

## Tips for Incorporating Sustainable Practices at SLAC Events

Stanford University has developed an informative guide on how to make your events more sustainable, called [Greening Events at Stanford, a Practice Guide for Sustainable Campus Events](#). Although some processes may be different on the SLAC campus than on Stanford campus, such as the process for ordering event waste containers, the Practice Guide is a great resource and provides many useful tips on how to make your event environmentally friendly.

One of the most impactful and visible steps you can take is to reduce the amount of waste that you generate at your event, therefore it is important to factor this into your event planning. Please consider the following to reduce waste at your SLAC event:

- Eliminate or reduce printed materials. Use electronic advertising and post materials to websites or send via e-mail. If printing is unavoidable, use 100% post-consumer recycled content paper and print double-sided.
- If food or beverages are to be served, minimize disposable materials. Consider the following:
  - serve food items that do not require utensils (e.g., finger foods),
  - serve beverages and other items in bulk containers, avoid single-use disposable bottles
  - use reusable serviceware where possible.
  - avoid individually wrapped items that are not recyclable or compostable such as chip bags, coffee creamers, condiment packages, etc.
- If disposable food serviceware such as cups, utensils, plates, box lunches, etc. is unavoidable, specify using compostable serviceware in catering contracts. The following language may be used:
  - “All food serviceware and food packaging shall be certified compostable by the Biodegradable Products Institute (<http://www.bpiworld.org/>)”. **Note:** it is a requirement by our recycling vendor that if compost collection bins are to be provided, that all of the disposable food serviceware must be BPI certified compostable. It will also help to minimize confusion by event participants as to which containers to place their waste materials if everything is compostable.
- Event bins for collecting landfill waste, recycling, and compostables should be placed at the event. These should be grouped in sets (at least one of each type), and placed in areas where waste will be generated including at entrances/exits from the event. Containers may be ordered by the event coordinator through a [Facilities Service Request](#). The event organizer must arrange for staff or volunteers to monitor the bins. The bins must be clearly labeled.
- Include green event messaging in event announcements, such as “SLAC supports sound stewardship practices that are protective of the air, water, land, and other natural resources. In keeping with this commitment, minimal handouts are being distributed and the disposable food serviceware provided is 100% compostable.”

For assistance or questions, please contact SLAC’s non-hazardous waste minimization coordinator. Please see: <http://www-group.slac.stanford.edu/esh/groups/ep/ppwm/>