



# The National Recycling Coalition's

# *Green*

# *Meetings*

# *Policy*

National Recycling Coalition  
1325 G Street NW, Suite 1025  
Washington, DC 20005  
Tel: (202) 347-0450  
Fax: (202) 347-0449  
www.nrc-recycle.org

*The "Green Meetings" policies described in this document were developed and adopted by the National Recycling Coalition in 2001 for its Annual Congress & Exposition and other NRC events. We encourage you to adopt these policies as your own. Until the practices described here become the norm, it is up to each of us to lead by example and insist that the people and venues associated with our events protect our natural resources by implementing as many of these policies as possible.*

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## **1. Printed Materials**

### **General Guidelines**

- Always meet or exceed EPA standards for recycled paper. These standards can be found on the EPA website at [www.epa.gov](http://www.epa.gov).
- All printed materials should list the amount of recycled content in the paper.
- Always use double-sided (back to back) copying and printing.
- Do not use goldenrod or fluorescent colored paper because it is hard to recycle.
- Limit the use of glossy paper to applications where it significantly improves the publication (e.g. high-quality photography)
- Give event attendees the option of having their names removed from any post-event mailing lists.

### **Promotional Materials**

- Use electronic advertising, promotion, and registration whenever possible.
- Make materials self-mailers whenever possible and do not tab self-mailers unless necessary.
- Print with vegetable-based ink (unless inadvisable because of the paper used).
- Use mailing labels with water-based adhesives.

### **Confirmation Materials**

- Mail only confirmation of registration and any significant changes to the event program. All other confirmations and information will be available online and mailed only when requested.

## Onsite Materials

- *Name Badges.* Collect plastic name tag holders for reuse, with collection boxes at all registration, exhibit, and exit areas. Also ask hotels to collect name badge holders at the check-out desk. Hold a prize drawing from the recycled badges.
- *Signs.* Use reusable or recyclable signs.
- *Sponsor Materials.* Ask sponsors and others who provide materials to: (1) ensure they meet or exceed EPA standards for recycled content, (2) avoid goldenrod or fluorescent colored paper, and (3) avoid glossy paper.

## Speaker Handouts

- Encourage speakers to provide electronic copies of handouts and any visual presentations and post them on your website.
- Request that speakers gather business cards and mail presentation materials to interested attendees after the event.
- When paper copies are preferred, request speaker handouts prior to the event and copy them according to this policy. Ask speakers/moderators who will provide handouts themselves to comply with the policy. Identify for speakers onsite copy locations that will accommodate this policy's printing requirements.
- Educate attendees that speakers were asked to comply with this policy.

## 2. Food & Beverage Functions

### Eliminating Disposable Service Ware

- Require all facilities to use china service. If the facility can demonstrate that china service cannot be used (for safety or damage control reasons), biodegradable disposable service ware in conjunction with a compost program must be used.
- Eliminate the use of plastic stir sticks with any beverage service. Reusable spoons should be used at coffee service.
- "Box lunches" must be served buffet style.
- Request cloth napkins and table cloths. In cases where this is not feasible, request highly compostable napkins.
- Have cocktail napkins available at bar service, but instruct bartenders not to automatically give them with each drink.
- Provide attendees with event mugs. Ask that they use them each day for coffee/water service. Make sure that mugs will be usable with the facility's beverage service containers (i.e. that they fit under coffee urns). Collect mugs from those who don't

want them after the event and donate them to a local charity or school.

- Encourage attendees to use their mugs at facility water coolers. Put signs on water coolers reminding attendees to use their mugs.
- Understanding that most facilities have contracts in place with beverage companies, work with the facility to understand what kinds of containers are being used for beverage service (glass bottles, cans, etc.). Ensure that recycling collection containers are available for the beverage containers being served.
- Work with facilities to eliminate the unnecessary use of glasses (i.e. if beer is being served in bottles, see that glasses are given only on request). Check if beer can be served in kegs and provide reusable glasses to eliminate unnecessary container waste.

### Food Service

- All condiments (ketchup, mustard, mayonnaise, jelly, butter, sugar, creamers, etc.) should be served in serving containers and not in individual packets. If the facility claims this cannot be done because of health regulations, ask for proof of this health policy.
- Ask to have food served without garnishes or use edible garnishes.
- Where possible, donate surplus food to local shelters, soup kitchens, etc. Let attendees know about any donation programs already in place at the facility.

### Food Composting

- Look into providing food composting. Depending upon what local facilities are available, either work with the city or local university to compost food scraps, or offer free booth space/demonstration space in return for a food compostor onsite at the event. If either of these options is not available, check to see if there is a local pig farm that can take food scraps.
- Work with the facility to educate them on food composting services that they can incorporate into their facility.

### Contracts

- Include the food and beverage requirements in this policy with your Request for Proposal during the initial site selection process (See Appendix A).
- Put all food and beverage policies in the contract with all convention centers, hotels, and other facilities (See Appendix B).

- Develop a checklist for event staff and volunteers to use before the start of the event to ensure the above policies are being adhered to.

### 3. Onsite Facilities

- Set up a recognition program to recognize facilities or vendors who have an extensive program in place, have made improvements in their current program, or have gone above and beyond to work with you to accommodate these requirements.
- Recognize cooperation in event newsletters, send a letter of thanks, and possibly even recognize them in person at a general session (but be sure to keep this recognition separate from any awards programs.) Include information on the facilities or vendors in information given to the press.
- Ensure you can recycle any materials that are generated at the event (i.e. paper from event materials, containers from beverage breaks, etc.)

### Convention Center

- *Materials to be Recycled:* Paper (mixed or separated, depending on existing system); all beverage containers (e.g. glass, plastic, aluminum cans) that are being served (there should be recycling markets for any containers served); corrugated paper (done behind the scenes - recycling containers not needed in public areas); and any other materials that can be handled locally in the existing system (composting, etc.).
- *Collection Containers.* Containers should be placed in the following areas: registration areas; general session and concurrent session areas (work with facility on placement either in common areas or in individual rooms); Exposition Hall; and any main food and beverage areas. Ensure trash cans are adjacent to recycling containers.
- *Signage.* Container areas should be well identified visually (pipe and drape behind them, signage, etc. to make them easily recognizable). Make sure to educate attendees on what can be recycled and where.
- *Onsite Concessionaires*
  - Work with onsite concessionaires to help them identify ways to reduce waste, recycle or to use recyclable products.
  - Try to find vendors who will donate recycled content products (napkins, serveware, etc.) for concessionaires to use. This will give exposure to the vendor and will educate concessionaires on the use of recycled products.

- Ask concessionaires to serve beverages to attendees in their event mugs.
- Have signage at concessionaires and give recognition to onsite concessionaires who are willing to cooperate in these areas.

- *Evaluation Process/Contract*

- In RFP, ask the convention center about recycling program currently in place. This will be used in the evaluation to choose future locations (See Appendix C).
- Work with the convention center on identifying what kinds of waste are generated and whether they are recycled by the convention center. Work with the convention center to develop a recycling program for materials not currently recycled.
- Contract should state that any current recycling program that is in place at time of signing of the contract will be in place during the event and that the facility is willing to cooperate on enhancing any recycling programs.

### Meeting Space in Hotels

- *Materials to be Recycled.* For any meeting: paper (mixed or separated, depending on existing system). For any beverage break: all beverage containers (e.g. glass, plastic, aluminum cans) that are being served (there should be recycling markets for any containers served); and any other materials that can be handled locally in the existing system (composting, etc.).
- *Collection Containers.* Containers should be placed in any meetings rooms or areas adjacent to meeting rooms. Ask hotels to place containers at front desk on the last day for collecting name badge holders
- *Signage.* Container areas should be well identified visually (signage, etc. to make them easily recognizable). Make sure to educate attendees on what can be recycled and where.
- *Evaluation Process/Contract.*
  - In RFP, ask hotel(s) about recycling programs currently in place. This will be used in the evaluation to choose future locations.
  - Work with hotel(s) on identifying what kinds of waste are generated and whether they are recycled by the hotel(s). Work with the hotel(s) to develop a recycling program for materials not currently recycled.
  - Contract should state that any current recycling program that is in place at time of signing of the contract will be in place during the event and

that the facility is willing to cooperate on enhancing any recycling programs.

## Evening Receptions

- *Materials to be Recycled:* All beverage containers (e.g. glass, plastic, aluminum cans) that are being served (there should be recycling markets for any containers served); corrugated paper (done behind the scenes - recycling containers not needed in public areas); and any other materials that can be handled locally in the existing system (composting, etc.).
- *Collection Containers.* Appropriate collection containers for beverages being served (glass, plastic, aluminum cans). There should be recycling markets for any containers served. Make sure to have recycling containers near the bars and near exits.
- *Signage.* Container areas should be well identified visually (signage, etc. to make them easily recognizable). Make sure to educate attendees on what can be recycled and where.
- *Evaluation Process/Contract.*
  - In RFP, ask facility about recycling program currently in place. This will be used in the process to choose location.
  - Work with the venue on identifying what kinds of waste are generated and whether they are recycled by the venue. Work with the venue to develop a recycling program for materials not currently recycled.
  - Contract should state that any current recycling program that is in place at time of signing of the contract will be in place during the event and that the facility is willing to cooperate on enhancing any recycling programs.

## Receptions Hosted by Others

- Other hosting organizations or partners working with you on the event should be instructed to follow the same “Evening Receptions” policy.

## Tours

- Tour coordinators should attempt to collect recyclables on the bus and take them to recycling containers at the convention center or hotels.

## Sporting Events

- Any beverage containers (glass, plastic, aluminum cans) that are being served at sporting events (e.g. softball games) should be collected and recycled.

## Other Venues

- Any other venues that are used in conjunction with the event should collect and recycle any waste being generated (i.e. paper from event materials, containers from beverage breaks, etc.)

## 4. Exhibit Hall/Exhibitors

The goal is to make recycling for exhibitors a positive experience and not to be so restrictive or make recycling so difficult that exhibitors are discouraged from participating in the event.

### Give-a-ways

- Ask exhibitors not to over-package give-a-ways. Set up a collection for any “useful” give-a-ways that would normally be thrown away and donate them to local shelters or schools. Ask exhibitors in advance what kind of give-a-ways they may be donating so arrangements can be made for them. (Have a form requesting this information in the Decorator Kit).
- Ask exhibitors that give-a-ways be reusable items or items made from recycled materials.

### Exhibitor Promotional Materials

- Give exhibitors the green policies for promotional materials and ask that they adhere to them.
- Let exhibitors know in advance the expected number of attendees to help them plan for an appropriate number of handouts/give-a-ways to bring. Discourage exhibitors from bringing large quantities of collateral to the show, which often ends up in the trash because they don’t want to ship it back at the conclusion of the show. Encourage exhibitors to bring small quantities and then mail materials to clients from their offices after the show or refer clients to their website.
- Suggest exhibitors avoid printing dates and slogans on exhibit materials so that they may be easily reused.

### Packing Materials

- Ask exhibitors to save and reuse the boxes they sent to the event so that they can repack with them.
- Ask exhibitors to minimize trash by reusing packing materials.

## Recycling During the Exposition

- Find out what recycling programs (if any) the facility has in place.
- Try to find a vendor to donate “desktop” recycling bins for each exhibitor. Have volunteers empty recycling bins each night or ask exhibitors to empty them at large recycling stations in the hall.
- Set up recycling stations throughout the exposition hall for both exhibitors and attendees. Have these areas identified on the floorplan of the exposition hall that is printed in the program book.
- Provide exhibitors with maps of the recycling stations available during the exhibit hours and where the recycling stations will be during teardown. Have staff walk around and personally deliver maps and explain the recycling program. If this is not feasible, give maps to exhibitors at the Exhibitor Registration Desk.

## Close of Exposition

- Work with the decorator on placement of large bins so that they will not be in the way during move-out.
- Develop a “check-out” system reminding exhibitors to recycle any materials not being sent back or letting volunteers know that any materials left can be recycled. This system can also be used to provide customer service for exhibitors and can also include collecting exhibitor evaluation forms (See Appendix D).

## Recognition of “Green” Exhibitors

- Develop criteria to recognize “green” exhibitors.
- Send to criteria to exhibitors in advance.
- Give exhibitors a check list onsite for self-evaluation of recycling efforts (See Appendix D).
- Recognize exhibitors who meet a required level of the criteria in post-event materials and at the following year’s event (special notation on their booth signage or other signage that they can display at their booth).

## Miscellaneous

- Work with the decorator on putting the decorator kit on the website (instead of making copies of all the forms.) Exhibitors would be send a checklist so they know what forms they need to fill out.
- Work with the decorator on eliminating non-reusable materials (draping for tables, etc.) or see if they can be reused by local schools, etc.

## 5. Conference Hotels (Sleeping Rooms)

Provide hotels with resources to help them setup extensive recycling/waste prevention programs (see the Additional Resources section).

- *Linen/Towel Program.*
  - For hotels that don’t already change towels and bed linens as requested, have them commit to doing this for event attendees. Hotel will provide cards that guests can use during their stay to let housekeeping know whether they want their towels and bed linens changed.
  - Give these cards to the hotel for them to give to guests during check-in.
  - Let attendees know in advance to expect these cards at check-in. Give out cards at event registration desk for individuals who do not receive them at hotel check-in. Attendees will be instructed to call housekeeping at the hotel if the hotel is not following the instructions.
- *Hotel Toiletries/Soap.*
  - For hotels that don’t have dispensers in the bathrooms for shampoo, soap, etc., or don’t have a program already in place to donate these used containers. Collect and donate opened hotel toiletries and soap. Work with local supporters to find organizations who can use opened hotel toiletries and soap. Have a collection box set up at the convention center on the last day and ask to set up collection boxes at the hotel front desk.
  - Ask hotel to provide cards that individuals can leave in the bathroom stating that they don’t want to have their toiletries replaced. These cards will be distributed to guests at hotel check-in.
  - Attendees should be encouraged to bring their own toiletries and soap (and not use the hotel’s) but the collection system is set up for those who do use these items.
- *Recycling.* Check to see if the hotel has in-room recycling containers or is able to collect recycling items from the trash. If not, instruct attendees to bring any recyclables from their hotel room to the collection stations in the meeting areas of the hotel.
- *Evaluation Process/Contract.*
  - In RFP ask hotel(s) about recycling/waste prevention methods in sleeping rooms. This will be used in the evaluation to choose future locations.

- Contract should state that any current recycling program that is in place at time of signing of the contract will be in place during the event and that the facility is willing to cooperate on enhancing any recycling programs.

## 6. Educating Attendees/Recycling Advisors

### Educating Attendees

- *Pre-Event Information.* Let attendees know in advance (either by e-mails or in event confirmation materials) about general recycling programs that will be in place and how they can participate. If providing the “bed linen/towel changing” cards to the hotel, let attendees know they should be receiving them at check-in.
- *Program Book.* Include details of the onsite recycling/waste prevention program, including: what materials will be recycled and where recycling bins are located; what behind-the-scenes recycling is taking place at the convention center, hotels, off-site facilities, etc.; notice of any special deals that onsite concessionaires are offering that promote waste prevention; other waste prevention measures taken (e.g. reusing name badges and signage, mug program, confirmation materials on the web, etc.). Information should start with an introduction about why the program is in place.
- *Event Newsletters.* Include information in onsite newsletters. For a three-day event, include information on the programs that are in place on the first day, reminder information on the second day, and “before you leave” information (e.g. drop off name badges) on the third day.
- *Opening General Session.* Include details of the onsite recycling/waste prevention program at general sessions and let attendees know how they can participate in the program.
- *Concurrent Sessions.* Have moderator make reminder announcements at concurrent sessions.
- *Booth in the Exposition Hall.* Include a display or other information at your booth to explain your “Green Meeting” efforts.
- *Off-Property Events.* Make announcements at event or have Recycling Advisors instruct attendees on recycling at off property events.
- *Encouraging/Rewarding Attendees.* Provide attendees seen properly recycling with “I was caught

green handed” buttons, pins, etc. to help provide an incentive and reminder for attendees to recycle and prevent waste. Have enough buttons/pins for all attendees, as the goal is that all attendees will have one by the end of the event.

### Recycling Advisors

Designate volunteers to serve as recycling advisors and identify them with special badges, shirts or ribbons. Recycling advisors will help identify recycling areas to attendees and encourage attendees to recycle.

- *Events to be Staffed by Recycling Advisors:* Evening receptions, hallways outside of general and concurrent session rooms (at close of sessions), during open Exhibit hall times (especially during any events in the exhibit hall (receptions, lunches, etc.).
- *Exposition Hall*
  - Have 8-12 recycling advisors/volunteers to work with exhibitors.
  - Have volunteers personally deliver procedures and maps for recycling in the exhibit hall to each exhibitor.
  - Have volunteers empty individual exhibitor recycling bins each evening (or at the close of the hall each night) if bins are provided.
  - Have volunteers at close of exhibit hall check-out exhibitors and help them recycle any materials not being sent back. Need 6-10 volunteers assigned to specific exhibitors/rows. Need 2-3 for check-out.

## 7. Evaluation of Recycling/Waste Prevention Efforts

### Recycling Committee Reporting

- Provide the committee that is coordinating the event recycling with reporting standards so they can document the amount of materials collected onsite.
- Ask the committee to also provide a post-event report with comments about lessons learned and suggestions for improvement for following years.

### Attendee Evaluation

- On the event evaluation form, ask attendees to comment on the recycling program. Some specific questions to ask:
  - Were you well informed of the recycling programs in place and how you could participate in them?

- Was the recycling program made easy or difficult?
  - Were there adequate recycling bins located throughout the meeting space at the convention center and the hotels where meetings/events took place? If not, please explain where there were not adequate recycling bins.
  - Were recycling bins/areas clearly identifiable?
  - Were recycling bins clearly marked as to what materials went into each bin?
  - Were there any events where you feel adequate recycling/waste prevention did not take place?
  - Did you use your mug throughout the event? If not, why not?
  - Are there any areas where you feel we can do a better job to prevent waste (promotional materials, onsite materials, etc.)?
  - Did you have any contact with the Recycling Advisors? Were these individuals helpful?
  - Did you participate in the hotel's not changing your bed linens/sheets program? Did the hotel follow your instructions on this program?
  - Suggestions for general improvement?
- Were you able to get adequate information on the recycling procedures in the hall?
  - Was the “check-out” procedure helpful?
  - Any suggestions for improving recycling accessibility for exhibitors?
  - Would you be interested in serving on a “Greening Your Meetings” Committee?

### Post-Event

- Let attendees know that a post event recycling/waste prevention report will be available on your website a few weeks after the event. Include information on how much and what kinds of materials were recycled.

## 8. Criteria for Future Site Selections

### Site Selection Evaluation

Evaluation of future sites for events will include a recycling/waste prevention checklist with a point system to help evaluate convention centers and hotels. (See Appendix C). Convention Centers and headquarters hotels (hotels where you have at least a 200-room block on a given night) must meet a minimum rating to be considered for a future event.

### “Green” Hotel Certification Programs

At the time this policy was written, several organizations were developing “Green Hotel” certification programs. If the certified hotels meet the size and location requirements for the event, consider using these certification programs when choosing hotels.

### Exhibitor Evaluation

- On the exhibition evaluation form, ask exhibitors to comment on the recycling program. Some specific questions to ask:
  - Was the recycling program made easy or difficult?
  - Were there adequate recycling bins located throughout the exhibit hall?
  - Were these recycling bins clearly identifiable?

## 9. Additional Resources

**BlueGreen Meetings (a project of the Oceans Blue Foundation)**  
[www.bluegreenmeetings.org](http://www.bluegreenmeetings.org)

**Coalition for Environmentally Responsible Economies (CERES) Green Hotel Initiative**  
[www.ceres.org](http://www.ceres.org)

**GreenBiz.com’s “It’s Easy Being Green! A Guide to Planning And Conducting Environmentally Aware Meetings and Events”**  
[www.greenbiz.com](http://www.greenbiz.com)

**Green Hotels Association**  
[www.greenhotels.com](http://www.greenhotels.com)

**Green Seal’s Standard for Lodging Properties**  
[www.greenseal.org](http://www.greenseal.org)

**Meeting Professionals International’s Reference and Resource Guide for Activities Supporting a Green Meetings Philosophy**  
[www.mpiweb.org](http://www.mpiweb.org)

**U.S. Environmental Protection Agency’s Green Meetings Initiative**  
[www.epa.gov](http://www.epa.gov)

*Copies of this document are available online from the National Recycling Coalition at [www.nrc-recycle.org](http://www.nrc-recycle.org).*

**Appendix A:**  
**Food Service Requirements to be Included with**  
**Requests for Proposals for Event Sites**

- No food or beverages are to be served on disposable serveware. Must use china service. Facility will state, before contract is signed, any additional costs for china service.
- Spoons (not disposable ones) should be used instead of plastic stir sticks with any beverage service.
- “Box lunches” must be served buffet style.
- Facility agrees to instruct bartenders not to automatically give cocktail napkins with drinks (OK to have them available for those who want them).
- We request that cloth napkins and table cloths be used. If this is not feasible, you must use compostable napkins.
- Facility must state in advance what kind of beverage containers will be used (glass bottles, plastic bottles, cans, etc.). If facility does not provide recycling of these containers, we will provide containers and facility agrees to let us place containers near bar areas and throughout the event space. Facility agrees to instruct bartenders/wait staff to use appropriate recycling containers.
- All condiments (ketchup, mustard, mayonnaise, jelly, butter, sugar, creamers, etc. ) must be served in serving containers and not in individual packets. Serving containers must not be disposable containers.
- We request that food is served without garnishes or use edible garnishes.
- If the facility does not currently have a food donation program in place, facility agrees to work with us, at no cost to us or the facility, to provide food donation.
- If facility does not currently have a food composting program in place, facility agrees to work with us, at no cost to us or the facility, to provide food composting.
- If facility does not currently have a recycling/reuse program in place for food packaging (e.g. cardboard boxes), facility agrees to work with us, at no cost to us or the facility, to provide recycling of food packaging.
- All bartenders are to be properly trained in alcohol awareness and intervention procedures, and to demand age verification at their discretion and refuse to serve anyone who appears to be intoxicated.



## **Appendix B: Contract Addendum on Green Meeting Policies**

*(Replace "NRC" with your organization's name)*

Facility will work, at no additional charge to the group, to ensure that NRC's recycling standards are met during the conference. NRC agrees to work with the facility to ensure no additional costs will be incurred by the facility to provide additional recycling programs during the conference. NRC further agrees to assist facility in establishing a comprehensive recycling program. The recycling program will include: recycling bins for paper (mixed or separate, depending on the existing stream); recycling bins for all beverage containers (glass, plastic, aluminum cans) that are being used by facility; and other materials that can be handled locally in the existing system (composting, etc.). Bins will be provided by NRC if not already provided by the facility. Facility agrees to work with NRC on placement of these containers in meeting space and public spaces.

Facility agrees that all recycling/waste prevention programs which were in place during completion of the "Recycling & Waste Prevention Information" checklist will be in place during the event.

### **Food and Beverage:**

Facility agrees to abide by the following for all NRC food and beverage events. If any additional costs are to be incurred by NRC for any of these items, these costs must be identified in the contract.

- Facility is willing to work with NRC, at no cost to NRC or facility, on providing collection containers for beverage containers (glass bottles, plastic bottles, aluminum cans), if such a facility is not already in place. Facility agrees to let NRC place containers near bar areas and throughout the event space. Facility agrees to instruct bartenders/wait staff to use appropriate recycling containers.
- China service will be used at all food and beverage functions.
- All 'box' lunches must be served buffet style.
- Cloth napkins and cloth table cloths must be used at all food & beverage events. Any exceptions to this must be identified in this contract.
- Bartenders must be instructed not to automatically give cocktail napkins with drinks (but have them available for those that want them.)
- Facility must use cream pitchers, sugar bowls and reusable spoons rather than individual creamer and sugar packets and plastic stirrers.
- Facility must use reusable items (cloth, glass, ceramic, etc.) other than disposable items (polystyrene, plastic).
- Facility must serve all condiments (ketchup, jelly, butter, etc.) in serving containers rather than individual packets.
- Facility is willing to work with NRC, at no cost to NRC or facility, on donating any left over food to a local feeding program if such a program is not already in place.
- Facility is willing to work with NRC, at no cost to NRC or facility, on a food composting program if such a program is not already in place.
- Facility is willing to work with NRC, at no cost to NRC or facility, on a recycling/reuse program for food packaging (e.g. cardboard boxes), if such a program is not already in place.
- All bartenders are to be properly trained in alcohol awareness and intervention procedures, and to demand age verification at their discretion and refuse to serve anyone who appears to be intoxicated.

### **Hotel Sleeping Rooms:**

Hotel agrees not to change NRC guests bed linens and towels daily unless instructed by the guest. If a program is not already in place, NRC will provide cards for guests to instruct hotels in this regard. Hotel agrees to provide these cards to NRC guests at the hotel at check-in.

For hotels that don't have dispensers in the bathroom for shampoo, soap, etc. or don't have a program already in place to donate these used containers, facility agrees to work with NRC, at no cost to NRC or facility, to collect and donate opened hotel toiletries and soap. This includes allowing NRC to setup collection boxes at the hotel front desk for opened toiletries and soap. NRC will provide cards for guests to instruct hotels that they don't want to have their toiletries replaced. Hotel agrees to provide these cards to NRC guests at the hotel at check-in.

### **Agreed to by:**

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Signature

Date

## Attachment C: Request for Proposal Recycling & Waste Prevention Information

*(To be included with a Request for Proposal for event sites)*

Recycling			
Item/Question	YES	NO	Example(s)
Does your property have an in-house recycling program? If yes, what materials are collected for recycling?			20 points for an in-house program. 5 points for each material collected.
Does your property have a contract with an established recycling hauler or business?			15 points
What kind/how many/and where are your recycling containers located in the facility?			5-10 points depending on the kind/number of containers (not including beverage containers - see question following).
What kind of beverage containers does your property use (i.e. glass, plastic, aluminum cans). Does your property provide recycling bins for these containers?			5 points for each container type that they recycle.
If there's a bottle deposit, who pays? The client or the facility?			5 points if the facility pays
Does your facility evaluate and/or measure the success of recycling and waste reduction initiatives at least annually? Can you provide NRC with a copy of your last report?			10 points if they evaluate the recycling and waste reduction initiatives.
Does your facility have a program in place to train your employees of your recycling/waste prevention program?			10 points
Does your property promote your recycling/waste prevention activities to your guests and let them know how they can participate?			10 points
Will your property will be willing to put in our contract that specific recycling must take place during our event?			<b>Must</b> be willing to include.

<b>General</b>			
<b>Item/Question</b>	<b>YES</b>	<b>NO</b>	<b>Example(s)</b>
Does your facility practice energy conservation? If yes, please describe program components.			10 - 20 points depending on extent of program
Does your facility contract for landscape maintenance? If so, is the facility or the contractor responsible for disposal of yard waste materials?			Informational question, no points
How is the landscape debris/yard waste generated by your facility disposed of? (e.g. taken to the landfill, mulched, or composted)			5 points
Does your facility compost yard waste on site or is it managed by a local contractor?			Informational question, no points
Do you utilize compost from recovered yard waste on site in landscaping?			5 points
Does your facility minimize water usage in planning landscape projects (e.g. xeriscaping)?			5 points
What type of landscape watering system do you use (e.g. drip irrigation, sprinklers)			Informational question, no points
Does your property offer double-sided copying at a reduced rate (less than two single sheets)?			5 points
Does your facility have low flush devices installed in bathrooms? Does your facility have other water conservation measures in place?			10 points
Does your facility provide guest with paperless check-in & check-out?			5 points

<b>Food &amp; Beverage</b>			
<b>Item/Question</b>	<b>YES</b>	<b>NO</b>	<b>Example(s)/Comments</b>
Will we be able to use china service at all food and beverage functions? Is there an additional cost for this service?			15 points
Will you commit to serving any 'box lunches' buffet style?			10 points
Can cloth napkins/cloth table cloths be used at all food & beverage events?			5 points
Can bartenders be instructed not to automatically give cocktail napkins with drinks (but have them available for those that want them)?			5 points
Is your property equipped and willing to use cream pitchers, sugar bowls and reusable spoons rather than individual creamer and sugar packets and plastic stirrers?			15 points
Is your property equipped and willing to serve all condiments (ketchup, jelly, butter, etc) in serving containers rather than individual packets?			15 points
Do your food and beverage services use reusable items (cloth, glass, ceramic, etc) other than disposable items (styrofoam, plastic)?			10 points
Does your property donate left over food to a local feeding program? If not, are you willing to work with a program for our event?			5 points
Does your facility have a food waste recycling, recovery, or composting program in place? If not, are you willing to work with us to provide a program for our event?			10 points if already in place or 5 points if they are willing to work with us
Will your property be willing to put in our contract that specific food & beverage requirement will be met during our Congress?			<b>Must</b> be willing to include

<b>Sleeping Rooms</b>			
<b>Item/Question</b>	<b>YES</b>	<b>NO</b>	<b>Example(s)</b>
Do sleeping rooms have separate containers for trash and recyclables?			10 points
Has your property equipped your staff so it can collect items for recycling from guest rooms?			5 points
Can you turn off all the lights with one switch when you leave the room?			5 points
Does the room's air conditioner/heater run all day, or does it turn on and off when you come and go?			5 points
Is there a sign asking you to reuse your towels and sheets?			15 points
Is the laundry bag cloth or plastics?			5 points
Is the hotel stationary made from recycled paper?			5 points
Are there soap and shampoo dispensers instead of individual bottles in the bathroom?			5 points
If you do use individual bottles in the bathroom, do you have a program to donate leftover used amenities?			5 points
Does your facility deliver newspapers to occupied guest rooms? If yes, how many newspaper are delivered to each occupied guest room daily?			5 points
Does your facility offer guests the option of declining delivery of daily newspapers? If so, how do you advertise this option to guests?			5 points
Will your property be willing to put in our contract that towels and bed linens will not be changed unless requested by our attendees?			<b>Must</b> be willing to include

### Purchasing

Item/Question	YES	NO	Example(s)
Does your property regularly purchase reusable and durable products?			5 points
Does your property regularly purchase products that can be recycled?			5 points
Does your property regularly purchase products manufactured with recycled materials? If so please specify.			5 - 10 points
Does your property regularly purchase products with recycled packaging?			5 points
Has your property developed any written policy endorsing the use of recycled products?			5 points
Does your property donate, sell, or recycle old "durables" (i.e. furnishings, etc)			5 points
Does your property purchase recycled printer cartridges for computer printers?			5 points

Facility: \_\_\_\_\_

Contact: \_\_\_\_\_

## **NRC's Recycling/Waste Prevention Requirements**

### **Hotels**

Hotel must be willing to commit that any recycling/waste prevention activities that are indicated on this checklist will be in place during the time of our event.

Hotel must be willing to commit to working with us to implement any waste prevention/recycling programs at the hotel during the time of our event.

Hotel must be willing to let us set up recycling containers, with signage, in public areas, on guest room floors, and in meeting rooms. Hotel also agrees to have a small recycling container at the front desk on our check-out day(s) to collect name badge holders and also to collect opened hotel toiletries/soap. We will be given the items that are collected (we will be reusing the name badge holders and will be donating the opened toiletries/soap). We agree to work with the hotel on placement of these containers.

Hotel agrees to provide our guests with a letter upon check-in letting them know of recycling/waste reduction programs in place and how they can participate in these programs.

If hotel does not have a program in place that allows guests not to have their towels and bed linens changed daily, hotel will implement this program for our guests during the event. We will provide cards for guests to use to indicate whether or not they want their towels and bed linens changed daily. The hotel will distribute these cards, at no cost to us, to our guests when they check into the hotel.

Hotel must be willing to honor the Food & Beverage Policy. Any items that will require an extra charge or can't be accommodated must be identified and specified in the contract.

Hotel agrees to instruct their employees on the requirements and make sure they are adhered to.

## **NRC's Recycling/Waste Prevention Requirements**

### **Convention Centers**

Convention Center must be willing to commit that any recycling/waste prevention activities that are indicated on this checklist will be in place during the time of our event.

Convention Center must be willing to commit to working with us to implement any waste prevention/recycling programs at the facility during the time of our event.

Convention Center must be willing to let us set up recycling containers and signage for these containers in registration area, public areas, exhibit hall and in meeting room areas. We agree to work with Convention Center on placement of these containers.

Convention Center caterer must be willing to honor the Food & Beverage Policy. Any items that will require an extra charge or can't be accommodated must be identified and specified in the contract.

Convention Center agrees to instruct their employees on the requirements and make sure they are adhered to.



## **NRC's Recycling/Waste Prevention Requirements**

### **Off-Property Venues**

Facility must be willing to commit that any recycling/waste prevention activities that are indicated on this checklist will be in place during the time of our event.

Facility must be willing to commit to working with us to implement any waste prevention/recycling programs at the facility during our event.

Facility must be willing to let us set up recycling containers and signage for these containers in facility. We agree to work with facility on placement of these containers.

Facility caterer must be willing to honor the Food & Beverage Policy. Any items that will require an extra charge or can't be accommodated must be identified and specified in the contract.

Facility agrees to instruct their employees on the requirements and make sure they are adhered to.

## Appendix D: Exhibitors “Green” Checklist

*(Send in advance to exhibitors and also give a copy onsite for a self-check)*

**Company Name:**

**Booth Number(s):**

**Person Filling Out Form:**

	Yes	No	Explanation
<b>Give-a-ways</b> (if applicable)			
Was your give-a-way made from recycled materials? (please specify)	<input type="checkbox"/>		
Was your give-a-way reusable? Please explain.	<input type="checkbox"/>		
Did your give-a-way have unnecessary packaging?		<input type="checkbox"/>	
Did you donate any leftover give-a-ways?	<input type="checkbox"/>		
If you donated give-a-ways, did you let NRC know in advance that you might have give-a-ways to donate?	<input type="checkbox"/>		
<b>Promotional Materials</b>			
Were your promotional materials printed on recycled paper? (please specify recycled content)	<input type="checkbox"/>		
Were they printed or copied back-to-back?	<input type="checkbox"/>		
Did you use vegetable based ink?	<input type="checkbox"/>		
Did you use goldenrod or florescent colored paper?		<input type="checkbox"/>	
Did you print the Congress logo or dates on your promotional materials?		<input type="checkbox"/>	
<b>Packing</b>			
Did you ship back all materials that you brought?	<input type="checkbox"/>		
Did you take any recyclable materials that were not shipped back (including empty boxes) to the recycling containers located in the exposition hall?	<input type="checkbox"/>		
<b>Booth</b>			
Did your exhibit booth contain any recycled materials? (please specify)	<input type="checkbox"/>		

To be recognized as a “Green” exhibitor next year, xx % of your answers must be in the shaded areas.

# CERES' GREEN HOTEL INITIATIVE: BEST PRACTICE SURVEY

As an environmentally aware organization, we look for environmental commitment from our vendors. Accordingly, when making hotel selections for our employees and/or meetings, we apply environmental criteria to our decision making.

The following survey is intended to provide a thumbnail sketch of your property's environmental management practices to help us in our procurement process.

This survey was designed by a team of leading professionals from the private and public sector, and coordinated by the Coalition for Environmentally Responsible Economies (CERES).

**Please complete the attached Best Practice Survey and transfer all scores to the Summary Score Sheet at end of document. Return completed survey and the Summary Score sheet to:**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

**\*PLEASE ALSO FAX COMPLETED SURVEY AND SCORE SHEET TO CERES: 617-267-5400  
ATTN: SARAH RAPOSA**

*Please answer all questions, providing comments when necessary. Record the score for each question in the box to it's right. Upon completion of the survey, transfer all scores to the Summary Score Sheet at end of the document. We encourage you to consult with all relevant departments to verify current practices and equipment in use at your property.*

**SCORING:** For each question, select from the following scale:  
**5** = Well-established practice/equipment installed throughout property  
**3** = Some practice/equipment in place, but not in all areas  
**1** = Budgeted initiative, planned for implementation within one year of submission date  
**0** = No activity in this area

**Please elaborate with comments wherever possible.**

## Commitment and Awareness

SCORE

1a) Are there individuals with authority and resources taking responsibility for environmental management?

**Circle all that apply:** active Green Team; regular eco-meetings with reporting; eco-initiatives budget; employee eco-suggestion opportunities.

**Comments:**

1b) Does the hotel have a management system in place ensuring that employees are properly trained, and processes monitored, and evaluated to improve environmental performance? **Circle all that apply:** orientation; briefings; memos; incentive programs; targets; performance reviews.

**Comments:**

- 1c) Are your property's environmental efforts visibly communicated to guests, shareholders, vendors and the public? **Circle all that apply:** lobby signage; in-room material; direct mail; web site; vendor letters; annual report; advertising.  
**Comments:**

- 1d) Is your property an active participant in an environmental partnership or certification program? **Circle all that apply:** ENERGY STAR (Green Lights); Green Seal; Green Globe; Buy Recycled Business Alliance; Waste Wise; GreenLeaf (Canada).  
**Comments:**

## Energy Efficiency

---

- 2a) Is energy efficient lighting in place in your property? **Circle areas where they are in place:** lobby; hallways; exit signs; public restrooms; offices; meeting rooms; outdoor areas; guestrooms.  
**Comments:**

- 2b) Are occupancy sensors or timers used to control lighting in intermittent-use areas? **Circle areas where they are used:** meeting rooms; storage areas; public bathrooms; staff bathrooms.  
**Comments:**

- 2c) Are programmable, thermostats with motion detectors used to control HVAC in guestrooms?  
**Comments:**

## Solid Waste Minimization

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- 3a) Are refillable amenity dispensers used rather than individual bottles for bathroom amenities?  
**Comments:**

- 3b) Has an active recycling program been established for front and back of house areas? **Circle areas where it is in place:** lobby; near vending machines; elevator landings; conference rooms; kitchen; front desk; front office; staff facilities; guestrooms. **Circle all materials included in program:** aluminum; plastic; steel; glass; cardboard; mixed paper; hangers; toner cartridges; food waste; batteries.  
**Comments:**

- 3c) Has packaging been reduced by the following? **Circle all that apply:** utilizing reusable versus disposable goods; purchasing food, beverages, and supplies in bulk where possible; requiring vendors to take back pallets and crates.  
**Comments:**

## Air and Water Quality

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- 4a) Is your hotel utilizing environmentally responsible cleaners (MSDS Health Hazard Rating 1 or less) throughout the property?  
**Comments:**
- 4b) Is air filtration in place /available for guestrooms?  
**Comments:**
- 4c) Have low VOC (Volatile Organic Compound) materials been used on property? **Circle low VOC products used:** paint; adhesives; carpeting; air freshener.  
**Comments:**

## Water Conservation

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- 5a) Does your property offer a linen reuse option to multiple night guests? **Circle:** towels; sheets.  
**Comments:**
- 5b) Does your property use water conserving fixtures? **Circle those that are used:** 1.5 gallons per minute (gpm) faucet aerators; 2.5 gpm showerheads; 1.6 gallons per flush toilets.  
**Comments:**
- 5c) Does the housekeeping and engineering department have an active system to detect and repair leaking toilets, faucets and showerheads?  
**Comments:**

## Environmental Purchasing

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- 6a) Does your property use paper products bleached without chlorine and made with the following minimum post-consumer recycled content? **Circle all that apply:** office paper 30%; glossy printed material 10%; bath tissue 50%; facial tissue 20%; napkins and paper towels 60%.  
**Comments:**
- 6b) Does your property give preference to products which are environmentally responsible? **Circle all that apply:** low toxicity; organic or locally grown/made?  
**Comments:**
- 6c) Does your property give preference to the selection of environmentally responsible service providers? **Circle those in use:** renewable energy; integrated pest management; alternative fuel vehicles.  
**Comments:**

# GREEN HOTEL INITIATIVE: BEST PRACTICE SURVEY

## SUMMARY SCORE SHEET

Hotel: \_\_\_\_\_ City: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

	Score	Subtotal
<b>Commitment and Awareness</b>		
1a) Commitment and awareness - leadership	[ ]	
1b) Commitment and awareness- systems and evaluation	[ ]	
1c) Commitment and awareness - communication	[ ]	
1d) Commitment and awareness - external partnerships	[ ]	
<b>Energy Efficiency</b>		
2a) Energy efficiency - lighting	[ ]	
2b) Energy efficiency - sensors	[ ]	
2c) Energy efficiency - HVAC	[ ]	
<b>Solid Waste Minimization</b>		
3a) Solid waste - amenity dispensers	[ ]	
3b) Solid waste - recycling	[ ]	
3c) Solid waste -packaging	[ ]	
<b>Air and Water Quality</b>		
4a) Air and water quality - cleaners	[ ]	
4b) Air and water quality - air filtration	[ ]	
4c) Air and water quality - low VOC materials	[ ]	
<b>Water Conservation</b>		
5a) Water conservation - linen reuse	[ ]	
5b) Water conservation - fixtures	[ ]	
5c) Water conservation - leak detection system	[ ]	
<b>Environmental Purchasing</b>		
6a) Environmental purchasing - post-consumer paper	[ ]	
6b) Environmental purchasing - products	[ ]	
6c) Environmental purchasing - services	[ ]	
(TOTAL POSSIBLE SCORE 95) <b>TOTAL SCORE</b>		

This survey has been developed as part of the national Green Hotel Initiative - a multi-stakeholder program, committed to increase green lodging and meeting options by catalyzing market demand. Convened by CERES, an environmental coalition dedicated to advancing corporate responsibility, the project has involved collaboration among business, the hotel industry, non-governmental organizations, labor, academia, government and environmental advocates.

**GREEN HOTEL INITIATIVE - PARTIAL LIST OF PARTICIPATING ORGANIZATIONS:**

**Barry H. Dimson, Inc. | Bass Hotels | \*CERES | Co-op America | Conference Board's | Business Enterprises for Sustainable Travel | Conservation International | Cornell University | \*EcoLogical Solutions | Energy Star, EPA | Fairmont Hotels | Ford Motor Co. | General Motors | \*Green Seal, Inc. | Jacksonville & The Beaches, FL CVB | L.C. Clark Publishing | \*Nike, Inc. | Oceans Blue Foundation | Pollution Prevention Assistance Division, GA DNR | \*PA Consulting Group | \*Project Planet | \*Saunders Hotel Group | Starwood Hotels and Resorts | Swissôtel | \*US EPA**

*The Green Hotel Initiative is grateful for financial support from the Park Foundation.*

\*Indicates organizations that took a leadership role in the development of the Best Practice Survey.

**To download a copy of this survey, or for more information on the Green Hotel Initiative, please refer to the CERES website— [www.ceres.org](http://www.ceres.org). Supporting resources also will be available at this site.**

**To advance continuous improvement of this project, please send comments or suggestions to [raposa@ceres.org](mailto:raposa@ceres.org).**