

BIG OR SMALL MAKE IT COUNT



A WASTE REDUCTION GUIDEBOOK FOR LARGE SCALE EVENT ORGANISERS



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ENVIRONMENTAL PROTECTION DEPARTMENT

SUPPORTED BY: BUSINESS ENVIRONMENT COUNCIL



Hong Kong Waste Reduction Celebrity

Big Waster

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FOREWORD

Take Pleasure in Green Living



Mr Wong Kam-sing, GBS, JP

Secretary for the
Environment,
Hong Kong Special
Administrative Region
Government

Hong Kong is an Asia's world city where events of different themes and scales take place every day. These events, while bringing joy to people, have more or less produced waste which may add pressure to the local landfills and affect the global carbon footprint.

As a matter of fact, we just need some creativity to see that there is further room for reducing waste and carbon emissions to go green in various aspects of an event. Examples include encouraging the participants to bring their own water bottles and making it a trend; adopting a simple setting to enliven the events; building children's play areas with materials derived from waste to inspire and educate children through fun.

This Guidebook provides clear and practical information to help you enhance the environmental performance of your event. I call upon all of you to understand more about how to organise a green event through embracing greater social responsibilities and put such knowledge into action and to wider use, so as to avoid being a "Big Waster". This also helps to build a brand image for the events and enhance the participants' sense of involvement.

I am confident that, with concerted efforts, we will be able to organise successful, colourful, waste-less-and-carbon-less events which will in turn enable us to take pleasure in green living.

INTRODUCTION

As Asia's world city, Hong Kong hosts different types of colourful and exciting events every year, ranging from cultural celebrations, festivals, entertainment, shopping, sports and dining events, during which huge amount of waste is generated. Early planning on waste management can help to minimise waste for disposal and lessen waste disposal cost after the Municipal Solid Waste (MSW) Charging Scheme is in place. This Waste Reduction Guidebook aims to assist event organisers and other related stakeholders in developing strategies, plans and measures on waste reduction and recycling, with practical examples from local and overseas cases as illustration.

The following diagram illustrates 5 major elements in achieving waste reduction for events:



3 Basic Steps to Achieve Waste Reduction for Events:

- Minimise unnecessary materials for distribution to the participants or service providers (e.g. production house, caterers and exhibitors, etc.);
- Avoid the use of disposable items; replace them by reusable/ recycled/ recyclable products, and reduce packaging needs (particularly for gifts and souvenirs);
- Separate and recycle waste wherever possible by setting up Recycling Stations.



- Suggested measures for setting up a Recycling Station:
 1. Place a display panel with eye-catching signage next to the bins;
 2. Install signage (with written words and illustrations) onto recycling bins ;
 3. Assign Green Ambassadors with hand-held props to promote proper and clean recycling .


WHAT IS A GREEN EVENT?



A “**Green** Event” is an event with careful and comprehensive planning to minimise waste generation, and save useful resources as much as possible for reuse, recycling or upcycling. It also provides a platform where different event stakeholders including the exhibitors, caterers, contractors and event participants to engage in waste reduction and recycling in a proactive manner through user-friendly and innovative practices.

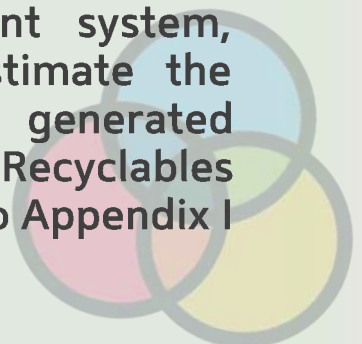
WHY GREEN EVENT?



Challenges	Opportunities
<p>Cost: Our budget is limited, why don't we spend it on marketing?</p>	<p>By reducing waste, you can save resources and costs as well as fulfill corporate social responsibility, which can surely enhance the image of your corporate.</p>
<p>Workload: We don't have enough manpower, and resources...</p> 	<p>You have already run a marathon, go for the extra mile! Green measures are not rocket science. Let your creative juice flow and have fun!</p> <p>Event organisers can even invite enthusiastic volunteers, non-governmental organisations to</p>
<p>Skepticism: We are not perfect, will it lead to negative publicity?</p>	<p>Event goers are becoming more environmentally conscious. Promoting waste reduction and recycling in events also tracks global trend. By showcasing your care to the environment, participants are more willing to support and enjoy your event.</p>

HOW TO MANAGE YOUR WASTE?

Before developing a waste management system, each event organiser should estimate the types and quantities of waste/ recyclables to be generated (based on previous experience/ records). Waste/Recyclables can be categorised into 9 major types (Please refer to Appendix I for more details).





PAPER



METALS



PLASTICS



GLASS BOTTLES



REUSABLE ITEMS



FOOD WASTE



**OTHER RECYCLABLES/
DONATED MATERIALS**

(RECHARGEABLE BATTERIES,
FLUORESCENT TUBES/ LAMPS
(CFLS), WODDEN PALLETs AND
SURPLUS FOOD ETC.)



**NON-RECYCLABLE
WASTES**

(CONTAMINATED RECYCLABLES,
ITEMS WITH MULTI-LAYERED
MATERIALS OR TETRA-PACKS
ETC.)



**OTHER WASTES
(MUST BE COLLECTED
BY LICENSED
COLLECTORS)**

(CLINICAL WASTE AND
CHEMICAL WASTE ETC.)

A little Fun Fact - Why is Clean Recycling so important?

1. Recyclables must be sorted properly and kept clean. It's all or nothing. For example, in December 2017, materials produced from clean recycled plastics worth around \$600 per tonne, contaminated plastics worth \$0 (probably led to additional disposal fee).
2. It is extremely time consuming and costly to pick needle in a haystack during the sophisticated recycling processes. So no adhesive tapes, staples and paper clips please.
3. Drink or drain all liquid before recycling beverage bottles, otherwise it attracts pests and facilitates growth of micro-organisms that would significantly affect the hygiene.



Fluid collecting device were installed in the 2017 CCB (Asia) Hong Kong Wine & Dine Festival to achieve clean recycling.

WASTE PREVENTION – BEFORE THE EVENT

Early planning plays an essential role in effective resource conservation which in turn results in waste reduction. The event organisers should consider the following **GREEN** measures :

I. Choose **GREEN** gifts/ souvenirs

The event organisers and sponsors should have thoughtful considerations on the design and production of the items to be given out during the events. Minimising packaging materials, such as individual packaging or extra plastic bag for the promotional giveaways, can directly contribute to waste reduction. Carefully control the spare amount of gifts/ souvenirs to optimise the number of gifts/ souvenirs and the actual number of receivers. Avoid printing the year on the gifts/ souvenirs.

Besides, impractical gifts/ souvenirs might be easily disposed of. Environmentally preferable items that promote a more sustainable lifestyle are highly recommended.

When production of promotional materials is inevitable, environmental considerations should be given to the materials used as far as possible. For example, consider using recycled materials, SoyInk or FSC-certified paper (Forest Stewardship Council™, FSC) etc.



Impress your participants with a meaningful souvenir



A medal made of waste wine crate

Present souvenirs with materials collected from the last event to show your gratitude to guests.

(Source: St. James' Settlement Jockey Club Upcycling Centre)

Provide options to your event participants

Event participants could freely choose to either receive the event T-shirt or HK\$80 dollars discount on their application.

(Source: Raleigh Challenge – Raleigh Challenge Wilson Trail)



II. Consider using sustainable communication and marketing channels

Event organiser should consider using paperless communication and marketing channels to reduce the use of resources and avoid unnecessary waste. For example, guest invitation, registration, event information and special offers can be sent and conducted electronically through emails, event webpage, mobile applications, and any other innovative and convenient means.

Example - Electronic communication channels — 2017 CCB (Asia) Hong Kong Wine & Dine Festival

Quick Response (QR) code and website were provided by the event organiser to disseminate event information and facilitate search of information.



III. Reduce/Replace one-off materials

To minimise the disposal of vast amount of disposable cutleries and containers during events, event organisers are suggested to purchase or rent reusable tableware and provide to event participants for free or through a rental deposit system.

Example - Replace disposable cups - Marvel 10K Weekend 2017 (Hong Kong)

To get rid of unwanted waste generated by the event, the event organiser appointed a social enterprise to provide reusable cup rental and cleansing services. Runners were free to use the cups and then return them to the collection boxes provided. Each cup would be washed and reused after the event. The initiative was estimated to save over 3,000 pieces of disposable paper cups during the two-day activity.



(Source: We-Use Facebook page)

Example - Mug Deposit System - Hong Kong Sevens 2017 - HSBC Village

To encourage reuse and recycling, a beer mug deposit programme was launched by the event organiser. Event participants had to pay a deposit of \$HK10 dollars on a mug for purchasing beverages and got their deposit back by returning their mugs to the designated area.



To reduce the disposal of plastic beverage bottles, the event organiser should consider setting up water refilling facilities at different locations of the event premises.

Example - Water refill stations - Standard Chartered Hong Kong Marathon 2017



4 water refill stations were set up in the Victoria Park to encourage event participants to "Bring Your Own Bottle".



EFFECTIVE COLLECTION OF WASTE AND RECYCLABLES **- DURING THE EVENT**

Events, particularly events being held at outdoor areas, are notorious for producing poorly sorted and managed waste and recyclables owing to the lack of sufficient recycling facilities and related educational campaigns. To effectively implement the waste management system, it is important for each event organiser to motivate relevant stakeholders to enhance recycling practice and save costs, especially after MSW charging is in place. This can help to 'Dump Less, Save More'.






Hence, clear instructions on proper and clean recycling (e.g. 'where the bins are', 'what are acceptable recyclables' and 'what are non-acceptable items') should be disseminated to all event stakeholders, particularly the frontline staff of the cleansing/ recycling contractor(s), and more importantly, the event participants.

Event organisers can follow the steps below to enhance the cost-effectiveness of their waste collection and management.

1. Choose the right bins to collect recyclables



Starting from 2005, EPD has launched the programme on source separation of domestic waste, introducing the standardised signs and colour coding (**BLUE** for paper; **YELLOW** for metals and **BROWN** for plastics). Standardised colours for different waste streams can assist the public to recognise the correct bins when disposing of items and therefore maximise resource recovery. In order to prevent the public from discarding items haphazardly, it is ideal to use a small opening for recycling bins to prevent non-recyclables from being deposited therein. However, lids for trash bins should be large enough to allow trash of any shapes and sizes to be collected. The chart below summarises the information regarding standardised colour codes and shape of holes for trash/recycling bins.

Type Of Recyclables	Colour Codes	Shapes of Bins' Holes	Additional facilities in supplementing recycling
Paper	BLUE	Thin Rectangle 	Separate collection bins for bulky carton boxes
Metals	YELLOW	Round 	Fluid collecting device
Plastics	BROWN	Round 	Fluid collecting device
Food Waste	PURPLE	-	Sieve for draining
Glass Bottles	GREEN	Round 	Fluid collecting device

Example of Clean Recycling - Fluid Collecting Device – Hong Kong Sevens 2017



A total of 10 units of fluid collecting device (comprising a red plastic bucket with a sieve installed on the lid, which had a sticker with the image of Big Waster and the advice "Pour Here Before Recycle") were placed adjacent to the plastics recycling bins to promote clean recycling.

II. Prepare conspicuous signage

To raise the awareness and facilitate the event stakeholders to identify the locations of the waste and recycling facilities, event organiser should consider using conspicuous overhead banners for indication especially in a crowded environment. According to a survey conducted by Hong Kong University of Science and Technology, respondents are most likely to use the recycling facilities when there are signs (e.g. banners placing above the recycling bins) to direct them to the nearest bins.

Examples of banner designs:

- with words 'Recycling Station', or 'Recycle Here';
- with the recycling symbol or 'Big Waster icon';
- with a sign indicating what kind of materials should be placed in each bin.



Each of the recycling and trash bin should be clearly labelled and look distinctly different. Signage (with written words and illustrations) showing what types of material are acceptable for recycling, are also important to instantly raise participants' awareness and trigger their actions. The design of signage must be consistent with their respective stream colours, and should be as large as possible.



Examples - Resource Recycling Stations

1. 2017 CCB (Asia) Hong Kong Wine & Dine Festival



The Hong Kong Tourism Board installed recycling bins for paper, plastics, metals, glass bottles, the designated plastic wine glass and a fluid collecting device with words and illustrations next to a refuse bin together with a display panel with the image of "Big Waster". Green Ambassadors were stationed near the bins to promote proper and clean

recycling with hand-held props.

2) HKSevens Central 2017

In the 7-day event, 3-coloured recycling bins on the site were placed next to the trash bins to facilitate recycling.



Specific size and shapes of opening and labels were designed for each type of recycling bins.



III. Enlist Green Ambassadors

To remind event participants of proper and clean recycling, the event organiser should consider enlisting a team of Green Ambassadors for on-site promotion and education. This can reduce contamination of recyclables and motivate all event stakeholders to practise **green** measures. For example, assigning Green Ambassadors to man the recycling stations (with relatively high pedestrian flow) could proactively remind the event participants to put the recyclables into the correct recycling bins.

Examples - Green Ambassadors

- 1) Standard Chartered Hong Kong Marathon 2017 (Hong Kong)



In order to enhance the recycling rate of food waste, volunteers were recruited to separate banana peels from other wastes for recycling.

- 2) 2017 CCB (Asia) Hong Kong Wine & Dine Festival (Hong Kong)

With the support of Hong Kong Tourism Board, over 50 students from tertiary institutions took part in the Green Ambassador Programme. The ambassadors with hand-held props helped to man the "Recycling Stations" as well as remind event participants to perform proper and clean recycling.



3) Glastonbury Festival 2017 (England)









About 1,300 recycling volunteers who assisted in waste separation were given a free ticket as a reward.

(Source: London Evening Standard)

DONATE, REUSE AND RECYCLE – AFTER THE EVENT

Apart from **PAPER**, **METALS** and **PLASTICS**, the event organisers should evaluate the types and quantities of waste and recyclables to be generated so as to sort out all possible ways on managing all items after the event. The chart below summarises potential items and the corresponding management approaches suggested.

Item(s)	Measure(s)
Wine Crates 	Donation for upcycling
Surplus Food 	 Donation
Wood Pallets 	Recycling, Reuse or Donation
Plants (Yard Waste) 	Donation or Recycling
Marquees 	Reuse or Donation 
Books 	Reuse, Donation or Recycling
Bamboo 	Reuse, Donation or Recycling
Food Waste 	Recycling
Glass Bottles	Reuse, Upcycling or Recycling



Food Waste Management - Organic Resources Recovery Centre

About 50-70 % of waste generated from an event arose from food and beverage services. Through specifying in the contractual requirement, event organisers could require service contractors to install food waste collection bins at specified locations (such as in Recycling Stations/ Vendor preparation areas) and arrange collection services frequently to avoid overfilling.



The first phase of Organic Resources Recovery Centre (ORRC) located in Siu Ho Wan of North Lantau is expected to handle 200 tonnes of food waste from Commercial and Industrial (C&I) Sectors per day. The ORRC would adopt advanced technologies to turn the food waste into renewable energy that

reduce the use of fossil fuels for electricity generation, and meanwhile contribute to reduction of greenhouse gas emissions.

Event organisers are recommended to contact the Environmental Protection Department for further information regarding the collection and management of food waste.

(Source: Environmental Protection Department)



Glass Bottle Recycling - Glass Management Contractors (GMCs)

Environmental Protection Department has appointed Glass Management Contractors (GMCs) to provide effective and convenient regional glass container collection and treatment services covering the territory, and arrange gainful reuse and recycling of the waste glass containers, including recovery for proper treatment turning them into reusable materials and for re-bottling. The event organisers should cooperate with the GMCs for arranging glass bottles collection services.



SHOW OFF! HOW TO PROMOTE YOUR GREEN EFFORTS?

1. Organise on-site promotional activities

The event organisers should consider using promotional booth or activities, where possible with the patronage of the recognised Hong Kong Waste Reduction Celebrity, the Big Waster, to promote the **green** message during the event. They could even consider inviting community groups and non-governmental organisations to educate the event participants about **Green** measures of the event.

Examples - Promotional activities of local and overseas' events

1) Photo-taking and Greeting with Spectators – Hong Kong Sevens 2017

To arouse spectators' awareness on reuse and recycling, the Big Waster mascot, together props with words on "Tackle Waste To Win" and "Refill & Recycle", greeted the spectators (and for photo-taking opportunities) at the Stadium during the 3-day event. Big Waster also provided photo-taking opportunities during the event.

In addition to a specially-designed "Green Card", the Souvenir Programme brochure also carried an article on the Green Sevens campaign to publicise the green initiatives of Hong Kong Sevens.



2) Mini-concert to promote recycling – Standard Chartered Hong Kong Marathon 2017

A sponsor of the Marathon organised an interactive mini-concert at the Marathon Carnival to promote its environmentally friendly product – a plastic bottle made of pre-consumer recycled content.



3) Zero Waste Station – Waste Management Phoenix Open (Arizona, United States)

The event organiser established 3 “Zero Waste Stations”, which were made of converted roll-off dumpsters, in high traffic areas, where spectators could drop off various kinds of resources for the volunteers to sort in accordance with its nature. Through games and exhibitions, a team of 342 volunteers stationed at each Station for educating and raising the spectators’ awareness on the event’s environmental goals and the details of the Zero Waste Challenge.



(Source: 3BL Media)

2. Utilise a wide range of public channels

To provide more information and familiarise the public with the events' waste management system, the organisers should make use of different media platforms for disseminating **green** messages at all stages of the events, including:

Posting advertisement(s) on the newspapers and/or magazines;

Making announcement via public address (PA) system and/or TV shooting for reminding people to recycle;

Posting information, such as "**Green** Tips", "Know-how Instructions on Recycling and Waste Disposal", and "B-Y-O-B" (Bring Your Own Bottle) where applicable, e.g. the event website, social media and/or via mobile applications;

Issuing a media release and/or holding a media launch;

Setting up **Green** information kiosk(s)/promotional booth (s) at the event site;

Printing **green** messages on tickets or brochures.

3. Publicise your success

If you can't measure it, you can't manage it. Conducting waste audit is an important tool for performance evaluation and demonstrating the corporate social responsibility (CSR).

A waste audit would assist the event organiser to understand:-



- ✓ Quantities of waste generated before, during and after the event;
- ✓ Quantities of different types of recyclables collected; and
- ✓ How to better manage the collected recyclables (e.g. recycling, upcycling and reuse, etc.).



Acquiring Information Is Not Rocket Science!

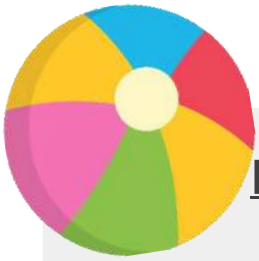
Event organisers are encouraged to seek the support from your appointed cleansing/ recycling contractor(s) through contractual requirements.

The picture on the left –hand side illustrates a forklift (with a built-in electronic scale) measuring the weight of waste/recyclables accurately.

Reporting the waste minimisation actions can quantify achievements and identify weakness. Setting up targets and improvement measures for the future is also an effective marketing and communication tool to inform the general public on how much the organisers and sponsors care about the environment.

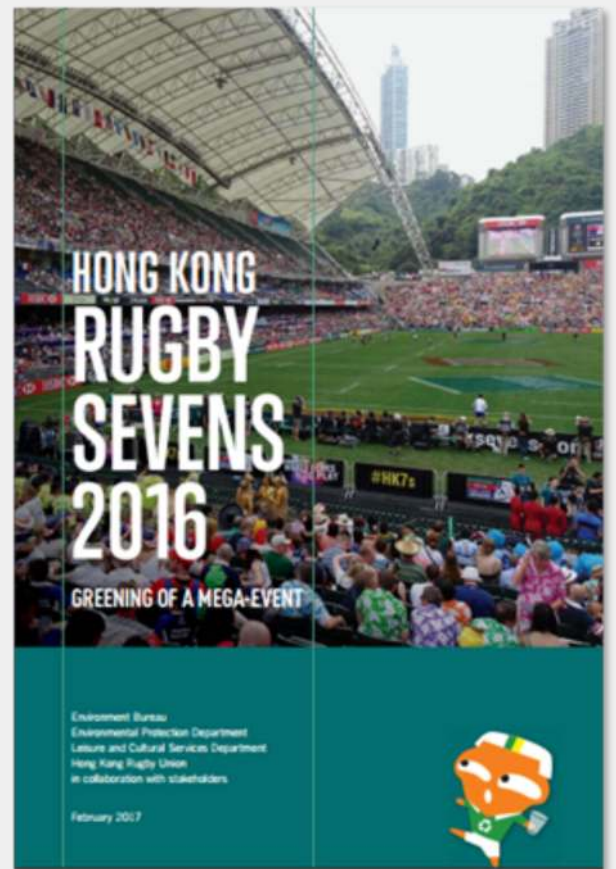
Suggested Content of Event's Environmental Report

Section(s)	Content(s)	Purpose(s)
1	Summary of results	<ul style="list-style-type: none"> • Briefly describe the 'Green' efforts implemented in the event and publish the waste/recyclables statistics
2	Introduction	<ul style="list-style-type: none"> • Describe the event's waste management plan, and the related targets
3	Actions taken and results	<ul style="list-style-type: none"> • Describe waste management initiatives (with results) implemented in different stages of the event;
4	Recommendations for improvement	<ul style="list-style-type: none"> • List out observations made during the event; • Suggest measures for rectifying the identified problems.



Example of Event Summary Report – Hong Kong Sevens 2016

Hong Kong Rugby Union (HKRU) and related parties have been keen on tackling waste issues in Rugby Sevens (R7) since 2014. A variety of 'Green' initiatives were implemented during and after the tournament to minimise its environmental impacts through waste reduction, recycling and public education. Every year, HKRU would publish an event waste management summary report covering waste statistics, green efforts taken and recommendations for next year's tournament.



WHO TO WORK WITH?

An event involves divergent stakeholders, namely event organisers, venue providers, sponsors, contractors, volunteers, event participants, media, etc. The event organisers need to closely communicate with the key stakeholders so as to optimise the work flow and develop rapport with all related parties in achieving waste minimisation and recycling.



EVENT MANAGEMENT/PLANNERS:

Implementation of a successful waste management system in an event needs contributions from everyone, particularly the staff members of the event organiser. Appointing one or more designated members of your team as Event Waste Manager(s) not only demonstrates the commitment of the **green** leadership, but also ensures effective monitoring of the waste reduction and recycling measures. The roles and responsibilities of the Event Waste Manager include:

- To coordinate and execute all waste reduction and recycling initiatives throughout all stages of the event;
- To communicate with all event stakeholders (particularly the frontline staff members and vendors) about the waste management system, the goals, and their duties;
- To provide training to all parties (including the volunteers) and handle enquiries.

Education to Exhibitors - 2017 CCB (Asia) Hong Kong Wine & Dine Festival



Environmental Protection Department, Hong Kong Tourism Board, Business Environment Council and Event Management Company gave a talk on waste reduction and recycling to exhibitors in the move-in briefing session to arouse their awareness, promote best practices, and answer enquiries.

EVENT PARTICIPANTS:

In order to successfully implement the waste management system, event participants must be able to identify recycling bins easily and educated on how to properly use the bins.

To disseminate more information regarding the system, the event organiser should consider taking the following steps:

- To provide information on recycling procedures on Facebook page, the event website, map or other literature;

- To make announcements via the PA system for reminding participants to practise recycling;

- To clearly label all recycling bins with words and/or easy-to-understand illustrations;

- To assign Green Ambassadors to man the recycling facilities to facilitate proper and clean recycling;

- To organise promotional activities, perhaps with the Big Waster mascot, and/or interactive game booths.

MEDIA: PRE-/POST-EVENT PROMOTION:

Leveraging on the media for publicising the **green** achievements helps improve the event's image (from the CSR perspective) and spread the message to potential event participants effectively. The event organiser should consider partnering with the media by taking the following measures:

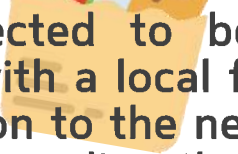
- To highlight the key **GREEN** initiatives and achievements of the event;

- To arrange short interviews with the media;

- To encourage active involvement of the public; and

- To conduct media follow-up, such as organising a press conference and/or send a press release on the waste and recyclable statistics.

NON-GOVERNMENTAL ORGANISATIONS (NGOs):



If surplus food is expected to be generated, the event organisers can partner with a local food bank/ church/ NGOs for collection and donation to the needy. To provide caterers with more information regarding the donation programme(s), event organisers should cooperate with food-donation partners and deliver briefing session(s) to enhance caterers' participation and to make sure the food collected are suitable for donation.

Besides, event organisers could also consider donating the reusable items to Community Green Stations (CGSs) or other NGOs.



Examples - Other Waste Reduction & Recycling Initiatives



1) Collection point of unsold potted plants – Lunar New Year Fair 2017



To reduce the amount of yard waste from unsold festive potted plants and peach blossom trees being discarded after the LNY Fair, Food and Environmental Hygiene Department (FEHD) spared a space to gather unsold pots of flowers and plants donated from the vendors.

Collected plants were delivered to the elderly and residential homes, and public hospitals.

2) Donation of surplus food - Hong Kong Sevens 2017

With the support from Food Angel (a local food bank), a total of 386.05 kg of surplus food (Included cooked food, rice, bakery, vegetable and fruits etc.) was collection in the 3-day tournament.



3) Donation of unsold books - HKTDC Hong Kong Book Fair 2017

Hong Kong Trade Development Council (HKTDC) cooperated with 2 non-profit organisations and implemented a 'Book Donation Programme'.

The programme aimed to collect unsold books from the exhibitors and redistribute them to community centres or the needy.



GREEN AMBASSADORS:

With the on-site assistance provided by **Green** Ambassadors, the event organiser could raise the environmental awareness of the event stakeholders (particularly the event participants) and disseminate the messages on proper and clean recycling. The **Green** Ambassadors will be assigned to take care of the recycling facilities which would assist in sorting recyclable items correctly, and more importantly, help to enhance public awareness regarding clean recycling . An event organiser should:

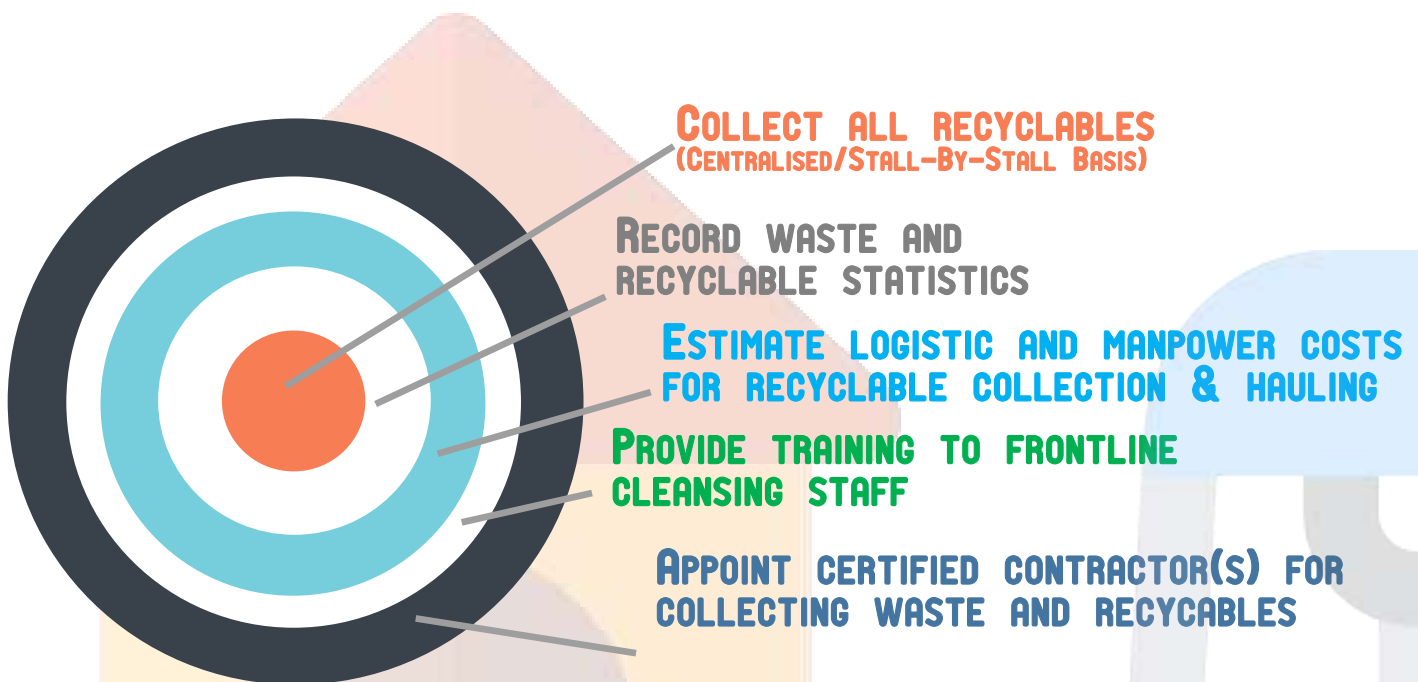
- Educate the Green Ambassadors by providing **briefing** session(s);



- Recognise the work performed by the **Green** Ambassadors by giving out event uniforms, certificates, meals and allowances.

CLEANSING CONTRACTORS:

Through specifying contractual requirements (particularly on sorting and treating waste and recyclables) with the cleansing contractors, the event organisers could maximise the recycling rate, ensure delivery of recyclables to proper recycling outlets as well as recording waste statistics systematically.



Possible contractual requirements for cleansing contractors

The event organisers should communicate with the cleansing/recycling contractor(s) on the roles and responsibilities of the frontline staff through precise and clear work instructions. Both parties should reserve adequate human resources to tackle unexpected situations owing to the high visitors' flow and tight event schedule. For example, the event organiser could consider adopting user-friendly "stall-to-stall" collection mode performed by the cleansing contractor in order to facilitate stall operators to engage in source separation of waste and recyclables.

Issues to be discussed between the event organiser and the cleansing contractor



To identify and discuss types of recyclables to be collected



To adopt transparent plastic bags for collecting recyclables



To select recycling bins of suitable size and quantity for different locations



To establish designated recyclable collection points (additional collection for bulky items)



To determine recyclable collection and hauling frequency and methods

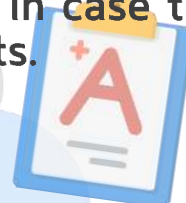


To enhance collection frequency as necessary to avoid overflow of recyclables



To develop strategies to reduce contamination of recyclables

The event organisers should review the performance of the cleansing/ recycling contractors, through spot checks to monitor their on-site performance closely; establish an evaluation mechanism and adopt follow-up actions in case the contractors cannot fulfil the contractual requirements.



SUPPLIERS:

The event organiser shall communicate with its suppliers/ service providers regarding any requirement on the use of environmental friendly products/ materials (e.g. commodities with recycled content, third-party certification). Suppliers who have a commitment to and specialise in sustainable practices should be given a higher priority in a tendering process.

VENDORS (OR EXHIBITORS):

To implement a successful waste management system, it is important to gain the support from the vendors as they are the largest contributors of trash. The event organisers shall inform all vendors about the objectives and targets on waste reduction before the event. Event Waste Manager, Green Ambassadors, frontline staff of cleansing/ recycling contractor (s) can closely communicate with and provide on-site support to the vendors during the event. Hence, the event organizer may consider adopting the following measures:

- Encourage the vendors to make good use of the recycling facilities to jointly achieve the event's sustainability goals;
- Insert a waste reduction and recycling clause in the vendor agreement or contract;
- Call upon the vendors to prevent the use of disposable item(s);
- Recommend vendors to select and purchase environmental friendly item(s), and control the amount of item(s) distributed;
- Request F&B vendors to post flyers around their booths for reminding customers to "B-Y-O-B" (Bring Your Own Bottle) and participant in resource recycling, and consider offering discounts or incentives for those who support the green initiatives;
- Encourage caterers to collect and donate surplus food to local food bank(s).

Support Sustainable Products and Services



The event organisers can search for Sustainable Product or Service Suppliers on the Sustainable Consumption Website and Mobile App.

(Website:<http://suscon.bec.org.hk/en/>)

Think twice before using prepackaged cutlery sets

Vendors should only provide the utensils required for the type of food sold (such as fork or spoon), instead of offering a full set of pre-packaged cutlery.

Example (1) - "BEC Green Event Charter" – 2017 CCB (Asia) Hong Kong Wine & Dine Festival

In order to support waste reduction, the event organisers encouraged all exhibitors to sign "BEC Green Event Charter" for demonstrating its determination to protect the environment.



Example (2) - Refill discount – Hong Kong Sevens 2017




To incentivise the reuse of plastic beer jugs, the beverage supplier continued with its initiative in 2016 to offer a discount of HK\$10 for customers bringing her/his own jug (from previous purchases) for every single beer refill.

SPONSORS:

Sponsors are concerned about how the events can help them improve brand image, increase their reach to new clients, and generate media attention.

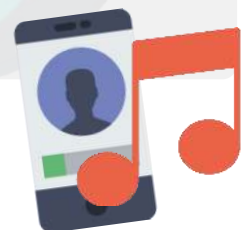
The event organisers could suggest sponsors using sustainable marketing channels and supporting on-site environmental activities, such as:

- 
- Provision of banners and links on event media platforms;
 - Sponsorship of reusable cutleries or containers;
 - Sponsorship of water refilling stations throughout the event;
 - Sponsorship of educational booth to promote waste reduction;
 - Sponsorship of gifts/souvenirs which encourage a more sustainable lifestyle;

Green events could attract more sponsors who are concerned about the environment and Corporate Social Responsibility (CSR).

Example — Offer virtual gifts

The event sponsor presented a 3-month membership account of an online music platform to each participant of the music performance as an event souvenir.



Noise & Light Pollution And Control



Noise emanated from outdoor events could likely cause disturbance to Noise Sensitive Receivers in adjacent areas, particularly in densely populated areas with sound amplification systems.

Noise Control Ordinance, Cap. 400 has provisions on controls of noise from various venues. Careful planning, sufficient alleviation measures and noise monitoring can ensure noise levels does not exceed the statutory requirements.

Noise Pollution

For further information about controls of noise in Hong Kong, please visit the EPD's website at:

Concise Guide to the Noise Control Ordinance

http://www.epd.gov.hk/epd/sites/default/files/epd/english/environmentinhk/noise/guide_ref/CG_E-06n_2.pdf

Music, Singing and Instrument Performance

http://www.epd.gov.hk/epd/sites/default/files/epd/english/environmentinhk/noise/help_corner/files/a_entgui_e.pdf



Light Nuisance

With a view to minimising the adverse impacts arising from external lighting and providing residents nearby an environment conducive to sleep, event organisers should switch off lighting installations of decorative, promotional or advertisement purposes which affect the outdoor environment from 11p.m to 7a.m., and observe the good practices in the "Guidelines on Industry Best Practice for External Lighting Installations" such as avoiding overspill of light.

For further information about controls the "Guide", please visit the Environmental Bureau website at:

http://www.enb.gov.hk/sites/default/files/en/node78/guidelines_ex_lighting_install_eng.pdf



ANNEX:

I. WASTE CATEGORIES

Recyclable Items

Categories	Descriptions
Food waste	Cooked and uncooked food, expired food, etc.
Paper	Paperboard and newspaper
Plastics	Plastic containers for beverages or personal care products
Metals	Beverage containers, etc.
Glass bottles	Glass bottles, jars and other types of glass containers
Reusable items	Stationery which can still function/ use or without any damages, clothes and textiles, furniture, gifts/souvenirs
Other recyclables/ Donated materials	Rechargeable batteries, fluorescent tubes/ lamps (CFLs), printer toners/ ink cartridges, waste electrical and electronic equipment (WEEE), wooden pallets, yard waste and surplus food, etc.

Hard-to-recycle Items

Wastes not suitable for recycling	Contaminated recyclables, tetra-packs, non-recyclable batteries, ceramics, and items composed of various material types, etc.
Special wastes	Clinical waste, chemical waste (e.g. pesticides, paints, corrosive household cleaners), etc.

II. WASTE/RECYCLABLE DATA COLLECTION TABLE

Use the table below to record and compare the actual quantities of trash and recyclables collected, which will help prepare your Event's Environmental Report.

Waste Type (e.g. general waste, paper, metals, plastics, Food Waste)	2015 Quantity (kg)	2016 Quantity (kg)	2017 Quantity (kg)	Compared to Previous year(s) (%)	
				2015	2016
Total					

Example—Quantity of waste/recyclables collected in the 2017 Festival

Waste Type (e.g. general waste, paper, metals, plastics)	2015 Quantity (kg)	2016 Quantity (kg)	2017 Quantity (kg)	Compared to Previous year(s) (%)	
				2015	2016
Plastics	38	40	60	+57.9%	+50%

III. CHECKLIST FOR EVENT WASTE MANAGEMENT

The following checklist is designed to help develop a waste management plan at the planning stage of the event.

WASTE MANAGEMENT

A1 Formulate waste management system

- Develop strategies, plans and measures on waste reduction and recycling

A2 Understand types and quantities of waste and recyclables

- Rank the top 3 waste types by reviewing last year's statistics/report
- Conduct waste audit to record quantities of waste and recyclables collected in the event
- Explore any possibilities to maximise recycling rate and minimise waste generation

A3 Include waste reduction provisions in contracts

- Require vendors (or exhibitors) to support waste reduction and properly handle their resources before moving out
- Require cleansing contractors to collect recyclables and sort non-recyclable items out

A4 Engage stakeholders to support waste reduction and recycling

- Incentivise event participants to perform waste reduction and recycling by offering discounts
- Cooperate with vendors (or exhibitors) or provide technical assistance when necessary
- Partner with non-governmental organisations to collect reusable items

VENUE SET-UP

B1 Simplify venue set-up

- Adopt marquees which are reusable and durable
- Reduce or avoid unnecessary decorations
- Store and repair decoration materials for further reuse

FOOD AND BEVERAGE

C1 Reduce the use of disposable items

- Provide water refilling stations
- Reduce the use of disposable utensils and cutleries
- Offer discounts for customers bringing their own containers/bottles

C2 Manage food waste properly

- Collect food waste for recycling
- Donate surplus food to food banks or charities

PROMOTION

D1 Conserve resources

- Utilise E-Registration / E-Invitation
- Upload booklets and other promotional materials to event website and social media
- Minimise packaging materials for the promotional giveaways
- Choose gifts/souvenirs that can be reused or recycled
- Prepare promotional materials (e.g. Posters, banners, signage and booths) without specifying the date and time of the event for future use

III. CHECKLIST FOR EVENT WASTE MANAGEMENT (CON'T)

EDUCATION

E1 Educate event participants about waste reduction and recycling

- Post information, such as “Event **Green** Tips” , on social media
- Make announcement via public address (PA) system or TV shooting for reminding people to conduct waste reduction and recycling

E2 Educate frontline staff and vendors (or exhibitors) about waste reduction and recycling

- Instruct staff and **Green** Ambassadors to distinguish recyclable and non-recyclable items
- Remind vendors (or exhibitors) to properly handle their waste before moving-out

PROCUREMENT

F1 Purchase reusable and recyclable items

- Avoid buying one-off materials (e.g. Pong bong sticks, disposable cups etc.)
- Consider renting materials and facilities instead of buying new ones
- Choose single material instead of multi-layer composite materials for promotional materials
- Give higher priority to products made of recycled materials

CLEANSING AND RECYCLING

G1 Setting up recycling facilities

- Put the recycling bins at accessible and conspicuous locations
- Place trash bins next to the recycling bins for facilitating people to dispose of non-recyclable items
- Install eye-catching standees near recycling facilities
- Assign green ambassadors to manage the recycling facilities for reminding event participants of clean and proper recycling

G2 Proper Recycling

- Encourage vendors (or exhibitors) to implement waste reduction initiatives and involve in waste recycling (e.g. provide floor plan (with locations of trash and recycling bins marked) and Know-how Instruction on Recycling and Waste Disposal)
- Prepare transparent plastic bags for collecting recyclables
- Arrange certified recyclers to manage recyclables

IV. OTHER EVENT PARTNERS

Recyclables	Suggested Measure(s)	Partners' Name	Where To Find Them?
Surplus Food	● ●	Food Angel Food For Good Foodlink Foundation	http://www.foodangel.org.hk/en/ http://www.foodgrace.com/ http://www.foodlinkfoundation.org/
Wooden Pallet	● ● ●	Playright Children's Play Association St. James Settlement Jockey Club Upcycling Centre	http://www.playright.org.hk/tc/index.aspx https://www.sjs.org.hk/tc/project/environment-details.php?id=
Marquee	● ●	The Salvation Army	http://www.salvationarmy.org.hk/hk/services/news_and_schemes
Book	● ● ●	Christian Action	http://www.christian-action.org.hk/

Legend:-

● Recycling ● Reuse ● Upcycling ● Donation



V. USEFUL LINKS

1. Hong Kong Waste Reduction Website

<https://www.wastereduction.gov.hk/>

2. Waste Cooking Oils Recycling Programme
Environmental Protection Department

http://www.epd.gov.hk/epd/english/environmentinhk/waste/prob_solutions/waste-cooking-oils.html

3. Problems & Solutions—Waste
Environmental Protection Department

http://www.epd.gov.hk/epd/english/environmentinhk/waste/waste_maincontent.html

4. Problems & Solutions—Noise
Environmental Protection Department

A Concise Guide to the Noise Control Ordinance

http://www.epd.gov.hk/epd/sites/default/files/epd/english/environmentinhk/noise/guide_ref/CG_E-06n_2.pdf

Noise Control Guidelines for Music, Singing and Instrument Performing Activities

http://www.epd.gov.hk/epd/sites/default/files/epd/english/environmentinhk/noise/help_corner/files/a_entgui_e.pdf

5. Waste Collectors and Recyclers Catalog
Environmental Protection Department

http://www.epd.gov.hk/epd/english/environmentinhk/waste/guide_ref/guide_ref_dwc.html

6. Guidelines on Industry Best Practices for External Lighting Installations
Environmental Bureau

http://www.enb.gov.hk/sites/default/files/en/node78/guidelines_ex_lighting_install_eng.pdf

7. Community Green Stations
Hong Kong Waste Reduction Website

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

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CONTACT US:

Environmental Protection Department

General Enquiry

Phone: 2838 3111

Email: enquiry@epd.gov.hk

Business Environment Council

Website: <https://bec.org.hk/>

Phone: 2784 3900

Email: enquiry@bec.org.hk

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Dump Less

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Save More



