

# Zero Waste Event

## Certification Checklist



HSU Zero Waste

Reduce | Reuse | Recycle | Compost

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 **SCRAP Humboldt** (<https://scraphumboldt.org/>) or **R.O.S.E** (<http://www2.humboldt.edu/wrrap/rose>) to find or donate reusable materials.
  - **Tip #2:** Utilize online advertising, evites, websites and other outreach programs that minimize or eliminate printed, disposable 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 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
- Request food be served buffet style over individually boxed meals.
- Ensure that water, along with other beverages, will be served from reusable dispensers/urns, not in single serving containers.
- Sugar, honey, creamer and other condiments will be served in dispensers, not individual packets.
- Ensure that all food will be provided in variable portion sizes (ex., half sandwiches, half bagels, or mini muffins). This will reduce food waste.
- Do not waste leftover food! Before the event make sure caterer will take away any leftover food, or coordinate with the **HSU food pantry** (<http://hsuohsnap.org/>) to donate leftover food.
- Review Facilities Management's **Events Support** guidelines. Additional compost and recycling bins will be delivered to your event if required.  
<https://facilitymgmt.humboldt.edu/events-support>

### **During the Event:**

- Post a sign next to dining ware with the catering company name and the following: "All of our dining ware is reusable/compostable/recyclable. We are proud to support HSU Zero Waste goals!"
- Ensure that compost, recycling and landfill bins are lined up together and are accessible.
  - **Tip #5:** Remove any standalone landfill/garbage bins, so that eventgoers will be more inclined to recycle/compost
  - **Tip #6:** 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 #7:** Contact **WRRAP** to request student volunteers to help sort materials at the event  
<http://www2.humboldt.edu/wrrap/zero-waste>

## **After the Event:**

- Check to make sure leftover food is donated or returned to caterer.
- 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. Please note that polystyrene (Styrofoam), single-use plastic bags, and single use water bottles are NOT permitted at HSU Zero Waste Events.

- All compostable plastics (#7 PLA) must be BPI certified (<http://www.bpiworld.org/CertifiedCompostable>)
- Wax-lined paper plates, bowls, cups and wax paper are acceptable/compostable **only** if they are BPI certified.
- Wood/bamboo chopsticks, dining ware, toothpicks and cutlery are acceptable for compost.
- #1 or #2 recyclable plastic cups are acceptable alternatives to compostable cups.
- Aluminum foil, aluminum cans, aluminum trays, and glass are acceptable for recycling.



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, scan and email to [zerowaste@humboldt.edu](mailto:zerowaste@humboldt.edu)*