



the Sustainability Toolbox

Strategies and Resources for Sponsoring
Green Offices and Events

Overview



The Sustainability Toolbox is a collection of strategies and resources for Arizona State University departments that are interested in sponsoring “green” offices and hosting sustainable events.

Vision

The vision guiding the creation of the Sustainability Toolbox is to provide all ASU departments with easy access to a comprehensive set of resources for creating sustainability-conscious workplaces and for sponsoring zero-waste events. The Toolbox is intended to be an interactive, dynamic resource that enables departments to contribute as well as to utilize the “tools” in the Toolbox.

Creators

The Sustainability Toolbox is created and managed by the Global Institute of Sustainability, University Sustainable Business Practices group. This group will continue to work closely with ASU Purchasing, Facilities Management, Surplus Property, and many other departments to create an even more comprehensive and cohesive database of sustainability practices.

For More Information

Contact [Betty Lombardo](#) of Sustainable Business Practices.

Greening Your Offices

The creators of the Sustainability Toolbox have compiled factoids, strategies and resources for the following key office categories to assist your office toward a path of sustainability:

- Procuring Green Supplies
- Paper and Printing
- Electronics
- Furniture
- Reducing Paper Waste
- Waste Reduction and Recycling
- Reducing Energy Consumption
- Breakroom
- Environmentally Preferable Transportation
- Developing a Sustainability-Oriented Workplace Culture

Hosting Sustainable Events

The creators of the Sustainability Toolbox have compiled factoids, strategies and resources for the following key event categories to assist your office toward a path of sustainability:

- Pre-Event
- Procuring Food Service Ware Items
- Food, Drink, and Catering
- Sustainable Menu Checklist
- Environmentally Preferable Transportation and Accommodation
- Reducing Energy Consumption
- Recycling and Composting
- Promotional Items
- Sustainable Event Communication
- Advertising/Printed Material/Signage
- Sustainable Event Evaluation

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Offices

Strategies and Resources for
Sponsoring Green Offices



Procuring Green Supplies

Simple Steps

Strategies	Resources
<p>Every office supply or appliance is associated with an environmental cost in terms of the resources and energy required to produce and operate the product. Purchasing only the products and services that your office really needs, or sharing items such as scanners, printers, and staplers, can reduce both ecological and economic costs. Sharing printers may also discourage excess printing.</p>	
<p>Choosing products that have long warranties (i.e., products that are built to last) and that can be easily upgraded or repaired will ultimately save money and reduce waste.</p>	
<p>Purchasing locally-made products substantially reduces the energy (and oil) consumption and pollution associated with transporting products from far away. “Buying local” also supports a robust regional economy. In general, purchasing supplies from the nearest vendor, whether this vendor is one, ten, or 100 miles away, is environmentally- and often socially- preferable.</p>	
<p>Products that contain high percentages of post-consumer content are made of material that has previously been used and recycled. These products perform at least as well as products that contain “virgin” resources. Check with vendors for office supplies that contain high levels of recycled material or post-consumer content. Common products that contain recycled content include: binders, easels, envelopes, file folders, forms, paper and pads, pens and pencils, and self-stick notes.</p>	<p>A colored background with a white recycling symbol indicates that a product contains recycled content.</p> <p>ASU’s Staples on-line catalog contains a section called “Staples Eco Easy” Going Green just got easier. It includes eco-friendly products. These product line items contain the following symbols: EcoEasy  Energy Star , Forest Stewardship Council , Non-Toxic , or Recycled .</p>
<p>Purchasing products that are recyclable, and recycling them at the end of their useful life, keeps reusable materials out of the landfill. Currently, ASU recycles paper, cardboard, aluminum, plastic, ink/toner cartridges, tennis shoes, books, and scrap metal.</p>	<p>For more information about which products ASU recycles and how to have these products picked up, access ASU Recycling or call 480-965-7639.</p>



Procuring Green Supplies (cont.)

	Strategies	Resources
Simple Steps	Some office furniture, printing inks, paints, and appliances (printers, fax machines) contain chemicals that may lead to skin and eye irritation, headaches, respiratory problems, and even carcinogenicity. To maintain healthy air quality, choose non-toxic products with low or no formaldehyde, trichloroethylene, or benzene content.	ASU Purchasing contracts for products that minimize irritants, especially in furnishings, office machines, and office supplies. Contact Gina Webber, Associate Director of Purchasing and Business Services (gina.webber@asu.edu) for more information.
	Some vendors reuse packaging materials and/or employ a returnable credit system for packaging. Requesting that vendors take back unwanted packaging diverts packaging material from the landfill and sends a positive message to vendors that sustainability is important to their clients.	If you need assistance in this effort, contact Gina Webber, Associate Director of Purchasing and Business Services (gina.webber@asu.edu).
	Developing and/or updating a set of criteria for “green” office purchases such as binders, clipboards, correction fluid, envelopes, highlighters/markers, labels, pens/pencils, presentation transparencies, file folders, self-stick notes, and toner cartridges can make choosing these products much easier.	ASU’s office supply contract is with Staples. Staples provides green office products within the “Eco-Easy Products” section of their catalog. Contact Diana Gallese, Assistant Director, Stores Operations (dgallese@asu.edu) if you need assistance.
	Purchasing used office supplies decreases the amount of resources and energy needed to produce new supplies. These supplies often function as well as new supplies and may cost less.	Arizona State University’s Surplus Property program allows ASU departments to donate unwanted furniture, computers, and other office supplies. These supplies, which include desks, chairs, bookshelves, filing cabinets, computers, monitors, printers, etc are resold through Surplus Property. Surplus Property is located at 2325 E. Rio Salado Pkwy (southeast corner of Rio Salado Pkwy and Price Rd). Retail sales occur Monday-Friday, 2:00pm-4:00pm, and auctions occur the second Thursday of each month at 8:30am. To join the Surplus Properties auction notification service, e-mail surplus-q@asu.edu .
Quick Facts	According to Green Seal, Americans discard 1.6 million single-use pens annually.	According to Green Seal, every ton of 100% recycled paper saves 4,100 kW-hrs of energy, 7,000 gallons of water, 60 pounds of air emissions, and 3 cubic yards of landfill space compared to a ton of virgin paper.



Paper and Printing

Simple Steps

Quick Facts

Strategies	Resources
<p>Paper containing recycled content conserves natural resources and “closes the loop” between recycling and purchasing. The most environmentally friendly paper contains the most post-consumer content. Look for products with greater than 30% post consumer waste recycled content.</p>	<p>Most professional printing services provide paper containing post-consumer content upon request.</p> <p>Find recycle paper products at Staples on the Staples website.</p>
<p>Chlorine bleaching releases dioxins, which are carcinogens that harm humans and the environment. Choosing chlorine-free (PCF: process chlorine free) paper eliminates these harmful effects.</p>	<p>If you need assistance in this effort, contact Gina Webber, Associate Director of Purchasing and Business Services (gina.webber@asu.edu).</p>
<p>Purchase unbleached or chlorine-free, high post-consumer waste recycled paper products including binders and envelopes.</p>	
<p>Paper products manufactured using sustainable forestry practices minimize habitat destruction and water pollution and support reforestation and recycling.</p>	<p>Third-party certifiers such as the Forest Stewardship Council and the Sustainable Forest Initiative endorse paper products and manufacturers who contribute to sustainable forestry.</p> <p>Several of ASU's contracted printers have attained FSC certification. A list of these FSC printers is available here. Send an email to printserv@asu.edu to receive information about contracted FSC printers.</p> <p>The ASU Print & Imaging Lab, (480) 965-1636, which is located at the Polytechnic Campus, has received certifications from the Forest Stewardship Council (FSC) and the Sustainable Forestry Initiative (SFI).</p> <p>Staples also sells FSC-certified printing and copy paper.</p>
<p>Soy-based inks are produced from soybeans instead of petroleum, which is the conventional printing ink. Many print shops have converted their supply to 100% soy-based inks. Check with your printing vendor to ensure that this sustainability practice is being implemented.</p>	
<p>According to Green Seal, every ton of virgin printing paper requires 24 trees.</p>	<p>Soy-based inks produce less than 1/5th of the volatile organic compound that conventional petroleum-based inks generate (source).</p>



Electronics

Simple Steps

Strategies	Resources
Investing in upgrades for existing devices instead of buying new appliances reduces the amount of material waste sent to the landfill and reduces resources needed to create new appliances. Particularly for computers, regular upgrades can greatly extend the life of the equipment without sacrificing speed and data storage capability.	For software services, call the ASU Technology Team at (480) 965-9514.
Lease electronics such as printers, fax machines, and copiers instead of buying these products. Leasing is especially beneficial in offices that must upgrade equipment regularly.	Digital Document Services has a strategic alliance with Canon to provide printing, copying, scanning and faxing equipment. See Canon Sustainability Report 2008 .
Maintenance helps ensure that equipment is functional for as long as possible. Scheduling regular maintenance for all office equipment reduces the economic and environmental costs of purchasing office appliances.	
Choosing energy-efficient electronics reduces energy consumption, saves money on utilities bills, and reduces carbon emissions. ENERGY STAR is a good source of information about energy-efficient computers, copiers and fax machines, digital duplicators, external power adaptors, notebook computers/tablet PCs, mailing machines, monitors, printers/scanners/all-in-ones, and water coolers. EPEAT (Electronic Product Environmental Assessment Tool) certifies desktop computers, integrated systems, monitors, and notebook computers that meet environmental standards related to the reduction of environmentally sensitive materials, the use of recycled and renewable materials, design for recycling and reuse, longevity, energy conservation, corporate performance, and packaging.	ENERGY STAR publishes criteria for and lists of energy efficient office products . EPEAT's website and database of products are available online.
Seek electronics that emit low amounts of toxic chemicals such as cadmium, lead, and mercury.	



Furniture

Simple Steps

Strategies	Resources
<p>Purchase wood furniture that has been manufactured using sustainable forestry practices. In particular, attempt to procure wood products that use timber from a local source.</p>	<p>Contact Gina Webber, Associate Director of Purchasing and Business Services (gina.webber@asu.edu) for contracted FSC furniture vendors.</p> <p>The Forest Certification Resource Council provides a list of products that are certified by the Forest Stewardship Council and the Sustainable Forestry Initiative.</p> <p>Other furniture resources: ASU Furnishing Services</p>
<p>Some office furniture contains chemicals that may lead to skin and eye irritation, headaches, respiratory problems, and even carcinogenicity. To maintain healthy air quality, choose non-toxic products with low or no formaldehyde, aldehydes, 4-phenylcyclohexene, CFCs, or HCFCs.</p>	<p>Steelcase and HON, two of ASU's approved furniture vendors, offer a list of their products that have received the Scientific Certification Systems' Indoor Advantage™ third-party certification for low emitting products and materials. Access the list of certified Steelcase office furniture online.</p> <p>Access the list of HON certified office furniture.</p> <p>Also, Greenguard Environmental Institute offers an Indoor Air Quality Certification for products that emit minimal amounts of VOCs, formaldehyde, and 4-phenylcyclohexene. ASU approved furniture vendors that offer Greenguard Indoor Air Quality Certified® products include:</p> <ul style="list-style-type: none"> ▪ KI (budget tables) ▪ SitOnIt Seating ▪ United Chair <p>Green Seal publishes a list of suppliers of office furniture that minimizes waste, is nontoxic, and emits minimal air pollutants.</p>
<p>In some cases, office furniture can be deconstructed and remanufactured at the end of its life. "Recycling" office products by returning parts to the manufacturer reduces the resource and energy needs required to produce these products. These products are also environmentally friendly throughout their life cycle. In general, products that are easy to disassemble are easier to manufacture than products that are not designed to be disassembled.</p>	<p>Steelcase, one of ASU's contracted furniture vendors, offers over 20 office products (including seating, workstations, keyboard platforms, and marker boards) that have achieved Cradle-to-Cradle Certification. Cradle to Cradle Certified products are designed and produced using environmentally healthy materials and processes, and are designed in ways that promote ease of reuse. Access the Steelcase Cradle to Cradle Certified product list online.</p>
<p>Choosing products that contain recycled/recyclable materials such as steel, aluminum, recycled PVC, or post-consumer PET plastic "closes the loop" between recycling and buying recycled products. Some environmentally-healthy office furniture contains recycled materials.</p>	<p>Details® (a division of Steelcase) produces lights, height-adjustable tables, and keyboard assemblies that are made of recycled materials.</p>
<p>Seek electronics that emit low amounts of toxic chemicals such as cadmium, lead, and mercury.</p>	



Reducing Paper Waste

Simple Steps

Moderate Commitment

Strategies	Resources
Using electronic rather than printed documents whenever possible reduces paper use, energy (consumed during printing), and ink. E-mailing memos and making important documents accessible online gives staff the option of printing these documents or saving them electronically.	Copiers provided by Digital Document Services can scan documents directly to e-mail.
Most printers and copiers have a double-sided (duplex) option, which can be set as the default printing option. To print a double-sided document, choose File, Print, Properties, and then look under the Printing Shortcuts or Finishing tab to either "Print Duplex" or "Print on Both Sides." Some printers will automatically print on both sides, while others provide instructions to manually print on both sides.	For PCs with Microsoft Office, instructions for printing on both sides of paper are available here .
Maintaining an organized set back-up disks or CD-Rom of important data reduces the volume of paper used in document storage.	
Most Microsoft Office programs have a "Draft" or "Economode" print setting that uses less toner. Choose this setting in "Print Properties" (under the "Paper/Quality" tab) and consider making this option the default setting on office PCs and copiers.	
Devote a collection box or tray for the entire office to reuse "scrap" paper that has only one side of printing. These pages may be used for notes or other informal documents. Sensitive documents (personal information, legal documents, and confidential information) should be shredded and recycled rather than reused.	
Instead of devoting an entire page of paper to a fax cover sheet, include transmission details in the document itself. Alternatively, affix a stick-on label with transmission details to the first page of the document to be faxed.	
Print multiple pages or Power-Point slides per sheet of paper for presentations. These tasks can be completed in using the commands "File," "Print," and choosing "Handouts" under the "Print What" section.	
Before printing documents, preview them using "Print Preview" and adjust margins and font size to eliminate pages with only one or two lines of printing. Many programs have a "shrink to fit" function in the "Page Setup" section that allows the user to specify the number of pages that he or she wishes to print.	GreenPrint Technologies produces software that helps identify "unwanted pages" and analyzes each page to minimize the amount of paper required to print a document. This software also tracks the amount of paper and money saved by reducing paper waste.



Waste Reduction and Recycling

Simple Steps

Moderate Commitment

Extreme Green

Strategies	Resources
Sharing one or two staplers, hole punches, and other office supplies instead of providing one of each of these tools to each individual reduces supply costs as well as the resource and energy consumption required to furnish each staff member with a full set of supplies.	
Devote a box or cabinet in the office to save used but operational binders, folders, etc. Encouraging staff to use these supplies for every-day tasks reduces the energy and resource consumption required to buy new binders and folders.	
Whenever possible, reuse cardboard boxes, tape dispensers, file indices, and envelopes (for example, use envelopes that can be resealed that include multiple address spaces for on-campus mail).	
Office recycling programs represent a powerful way that offices can reduce their waste. Under-the-desk recycling bins for paper are provided by ASU Recycling. Collecting glass, plastic, and aluminum in a clearly-marked box or bin in the break room can also lead to the diversion of these resources from the landfill. Currently, ASU recycles paper, cardboard, aluminum, plastic, ink/toner cartridges, tennis shoes, books, and scrap metal.	<p>ASU Stores will pick-up Hewlett-Packard print cartridges from any ASU department. For pick-up contact ASU Stores at 480-965-3772.</p> <p>Battery recycling is operated by Risk Management (Hazardous Waste). For battery pick-up, contact 480-965-0647.</p> <p>For more information about which products ASU recycles and how to have these products picked up, see ASU Recycling or call 480-965-7639.</p>
Appointing a "Recycling Coordinator" or arranging a rotating schedule of staff member to check for contamination (non-recyclables in the recycling bins) and to ensure that the recyclables are reaching their appropriate drop-off stations can help to ensure the success and longevity of an office recycling program.	
Rewritable compact discs (CDs) may be reused for data storage. Scratched or non-rewritable CDs may be sent to recycling companies for refinishing or recycling.	A list of CD recyclers is available in Green Seal's Choose Green Report: Office Supplies .
Discarding food waste sends important organic nutrients to the landfill. Indoor composting units to store under a desk or in the break room are a viable alternative that diverts food waste from the landfill. These units convert kitchen wastes (food scraps, etc.) into organic fertilizer.	<p>Learn how to create an effective indoor composting program.</p> <p>Odor-free units are available from many different vendors, including Sustainable Community Development and The Bin Doctor.</p>



Reducing Energy Consumption

	Strategies	Resources
Simple Steps	Shut down computers and turn off monitors at the end of the day. Turn off lights and other equipment when they are not being used. If an office has windows and natural lighting, turn off the lights when daylight is sufficient.	In most cases, shutting down computers will not cause damage. Office IT consultants will know whether a department or office's computers can be turned off at the end of the work day.
	Maintain an office temperature to be no higher than 68° F, and cooled to no lower than 80° F to reduce the amount of energy used for space conditioning. Room Temperature guidelines at ASU's Tempe campus mandate that offices and classrooms remain within the 68° F to 80° F degree range.	If your office temperature needs to be changed to fall within the 68–80 degree range, contact ASU's Service Center. Fill out an online Service Request Form , Fax your request to the Service Center at 480.965.0120, Send an email to FACMAN , Mail a memorandum to the Service Center (Mail Code 5112), or call 480-965-3633.
	Activating energy-saving features on applicable PCs, printers, photocopiers, etc. helps to conserve energy and save money. A good rule of thumb is to set your machine to enter low-power ("sleep") mode after 15 minutes of inactivity.	The Department of Energy's ENERGY STAR program offers a set of instructions for activating power management features (e.g., "sleep mode") for a variety of IT systems.
Moderate Commitment	Use the most energy efficient light bulbs available. Replace incandescent light bulbs with compact florescent bulbs (CFLs); and replace T-12 florescent lamps with the 20% more efficient T-8 florescent lamps. Also replace incandescent lights in Exit signs with CFLs or light emitting diodes (LED).	ASU Facilities and Planning Management uses the most efficient bulbs for each location. ASU's utilities company (APS) sells CFL bulbs.
	Identify areas of the office that are lit or air conditioned but are generally unused. If possible, keep the lights and HVAC system off in these areas.	
Extreme Green	Invest in energy-efficient computers, printers, copiers, fax machines, and other equipment.	ENERGY STAR publishes criteria for and lists of energy efficient office products . Access ENERGY STAR's Office Equipment guidelines and database of products online at http://www.epeat.net/ .
	Purchase "green power" through the local utilities company. Through its "Green Choice" program, APS allows its customers to purchase energy generated from renewable resources such as wind and geothermal.	APS (Arizona Public Service) is ASU's utilities provider. APS Green Choice offers resources and tips for saving energy, finding retailers of discounted CFL bulbs, and buying electricity from renewable sources.
Quick Facts	According to the U.S. Environmental Protection Agency, commercial buildings account for 18% of the nations greenhouse gas emissions. Lighting contributes substantially to this statistic.	According to the U.S. Environmental Protection Agency, activating a computer's "Sleep" mode will save over 1,000 tons of carbon dioxide annually as compared to leaving the same computer idle. These savings equate to about 10% of the emissions that a car generates annually.



Breakroom

Simple Steps

Moderate Commitment

Extreme Green

Strategies	Resources
Encourage staff to bring their own reusable mugs, plates, and silverware so that the break room does not need to be supplied with single-use utensils and supplies. Also consider stocking the break room with reusable dishware and cutlery, along with dish-washing soap and sponges.	In most cases, shutting down computers will not cause damage. Office IT consultants will know whether a department or office's computers can be turned off at the end of the work day.
Schedule regular maintenance of break room appliances such as refrigerators and water coolers. Leaks and faulty appliances should be repaired as soon as possible.	
According to a book by Sustainable Industries' titled Green Office Guide, chlorine bleaching releases dioxins, which are carcinogens that harm humans and the environment. Choosing chlorine-free (PCF: process chlorine free) paper eliminates these harmful effects. Use non-chlorine-bleached paper towels, napkins and coffee filters.	Non-chlorine bleached coffee filters can be found in most grocery stores.
Use appliances that do not require electrical input to operate (e.g., "manual" rather than electric can openers, coffee presses rather than coffee makers, etc.).	
Use non-toxic, biodegradable cleaning supplies.	
Install a low flow tap or aerator on faucets to conserve water and any energy needed to heat water.	Ace Hardware sells faucet aerators.
Endeavor to stock the break room refrigerator with foods that are organic, locally grown, and that have minimal packaging.	Visit the Downtown Phoenix Public Market to support some of the Valley's family-owned farms. Many of these farmers use organic-growing methods to produce their food.
Purchase sugar, cream, etc. in bulk rather than in single-serve packages.	
Purchase fair-trade, organic coffee.	
Make sure that the break room contains recycling containers that are clearly labeled (e.g., "Paper/Cardboard," "Food scraps," "Aluminum," "Plastic," "Non-Recyclable waste").	Contact ASU Recycling to receive recycling bin labels for your office.
Invest in kitchen appliances that are energy and water efficient.	ENERGY STAR provides guidelines for purchasing energy-efficient refrigerators, freezers, dishwashers, water coolers, and many other electrical appliances.



Environmentally Preferable Transportation

Simple Steps

Moderate Commitment

Extreme Green

Strategies	Resources
Whenever possible, organize teleconferences, virtual meetings, and remote access for meetings that would otherwise require participants to commute.	Think Outside the Slide™ publishes a free and useful electronic list of teleconference and videoconference strategies.
Allow staff to telecommute. Staff need not necessarily telecommute every day—even allowing staff to telecommute once per week decreases transportation needs and reduces emissions.	
Create a biker-friendly workplace. Encourage staff to ride their bikes to work and provide information about the locations for secure bike parking (preferably bike lockers) and locker/showers.	
Encourage all staff to pick up their half-price Valley Metro bus passes from the ASU Parking and Transit Services offices at all four campuses. A valid Sun Card is required to obtain this bus pass, which grants unlimited year-round access to Valley Metro's extensive public transportation system.	See ASU Parking and Transit Services for more information about the U-Pass. Also, Valley Metro's Online Trip Planner makes using the bus system simple. Simply enter your departure and destination addresses and times on this site to find the quickest route.
Travel between ASU campuses and satellites using ASU's shuttle service.	The ASU Shuttle Service Scheduler enables users to plan their routes between ASU's four campuses, Gateway Towne Center, and Mesa Community Center.
Encourage staff to carpool to work.	Alternetrides.com and ShareTheRide.com are free ridesharing services that allow students, faculty, and staff to access ridesharing information for all four campuses and to arrange to carpool to and from campus.
Join the Zipcar program at ASU. Zipcar is a car-sharing company that offers cars for hourly rent. This service can provide transportation options for staff who choose not to drive to campus but may need to run errands during the workday. The \$8-10 hourly rate includes gas, maintenance, insurance, 24-hour emergency assistance, and ASU parking.	Learn more about how to participate in this program on the Parking and Transit Services website .
Offset the carbon emissions from employee air and car travel.	Well-respected offset programs include Climate Trust , NativeEnergy , and Sustainable Travel .



Developing a Sustainability-Oriented Workplace Culture

Simple Steps

Moderate Commitment

Strategies	Resources
Encourage staff to support sustainability practices. For example, verbally recognize staff who ride their bikes to work and consistently reuse paper for printing.	
Create an internal monthly award (e.g., prize drawings, \$5 gift certificates, etc.) for the office “Sustainability Star,” to be given to a staff member who is taking noticeable steps to reducing office waste by recycling, reusing paper, etc.	
Encourage staff to use alternative transportation by posting a sign-up sheet for “bike/ bus buddies” or carpool partners.	
Encourage staff to participate in community service activities and/or organize staff community service activities.	Community opportunities are available on ASU's Community Service Program website.



Events

Strategies and Resources for
Sponsoring Green Events



Pre-Event

Simple Steps

Moderate Commitment

Strategies	Resources
Ensure that the planning committee is committed to the sustainable event. Establish sustainable criteria, assign duties, set goals and objectives, and measure outcomes.	
Request that guests bring their own name badges or name-badge holders. If you provide name badges, ask attendees to return their name badges at the end of the event (place a basket on the information table to collect plastic name badges).	
Managing paper handouts wisely helps to ensure that all attendees have the documents they need and that a minimal amount of printouts are leftover after the event ends. Print double-sided, black-and-white documents with margins that have been formatted to minimize the amount of paper for each handout.	To print a double-sided document, choose File, Print, Properties, and then look under the Printing Shortcuts or Finishing tab to either "Print Duplex" or "Print on Both Sides." Some printers will automatically print on both sides, while others provide instructions to manually print on both sides. For PCs with Microsoft Office, instructions for printing on both sides of paper are available here .
Communicating electronically wherever possible substantially reduces the resources and energy needed to generate paper mailings. Nearly all marketing, correspondence, and registration information can be quickly, easily, and paper-lessly completed online.	
Instead of printing off articles and other documents, provide links to downloads of this literature. Providing an onsite computer with a printer will allow attendees to print only the documents they need.	
In presentation and speaker areas, use whiteboards instead of flipcharts wherever feasible.	
Communicate your sustainability efforts to delegates as much as possible! In all promotional and event materials, advertise your organization's efforts to reduce waste.	
Encourage speakers to make their PowerPoint presentations available for posting to an event website. Attendees will be able to view and download the PowerPoint presentations.	



Procuring Food Service Ware Items

Simple
Steps

Strategies	Resources
<p>Select Paper Napkins and Paper Towels that contain recovered paper fiber, contain post-consumer materials by fiber weight, are designated as unbleached, no chlorine bleach, or oxygen bleached, and are made from a non tree source.</p>	<p>Staples has an Eco Easy section within their catalog that lists these two items. The Marcal paper towels are made from 100% recycled material with 40% post consumer content. The Marcal paper napkins are made from 100% recycled material with 60% post consumer content. These items can be purchased from many other local stores.</p>
<p>Look for “uncoated” Paper Plates. You can purchase them from many local stores. These items can be recycled if they contain no grease or other moisture after use.</p>	<p>Uncoated paper plates can be purchased from many local stores.</p>
<p>Purchase Plastic Plates that have a recycling code of 1 through 7. These items can be recycled.</p>	
<p>Purchase plastic Forks, Knives, and Spoons anywhere you can find them. These items can be recycled after use.</p>	
<p>Do not use Styrofoam cups.</p>	
<p>Use chlorine free Coffee Filters. You can find these in food stores or in specialty markets like Whole Foods Market or Sprouts.</p>	
<p>Purchase Plastic Drinking Cups that have a recycling code of 1 through 7. These items can be recycled.</p>	
<p>Compostable products can be used but they will need to go into the trash bins after use. Compostable items cannot be recycled.</p>	



Food, Drink, and Catering

Simple
Steps

Strategies	Resources
<p>To reduce food waste generated from an event at which food is served, request attendees to sign up for meals before events and request that kitchens/caterers bring food for the number of people eating at each meal.</p>	
<p>To minimize waste production associated with catering, choose a caterer that uses sustainable food and sustainability practices. The following list of questions can help guide your decision:</p> <ul style="list-style-type: none"> ▪ Does the vendor offer fresh, seasonal produce? ▪ Does the vendor use any foods that are locally produced? ▪ Have any of the vendor's goods received fair trade certification (fairly traded tea, coffee, and chocolate are fairly easy to obtain)? ▪ Does the vendor provide goods in bulk rather than individually packaged? ▪ Does the vendor have an internal recycling or composting scheme? ▪ Does the vendor use reusable crockery, glassware, cutlery, tablecloths, etc.? ▪ If the vendor does not use reusable serviceware, does it offer cutlery etc. made from recyclable, renewable, or compostable materials? <p>Note: Be aware that most "compostable" cups, plates, cutlery, etc. must be composted in a commercial composting facility, which Phoenix does not currently have. Unless the vendor can assure that materials will be composted correctly, purchasing recyclable materials may be a better choice until a local commercial composting facility exists.</p> <ul style="list-style-type: none"> ▪ Does the vendor offer free-range meat/dairy products and/or fish from sustainably managed sources? ▪ Can the vendor accommodate vegetarian and vegan guests? 	<p>Work with ARAMARK (480) 965-6508, to put together a sustainable menu.</p>
<p>Donating edible, uneaten food to charities simultaneously helps members of the local community and diverts food waste from the landfill.</p>	<p>The following organizations facilitate the transfer of leftover food to the hungry people who need it:</p> <ul style="list-style-type: none"> ▪ Waste Not, Inc. ▪ United Food Bank ▪ St. Mary's Food Bank



Sustainable Menu Checklist

Simple Steps

Strategies	Resources
<p>Reference the following Sustainable Menu Checklist when you are planning an event:</p> <ul style="list-style-type: none"> ▪ Use locally or regionally grown and produced foods. ▪ Use organic foods ▪ Use fair trade coffees and teas ▪ Serve foods that do need not to be individually packaged or require utensils. Like fruits and vegetables or cheese and crackers. ▪ Use low-waste water options – avoid disposable water bottles. Offer water bottle refilling stations. ▪ Use paper products that include recycled content and can be recycled or composted. ▪ Use reusable dishes, cutlery, and glasses/cups. If this is not possible, use biodegradable dishes, cutlery and cups that will decompose quickly in a compost heap or landfill. ▪ Use non-disposable products where the food provider owns their china, flatware, glassware and linen products. ▪ Use cloth tablecloths and napkins if possible. If not, at least use paper ones that are made from recycled materials. ▪ No individually wrapped condiments (no sugar/sugar alternative packets, no salt/pepper packets, and no individual creamers). Use bowls and shakers that can be reused and people can serve themselves. Milk/cream should be in original cartons on ice or in pitcher. ▪ No plastic coffee stirrers, paper doilies, straws, or packets of plastic flatware. ▪ Use sustainable table centerpieces – such as potted plants, local/pesticide free flowers. ▪ If buffet, use smaller sized plates for the food. This will inhibit people from taking too much food which would then just go to waste. ▪ Do not use disposable packaging, such as saran wrap. Aluminum foil can be used if it is washed afterwards so it can be recycled. ▪ If food is provided from local farms, note it as such. Place small cards in front of the food indicating what it is, from what farm, and where the farm is located. ▪ Use earth friendly, biodegradable cleaning products. 	



Environmentally Preferable Transportation and Accommodation

Simple Steps

Strategies	Resources
Use electric and hybrid vehicles to shuttle VIP's.	
While planning an event, consider whether travel is necessary at all. Where possible, use teleconferencing or video conferencing.	Think Outside the Slide™ publishes a useful list of teleconference and videoconference strategies.
Reduce the transportation requirements of event attendees by recommending hotels that are within walking distance of ASU.	<p>Hotels within a mile of Arizona State University's Tempe campus include:</p> <ul style="list-style-type: none"> ▪ Twin Palms Hotel (0.3 mi) ▪ Tempe Mission Palms Hotel (0.6 mi) ▪ Phoenix/Tempe/Scottsdale Super 8 Motel (0.6 mi) ▪ Comfort Inn & Suites at ASU (0.7 mi) ▪ Courtyard by Marriott Tempe (0.7 mi) ▪ Tempe Days Inn (0.8 mi) ▪ Quality Inn Airport (1 mi) <p>Hotels within a mile of ASU's Downtown Campus include:</p> <ul style="list-style-type: none"> ▪ Hyatt Regency Phoenix (0.34 mi) ▪ Best Western Central Phoenix Inn and Suites (0.7 mi) ▪ San Carlos Hotel (0.44 mi) ▪ Marriot SpringHill Suites Downtown Phoenix (0.54 mi) ▪ Wyndham Phoenix (0.47 mi)
Provide all guests with both a list of attractions within walking distance of the event and an outline of transportation alternatives available to them.	<p>Alternative transportation options for out-of-town guests include the Valley Metro Bus System, the Orbit Buses, and ASU campus and intercampus shuttles. Valley Metro's Online Trip Planner makes using the bus system simple. Simply enter your departure and destination addresses and times on this site to find the quickest route. Similarly, the ASU Shuttle Service Scheduler enables users to plan their routes between ASU's four campuses, Gateway Towne Center, and Mesa Community Center.</p> <p>For guests who are willing to bike, Tempe Bicycle offers bike rentals from 4 hours to 7 days.</p>



Environmentally Preferable Transportation and Accommodation (cont.)

	Strategies	Resources
Moderate Commitment	If many guests for the event are flying into the same airport, consider allowing them to share information so that individuals who arrive at the same time can share taxis.	
	Encourage guests to support taxi services that are converting their fleets to hybrid vehicles.	Discount Cab EnviroCar
Extreme Green	Offset the carbon emissions generated by travel to and from the event. Alternatively, give participants the option of paying to offset their own travel emissions.	Well-respected offset programs include Climate Trust , NativeEnergy , and Sustainable Travel .

Reducing Energy Consumption

	Strategies	Resources
Simple Steps	Hold the event during the day and in locations that will provide adequate natural lighting.	For events on ASU's Tempe Campus, the City of Tempe can provide recycling bins. Contact Tempe's Field Operations Office at (480) 350-8265. ASU's Facilities Management can provide and haul trash bins.
Moderate Commitment	Calculate the carbon footprint of the event and purchase renewable energy certificates (RECs) to offset the event's CO2 emissions.	Carbon emissions can be calculated by working with a carbon offset provider. Carbon offset providers include, but are not limited to, Carbon Fund , Native Energy , Sterling Planet , Terra Pass and Climate Trust .



Recycling and Composting

Simple Steps

Strategies	Resources
Recycling items such as plastic, aluminum, and paper diverts these materials from the landfills.	For more information about which products ASU recycles and how to have these products picked up, access ASU Recycling or call 480-965-7639. ASU's Facilities Management can provide and haul trash bins.
Recycling bins are much less likely to become contaminated if appropriate signage is used. Using different colored or different shaped bins or highly visible labels helps individuals realize where to put their recyclables and trash.	
Have volunteers stand next to recycling and trash bins to help ensure that recycling bins achieve maximum diversion rates without becoming contaminated.	
If your event has recycling bins, purchase products (such as cups, paper, water bottles, etc.) that can be recycled.	The City of Tempe publishes a list of acceptable recyclable items on their website.
Instead of using conventional garbage bags, consider reducing waste by using 100% biodegradable bags in trash and recycling bins.	Eco-Products™ offers several lines of 100% biodegradable, 100% compostable garbage bags.
Recycling bins are much less likely to become contaminated if appropriate signage is used. Using different colored or different shaped bins or highly visible labels helps individuals realize where to put their recyclables and trash.	Contact ASU Recycling to receive recycling bin labels for your office.
Employing volunteers to stand next to recycling and trash bins helps to ensure that recycling bins achieve maximum diversion rates without becoming contaminated.	Contact the ASU Green Team to schedule volunteers for your event. Contact Chris James .



Promotional Items

Simple Steps

Strategies	Resources
Promotional items should be made from recycled and recyclable materials or primarily consist of natural items from the earth. (Flowers, cactus, quartz, pumpkins, pine cones, etc.).	Send an email to printserv@asu.edu to receive information about promotional vendors who can provide eco-friendly promotional items.
Select promotional items that people will reuse or will want to keep.	
What message do your promotional items convey about you and your event?	
Provide seed packets, native plants, and other natural materials as thank you gifts.	

Sustainable Event Communication

Simple Steps

Strategies	Resources
This is key – people need to know about your sustainability objectives. What are your objectives? What are you doing to meet your objectives? and, What are you going to do to pursue new objectives?	
Ask participants to assist you in achieving your goals for the event.	
Communicate your sustainability efforts as much as possible. Note extra steps that you have taken to become more sustainable (lighting, composting, nontoxic cleaning supplies, materials use and energy conservation). Provide metrics if time allows.	
Display signage throughout to inform participants about recycling, composting, water and energy conservation, and menu selection.	
Feature and give Certificates of Appreciation to those who have 'walked the talk' at the event (event coordinator, Food Service Team, eco-friendly vendor, and others.)	



Advertising/Printed Material/Signage

Simple Steps

Strategies	Resources
100% Paperless Advertising: Promote and invite electronically. Require participants to register or RSVP electronically as well.	
Advertise your organization's efforts to reduce waste in all promotional and event materials.	
Go paperless: Post event information, downloadable versions of programs, handouts, and itineraries on a web site for event participants.	
Ensure that program guides, handouts, brochures, and other written materials are limited and, when needed, are printed on 100% post consumer paper, use double-sided (duplex) printing and use vegetable-based ink.	<p>Contact ASU Print & Imaging Lab, (480) 965-1636, which is located at the Polytechnic Campus. They have recently received certifications from the Forest Stewardship Council (FSC) and the Sustainable Forestry Initiative (SFI).</p> <p>Send an email to printserv@asu.edu to receive information about contracted FSC printers. Also, view ASU FSC contracted printers.</p>
For reoccurring or annual events, avoid printing dates and slogans on signs, posters, and banners so that they may be easily reused.	
If banners are needed for your event, seek vendors who use ecologically friendly practices.	Send an email to printserv@asu.edu to receive information about promotional vendors who can provide eco-friendly promotional items.

Sustainable Event Evaluation

Simple Steps

Strategies	Resources
Post-Event. Tabulate the impact of your sustainability efforts. Publicize the results on the event website.	
Set goals for hosting a "Greener" event next year.	



GENERAL RESOURCES

Green Office Resources

ASU Recycling Services provides collection services for ASU's paper, cardboard, aluminum, plastic, ink/toner cartridges, batteries, tennis shoes, books, and scrap metal waste. To arrange pick-up services for toner, ink, batteries, books, and scrap metal, call 480-965-7639. ASU Recycling Services' website also provides information about where ASU staff, faculty, and students can recycle.

ASU Parking and Transit Services' Commuter Options webpage offers information about a variety of alternative transportation options available to ASU students, faculty, and staff. Included in Commuter Options are overviews of the U-Pass, campus shuttles, the Zipcar program, carpooling, and local transportation options.

Electronic Product Environmental Assessment Tool (EPEAT), a Green Electronics Council program, certifies desktop computers, integrated systems, monitors, and notebook computers that meet environmental standards related to the reduction of environmentally sensitive materials, the use of recycled and renewable materials, design for recycling and reuse, longevity, energy conservation, corporate performance, and packaging. EPEAT's databases of products are available online.

ENERGY STAR, the Department of Energy and the U.S. Environmental Protection Agency's program for developing standards for energy efficient products and practices, publishes criteria for and lists of energy efficient office products, including computers, copier and fax machines, digital duplicators, external power adaptors, notebook computers/tablet PCs, mailing machines, monitors, printers/scanners/all-in-ones, and water coolers. Access ENERGY STAR's [Office Equipment Guidelines](#) online.

Green Seal, a non-profit organization that collaborates with manufacturers, industry sectors, purchasing groups, and governments "to 'green' the production of the purchasing chain," publishes a series of [Choose Green Reports](#). These reports have been published to help consumers choose environmentally preferable office furniture, office supplies, paper, and many other products.

City of Portland's Office of Sustainable Development has published their Green Office Guide: A Guide to Greening Your Bottom Line Through a Resource-Efficient Office Environment. This extensive booklet outlines a variety of technologies and practices that offices can adopt to create a greener workplace, and it presents several case studies of businesses that have successfully implemented these initiatives.

The Michigan Department of Environmental Quality offers an excellent guide to implementing a successful office recycling program. [Greening Your Office and Saving Money](#) is available online.

Green Office Guide, published by Auckland Environmental Business Network, offers a step-by-step approach to managing and creating a green office.

Sustainable Event Resources

Concern, Inc. publishes a short guide called "How to Plan a Sustainable Event" that gives several useful tips.

Environment Canada's Green Meeting Guide is a comprehensive, step-by-step guide for organizing green meetings.

The U.K.'s **Department for Environment, Food and Rural Affairs** has created their Sustainable Event Guide to help event planners reduce their ecological footprint.

We welcome your feedback on the Sustainability Toolbox.
Please send your insights and ideas to sustainabilitypractices@asu.edu



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