

GreenStep

Green Event

TOOLKIT



FOR MINIMAL WASTE EVENTS IN
THE CENTRAL OKANAGAN

Introduction

There are many social and economical benefits to hosting festivals and events, but bringing hundreds or thousands of people together for a short period of time can also negatively impact the environment. The creation of waste, greenhouse gas emissions and increased traffic and resource use can impact the long-term sustainability of a region.

But there are small steps that can be taken today to change this outcome. GreenStep Sustainability Coaching can help festival organizers understand how their event can affect the environment and what steps can be taken to lessen that impact.

This toolkit is designed to give you everything you need to run a successful waste reduction program at your event with the help of some GreenStep training and volunteer coordination. GreenStep will help you develop a plan to measure and reduce your event's waste to get you on your way to a greener festival!

Toolkit Contents

This toolkit contains printable materials for event organizers to use. This guide is focused on creating a minimal waste event. You are free to adjust the type of waste being collected and add your logo, however, the look and the GreenStep logo must remain on the document.

- **Printable waste station signs** specific to your event. Print as many as you need, laminate and re-use for future events
- **Printable recording sheets** – customized for your event. Track how much waste you produce and how much you divert
- **Editable volunteer role – Word Doc.** Customize and give to all minimal waste station volunteers.
- **Editable Vendor feedback form – Word Doc.** Give to vendors before or during the event to collect valuable information to improve upon waste reduction efforts in the future.
- **Editable volunteer/event goer survey questions– Word Doc.** Add questions to event follow-up survey for volunteers and event goers to improve waste reduction efforts at future events.
- **Editable sample media release – Word Doc.** Use all or non to promote the minimal waste efforts of your event.
- **Editable waste sign templates – Word Doc.** Create more signs for different types of waste.

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GreenStep's Successes

GreenStep has successfully diverted waste from the landfill at the following events in the Central Okanagan. Total material diverted from the landfill refers to recyclable materials, (all recyclable paper, plastic, tin, aluminum), bottles and cans and compostable material (food waste, biodegradable cups, cutlery and service ware).

Events in the Central Okanagan where GreenStep diverted waste	Year of Event	Total waste diverted from landfill (%)
Building Sustainable Communities Conference Delta Grand, Kelowna	2012	95%
Building Sustainable Communities Conference, Delta Grand, Kelowna	2010	95%
Conduit	2010	90%
Organic Okanagan Festival	2011	91%
Organic Okanagan Festival	2010	91%
Sysco Kelowna Food Show – Propsera Place, Kelowna	2012	64%
Sysco Kelowna Food Show – Interior Savings Centre, Kamloops	2011	73%
Sysco Kelowna Food Show – Propsera Place, Kelowna	2011	75%
Sysco Kelowna Food Show – Interior Savings Centre, Kamloops	2010	75%
Sysco Kelowna Food Show – Sysco, Kelowna	2010	80%
Sysco Kelowna Food Show – Propsera Place, Kelowna	2010	75%
Sysco Kelowna Food Show – Propsera Place, Kelowna	2009	63%
Thompson Okanagan Tourism Association Summit	2010	94%
Taste of Kelowna	2011	85%
Taste of Kelowna	2010	84%

Planning a minimal waste event

To make sure you effectively reduce waste at your event, you cannot have unattended garbage cans. People will dispose of their waste in the most convenient location possible. You cannot have a garbage bin by itself, only waste stations where it is just as convenient to recycle or compost, as it is to throw waste in the garbage.

Pre-Event

- No lone garbage bins from start of set up of event
- No Styrofoam products at the event
- Normal janitorial services are required, make sure this is communicated
- A list of all possible waste will be created with organizers and venue/vendor assistance
- A basic venue plan and event layout
- Train event volunteers regarding what items will be at the event, where waste stations are and how to greet people who come to use the waste stations
- Ensure you have clear bags
- Print and laminate your waste station labels

During the Event

- Set up of all waste stations the day before event (see set up information below)
- Green Police man waste stations during event, educating event goers about what goes in each bin.
- Volunteer Management, waste monitoring and
- Designated waste auditor will assess the volume of waste generated and record it on data sheets.

Post Event

- Ensure all waste as been accounted for when tear down begins.
- Dispose of all audited waste in the correct bin or truck.
- Report evaluation and recommendations (focused on future waste reduction)

Waste station set up

When setting up a waste station, it's important to have the following things

- Similar looking waste collection containers (or at least consistent at each station)
- Be in a convenient location where people will walk or gather, but make sure there is enough room that you are not causing a bottleneck
- Be easy to spot from a distance
- Be accessible for everyone attending
- Clearly label each bin. Make sure

- Put a banner or sign stating “MINIMAL WASTE STATION” above or beside the waste station if possible

Here are some examples of Green Police waste stations from 2010. The 2012 template signs are clearer and include information about what goes in each bin.



Most of the time, due to budget and resource constraints, you will be using bins provided by the venue. (As seen in the above events at Summerhill Pyramid Winery and Interior Savings Centre. To make due with what you have, chose bins that look consistently like something they would normally throw recycling/garage out in.

Auditing/Recording Area

One or two people need to check the waste to make sure that what has gone into each bin is correct. These people should be the same for the entire event, for consistency.

Once bins are full around the event, they get brought to a common place. This place should be out of the way of the event, hidden from event goers. Near the existing dumpsters/garbage disposal area is a good idea.

The auditor checks what is in each bag or bin, and estimates how full the bag or bin is (by volume). They record the necessary info on the data sheet (bag size, colour, % full and then stickers it if they are not immediately putting it into a collection container (to make sure it isn't re-audited).

The auditor will do this for all the types of waste, using volume rather than weight to measure the total amount of waste for safety reasons and ease of auditing.

They will total the data sheet up after the event is packed up and give the totals to the event organizer.

Greening your event tips

Take your event a step further past waste reduction by considering these additional green event tips.

- Use email, internet and social networking to reach target market, rather than print or direct mail marketing.
- Use recycled or FSC certified papers and plant-based, non-toxic inks. Check out www.greenprinter.ca if your local printer does not have these options.
- Create event and promotional merchandise with environmentally responsible products, manufactured locally, without the use of sweatshop labour, and Fair Trade certified if available.
- Promote your sustainability mission to your attendees in an effort to solicit their participation by not creating waste, considering public transportation, etc.
- Offer booths to non-profit partners for no charge or at a discount.
- Bullfrog Power your event by purchasing Renewable Energy Credits for BC projects at www.bullfrogpower.com.
- Offset venue energy use through www.offsetters.ca.
- Serve local food and organic food and drinks, and organic, fair trade coffee and tea.
- Encourage sponsors and vendors to join you in your mission. Issue a letter that outlines simple ways that each company can reduce their impact as it relates to the event.
- Help the event venue reduce their impact on the environment for your event. Suggest 100% post consumer waste toilet paper, recycled or bio-plastic garbage bags, tree free paper items, organic/locally made soaps in the bathrooms, unbleached coffee filters in the kitchen, organic and fair trade coffee, paraffin free candles on the tables, local flowers and much more!
- Emphasize efforts on minimizing waste from the event by reducing garbage and reusing items for future events.
- Provide waste stations that provide attendees and sponsors with a convenient place to recycle glass bottles, plastic, aluminum, paper and cardboard and compost food scraps. Have a goal for as little garbage as possible, and measure/promote the amount of waste you divert from the landfill!
- As often as possible, replace disposables, such as cups and cutlery, with reusable items or bio-plastic compostables. Replace paper napkins with cloth napkins or 100% recycled paper.
- Donate any leftover food to the food bank or other local organizations.

Planning a sustainable event

There are a lot of things you can do to reduce the environmental impact of your event. Here is an example of an event that is as sustainable as it can be.

- Choose a venue with a sustainability strategy and has made changes to lighting, electronic products, chemicals, water conservation and waste collection.
- All seafood must be Oceanwise or Seachoice
- Only local food will be served
- Must be organic, vegetarian and vegan food options
- All condiments must be served in bulk
- Zero waste policy – absolutely no disposable items that are not biodegradable or recyclable
- Only reusable items will be used as service ware (more typical for indoor conferences with sit down meals)
- All name badges must be returned and reused
- No bottled water will be served
- All emissions created during the event will be offset
- 100% of the waste created at the event will be diverted from the landfill
- All decorations will be locally sourced and reusable, recyclable or biodegradable
- Eliminate chemical cleaning products and use natural and biodegradable options
- The event is idle free
- The event provides incentives and options for alternative transportation to single occupancy vehicles
- The event has teleconferencing options to eliminate the need to travel
- Use a paperless ticketing service
- Educational strategy to promote sustainability at the event to all attendees

Waste Reduction Resources

Central Okanagan

Regional District of Central Okanagan Waste Reduction Office

<http://www.regionaldistrict.com/departments/waste/default.aspx>

RECYCLING

Recycling Depots

Free drop-off for all recycling items, milk containers/milk substitutes and glass.

1. Kirschner Recycling Depot

1988 Kirschner Road

Daily 8am to 6pm Closed Christmas Day & New Year's Day

2. Westside Residential Waste Disposal and Recycling Centre

Asquith Road (off Shannon Lake Rd) 250-469-6250

Recycling open 7:30am to 4pm daily (Gates close at 3:50pm) Closed Christmas Day & New Year's Day

3. Glenmore Landfill

2105 Glenmore Road 250-469-8880

Open 7:30am to 4:45pm daily Closed Christmas Day, Boxing Day & New Year's Day

Landfills

1. Westside Residential Waste Disposal and Recycling Centre 250-469-6250 (250-768-7110)

Asquith Road (off Shannon Lake Rd) Open 7:30am to 4pm, Friday through Monday

Recycling open 7:30am to 4pm daily.

Gates close at 3:50pm.

Closed Christmas Day & New Year's Day.

2. Glenmore Landfill 250-469-8880

2105 Glenmore Rd. Open 7:30am to 4:45pm daily. Closed Christmas Day, Boxing Day & New Year's Day.

TIPPING FEES (Subject to change)

\$2.50 per bag household garbage. Minimum of \$8 for 250 kgs or less. Over 250 kgs is pro-rated at \$65/tonne.

Yard Waste over 250 kgs: \$40 per metric tonne

Mandatory Recycling for:

- aluminum,
- tin cans
- asphalt and concrete
- corrugated cardboard
- electronics
- gypsum drywall
- hazardous waste
- small appliances
- paper products
- plastic containers # 1-7 and plastic film
- tires

Recycling Directory http://www.regionaldistrict.com/docs/waste/2004_recycle_dir.pdf

What to Recycle

Place all your clean recyclables out for collection on your scheduled day. No bags, and no pre-sorting needed. (All materials must fit in cart with lid closed.)



Tin Cans

- All tin cans.
- Empty and rinse.
- Labels are ok.
- Keep lids attached.



Aluminum

- Foil and food containers.
- Empty and rinse.
- Labels are ok.
- **NO** beverage containers (Return for refund.)

Newspapers

- All newspapers and flyers, including all inserts and all ad mail.

Corrugated Cardboard

- Clean cardboard only.
- Must be flattened to fit in cart with lid closed.
- **No** waxed or plastic coated cardboard.



Plastics

- All household plastic containers with the #1-7 recycling symbols - rinse and flatten.



- All stretchy plastic film, including grocery bags.
- **NO** styrofoam, no motor oil or chemical containers.
- **NO** lids.



Writing Paper

- All white, neon and coloured paper and envelopes.
- All computer paper, labels and envelopes with windows.
- No carbon paper, used tissue or paper towels.

Phone Books

- All phone directories.

Boxboard & Heavy Paper

- Cereal box-type cardboard, brown envelopes, paper bags, cardboard egg cartons, colored paper, gift wrap, etc.
- Flatten boxes and remove liners.
- **NO** waxed, plastic coated cartons or foil gift wrap.

Books, Magazines

- All magazines and catalogues, books without hard covers.

Glass

- **NO** glass. Glass can be taken to all local bottle and recycling depots.



The materials listed here are accepted for recycling. These recyclable products are **NOT ACCEPTED** as garbage.

Take beverage containers to your local bottle depot for a refund.

NEW: Return your wax coated milk containers to your local bottle depot for recycling.



For more information, visit www.regionaldistrict.com, or contact the Regional Waste Reduction Office at 250.469.6250.

COMPOSTING

- **Russ's Recycling and Compost Removal Services** – Removes anything organic (food waste from events) <http://www.recycleruss.ca> 250-864-1969
- **Glenmore Landfill** – Drop off of yard waste 2105 Glenmore Road 250-469-8880
- **Westside Residential Waste Disposal and Recycling Centre** Asquith Road (off Shannon Lake Rd) 250-469-6250
- **Classic Compost** – Drop off of yard waste - <http://classiccompost.com> or 250-470-1323

WASTE HAULERS – CENTRAL OKANAGAN

Waste Management

350 Beaver Lake Road, Kelowna
(250) 861-8788
www.wm.com

Progressive Solutions (BFI Canada)

150 Campion Street, Kelowna
(250) 765-0565
www.bficanada.com

1-800 Got Junk?

1865 Dilworth Drive #369, Kelowna
(800) 468-5865
www.1800gotjunk.com

Affordable Trash-All

www.affordabletrashall.com
250.860.4041

4-Less disposal

#201 - 214 Adams Rd. Kelowna, BC, V1X 7R2
(250) 808-4537
www.forlessdisposal.com

Forever Green Recycling

Kelowna, BC
250-212-5716
www.forevergreenrecycling.ca

Planet Earth Recycling

2035B Louie Dr, Westbank, BC V4T 1Y2
250-768-0878
250-768-0882 Fax Line
www.planetearthrecycling.org

TEMPLATES – Minimal Waste Volunteer Role

Copy and paste and customize to your event.

Minimal Waste Volunteer Roles

The following information can be used as a template to give each volunteer that will be at the waste stations.

Position Title: Green Police Volunteer

Qualifications:

- Fluent English
- Knowledge of recycling and composting in the area
- Friendly and outgoing

Goal of the event: To reduce the amount of waste heading to the landfill by 90%.

What do Green Police do?

Green Police volunteers primarily reduce waste at events. Events where we have reduced waste by 70-90% at include: Taste of Kelowna, Sysco Food Shows (Kelowna and Kamloops), Organic Okanagan Festival, Building Sustainable Communities Conference.

Volunteer Role and Responsibilities

Your role is to man a waste stations during your shift, helping to educate people about what is compostable, recyclable or reusable when they come to dispose of their waste at your station. Each station will have a compost bin, a recycling bin, and bottles and cans bin and a garbage bin (INSERT ADDITIONAL BINS). The size difference in the large compost and recycling to the small garbage is for the effect that we are trying to reduce waste by 90% at the event.

Greet everyone who comes to the waste station with a big smile and say hello. Take a look at what they are throwing away. Tell them we are the Green Police and we are trying to reduce the amount of waste heading to the landfill by 90%. If someone throws something in the wrong bin, kindly let him or her know for next time, and put on a pair of gloves, get it out and put it in the right bin. Periodically look in your bins to make sure there is no contamination. We don't want to re-sort everything after the event.

When bins are full, please do your best to push down items to make extra room. Full bins can be taken to **DESIGNATED WASTE AREA.**

The waste auditor will count the bags based on how full they are and note down the bag size. Do not throw a bag of garbage directly into a dumpster. Everything must be recorded first. Label the bags with a sticker (Green Police label stickers) once it is audited. Then it's okay to toss.

The Green Police were created by GreenStep to reduce waste at events in the Central Okanagan. GreenStep helps companies improve profitability through sustainable business practices.

The compost bins are provided and the compost is collected by Russ's Recycling and Compost Removal Services from Kelowna.

RECYCLING – Everything that you would put in your blue bag (This is subject to the recycling regulations in each community) <ul style="list-style-type: none"> Paper, cardboard Plastics #1-7, clean Tin containers and aluminum foil Glass jars not for refund can be kept to the side of the waste station to be collected at the end. 	BOTTLES AND CANS - Everything you can return at the depot. <ul style="list-style-type: none"> All beverage containers, glass, plastic, tetra pack or tin that has a deposit can go in this container. Also include glass jars, milk and milk substitute containers. 	COMPOST - Everything biodegradable <ul style="list-style-type: none"> Food scraps All veggie and fruit waste Tea bags, coffee grounds and filters Napkins, paper towel Bamboo and wood (stir sticks, toothpicks) Biodegradable take out containers (if provided at event) Plant products (leaves, grass, hay) No meat products: This must all go in the garbage 	GARBAGE? Non-recyclable or Non-compostable items This may vary, and items will be pointed out to you during the event. <ul style="list-style-type: none"> Granola wrappers, waxy paper, Styrofoam small plastic items (smaller than your hand), Disposable items not provided by the event that are not biodegradable or recyclable. Also look out for items containing multiple sources that can't easily be separated. This could be something with plastic and paper together, but you aren't able to separate it.
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Please Note: The amount of items that are biodegradable and recyclable may change depending on what other vendors bring to the event. Your event coordinator will go over these before your shift.

Additional Bins

TEMPLATE – Vendor Feedback Form

Copy and paste and customize to your event. Send to vendors in advance of the event, or give to them as they arrive at the event. Put a deadline or date on when they have to return it. Offer a prize if you're having difficulty getting forms back on time.

Vendor Feedback Form

Return By: 4:00pm Today

Waste Reduction is new to our event this year and we want to make sure our efforts to reduce waste go as smoothly as possible. Vendors are the source of the majority of the event, we'd like to collect info to improve and reduce the amount of waste this year. The following information will be used to improve collection and reduce the amount of waste generated in the future.

- 1.
- 2.
- 3.
- 4.
- 5.

Please return to _____ located at _____ by **4:00 pm Today**

Thank you for completing our Vendor Feedback Form.

Template - Event Survey

Event Survey for event goers and volunteers

(Copy and paste the questions below into your existing event follow-up survey)

The following questions are related to minimizing waste at this year's event. This information will be used to improve waste collection and reduction at future events.

1. Did you use one of the minimal waste stations at our event? (multi-bin waste station for garbage, recycling, compost and bottles/cans) Yes/No

2. How was your experience at the minimal waste station? (check all that apply)

A volunteer greeted me positively

I received help deciding which bin to put my waste in

I learned something about where to put my waste

The waste station was in a good location

I was happy with my experience

I was not happy with my experience

I was not happy with how the volunteer spoke to me

I was not happy about having to think about where my waste goes

The waste station was inconveniently placed at the event

Other: _____

3. Do you want to see waste reduction at future events? Yes/No

4. For Volunteers: If you volunteered with at a minimal waste station at the event, how was your experience? _____

5. For Volunteers: Would you volunteer at a minimal waste station at this event next year? Yes/No

Please return to _____ located at _____ by **4:00 pm Today**

TEMPLATE - Media Release

NEWS RELEASE

For Immediate Release

Date

Event name diverts **00%** of waste from the landfill

During **event** held **date** at **location**, waste reduction was a top priority.

"We know one of the biggest environmental impacts of hosting an event is waste generation" says **event organizer**. "And reducing as much waste as possible from our event is the easiest way to do our part".

Event name worked with GreenStep, a local green business consulting company, to set up minimal waste stations around the event to help event goers separate their waste into four categories: compost, recycling, returnable bottles and garbage. "Because waste separation at events is such a new concept, it takes time for people to form new habits and to understand exactly what types of material belong in each container" says Lindsay Eason of GreenStep. "Therefore the waste was brought to a collection area where volunteers were stationed to eliminate any contamination like plastic in the compost or garbage in the recycling".

Because of this effort, 00% of the **total waste volume** liters of waste audited and sorted during the event was diverted from the landfill.

Minimizing waste was a great first step towards reducing the environmental impact of **event**. In the future, event organizers hope to **[insert other green initiatives]**.