GREEN EVENT WASTE REDUCTION PRACTICE HANDBOOK

PRODUCTION : 綠惜地球 THE GREEN EARTH

SPONSORS : ENVIRONMENT AND CONSERVATION FUND · 環境及自然保育基金 · ENVIRONMENTAL CAMPAIGN COMMITTEE 環境運動委員會

—綠惜盛事！— GREEN event

BEING GREEN IS BY PRACTISING SIMPLE LIFESTYLE

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(“The Green Event Award” are currently recruiting good cases. Welcome to join.)

How to Use This Handbook?

Target

Organizers of outdoor events are the main target of this handbook (especially those of running competitions, cross-country runs, charity walks and carnivals). However, we also recommend it to sponsors, volunteers and participants of events.

Constant Update

The handbook is a compilation of green knowledge and practices of our working partners and it will be constantly updated with practical experience on environmental protection and social progress.

There are various ways to protect the environment

Apart from the basic principles, this handbook also provides event organizers with practical advices. As each event is unique, you may modify the recommendations according to actual situations.

You can be a part of it

Environmental protection requires your participation. You can also join us in writing this handbook

If you are an organizer

You can join " The Green Event Award " by sharing with us green measures of your event. Winning cases will be included in the second part of this handbook as model cases.

If you are a participant / runner

You can nominate " My Favorite Green Event Action" (Public Participation) and share with us good cases of green events that you have joined.

If you are a supplier of products / services of green events

You can share with us ways that your business can help green event organizers. We will select appropriate products/services and include them in our green event procurement list.

Why promoting

“Green Event Campaign”?

Hong Kong is a vibrant city at any time. Events of small and large scales including running competitions, charity walks, sports competitions, carnivals, etc. happen every week, where large amount of plastic bottles, disposable utensils, plastic bags, decorations, souvenirs are generated in a short period of time. Thus, the frequent organization of events exerts huge pressure to the environment. However, the very basic recycling arrangement is found lacking in most of the events held in Hong Kong, and wasting lots of resources in the end. In fact, many of the resources can be saved and reused.

In Hong Kong,

4,000,000+

of plastic bottles are being disposed of at landfills every day.

* Figures of 2019,
with an estimation of 40,000 PET plastic bottles weighing 1 tonne

Tens of thousands of **short-lived plastic items** can be generated in one single event. However, each of the plastic items can **take up to over a hundred to a thousand years to get decomposed.**

Expanding landfills is considered an unwise use of land. Why don’t we save the land for leisure and other better usages?

Producing products causes carbon emissions which is closely correlated to climate change. Use it wisely, reduce wastage.

With the ever-increasing public awareness on environmental protection, event organizers should **take Corporate Social Responsibility** into consideration when organizing an event.

“Going green” has been emphasized and has become a principle for many events around the world aiming at reducing environmental impact and at the same time, **building a positive image for the event.**

“BE A GREEN EVENT!”

Outdoor Events Green Education Programme

“Green Event Campaign” has been launched while The Green Earth was established in early 2016. Since then, we have collaborated with many event organizers, the green practices and culture of waste reduction were well received by organizers and participants. In June 2017, with the subsidy from the Environment and Conservation Fund (ECF), The Green Earth launched an extension of the campaign called **“BE A GREEN EVENT” Outdoor Events Green Education Programme** aiming to support waste reduction for small-to-medium sized events.

Over the past two years, The Green Earth has collaborated with **more than 45 events** on green initiatives. This handbook consists of valuable experience on waste reduction compiling through observations, trials, practices and learnings to provide event organizers and participants a source of reference of being environmentally friendly.

Think out of the box: Events can be fun and green.

The Green Earth is a local environmental charity, promoting **resource conservation** and **a zero-waste culture.** The Green Earth offers event organizers the following support:

- Advice on waste reduction and eco-conscious measures
- Provide support in environmental education and training
- Provide on-site recycling and collection support
- Recruit Green Event Ambassadors to provide environmental education and recycling guidance to participants
- Ensure recyclable resources are properly handled and to provide recycling reports
- Conduct waste audit and analysis

Three Core Objectives of “BE A GREEN EVENT!”

Action Objective	Ultimate Goal	Action Highlight
Waste Reduction	Zero Waste	· Avoid using disposables and short-lived products · Reduce > Reuse > Proper Recycle
Carbon Reduction	Carbon Neutral	· Reduce production · Public transportation · Effective use of energy · Waste reduction drives carbon reduction at the same time
Lessen impact on natural environment	Leave No Trace	· Avoid holding large events in ecologically sensitive areas · Take environmental carrying capacity into consideration when planning events · Take away your own wastes

The handbook emphasizes mainly on waste reduction while the other two objectives are elaborated with supplementary points.

Practical Guidelines for Waste Reduction

What kinds of waste are commonly generated in events? Based on our observation, most of the wastes are avoidable. Most souvenirs are given as gifts from organizers to participants for the sake of delivering a better event experience and sometimes for brand building. In fact, maintaining a clean, safe living environment is a greater gift to all runners and participants. Having fun while reducing waste, any solutions?

Plastic Bottles

Food & Beverage

Plastic bottled water is usually distributed to participants in events, while some of the organizers distributing plastic bottled sports drinks and soft drinks on top of bottled water, but few of them arranges recycling services, as a result, a great amount of used plastic bottles are wasted.

In 2016,

4,000,000+

plastic bottles were disposed of at landfills daily in Hong Kong. (Estimated by weight)

Green Solutions

1. Prevent distributing free plastic bottled water and drinks.

2. Provide water refilling facilities in event venues:

- Rent water dispensers;
- Use carboy water instead of single-use bottled water;
- Encourage participants to bring their own cups / bottles or organizers to provide reusable cups.

3. If organizers need to distribute plastic bottled drinks under certain situations:

- Organizers should place recycling bins in convenient and clear locations. Reliable recyclers should be arranged prior to the event. (Please refer to Directory of Recyclers)
- Allow return of unopened bottled drinks: Participants can choose not to take the bottled drinks or return unopened bottled drinks.

Other Types of Drink Packaging

Very often, organizers distribute what sponsors have given them. Some packaging of the sponsored products cannot be recycled or requires special recycling arrangement, causing large amount of packaging waste.

Green Solutions

Sponsors are undoubtedly an important partner of an event. While many drinks have various types of packaging and many drink sponsors are pleased to offer environmentally friendly options, we recommend organizers to make inquiry to sponsors on whether refillable or recyclable options is available.

Advice on reducing drinks packaging waste:

- Based on the principle of "Zero-waste", estimate the amount of resources needed;
- Opt for recyclable packaging instead of individual packages. Organizers can request for family packs or make drinks for participants to refill at supply stations;
- Encourage participants to bring their own bottles/ cups or use reusable containers provided by organizers;
- Make inquiries to recyclers on whether specific drinks package is recyclable and set up appropriate recycling arrangement for clean recycling.

Tips from The Green Earth

Different packaging options have their pros and cons. It is widely known that aluminum cans and plastic bottles are recyclable, what about the followings?

Glass Bottles

Are recyclable. However, due to weight and safety concerns, not all of the recyclers will collect glass bottles. Organizers may need to contact glass recyclers and arrange recycling with extra costs.

TetraPak

Beverage containers made up from pulp, aluminum and plastic. Most of the local recyclers refuse to collect and recycle. Another green group, Green Power, is working on "Drink Carton Recycling Scheme" where cartons will be transported to other countries for recycling. Organizers need to cut up the containers, clean and dry them before delivering them to recyclers.

Cheer Pack

A composite material formed by aluminum and plastic in which local recyclers do not have such technology to get them recycled.

Green tips for trail running and countryside events

Organizers of such events should avoid distributing individual packs of drinks during the event to prevent drink package wastes being dispersed along the nature trails. Instead, organizers can provide drinks refill service at aid stations or require participants to finish the packaged drinks in station area to avoid bringing the packages out to the countryside areas and make collection of packages easier.

Food Packaging

Food & Beverage

Individual food package is a popular offering among organizers of outdoor activities. However, most food packages available in the market are non-recyclable due to the nature of composite materials or being stained with food residues.

Green Solutions

Reduce the distribution of food with individual package. Choose other food packaging options that are more environmentally friendly:

- Choose food with family pack or with simple packaging;
- Recruit volunteers to make food on site;
- Order food from caterers and opt for catering companies which provide reusable tableware;
- Some food is provided by sponsors for promotional purpose. Organizers can negotiate with sponsors on simplifying food packaging and arrange collection and recycling of all packages including cardboard boxes and clean plastic bags;
- Make inquiries to recyclers regarding the recyclability of certain kind of package and arrange appropriate clean recycling arrangement;
- Food packaging made of plastic for ice-cream and yogurt, requires cleaning before recycling. Organizers can instruct participants to clean the food packages. If participants cannot clean them on-site, organizers should consider other food options.

Supplementary Tips for Cross-country Running / Countryside / Waterfront Events

For events held in the countryside or spacious venues, organizers often encounter:

- Package wastes being blown down the hills or into the sea;
- Wild animals may take away your food

Better manage the package waste at the aid stations and store the food inside containers with lids.

Avoid distributing food with individual package. Organizers can choose to provide food with family pack / simple packaging at supply stations.

Remember to arrange sweeping teams for rounding off cleaning up the waste left in the countryside.

Disposable Cups (Paper Cups)

Food & Beverage

Road Running: Usually with high participant flow. Disposable cups have become the major waste of such events.
Cross-country Running: Most cross-country running events have stopped distributing disposable cups at water supply stations. Rather, participants bring their own cups and bottles. However, disposable cups are still provided in many events with provision of cooked food or hot drinks,

Green Solutions

Non-race events

In fact, most events are non-race in nature, including Fun Run. For such events, organizers have the flexibility to practise waste reduction like encouraging participants to bring their own cups or bottles or providing reusable cups to reduce the distribution of disposable cups.

*Starting from 2016, Oxfam Trailwalker has stopped providing disposable cups at hot drinks supply stations and requested participants to bring their own containers for hot drinks.

Competitions

Reusable water cu s Rental Service

There have been reusable cups available in the market specific for outdoor events. Execution is similar to that of disposable cups except that organizers need to arrange facilities for collecting used

Using recyclable cups

If there are limitations on providing reusable cups, organizers can choose to use recyclable cups. Remember to arrange appropriate recycling arrangement.

Encouraging parti bring their own bo

Many participants value participation more than winning. Organizers can provide water dispensers at aid stations. For both non-race events or competitions, there is no need to distribute disposable cups at the end point. What you need to provide is only water dispensers.

Tips from The Green Earth

Is disposable paper cups recyclable?

Paper cups available in the market are not 100% pulp. They are normally coated with a layer of water-proof wax or plastic, while recycling such water cups requires separation of pulp and the plastic layer, increasing the cost of recycling, and thus no local recyclers are willing to collect and recycle disposable paper cups. Therefore, disposable paper cups will end up as waste in landfills even they are only used once. (Some recyclers may deliver disposable paper cup waste to other countries for recycling at higher costs. Organizers can negotiate with such recyclers and learn more about the recycling details)

Environmental benefits of reusable cups

Organizers can rent reusable cups from relevant companies. Usage of one reusable cup for more than 7 times will cancel out the carbon emissions of producing paper cups and the cleaning process.

Surplus Food / Food Waste

Food & Beverage

Providing a wide variety of food has become a selling point for outdoor events lately. It is very often to result in food wastage when there is an oversupply. Wastage of disposable tableware and containers is another issue derived from food oversupply.

Green Solutions

Quantity

Based on the principle of "Zero-waste", reasonably estimate the amount of food needed.

Type of Food

- Cooked food is susceptible to deterioration which makes food donation and takeaway difficult. Therefore, organizers can opt for fruits and dry foodstuffs.
- Choose flavors which are widely accepted by the public and avoid choosing niche food.

Food Management

Takeout food according to actual demand to keep the food fresh and clean for eating and make food donations and takeaway easier after the event.

Food Waste Recycling

If large amount of fruits will be distributed at events, organizers can set up fruit peels recycling bins and contact organic farms for turning them into organic fertilizers or contact organic resource recovery centers for food waste recycling.

Donating Leftover Food

Organizers can donate leftover food including packaged food and drinks, fruits and bread to non-profit organizations.

Disposable Tableware

Food & Beverage

Many organizers choose to use disposable tableware for events that supply food because of convenience and low cost.

In 2016, 154 tonnes of plastic disposable tableware on average are disposed of at landfills daily.

Take a tableware set of plastic knife, fork and spoon as 18.3 gram for estimation, 25 million tableware sets are disposed daily and 9.1 billion annually.

Green Solutions

- Encourage participants to bring their own tableware.
- Choose reusable tableware instead of disposable ones. There are tableware renting services available in the market.
- Collaborate with tableware rental company in which participants can rent tableware by putting down a deposit.

*Encourage participants to bring their own tableware

*Tableware Rental Company to support outdoor events

Tips from The Green Earth

Is eco-tableware really environmentally friendly?

There are different kinds of green-claimed tableware in the market. Whether they are truly environmentally friendly or not, organizers need to investigate the constituting materials, areas of production and the way of handling after use, which normally requires specific conditions and equipment, to properly recycle the tableware. Some plastic tableware products, which are claimed to be degradable, will break down into plastic microbeads which in turn creates other environmental problems. Therefore, when using these kinds of products, be sure to make request to suppliers for information regarding the conditions of successful product degradation and check if suppliers can arrange appropriate product recycling. If not, it is not advisable to use these products.

Is disposable plastic tableware recyclable?

Disposable tableware is no doubt very convenient . However, they exist in many different types and most of them do not have recycling labels printed on which makes it difficult to determine whether they are recyclable. Even though the tableware is recyclable, organizers need to clean up the food residues left on the tableware before recycling, which is time-consuming and labour intensive

Disposable Food Containers

Food & Beverage

Even for some green events, the issue of disposable food containers derived from the meals of staff is neglected.

Green Solutions

- There are caterers which provide reusable food containers. The procurement process is similar to that of disposable food containers, except that such caterers will arrange to collect food containers and clean them for reuse.
- Arrange staff to take turns to have lunch in nearby restaurants to reduce the use of disposable food containers.
- Provide catering service for staff instead of using Styrofoam meal boxes. Staff should use their own tableware.

Souvenir T-shirts

Most of the event organizers like making specific-designed T-shirts for promotional purpose. Frequent participation of race events inevitably gathers a pile of event T-shirts. However, donation of these T-shirts is difficult with the commercial logos even if the T-shirts are thrown in used clothes recycling bank. With so many race events happening over the years, it is obvious that large amount of fabric waste are generated.

Green Solutions

- **Produce based on demand. Allow participants to opt out the T-shirts.**

  - Provide participants with T-shirt sample and size to allow them to consider whether they want it or not

  - Offer discount upon signing up, encouraging participants to consider their real needs.

- **Consider replacing T-shirts with other practical souvenirs.**

- **If production of T-shirts is inevitable, T-shirts should be good-looking without printing the year of event and made with comfortable fabric to encourage continuous wearing even after the event. Bear in mind that T-shirts that are less appealing in design lack the purpose of promotion and cause wastage of resources.**

- **For staff uniforms and guest costumes, organizers can consider using armbands or reusable vests as a substitute for event T-shirts which can be cleaned after the event and reduce the need to make new T-shirts for new events.**

Bibs and Baggage Tags

Production firms normally provide “Standard Set” including bibs, electronic chips and safety pins without recycling after the competition.

Green Solutions

- Negotiate with manufacturers on excluding the plastic packaging of participant kits or encourage participants to reuse and recycle the plastic bags.
- Choose reusable chip system.
- Collect safety pins for reuse or donate them to other organizations.
- Consider donating unused bibs to charitable groups when they organize small-scale events. Flip over the bibs and the blank side can be reused.

*Reusable baggage tags

Souvenirs / Gifts

Many organizers prefer to attract participants through giving out souvenirs. However, some of the gifts are of low-quality and without practical usage, resulting in discard upon taking the gifts.

Green Solutions

- Consider a non-material, creative approach to promote your brand.
- Quality over quantity. Souvenirs of poor-quality cause resource wastage and poor promotional efficiency.
- Organizers should prioritize the practical usage of souvenirs among other factors. For example, they can choose daily commodities and green products as souvenirs.
- Oversupply of souvenirs causes wastage however practical they are (i.e. many events give the same kind of gifts). Organizers can consider different souvenir options.
- Produce based on demand. Allow participants to opt out the souvenirs when signing up for the event.
- Set up souvenirs sharing booths to collect unwanted souvenirs from participants for reuse or donation.

Finisher Medals / Trophies

Even though trophies are a popular option for most organizers, they are non-recyclable.

Green Solutions

- Organizers can consider non-material prize like cash coupons, meal vouchers and travel trips, etc.
- Organizers can choose electronic certificate instead of paper certificate.
- Use upcycled materials to design and manufacture unique trophies and finisher medals.
- A question for participants to ponder: are finisher medals necessary for all events?

*Electronic certificates are displayed on a tablet on-site and will be sent to participants' emails in real time.

*Certificates made of used wooden wine boxes

*Practical handmade soap as a finisher medal

Plastic Bags / Baggage Bags

A large amount of packaging waste is generated from souvenirs and bib packages in various events, especially large-scale racing events, as organizers usually distribute large plastic bags for participants to store their bags for efficient logistic management without providing recycling arrangement, resulting in rubbish bins being overflowed with plastic bags after events.

Although some organizers provide bio-degradable plastic bags, degradation occurs only in specific conditions and it takes quite a long period, thus degradation may not occur in landfills or the nature. Moreover, degradable plastic bags must be separated from ordinary plastic bags when undergoing recycling while the former cannot be recycled and will lower the quality of the recycled material, if mixed.

Green Solutions

- Encourage participants to bring their own bags, such as reusable water-proof bags or old bags.

If it is unavoidable to provide plastic bags to participants:

- **For general plastic bags:**
  Organizers should use 100% recycled plastic material to make the bags
  Organizers should arrange proper recycling instructions and facilities to remind participants to remove the ropes and non-plastic parts before recycling.
  Encourage participants to reuse the bags before recycling.

- **For bio-degradable plastic bags:**
  They are non-recyclable. Organizers should state clearly the plastic constituents and provide clear instructions on the proper way of usage and after-use handling.

*Encourage participants to keep the bags for reuse and remind them to remove the ropes, buttons and tags before recycling.

*Packaging plastic bags are often generated from events. Most of them are clean which can be reused or recycled.

Tips from The Green Earth

Why are biodegradable plastic bags non-recyclable?

As biodegradable plastic bags contain ingredients that make the bags decompose over a certain time and if mixing this type of bags with conventional plastic bags in the recycling process, it will greatly lower the strength and quality of the recycled material. Therefore, recyclers do not consider biodegradable plastic is a recyclable material.

Sigle-use Raincoats

Why it is disastrous to the environment when organizing outdoor events on a rainy day? Because large numbers of single-use raincoats are usually disposed of without getting recycled! Sometimes, participants of running competitions wear raincoats to keep warm, but they will be disposed after use and the scattered raincoats cause safety concerns to other participants.

Green Solutions

- Encourage participants and staff to wear water-proof windbreakers or reusable raincoats to reduce the usage of disposable raincoats.
- Encourage reuse of raincoats. Dry them and fold them after use and they can be reused.
- Some single-use raincoats are made from recyclable plastics. Organizers can collect them by setting up recycling facilities at the event venue and hand them to recyclers for further processing to reduce catastrophic plastic waste.
- Remember to remove the rope and other additional parts before recycling.

We have entered an era of "check-in everywhere".
Behind the magnificent event set up and decoration,
have you ever imagined all these used event installations will end up in landfills ?

Banners

Most event banners are only used once and be disposed. Banners in general are made of several kinds of plastics and fibers to make them durable, resulting in high recycling cost. Thus, no local recyclers collect banners for recycling.

Green Solutions

- As banners are non-recyclable, organizers should consider the actual needs before production to reduce the quantity and size of banners
- Replace banners by other means such as an on-site digital screen.
- Avoid printing the year of event on banners, so that organizers can keep it for reuse in the future.
- **Reuse banners:**
  Donate the used banners to friends who can make good use of them (use as water-proof cover, use in banner upcycling workshop) in order to lengthen the lifespan of the banners.

*Creative design can help reduce waste. For example, producing a backdrop setup with bamboo sticks and flexible components can avoid producing a new backdrop every time, as organizers only need to renew parts of the backdrop.

*Upcycling used banners to become other items such as event souvenirs
(The Green Earth Banner Upcycling Workshop)

Principle:

1. Consider the necessity of production.
2. Reuse materials or other means that are in line with the principles of environmental protection.

Foam boards / Roll-up Banners Advertising Flags

Green Solutions

- Most of the products are non-recyclable. Organizers should carefully consider the actual needs before production to reduce the quantity and size for production
- Avoid printing the year of event on banners, so that organizers can keep it for reuse in the future.
- If banners are intended for reuse, organizers can choose to use more durable materials to lower the cost in the long run.

*Avoid printing the year of event for reuse in the future.

Stage Backdrops / Installations Inflatable Arches

Green Solutions

- First, to investigate the feasibility of borrowing, renting or reusing old decorations and
- On the aspect of design, try to use backdrop of standard size to increase the chance for production house to reuse them.
- Reduce the use of non-reusable or non-recyclable materials.
- Voice your environmental concern to the production house and urge them to come up with an appropriate solution.
- Inflatable Arches are non-recyclable and is one of the largest wastes generated in many events. Production house can probably provide renting package of reused inflatable arches. Organizers only need to stick on their event name.

Inflatable Cheering Sticks and Barrier Tapes

Green Solutions

- You may not be aware that inflatable cheering sticks and barrier tapes are recyclable (differs with different recyclers, please check with your recycler)
- The best way is to reduce and reuse.

*Barrier Tapes are very durable. It can be rolled up for reuse in another event.

Starter Pistol

Green Solutions

- Starter pistols are non-recyclable. Organizers can replace it by using sound effect.

Event Brochures / Promotional Leaflets

Many organizers of large community events still like printing out thick brochures. Some of them are having laminated cover which make it difficult to recycle.

Green Solutions

- Electronic version of brochures / leaflets will be more convenient for participants in the digital age.
- Electronic vouchers and QR code can lower printing cost.
- If a small amount of printing is necessary, organizers can choose to use environmentally friendly paper such as recycled paper or paper certified by FSC and go for soy ink printing.Organizers should avoid laminating all printed leaflets or brochures to facilitate effective recycling.

Signage / Road Signs

Green Solutions

- Organizers can choose durable signage design and avoid printing the year of event. Staff should remove the signage carefully and keep it for reuse in the future.
- Organizers can use hemp ropes or reusable cable ties to fix the signage to reduce the use of disposable stripes and adhesive tapes.

Supplementary Tips for trail running events:

Set up direction signage according to actual needs.

Organizers should avoid sticking adhesive materials on plants and trees.

Set up signage in prominent position at reasonable height, so that staff can collect signage easily after the event.

Practical Guidelines for Recycling

Recycling is the basic step for Green Events.
However, the recycling system in Hong Kong is still at an infant stage,
which can be depressing for initiators and promoters for environmental protection.
Even kindergarten children know that carton papers are recyclable,
but they are still a very common type of waste in events.
Under some commonly known limitations, we hope this session can be your guide
towards successful recycling practice.

Index of Recyclable Items

Common Materials for Events	Recyclable?	Recycling Highlights
Plastic Bottles	✓	● Empty the liquid inside. ● Liquid collection bin can be set next to the recycling bins. ● Acceptable to waste recyclers.
Aluminum / Metal Cans	✓	
Disposable Plastic Cups	✓	● Most plastic cups (not paper cups) are recyclable. Best to check the recyclability with recyclers in advance with a sample. ● Empty the liquid inside. ● Liquid collection bin can be set next to the recycling bins. ● Recyclers may reject the cups if they have leftover drinks with strong odor. Rinsing may be required before recycled.
Carton Paper	✓	● Must be cleaned, dried, and flattened with plastic labels removed. ● Acceptable to waste recyclers.
Lactic Acid / Soy Milk Bottles	✓	● Must be rinsed slightly with water. ● Acceptable to waste recyclers
Glass Bottles	✓	Must arrange specific recycling support.
Kitchen Waste (such as fruit peels)	✓	Must arrange specific recycling support.
Plastic Bags	○	● Must be completely cleaned. ● Acceptable to waste recyclers. ● Cannot be recycled if it is biodegradable.
Surplus Food	○	● Cooked food is non-recyclable. Staff can enjoy the surplus cooked food. ● Donate fruits or unopened packaged food to food donation organizations.
Foam	○	● Large clean foam boxes are recyclable. Organizers can arrange to send them to "Missing Link", Foam Recycling Center. ● Styrofoam food containers stained with food residue are non-recyclable.
Food Packaging	○	● Food packages are usually composite materials and are often stained with food residue which can only be treated as general waste. ● External packages (Clean food cartons and plastic packages) are recyclable.
Drink Cartons (Tetra Paks)	○	Green Power, a local environmental group, has launched "Drink Carton Recycling Scheme" in which organizers need to cut open the cartons, clean and dry them, and arrange delivery to the recycling center.
Disposable Tableware	✕	General waste
Paper Cups / Coffee Cups	✕	General waste
Cheer Packs	✕	General waste
Gel Packs	✕	General waste
Tissue Paper	✕	General waste

- waste recyclers = Recyclers of waste paper, plastics and metals
- 「 ○ 」 recyclability depending on specific situation.
- Please be reminded that each recycler collects different recyclables. Organizers need to check with recyclers before the events.

Directory of Reliable Recycling

(Stay tune for the constant update)

1. GREEN @ COMMUNITY

https://www.wastereduction.gov.hk/en/community/crn_intro.htm#recyc_stores_intro

2. Community Green Stations

https://www.wastereduction.gov.hk/en/community/crn_intro.htm

3. Donation of surplus food

Food Angel http://www.foodangel.org.hk/

Food Grace http://www.foodgrace.org.hk/

4. Recycling Kitchen Waste

- Contact organic farms directly
- Organic Resources Recovery Centre Phase 1 (ORRC1)
  https://www.opark.gov.hk

5. Drink Carton Recycling

- Mil Mill 喵坊
  https://www.facebook.com/milmill.recycle/
- Drink Carton Recycling Scheme By Green Power
  https://www.facebook.com/DrinkCarton/

6. Glass Recycling

- Baguio (Hong Kong Island and New Territories)
  http://gmc.baguio.com.hk/?lang=en
- Hong Kong Glass Reborn Limited (Kowloon District)
  http://www.glassreborn.com/en/

7. Missing Link- Polyfoam Recycling Scheme

https://www.facebook.com/polyfoamrecyclinghk/

8. Share Your Tees (Donation of race T-shirts– new T-shirts only)

https://www.facebook.com/shareyourtees/

9. EPD Waste Reduction Hotline (For any recycling inquiries)

Tel : 2838 3111

Email : enquiry@epd.gov.hk

Website : https://www.wastereduction.gov.hk/

Common Reasons for Unsuccessful Rescydly

Common reasons of failure	Solutions
Organizers' misunderstanding that waste recycling will be automatically done by cleansing companies or scavengers	Event venues are usually far away from city where scavengers will not come all the way to the venues. Cleansing companies also require extra transportation cost to handle the recyclables . Organizers should discuss with recyclers in advance for the collection and proper recycling where additional cost might be applied.
Lack of recycling knowledge	Organizers can invite environmental groups to provide training to event staff and volunteers. Staff can join activities from environmental groups to acquire relevant knowledge.
There are many materials and types of packaging, thus creating difficulties for recycling and increasing the cost of waste	List out materials and review them to see if they are recyclable or needing special recycling treatment. By listing them out, you may review on your material list and decide whether to avoid, reduce and revise the list.
Low awareness of participants in recycling	Strengthen education of participants. Organizers can provide clear instruction on recycling and arrange green-ambassadors to assist participants to execute correct recycling.
Low awareness of staff in recycling. Education is focused on participants but event staff are neglected.	• Organizers should brief event staff on event's green principles and requirements through internal briefing sessions, notices and on-site instructions. • Arrange specific staff for resource management and recycling. (e.g. combining recycling and waste collection under the same section leader.

*If organizers distribute large amount of disposable tableware on-site without green-ambassadors overseeing the recycling facilities, it stands a high chance that the recycling bins will end up as rubbish bins.

*Lack of efficient and clear communications, recyclable resources will end up as waste.

*Black plastic bags to collect recyclable materials can lead to participants' mistaking them as garbage bags.

Tips for Successful Recycling

1. Recycling bins must be placed in prominent places

For example, the path participants will walk pass (sitting-out area, exit and entrance, water station, etc.)

2. The ideal ratio of rubbish bins to recycling bins is 1:1 to avoid giving a wrong perception that throwing away resources is more convenient than to recycle them.

3. Recycling bins should be easily distinguished with clear recycling signages. Avoid using black garbage bags or any types of bins that will be easily mixed up with regular rubbish bins.

4. Clean recycling requires proper handling by recyclers

The standard of global imported recycled materials is constantly rising. Don't want the recycling effort to go in vain? Clean recycling is the solution!

*Carton papers are needed to be cut open and flattened with the adhesive tapes removed for recycling.

5. Recycling ambassadors to ensure clean recycling

We strongly recommend organizers to arrange staff or recruit sufficient volunteers to be recycling ambassadors to assist participants to execute clean recycling.

6. Supervise the progress of material recycling

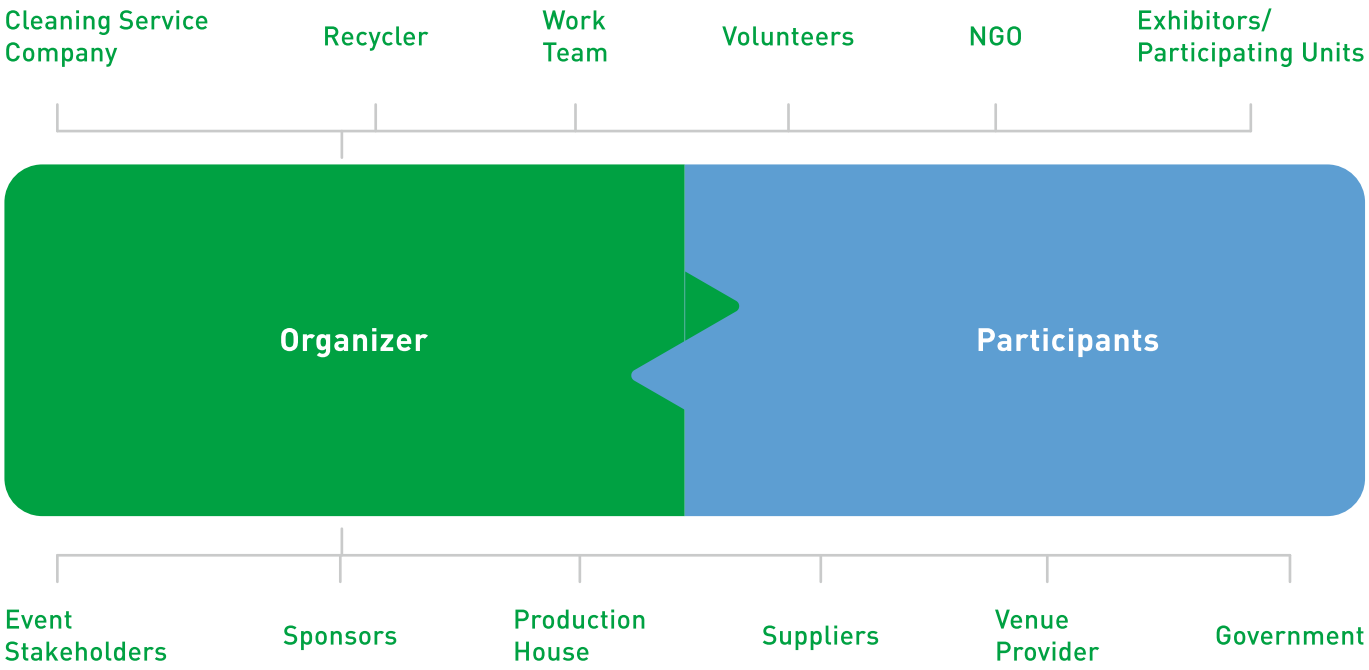
Before choosing recyclers, organizers should spend some time to understand how they handle recyclable materials. They should also follow up on the recycling progress after the events while recyclers are obligated to report clearly the progress and even submit photos and report as proof to make sure materials are properly handled and appropriately recycled, according to the agreement made between both parties.

Empty before recycle

Tips for Successful Green Event

1. Maintain close communication with stakeholders

- One event involves many stakeholders and each of them plays a crucial role in determining the success of the green measures.
- Communications / Promotional channels include project planning meeting, notes to participants, notes to volunteers, briefing sessions, event promotion, social media platforms, on-site display, websites, media release, etc.



2. Internal buy-in of work team is very important

- Show supervisor a concrete objective, a comprehensive proposal and value-added elements.
- Provide staff with clear instructions and relevant trainings.
- Share results of green measures with work team and participants after the events.

3. Early planning is recommended

People use disposable items at the expense of the environment. The cost of green products / services are inevitably higher than disposable items. Organizers should plan on manpower and take into consideration the additional cost of green measures.

4. Collect data and review the results

- Organizers can collect waste and recycling data from cleansing companies and recyclers and carry out a quantitative review on the recycling results to set waste reduction target for future events. Publishing the good results will help build up a positive image.
- For large scale events, organizers can carry out an all-rounded, detailed waste audit and carbon audit.

Procurement List for Green Event

Suppliers / Social Enterprises / Charitable Institutions	Contact	Green Services/ Assistance
The Green Earth Jockey Club "Events Go Green" Programme "Waste Reduction Support for Green Events"	https://greenearth.org.hk/en/eventsupport/	Provide organizers of small-to-medium sized events with green supports including consultation and recycling action.
Man Lee Yuen, Green Poon Choi	WhatsApp 9229 9282 (Ms. Lau) www.manleeyuen.com/ (Chinese Only)	Provide Poon Choi catering service with reusable tableware
Earth Production	www.earthproduction.com.hk	Planning of sustainable events
BEAMS	www.facebook.com/beamshk	Planning of sustainable events
Urban Spring	www.urbanspring.hk	Renting of water dispensers
BottLess	www.bottless.org.hk	Renting of water dispensers, cups, food containers and tableware/ sustainable event planning and promotion
Water For Free	waterforfree.org/en	Renting of water dispensers, Water for Free mobile application
St. James' Settlement Jockey Club Upcycling Centre	www.facebook.com/SJSJCUpcycling/	Produce upcycled gifts and medals
Eco-Greenergy	https://www.eco-greenergy.com/?locale=en	Making of green souvenirs
Lexngo	lexlim.com/en/lexngo	Making of green souvenirs
Green Shop	greenshop.hk/en/home.php	Making of green souvenirs
The Green Earth - Banner Upcycling Workshop	greenearth.org.hk/en/activity/	Banner Upcycling Workshop

Procurement List for Green Event

Suppliers / Social Enterprises / Charitable Institutions	Contact	Green Services/ Assistance
Sewing Cooperative by Hong Kong Women Workers' Association	www.hkwwa.org.hk/sweingcoopeative/products/ [Chinese Only]	Products from upcycled banner
Gingko Catering	catering.org.hk/index.php/en/	Catering service with renting of reusable tableware
Gaia Veggie Shop	www.gaiaveggie.com	Provide takeaway vegetarian boxed meals with provision of reusable tableware where organizers need to make requests and arrange to return the reusable food containers
Lively Life	www.facebook.com/livelylifehk	Provide takeaway vegan boxed meals with provision of reusable food containers where transportation cost will be based on districts.
Nine To Five Limited	Tel:2667 2790	Provide takeaway boxed meals with provision of reusable food containers where transportation cost will be based on districts.
Hungry	www.hungry16.com (Chinese Only)	Provide takeaway boxed meals with provision of reusable food containers where transportation cost will be based on districts.

Remarks:

- The above information is for reference only. Organizers should make inquiries to suppliers regarding the services they provide. The Green Earth holds no liability for any issues caused by the quality of services or products provided by the above suppliers.
- Some of the above suppliers may provide non-eco friendly products at the same time. Make sure you have stated clearly your green requirements.
- Provision of green production / services / product support are welcome. If you wish to be a part of the reliable supplier list, please contact us via email at: info@greenearth.org.hk

Other References

EPD Waste Reduction Guidebook for Large Scale Event Organizers

https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801_LR.pdf

EPD Waste Reduction and Recycling Tips (For organizers)

https://www.wastereduction.gov.hk/en/green_event_corner.html

Waste Reduction Checklist for Green Event

Material Category	Have you considered?				Actual Measure
	Avoid Disposable Items	Reduce Usage	Reuse	Recycle	
Food & Beverage-related					
Plastic Bottles					
Other Types of Drink Packaging					
Food Packaging					
Disposable Cups (Paper Cups)					
Surplus Food / Food Waste					
Disposable Tableware					
Disposable Food Containers					
Participant-related					
Souvenir T-shirts					
Bibs and Baggage Tags					
Souvenirs and Gifts					
Finisher Medals / Trophies					
Plastic Bags / Baggage Bags					
Single-use Raincoats					

Waste Reduction Checklist for Green Event

Material Category	Have you considered?				Actual Measure
	Avoid Disposable Items	Reduce Usage	Reuse	Recycle	
Stage Installations / Promotional Materials					
Banners					
Foam boards / Roll-up Banners / Advertising Flags					
Stage Backdrops / Installations / Inflatable Arches					
Inflatable Cheering Sticks and Barrier Tapes					
Starter Pistols					
Event Booklets / Promotional Leaflets					
Signages / Road Signs					
(You can add more materials onto the list)					

Recycling Checklist

- ☐ Arranged sufficient recycling facilities and signage as instructions.
- ☐ Contacted recyclers and made proper recycling
- ☐ Recruited and arranged on-site eco-ambassadors.

Take away your own waste (For events in country parks)

- ☐ Arranged sweeping team to clean up waste along the trail after event.

Promotion and Education Checklist

- ☐ Promoted green measures to participants.
- ☐ Briefed staff (including volunteers) on the green measures and duty instructions.
- ☐ Briefed collaborative units on green measures and provided instructions to front-line cleaning staffs, exhibitors and participating units.

Be a Green Participant

No matter if the organizers are environmentally friendly or not, participant's behavior to protect the environment is very important!

❶ Before Registration

- Support organizers / authorities who walk the talk to carry out green measures.
- Launch registration online to reduce the use of paper.
- Take event T-shirts or souvenirs only if necessary or plan in advance donation of corresponding materials.

❷ Before setting out

Bring with you the following items to protect the environment:

- Towels
- Cups / Bottles / Water bags
- Reusable tableware / food containers (If food will be distributed during events)
- Reusable baggage bags (If your belongings need to be stored)
- Water-proof windbreaker (to reduce the use of single-use raincoats)

❸ Event Day

- Use the items you bring with you.
- Do not take away souvenirs you don't need and food you cannot finish.
- Try your best to recycle plastic bottles.
- Support clean recycling. Empty the bottle before you place it in a recycling bin.
- Take public transport instead of driving your own vehicles.

❹ Live a green life

- Reduce the use of disposable items with the basic principle of "No Wastage".
- Shop rationally.
- Share your resources.

Green Event Case Sharing

"Green Event Award" was organized by The Green Earth in Oct 2018 to Mar 2019, welcomed organizers of public events with over 200 participants to nominate their initiatives. Three awarded events were selected by the professional judges and recognized as green model events for the society.

(Listed in no particular order)

NWS Geo Hero Run 2018

Date: 8th Dec, 2018 No. of participants: 1,500	Organizer: NWS Holding Limited Production: RunOurCity	Event Type: Running Race
Event Brief: Held in Hong Kong UNESCO Global Geopark in Sai Kung; the races in half-marathon, 10km and 3km; runners set out from Pak Tam Chung in Sai Kung, ran towards East Dam of High Island Reservoir along Man Yee Road and returned back to Pak Tam Chung to complete the race.		

Green Highlights

Since the racing route is inside Hong Kong UNESCO Global Geopark, the event organizer held themselves accountable for being a "green organizer". Many aspects of the event, from application, food & beverages, logistics to venue setup were incorporated with green elements. They were determined to go "entirely disposable cup free", and appeal the participants "no trash on the ground" along the race track for more effective execution of waste management.

Green Measures

Event Registration/Promotion	• Only online application was applied to minimize the use of paper
Event Booklets/ Promotional Materials	• All brochure and promotional materials were sent to participants in electronic form
Food/ Drink Selection and Procurement	• The suppliers were asked to reduce packaging, even no independent plastic bags for frozen pineapple • No disposable plastic utensil was provided in the event. It was replaced by bamboo sticks and paper bags • The event deliberately chose food that can be consumed without utensil
Utensils/ Food Container	• To encourage athletes to "bring their own water bottles", they could buy a collapsible cup at a discount during application, or pledged to bring their own bottles on the event day and refill them in water-refilling stations at starting and finishing point.

Green Measures

	• Reusable cups were used on the race track that avoided the dumping of 8,340 single-use cups
Surplus Food/ Food Waste	• Order food and drinks according to number of participants and weather forecast to reduce surplus food • All surplus food was donated to people in need • Pear cores were sent to farm for composting
Souvenirs/ Race Packs/ Certificates 	• No packaging for the souvenir (towel) • Participant who brought their own water bottle was awarded a one-day pass for ferry or a collapsible food box • Participants could opt out on the souvenir • Instead of giving out hard copy, E- Certificate were sent to participants
Plastic bags/ Baggage Bags	• Participants were invited to bring their own luggage bags, instead of producing new plastic bags
Carbon Emission	• To encourage participants taking mass transportation, shuttle bus services were arranged shuttling between seven different districts and starting point, and between finishing point and Sai Kung Public Transport Interchange
Stage Setup/ Banners/ Signage	• Event date was not printed on most of the banners and signage, thus they could be reused in next event
Waste Collection and Recycling Facilities	• Recycling facilities and signage were set up in the starting and finishing points and along the track • Event staff were arranged to assist the participants in recycling at recycling stations • Recyclables were sent to reliable recycler for processing • 60kg of cardboards, 21kg of plastic bottles, 39kg of aluminum cans, 73kg fruit cores and 3kg Styrofoam were collected and sent to recycling center
Green Message Promotion	• Green messages were promoted through event brochure and social media before the event • All event staff, volunteers and participants were encouraged to support designed green measures during the event

Green Measures

Sustainable Countryside	• Limited the number of participants according to the carrying capacity of the race track • Since the race track was inside Hong Kong UNESCO Global Geopark, the event deliberately promoted"No trash on the ground" and encouraged athletes to change 'traditional' habit of throwing cups on the ground but put their water cups into collection bins. Packaging of supplements given away along the track was removed in advance to avoid being blown into hill slopes and reservoir by wind

TWGHs "iRun"- Hong Kong Jockey Club Special Marathon 2019

Date: 13th Jan, 2019 No. of participants: 4,230	Organizer: Tung Wah Group of Hospitals Event Type: Inclusive running race
Event Brief: Aimed at encouraging sport participation of the people with Intellectual Disabilities (ID), participants of all classes were brought together to enjoy running, to build mutual understanding and to realize community inclusion. Running track sent through Central and Western District Promenade – Central Section and Lung Wo Road	

Green Highlights

Some green measures that were easily done by normal people may not be the same easy to gain understanding and support from athletes with ID. But the organizer was determined to bring out the green message to all the participants by carefully designing and implementing different green measures in step-by-step way. The organizer already started the green preparation at early stage of event planning and also included budget for green measures in funding proposal at early stage. A 3-year waste reduction goal was set for the event.

Green Measures

Event Registration/Promotion	• The organizer gradually changed application method from paper forms to online. But taking the needs of athletes with ID into consideration, both online and paper application were accepted in this event
Event Booklets/ Promotional Materials	• The event went towards paperless. By using electronic version of posters and event booklets, number of hard copies of posters and event booklets reduced by 50% and 75% respectively, compared to previous year • Fundraising team visited centers in person for event briefing to reduce publication printing
Food & Beverage Procurement	• Products with light packaging were chosen • Recyclable packaging was sent to recyclers
Utensils/ Food Container	• Recyclable plastic cups were used instead of single-use paper cups in water-filling stations and were all collected and recycled

Green Measures

Surplus Food/ Food Waste 	• Food and drinks were ordered based on number of participants to reduce surplus food • All surplus food was donated to people in need
Souvenirs/ Race Packs/ Certificates 	• It was a precious opportunity for people with ID to join running race, so they treasured the runner's tees very much. Thus, the organizer still gave out free tees but did not print year or date information on the teesso participants could keep wearing them for years. Participants could also choose not to take the tees • The windbreaker of guests and staff were double-sided with different logo printings which could be suitable for other events when reversed • The organizer got consent from sponsors to use number cloth to replace coupons in order to reducing paper consumption
Plastic bags/ Baggage Bags	• Participants were required to bring their own luggage bags, instead of producing new plastic bags
Carbon Emission	• Participants were encouraged to take public transport to event venue
Stage Setup/ Banners/ Signage 	• Event date was not printed on most of the banners and signage so they could be reused in next event

Green Measures

Waste Collection and Recycling Facilities 	• Recycling facilities and signage were set up at prominent locations • Event staff were arranged to assist the participants in recycling at recycling stations • Recyclables were sent to reliable recycler for processing • Green group was invited by the organizer to be a green consultant of the event and conducted annual waste audit and to check the progress of 3-year waste reduction goal • 66.99 kg of plastics and 246 kg of cardboards collected in the event were sent to recycling center • Wasteload of the event reduced by 6.7% compared to previous year (original goal was 5%). Reduction rate of large waste was 3.5%
Green Message Promotion	• Informed all participating groups about the green measures and guidelines in pre-event briefing session

Oxfam Trailwalker 2018

Date: 16th – 18th Nov, 2018 No. of participants: 5,200	Organizer: Oxfam Event Type: Long-distance fundraising hiking event
Event Brief: The largest fundraising Hiking event in Hong Kong. Participants need to complete the 100km MacLehose Trail within a 48-hour time limit, pass through several country parks along the way	

Green Highlights

Oxfam Trailwalker as the largest mountain events in Hong Kong involving more than 10 thousand staff, participants and supporting team, it required lots of communication to implement green measures. Despite the odds, Oxfam persisted to incorporate green messages and measures into the event, including to go "entirely paper-cup free" and set up a new initiative "Green4TrailWalker" to encourage the proactive participation of participants.

Green Measures

Event Registration/Promotion	• Online registration was encouraged, and online donation system was set up
Event Booklets/ Promotional Materials	• Number of printed event booklets and promotional materials is reviewed annually, and has been reduced year by year
Food/ Drink Selection and Procurement	• Food procurement prioritized family-size packs instead of individual packaging • Recyclable food packaging was sent to recycling
Utensils/ Food Container	• Participants were required to bring their own water bottle; water refilling stations were set up at the starting and finishing point • No single-use cups were used since 2016, participants had to bring their own reusable containers for hot drinks. It was estimated 50 to 60 thousands of single-use cups were saved in each year • Reusable forks were rented for participants to enjoy noodles at checkpoints, instead of giving single-use plastic forks

Green Measures

Surplus Food/ Food Waste	● Banana peels and peer cores were collected and sent to farms for composting
Plastic bags/ Baggage Bags	● Participants were encouraged to bring their own baggage bags, instead of producing new plastic bags
Carbon Emission	● To reduce driving private vehicles, shuttle bus service was arranged by the organizer for participants and supporting teams between starting and finishing point and main checkpoints ● Professional organization was appointed to conduct annual carbon audit ● To reduce carbon footprint, small motorized vehicles were used to replace helicopter for transporting event materials to remote checkpoints
Stage Setup/ Banners/ Signage	● Event date was not printed on most of the banners and signage so they could be reused in next event ● Energy-saving compact fluorescent lamps were used in the event venue
Waste Collection and Recycling Facilities 	● Recycling facilities and signage were set up in the starting and finishing points and along the track ● Event staff were arranged to assist the participants in recycling at recycling stations ● Recyclables were sent to reliable recycler for processing
	● Team numbers were marks on food packaging provided by the organizer. If these packaging were found decarded on the trail, the team number will be posted on the event website ● 44kg of cardboard papers, 347kg of food waste, 469.5 kg of plastic bottles and aluminum cans were collected in the event and sent to recycling centers
Green Message Promotion 	● Green messages were promoted through event booklets, briefing session and social media before the event ● Supporting teams were encouraged to echo the event's green appeals and actions ● "Green4TrailWalker" was firstly launched in 2018, teams completing the designated green actions would be awarded a special certificate

Brief introduction of The Green Earth

The Green Earth (TGE) was established in February 2016. It is a locally registered charitable environmental organization in Hong Kong. Through public education and community mobilization, TGE facilitates action by igniting green energy throughout the community and promotes resource conservation and a zero-waste culture by changing attitudes, and to turn Hong Kong into a healthy green city.

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The Green Earth would like to express our gratitude to The Swire Group Charitable Trust for sponsoring the production of English version of this handbook.

SWIRE TRUST

Photo Courtesy:

Photos in this handbook come from events of our collaborating organizers. We would like to take this opportunity to thank all organizers in supporting our green vision, injecting green elements into their events. For the full list of collaborating organizers, please click the following link:

https://greenearth.org.hk/en/greeneventcampaign/

Disclaimer:

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