

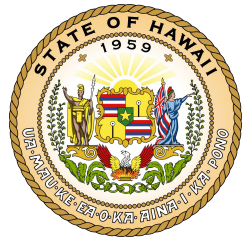
10 Entry Level Program: Greener Events

The State of Hawai'i is recognizing and promoting significant sustainability efforts through the Hawai'i Green Business Program (HGBP). The HGBP is a great way for businesses to market, advertise, and increase their competitive advantage, while enhancing their overall efficiency. HGBP also understands the challenges associated with implementing sustainable practices in a small business and event-related environment. To make the program more accessible, the HGBP is implementing a 10-Entry Level process to help recognize small businesses and events as they implement and build more sustainable business practices and events.

The 10-Entry Level Checklist helps to assess your business' or event's green attributes and practices. The checklist helps businesses move beyond compliance, and provides recommendations, along with useful resources to reach higher levels of sustainability.

For documentation, provide pictures and documentation for each point.

Submit checklist and documentation at
<https://greenbusiness.hawaii.gov/apply/hgbp-checklist-submission/>.



Board of Water Supply



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10-Entry-Level Points for Greener Events*

- ☐ 1. **Purchase locally sourced products:** Working with local farmers is a great way to reduce the overall environmental footprint of your business. This not only supports local businesses and the local economy, but also reduces shipping costs and emissions. (See the [Hawai'i Organic Farmers Association website](#) for possible suppliers.)
- ☐ 2. **Order for estimated attendance and monitor consumption:** Food waste can be a challenge for events. Serving sizes should be accurately estimated and conveyed. Orders from caterers and suppliers should be as accurate as possible. This is an efficient way to reduce waste and to potentially save money. (See the [EPA website](#) for a food waste tracking log template.)
- ☐ 3. **Create partnerships with local farms and businesses for composting or products pick up:** Your waste could be somebody else's food. Leftover produce may be a great opportunity for local non-profits such as Aloha Harvest and for pig farms near you. Leftover food could easily be donated to local organizations or charities. Used cooking oil can be recycled into biodiesel. (See [Resources - Pig Farms and Organizations](#))
- ☐ 4. **Switch to-go/disposable utensils and packaging to biodegradable and/or compostable options:** Switching to biodegradable, compostable, and recycled content products are alternatives to plastic and styrofoam. Avoiding waste all together is a more efficient way to reduce overall expenses and environmental impact. (See [Plastic Alternatives](#))
- ☐ 5. **Reduce the use of printed material and if needed, purchase paper products with at least 30% recycled contents (i.e. napkins, toilet paper, office paper):** Making paper is an economically and environmentally costly process. Purchasing recycled content products is an efficient way to avoid or reduce the use of raw materials, and reduce your environmental footprint. (See [Resources - Paper Products](#))
- ☐ 6. **Switch to environmentally friendly cleaning supplies (i.e. hand soap, dish soap, sanitizer, floor cleaners):** Using green products reduces the amount of chemicals in the work place. It is particularly relevant for the food industry as it allows for a healthier and safer work environment for both staff and customers. In addition, green products are becoming more accessible and more cost competitive. (See [Resources - Cleaning Supplies](#))
- ☐ 7. **Ask suppliers about ecofriendly and [Fair Trade](#) products options:** Finding the right products for your business can appear to be a daunting task. However, some suppliers offer environmentally friendly product options. Work with them to find products that satisfy your needs. Some suppliers may also allow you to return packaging to avoid additional waste. See the [Hawai'i Environmental Product Guide](#) for more information.
- ☐ 8. **Provide clear sorting for recycling:** Diverting your waste is an easy way to implement environmental practices, and to potentially save money. It supports the creation of recycled products as it avoids using raw materials, while potentially reducing your overall refuse fees. More information at: [Business Recycling \(honolulu.gov\)](#)
- ☐ 9. **If lighting is provided, switch lights to LED bulbs:** Energy efficient lighting can help to reduce your energy consumption and environmental footprint. More information and incentives at: [Hawaii Energy - Lighting](#)
- ☐ 10. **Be aware of [water usage](#) and provide water re-fill stations or canisters to avoid the use of single-use water bottles:** Simple fixes and updates can go a long way. Installing low-flow aerators or low-flow pre-rinse spray nozzles can help to reduce water usage. Checking for leaks regularly can help detect and avoid sudden increases in your water usage and bill. Ask attendees to bring their own beverage containers reduces waste and encourages good green habits—such as avoiding single-use cups and bottles.

Note: Some entry level points may be challenging to achieve for some events. If unable to complete a few of the points listed above, see the Hawai'i Green Business Program (HGBP) website [Hawaii Green Business Program | Green Event Tips](#) and MeetGreen [MeetGreen-Green-Event-Checklist.pdf](#) for alternative points.

Business Name

Contact Name

Contact Signature

Date

Email

Address

Phone

* Upon confirmation from HGBP, participants may be eligible to receive HGBP recognition certificate and granted usage of logo.

Visit <https://greenbusiness.hawaii.gov/10-entry-level/> for more information and links to resources provided.