contained in trash bags other than specified by the Organizer will not be accepted for disposal.

To purchase Organizer-designated trash bags, apply to the Organizer through the Cleaning Management Center, using the application form on page 11 (this form is provisional; final form is subject to change) and following the procedures described on page 10. Such bags are also available in convenience stores at the Site. The trash bags will be priced at 1,050 Japanese yen (consumption tax included) for a set of ten bags of one type.

2. Trash carts

(1) Garbage cart

In principle, the Organizer will supply one “garbage cart” (cart dedicated to carrying garbage bags) per Participant. However, Participants who are planning to operate restaurants, food stalls and the like at the Site can apply to the Organizer for an additional number of garbage carts, as required. The Organizer will then estimate the amount of garbage to be generated by the applicants, and, on the basis of that estimation, supply an appropriate number of garbage carts to these Participants.

Participants who cannot deal with their garbage using the thus-supplied garbage carts alone should procure Organizer-designated carts at their own expense.

For cart application procedures and application form (this form is provisional; final form subject to change), refer to page 12.



■ Garbage cart

(2) Carts for other types of waste than garbage

Carts for carrying waste other than garbage shall be procured by Participants at their own expense.

For reference, photographs of the “collapsible box that can be placed on a hand cart” are shown below. Participants wishing to purchase this box should contact the Cleaning Management Center, which will introduce the company dealing with the box. The price of the box is currently under consideration.

■ Collapsible box that can be placed on a hand cart



When box is folded.



When box is assembled

Table 1: Waste Classification and Disposal Methods

No.	Type		Disposal method		Remarks
			Bag	Cart, can, string etc.	
1)	Garbage		A2 A3	Transport using specified garbage carts.	Do not include other types of waste than garbage. Drain thoroughly. A2: to dispose of garbage contained in biodegradable plastic containers (A2 bags may not be carried in methane fermentation facility.) A3: when only garbage is disposed of
2)	Throwaway chopsticks		B		
3)	Glass bottles		C		Bottles should contain no residue.
4)	Cans	Aluminum cans	D		Bottles should contain no residue.
5)		Steel cans	E		Bottles should contain no residue.
6)		Professional-use cans			Bottles should contain no residue.
7)	Used cooking oil			Waste kitchen oil should be placed in professional-use cans before disposal.	Can lids must be closed.
8)	PET bottles		F		Bottles should contain no residue.
9)	Plastic		G		
10)	Foamed polystyrene		H		
11)	Paper	Paper cups and containers	J		Flatten before placing into bag.
12)		Cardboard boxes	K	Tie with string.	Tie firmly.
13)		Newspapers, leaflets		Tie with string.	Tie firmly.
14)		Magazines, brochures		Tie with string.	Tie firmly.
15)		Office equipment paper		Tie with string.	Tie firmly.
16)	Burnable waste (other than 1), 2), 11), 12), 13), 14), and 15))		L		
17)	Unburnable waste (other than 3) through 10))		M		

Table 2: Waste Classification and Disposal Methods










































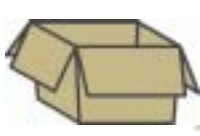


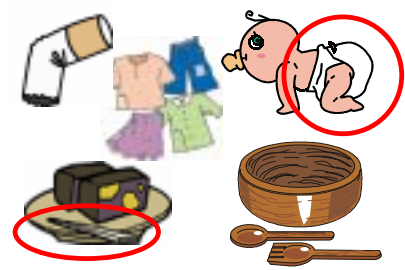


Type		Reference		
1	Garbage			
2	Throwaway chopsticks			
3	Glass bottles			
4	Cans	Aluminum cans		
5		Steel cans		
6		Professional-use cans		
7	Used cooking oil			
8	PET bottles			
9	Plastics			

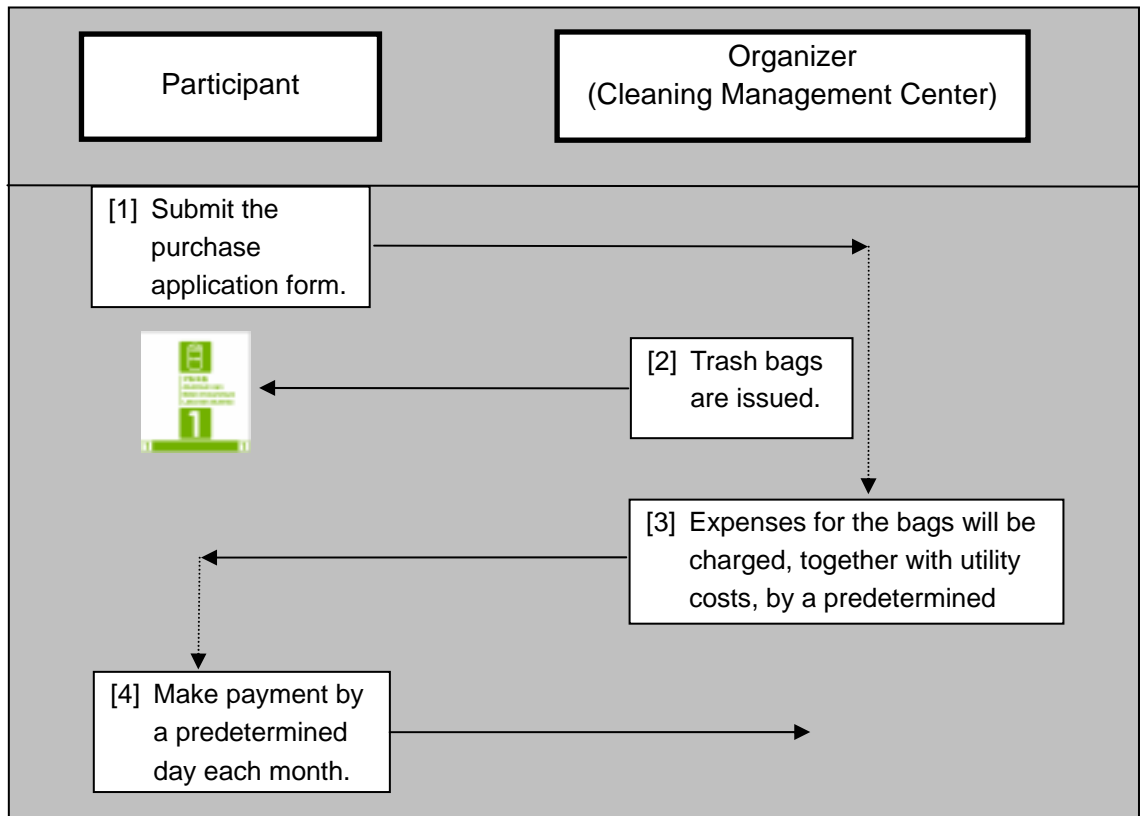
Table 3: Waste Classification and Disposal Methods

Type		Reference			
10	Foamed polystyrene			 	
11	Paper	Paper cups and containers			 
12		Magazines, brochures			 
13		Newspapers, leaflets			 
14		Office equipment paper			 
15		Cardboard boxes			 
16	Burnable waste				
17	Unburnable waste				

IV Application Procedures and Forms

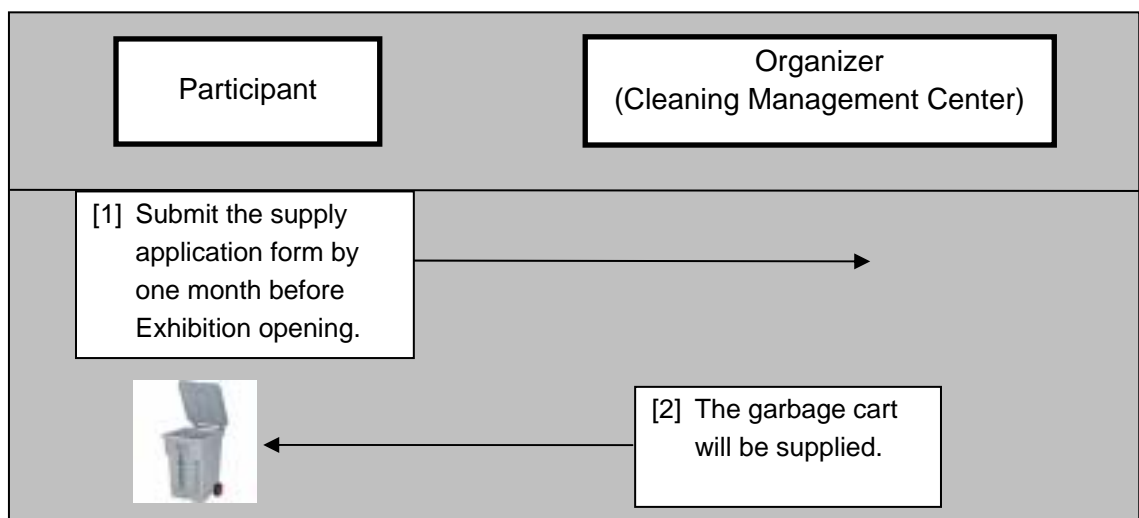
1. Procedures

(1) How to apply for purchase of trash bags



* Billing and payment procedures are subject to change.

(2) How to apply for a supply of garbage carts



2. Forms

(1) Trash Bag Purchase Application Form

Trash Bag Purchase Application Form

Received

* (No.)

* Date: (YYYY) (MM) (DD)

(Do not fill in this portion.)

Date: (YYYY) (MM) (DD)

To Cleaning Management Center

Japan Association for the 2005 World Exposition

Name of Participant _____

Name of representative _____

Name of person in charge _____

Telephone number _____

We hereby apply for the purchase of trash bags as follows:

1. Type(s) and number(s) of sets

Type	A2	A3	B	C	D	E	F	G	H	I	J	K	L	M	Total
Number															

* Trash bags of each type are sold in sets of ten.

2. Price

Number of sets × unit price (@1,050 yen) = Total amount

(_____) × 1,050 = _____

(2) Garbage Cart Supply Application Form

**Garbage Cart Supply
Application Form**

Received

* (No.)

* Date: (YYYY) (MM) (DD)

(Do not fill in this portion.)

Date: (YYYY) (MM) (DD)

To Cleaning Management Center
Japan Association for the 2005 World Exposition

Name of Participant

Name of representative

Name of person in charge

Telephone number

We hereby apply for a supply of garbage cart(s) as follows:

1. Details of application

1)	General application	1 cart	Supplied free of charge
2)	Additional application	cart(s)	Supplied according to the Organizer's examination results.
Total		cart(s)	

2. After the period of the Exhibition, we will dispose of all the supplied or purchased garbage cart(s) in our country.

V Requests Regarding Disposal and Transport of Garbage

As part of its efforts to promote the 3Rs (**R**educing waste generation, **R**eusing and **R**ecycling of used resources), the Organizer will recycle the collected garbage, which will be carried into the methane fermentation facility located in the Organizer's Administration Building. At the facility, the garbage will be used to generate electricity.

The Organizer therefore asks Participants to follow the procedures described below concerning the disposal and transport of garbage to be produced at the respective modular buildings.

1. As for classification and transport of garbage generated from daily activities at modular buildings of respective Participants, or kitchen scraps, leftover food, unsold food and other types of garbage generated at commercial restaurants and food stalls, refer to items 2 and 3.

- (1) After business hours each day, the produced garbage should be placed in the designated bags (Type A3, available from the Cleaning Management Center or shops at the Exhibition Site). Please make sure that these bags are firmly tied at the top. Also, when disposing of waste please be sure to use only single bags; do not put bags inside other bags.



- (2) Garbage in the bags mentioned in (1) above should be placed in the designated garbage cart (90-l garbage container with casters; see photo (below)), for transport to designated places (waste sub-storage areas located around each Global Common; see page 9).

■ Garbage cart

The Organizer will supply one garbage cart per Participant. However, Participants who operate restaurants and food stalls at the Site can apply to the Organizer for necessary additional number of garbage carts. (Refer to Cart Supply Application Form on page 12.)



- (3) The garbage bags in the carts, placed in the designated areas (waste sub-storage areas), will be collected by garbage collection trucks of the Organizer-commissioned waste disposal companies. The emptied carts will be left at the waste sub-storage areas.

- (4) The next morning, before the Exhibition opens, the garbage carts should be taken back from the sub-storage areas. After confirming that the carts have been emptied, Participants should take the carts back with them for reuse.
 - 1) For hours (time schedule) during which garbage is accepted for collection by the trucks, refer to items (1) and (2) on page 4.
2. Types of garbage classified as “burnable waste” (type 16) in Table “Waste classification and Disposal Methods” on page 6)

Various types of garbage will be generated by daily activities in modular buildings and restaurant services. The following types of garbage shall be classified as “burnable waste,” since these types will hinder bacterial fermentation processing to generate electricity at the methane fermentation facility.

In addition, if it is difficult to judge whether a waste material should be classified as “burnable waste,” contact the Organizer.

 - (1) Food scraps, leftovers and other food-derived waste materials that can cause malfunction of methane fermentation facility equipment
 - 1) Bones (of cows, sheep, pigs, chickens, fish etc.)
 - 2) Pits (of plum, loquat, persimmon, litchi etc.) larger than the little finger nail.
 - 3) Shells (of oysters, clams etc.)
 - 4) Special food materials not available in Japan
 - 5) High-fiber food scraps (bamboo sheaths, Japanese radish leaves, etc.)
 - 6) Food materials whose raw surface is hard (whole pumpkin etc.)
 - 7) Blocks of food in volume about 10 cm³ or larger (hunk of meat, big fish heads etc.)
 - 8) Trees and plants (cut flowers, foliage plants and other ornamental plants, etc.)
 - (2) Food materials that will produce bactericidal effects if disposed of in large quantities and a concentrated manner, thereby causing malfunction of methane fermentation facility equipment
 - 1) Wasabi (Japanese horseradish), ginger, garlic, other flavoring materials etc.
3. When disposing of garbage, Participants are requested to avoid inclusion of other types of waste materials that may be mixed in with food leftovers and the like. If included, as with the waste materials mentioned in the above item, these materials will cause equipment malfunction when the garbage is processed with bacteria to produce methane gas. These waste materials should therefore be classified as follows, separately from garbage.
 - (1) Items to be classified as “unburnable waste” **(type 17) in Table “Waste classification and Disposal Methods” on page 6)**
 - 1) Metals: knives, forks, spoons, aluminum foil etc.

2) Glass and ceramic

(2) Items to be classified as “unburnable waste” (**type 16**) in Table “**Waste classification and Disposal Methods**” on page 6)

1) Wood: toothpicks, wooden containers etc.

2) Cigarette butts

(3) Other

1) Used cooking oil (For its disposal, see item II 2. on page 2.)

2) Plastics: *baran* (green, plastic garnish), small containers, lunch cases, plastic wraps, drinking straws, stirrers, spoons, plastic bags etc.

3) Throwaway chopsticks should be disposed of independently of other waste; there is a waste category dedicated to throwaway chopsticks.

* Note 1) “Unburnable waste” includes nonflammables (e.g., ceramics), incineration ash and the like that will cause adverse environmental impact when finally disposed of, and waste materials that will release environmentally harmful substances if incinerated.

* Note 2) “Burnable waste” is defined as waste materials that cannot be recycled or reused, but have no adverse environmental impacts if incinerated.