

Zero Waste Event Certification Checklist

HSU is committed to zero waste, a strategy that takes a 'whole systems' approach to eliminate the volume and toxicity of waste and to conserve resources. Zero waste encourages source reduction, materials re-use, composting and recycling.

Thank you for your commitment to HSU's **zero waste goal!**

Before the Event:

- Make sure all promotional or advertising materials and decorations such as giveaways, banners, display materials and fliers are reusable, recyclable or compostable.
 - **TIP #1:** Check out the [Reusable Office Supply Exchange](#) (R.O.S.E) on campus to find or donate reusable materials for decorations, advertisements, etc.
 - **Tip #2:** Utilize online advertising, evites, websites and other outreach programs that minimize or eliminate printed, disposable materials.
- Add the [Certified Zero Waste Event logo](#) to your promotional materials.
- Confirm that any food and drink will be served with reusable dining ware and cutlery, including napkins and tablecloths. If this is not possible, all dishware, cups and utensils must be *locally* compostable or recyclable.
 - **Tip #3:** Insert reusable, composting and recycling requirements into the caterer agreement
 - **Tip #4:** Encourage eventgoers to bring their own cups, plates and utensils
 - **Tip #5:** Do not insert single use cutlery into every grab-n-go container, because oftentimes the cutler goes unused. Instead, let people take only what they need.
- Request food be served buffet style over individually boxed meals.
- Ensure that water, along with other beverages, is served from reusable dispensers/urns into reusable or locally compostable cups. Learn more about the university's phase out of bottled water [here](#).
- Sugar, honey, creamer and all condiments will be served in dispensers, not individual packets.
- Request that all food be provided in variable portion sizes (ex., half sandwiches, half bagels, or mini muffins). This will reduce food waste.
- Do not waste edible leftover food! Before the event make sure caterer will take away any leftover food, or coordinate with the [Oh Snap! food pantry](#) on campus to donate leftover food.
- Review Facilities Management's [Events Support](#) guidelines. Additional compost and recycling bins can be delivered to your event and then removed post-event.
- On your promotional or advertising materials, announce that this is a Certified Zero Waste Event. Download the [Certified Zero Waste Event logo](#) for insertion into your promotional materials.

During the Event:

- Ensure that compost, recycling and landfill bins are lined up together and are accessible.
 - **Tip #6:** Remove any standalone landfill/garbage bins, so that eventgoers will be more inclined to recycle/compost
 - **Tip #7:** If there will only be recycling and compost from the event, remove all landfill/garbage bins from the event space
- Consider having staff or volunteers assist eventgoers as they properly sort their materials into the appropriate bin.
 - **Tip #8:** Contact the [Waste Reduction & Resource Awareness Program](#) (WRRAP) to request student volunteers to help sort materials at the event.

After the Event:

- Check to make sure leftover food is donated or returned to caterer.
- Track your impact and share your success with your colleagues and event goers.
- Make zero waste a part of every future event!

Acceptable Compostable and Recyclable Dining Ware:

Compostable and Recyclable dining ware are **only** acceptable when reusable materials are not an option.

- Compost used pizza boxes, they cannot be recycled after the oils from the pizza sink into the box.
- Compost all fiber-based (e.g., paper, wood, bamboo) food containers, cutlery and napkins.
- Aluminum foil (clean and balled up), aluminum cans, clean aluminum trays, and glass are acceptable for recycling.
- Polystyrene (Styrofoam), single-use plastic bags and straws, “compostable” plastics (a.k.a. bio-plastics) and single use water bottles are **NOT** permitted at HSU Zero Waste Events.
- Review the [Recycling Guide](#), [Compost Guide](#) and [Landfill Guide](#) for more information.



I have read and agree to the requirements stated above, and will proudly follow these guidelines to make my event Zero Waste Certified. My signature below indicates commitment to HSU's goal to be a zero waste campus.

Name: _____ Title: _____

Email: _____ Signature: _____

Event Title: _____ Date of Event: _____

Please complete, sign, and email to zerowaste@humboldt.edu