



Standard Specification for Evaluation and Selection of Transportation for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences¹

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INTRODUCTION

This specification offers a way to address environmental sustainability in the meeting and event industry. It is a tool for event planners and suppliers to understand the attributes of an environmentally sustainable meeting. The goal in developing this specification is to establish common benchmarks for environmental performance in meetings and events for both planner and supplier sectors. This specification considers the creation of an environmentally sustainable meeting or event to be a partnership between meeting planners and their suppliers. Each plays a critical role in the effort.

In this specification, options are addressed for minimizing the environmental impact of face-to-face meetings. The approach of this specification is to focus on measurable outcomes and policies for planners and suppliers. This maximizes the ability of businesses to select the methods best tailored to their needs to achieve benchmarks and measurable outcomes.

1. Scope

1.1 This specification delineates procedural requirements for evaluating and selecting transportation for use in meetings, events, trade shows, and conferences (hereafter referred to as *events*).

1.2 Transportation for events includes, but is not limited to, the following activities: transporting participants to/from conference related events, transporting participants between conference facilities and hotels, and transportation of materials. This specification focuses primarily on the reduction of carbon emissions from transport-related activity arising from events.

1.3 This specification identifies environmental sustainability criteria to be included in the selection of transportation by planners or destination management companies. This specification also identifies criteria for transportation companies.

1.4 Transportation companies include bus, charter, limousine, airlines, freight forwarders, taxi, ferry boat, van pool, rail and ground operators, and rental car agencies.

1.5 There are nine specifications covering the following areas of event planning: destination selection, accommodations, food and beverage, audio visual, onsite

offices, communication and marketing materials, transportation, exhibits, and venues. Within each specification are eight categories criteria: staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners. Each category is further split into four progressive levels of achievement. Information is presented as follows: Information within each specification is divided as follows: Main Body—Scope, Referenced Documents, Terminology, Planner Requirements for Level 1, Supplier Requirements for Level 1, and Keywords; Annexes—Planner Requirements for Levels 2 – 4 and Supplier Requirements for Levels 2 – 4.

1.6 All areas of performance under this specification may not be relevant for each event, or for each facility or provider of event services. In some cases, an event planner would use this specification in conjunction with other specification (for example, Specifications [E2774](#), [E2742](#)) or this specification may be used individually. In other words, elements of an event may be separated out and considered solely, or added together and considered as a unit (for example, venues used individually versus transportation, accommodations, and destination selection used in conjunction). Furthermore, this specification applies separately to each supplier for an event. This means if multiple suppliers are used within the context of a single specification, each supplier must individually meet the supplier requirements. To be considered an environmentally sustainable event at Level 1, all areas applicable to that event shall be achieved.

¹ This specification is under the jurisdiction of ASTM Committee [E60](#) on Sustainability and is the direct responsibility of Subcommittee [E60.02](#) on Hospitality.

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1.7 If higher levels are achieved in some sections, the event can only be considered environmentally sustainable at the lowest level achieved.

1.8 The use of levels within this specification recognizes the path to environmentally sustainable events is a multi-stage effort. The idea behind the levels is to provide a coherent baseline for measuring environmental performance, to be flexible enough to adapt to the needs of more advanced planners and to establish a performance path that encourages further environmental performance improvement. In addition, the evolution of products and services to support events is expected, allowing additional advancements and underscoring the dynamic nature of environmental sustainability. This specification primarily focuses on environmental sustainability, while some aspects of economic and social sustainability are included recognizing the complete path toward overall sustainability.

1.9 The values stated in inch-pound units are to be regarded as standard. No other units of measurement are included in this standard.

1.10 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 *ASTM Standards:*²

E2114 Terminology for Sustainability Relative to the Performance of Buildings

E2742 Specification for Evaluation and Selection of Exhibits for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences

E2774 Specification for Evaluation and Selection of Venues for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences

3. Terminology

3.1 *Definitions:*

3.1.1 *alternative fuel, n*—a fuel that is substantially nonpetroleum based conventional liquids (for example, non-gasoline or non-diesel), yields substantial energy security benefits, and offers substantial environmental benefits. These fuels can include: pure methanol, ethanol, and other alcohols; blends of 68 % or more of alcohols with gasoline; natural gas and liquid fuels domestically produced from natural gas; liquefied petroleum gas (propane); hydrogen; electricity; biodiesel; fuels, other than alcohol, derived from biological materials; and P-Series fuels.

3.1.2 *diversion rate, n*—the rate or percentage of waste materials diverted from traditional disposal such as landfills or incineration to be recycled, composted, or reused.

3.1.3 *environmentally preferable products, n*—products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

3.1.3.1 *Discussion*—This comparison applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal. These products may possess biodegradable, organic, reusable, recycled, or recyclable attributes.

3.1.4 *environmentally sustainable, adj*—environmental focus on components, functions and systems that meets the needs of the present without compromising the ability of future generations to meet their own needs.

3.1.5 *hazardous materials, n*—any material or combination of materials that because of their quantity, concentration, or physical or chemical characteristics poses an unreasonable risk to the health and safety of persons or the environment, or both.

3.1.5.1 *Discussion*—Hazardous materials may require special handling during storage, manufacture, processing, packaging, use, disposal, or transportation due to one or more of the following characteristics: poisonous, explosive, chemically active, corrosive, toxic, or radioactive.

3.1.6 *hybrid vehicle, n*—vehicles which use a mixture of more than one power source, such as electric and petroleum. Hybrid-electric vehicles (HEVs) combine the benefits of gasoline engines and electric motors and can be configured to obtain different objectives, such as improved fuel economy, increased power, or additional auxiliary power for electronic devices and power tools.

3.1.7 *late-model vehicles, n*—vehicles manufactured no later than six years prior to the event.

3.1.8 *local, adj*—relating to or applicable to a city or town or district rather than a larger area.

3.1.8.1 *Discussion*—The exact distance for purposes of sourcing goods (including food and beverage), services, and personnel will be determined by the planner or supplier, or both, and be based upon the event location adjusting for location size and season. No standard definition exists to define local, inherent in this practice is the philosophy to use sources geographically proximate to the event and be practical given wide dispersion of services and products across geographic areas.

3.1.9 *no-idling policy, n*—a written statement that sets limits on the maximum idling time for engines or motors of all vehicles.

3.1.10 *planner, n*—person whose job it is to oversee and arrange every aspect of an event; an employee or hired ad hoc by large companies, professional associations, or trade associations to plan, organize, implement, and control events, conventions, and other events.

3.1.10.1 *Discussion*—Planners may include professionals who work for government, association, corporate, or independent agencies. The planner is the buyer of event services.

3.1.11 *preferred carrier, n*—a supplier which functions as the main/official/preferred source of transportation.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

3.1.12 *recycle, v*—recovering or reprocessing materials for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion. **E2114**

3.1.12.1 *Discussion*—The use of the word recycle used in this specification applies to planners and their suppliers which provide event products and services Recycling, as defined, does not extend to the activities of the suppliers' vendors or suppliers.

3.1.13 *renewable energy, n*—energy obtained from renewable or perpetual resources, including wind, solar, ocean (including tidal, wave, current, and thermal), geothermal, biomass, and hydroelectric energy resources. **E2114**

3.1.14 *renewable materials, n*—substances derived from a living tree, plant, animal, or ecosystem that has the ability to regenerate itself.

3.1.15 *request for proposal (RFP), n*—an invitation for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service.

3.1.16 *stakeholder, n*—individuals, organizations or other entities that directly affect or are directly affected by the planning and execution of a specific event.

3.1.16.1 *Discussion*—Stakeholders in the event industry include but are not limited to: event organizer, event planner, surrounding community, convention and visitors bureau, labor unions, news media, government, attendees, hotels, airlines, maintenance personnel, material handlers, local transportation companies and warehouses, florists, photographers, security companies, medical facilities, registration companies, restaurants, gas stations, recycling facilities, utility companies, caterers, audio visual providers, printers, ad specialty brokers, laundries, grocery stores, farmers, fisheries, fisherman, pharmacies, and bakeries.

3.1.17 *supplier, n*—purveyor, provider, vendor, or contractor offering facilities, products, or services, or any combination thereof (for example, a convention and visitor bureau [CVB]).

3.1.17.1 *Discussion*—For the destination sector, suppliers will be understood to be destination professionals. Destination professionals may include destination marketing organizations (DMOs), CVBs, third-party site-selection companies, destination management companies (DMCs), chambers of commerce, and economic development departments or regional authorities.

3.1.18 *sustainable development, n*—development that meets the needs of the present without compromising the ability of future generations to meet their own needs. **E2114**

3.1.19 *sustainability, n*—the maintenance of environmental, economic, and social components, functions, and systems for future generations. **E2114**

3.1.20 *transportation, n*—the movement of people or goods.

3.1.21 *waste, n*—discarded residue for disposal or recovery.

4. Level 1 Requirements

4.1 *Planner Performance Requirements:*

4.1.1 *Staff Management Policy:*

4.1.1.1 The planner shall have a written environmental sustainability policy for its organization, available for stakeholder review, documenting a vision, objectives and goals for sustainability that addresses all the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners).

4.1.1.2 The planner shall have written environmental objectives and performance criteria related to the specific event that address all the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners) related to the specific event, and include these objectives in the RFPs

4.1.1.3 The planner shall designate one or more staff members to implement the environmental sustainability initiatives related to the transportation components of the event.

4.1.1.4 The planner shall have a no-idling program.

4.1.2 *Communications:*

4.1.2.1 The planner shall maintain records of all environmental efforts, and shall make those records available to stakeholders and for reference for planning future events.

4.1.2.2 The planner shall ensure all appropriate personnel are made aware of and can communicate effectively the environmental policy of both the planner and supplier.

4.1.2.3 The planner shall circulate no-idle (of motor vehicles) flyers to all applicable service providers. Examples of circulation strategies can include: (1) vendors to distribute to drivers internally, (2) posting in driver break rooms, and (3) handouts at driver check-in.

4.1.2.4 The planner shall provide verbal reminders to drivers about motor vehicle no-idle requirements.

4.1.2.5 The planner shall provide verbal reminders to drivers about motor vehicle no-idle requirements.

4.1.3 *Waste Management:*

4.1.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services that requires suppliers meet a minimum of supplier Level 1 waste management practices and environmental performance outcome measures as defined within this specification.

4.1.4 *Energy:*

4.1.4.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers meet a minimum of supplier Level 1 energy management practices and environmental performance outcome measures as defined within this specification.

4.1.4.2 The planner shall include a clause in the RFP that requires suppliers to have alternative fuel fleets in place.

4.1.4.3 The planner shall calculate the anticipated average attendee transport distance to and from the event.

4.1.4.4 The planner shall calculate the anticipated emissions impact from ground transportation related to the event.

4.1.5 *Air Quality:*

4.1.5.1 The planner shall include a clause in the RFP and the contract for the supplier's services that requires suppliers meet a minimum of supplier Level 1 air quality management practices and environmental performance outcome measures as defined within this specification.

4.1.6 *Water:*

4.1.6.1 The planner shall include a clause in the RFP and the contract for supplier's services that requires suppliers meet a minimum of supplier Level 1 water management requirements and environmental performance outcome measures as defined within this specification.

4.1.7 *Procurement:*

4.1.7.1 The event's contracting authority (planner or facility) shall contract with a minimum of 50 % EPA SmartWay (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of carbon dioxide (CO₂), nitrogen oxide (NO_x), sulfur oxide (SO_x), particulate matter, and air toxins) carrier or third-party logistics (3PL) partners as official or preferred carriers for inbound freight.

4.1.7.2 The event's contracting authority (planner or facility) shall contract with a minimum of 50 % EPA SmartWay (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) carrier or 3PL partners as official or preferred carriers for outbound freight.

4.1.7.3 The planner shall contract with event suppliers that actively follow and purchase according to the supplier's documented environmental procurement policies, specify the environmental sustainability attributes of products to be purchased, or meet the environmental sustainability specification in the planner's RFP, or any combination thereof. These suppliers shall represent a minimum of 25 % of the planner's total supplier base for the event.

4.1.8 *Community Partners:*

4.1.8.1 The planner shall engage local bike valet or ride-share resources.

4.2 *Supplier Performance Requirements:*

4.2.1 *Staff Management Policy:*

4.2.1.1 The supplier shall have a written environmental sustainability policy, available for stakeholder review, for its organization documenting a vision, objectives and goals for sustainability that address the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners).

4.2.1.2 The supplier's sustainability policy shall have general manager or executive support as indicated by a signed statement.

4.2.1.3 The supplier shall designate one or more staff members to implement the supplier's sustainability initiatives.

4.2.2 *Communications:*

4.2.2.1 The supplier shall communicate the planner's written environmental objectives and performance criteria to its staff.

4.2.2.2 The supplier shall communicate to the planner the supplier's sustainability policies and include the policy in the supplier's sales and marketing materials and event planning guidelines, as appropriate.

4.2.2.3 The supplier shall provide attendees with a clear communication of environmental efforts and programs and

request that attendees support its efforts by reporting to the supplier any environmental performance deficiencies observed.

4.2.2.4 The supplier shall post signs on property regarding motor vehicle no-idling policies in marshalling yards and in other areas to be identified by the supplier.

4.2.2.5 The supplier shall assist the planner in circulating the planner's motor vehicle no-idle flyers.

4.2.3 *Waste Management:*

4.2.3.1 The supplier shall establish a twelve-month waste diversion baseline (or all months of operation for suppliers operating less than twelve months).

4.2.3.2 The supplier shall purchase a minimum of 25 % of laundry, cleaning, pesticides and other chemicals in bulk packaging so as to minimize the amount of packaging needing disposal.

4.2.3.3 The supplier shall use a minimum of 25 % reusable cloth towels, mops, gloves, etc., for cleaning and maintenance instead of paper products.

4.2.3.4 The supplier shall reduce cleaning product consumption by a minimum of 10 % from baseline.

4.2.3.5 The supplier shall annually reduce hazardous materials consumption by a minimum of 10 % or achieve ongoing use of less than 75 % of total products used.

4.2.4 *Energy:*

4.2.4.1 The supplier shall establish a twelve-month energy performance baseline and track and record their energy use using their own system or third-party supported system (or all months of operation for properties operating less than one year).

4.2.4.2 The supplier shall have a minimum of 10 % of passenger-miles transported using either alternative or renewable fuels or late-model vehicles.

4.2.5 *Air Quality:*

4.2.5.1 The supplier shall develop or maintain a motor vehicle idling reduction program.

4.2.5.2 The supplier shall prepare a base-year inventory of greenhouse gas emissions, to be calculated from all of the following: (1) total fuel used in furnaces, boilers, water heaters, ovens, stoves, and on-site generators; (2) total fuel used in mobile fleet or passenger vehicles, maintenance and delivery vehicles, recreational vehicles, solid waste transport vehicles, and landscaping vehicles; and (3) total electricity purchased from the grid.

4.2.5.3 The supplier shall enforce any local motor vehicle no-idling ordinance. In the absence of an ordinance, the supplier shall restrict idling to less than ten minutes. If severe weather conditions exist (to be determined by the supplier management) motor vehicle idling shall be allowed.

4.2.6 *Water:*

4.2.6.1 The supplier shall create a baseline of water use with one to three years of historical data (or use all months available for properties operating less than one year).

4.2.7 *Procurement:*

4.2.7.1 The supplier shall establish criteria for purchasing environmentally preferable products, which shall be outlined in a sustainable procurement policy. The criteria shall consider price and quality, environmental impact and ethics/reputation of the vendor.

4.2.8 *Community Partners:*

4.2.8.1 No requirements.

emissions measurement; green meetings; reporting and reduction; sustainability; transportation

5. Keywords

5.1 air quality; carbon emissions; carbon-offset; environmentally sustainable meetings; green events; greenhouse gas

ANNEXES

(Mandatory Information)

A1. PLANNER LEVEL 2 – 4 REQUIREMENTS AND PERFORMANCE METRICS

A1.1 Scope and Usage

A1.1.1 To meet the specific level indicated, planners shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the planner shall meet all requirements for Level 1 and Level 2.

A1.2 Staff Management Policy

A1.2.1 *Level 2 Requirements:*

A1.2.1.1 The planner shall hire or recruit, or both, a minimum of 25 % from local labor sources for the transportation components when additional personnel are needed.

A1.2.1.2 The planner shall maintain a written sustainability policy for its organization, documenting a vision, objectives and goals for sustainability. The planner shall include the sustainability policy in each RFP to suppliers.

A1.2.1.3 The planner organization shall make their employees aware of the supplier's sustainability practices and policies.

A1.2.2 *Level 3 Requirements:*

A1.2.2.1 The planner shall hire or recruit, or both, a minimum of 50 % from local labor sources for the transportation components when additional personnel are needed.

A1.2.2.2 The planner shall require transportation staff and volunteers comply with the planner's environmental objectives and policies for the event.

A1.2.3 *Level 4 Requirements:*

A1.2.3.1 The planner shall hire or recruit, or both, a minimum of 75 % from local labor sources for the transportation components when additional personnel are needed.

A1.3 Communications

A1.3.1 *Level 2 Requirements:*

A1.3.1.1 The planner shall track measurable results of their environmental initiatives and resource use (for example, weight and type of both disposed and recycled materials) for the transportation components, and where appropriate, track those of suppliers. The planner shall make this information available to stakeholders.

A1.3.1.2 The planner shall include no-idling educational material in exhibitor and attendee communications.

A1.3.1.3 The planner shall provide verbal reminders to drivers about the no-idling policy.

A1.3.2 *Level 3 Requirements:*

A1.3.2.1 The planner shall document in external communication the material ways key stakeholders and attendees can support or add to its environmental sustainability initiatives.

A1.3.2.2 The planner shall include material ways key stakeholders and attendees can support or add to the environmental sustainability initiatives in external communication.

A1.3.3 *Level 4 Requirements:*

A1.3.3.1 No additional requirements.

A1.4 Waste Management

A1.4.1 *Level 2 Requirements:*

A1.4.1.1 No additional requirements.

A1.4.2 *Level 3 Requirements:*

A1.4.2.1 No additional requirements.

A1.4.3 *Level 4 Requirements:*

A1.4.3.1 No additional requirements.

A1.5 Energy

A1.5.1 *Level 2 Requirements:*

A1.5.1.1 The planner shall reduce emissions impact from ground transportation related to the event to less than 4.0 lbs CO₂ per attendee.

A1.5.1.2 The planner shall provide attendees with information on rail travel options and other alternatives to air travel that are available.

A1.5.2 *Level 3 Requirements:*

A1.5.2.1 The planner shall reduce emissions impact from ground transportation related to the event to less than 1.5 lbs CO₂ per attendee.

A1.5.3 *Level 4 Requirements:*

A1.5.3.1 The planner shall reduce emissions impact from ground transportation related to the event to less than 0.5 lbs CO₂ per attendee.

A1.6 Air Quality

A1.6.1 *Level 2 Requirements:*

A1.6.1.1 In contracts with shuttle companies, the planner shall include that the companies shall comply with the planner's no-idling policies and signs.

A1.6.2 *Level 3 Requirements:*

A1.6.2.1 The planner shall utilize a marshalling yard for vendors and exhibitors during move-in/move-out.

A1.6.2.2 The planner shall promote alternative transportation options to the supplier in outreach and communication materials, such as bus routes, etc.

A1.6.3 Level 4 Requirements:

A1.6.3.1 No additional requirements.

A1.7 Water

A1.7.1 Level 2 Requirements:

A1.7.1.1 No additional requirements.

A1.7.2 Level 3 Requirements:

A1.7.2.1 No additional requirements.

A1.7.3 Level 4 Requirements:

A1.7.3.1 No additional requirements.

A1.8 Procurement

A1.8.1 Level 2 Requirements:

A1.8.1.1 The planner shall contract with suppliers which actively follow documented environmental policies. These suppliers shall represent a minimum of 25 % of the planner's total supplier base.

A1.8.1.2 The planner or facility, or both, shall use a minimum of 25 % SmartWay-certified (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) light-duty vehicles.

A1.8.1.3 The planner or facility, or both, shall employ a minimum of 25 % vehicles using alternative fuels for the event.

A1.8.2 Level 3 Requirements:

A1.8.2.1 The planner shall contract with suppliers which actively follow documented environmental policies. These suppliers shall represent a minimum of 75 % of the planner's total supplier base.

A1.8.2.2 The planner or facility, or both, shall use a minimum of 50 % SmartWay-certified (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) light-duty vehicles.

A1.8.2.3 The planner or facility, or both, shall employ a minimum of 50 % vehicles using alternative fuels for the event.

A1.8.2.4 The event's contracting authority (planner or facility) shall contract with a 100 % EPA SmartWay carrier (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) or 3PL partners as official or preferred carriers for inbound freight.

A1.8.2.5 The event's contracting authority (planner or facility) shall contract with a 100 % EPA SmartWay carrier (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) or 3PL partners as official or preferred carriers for outbound freight.

A1.8.2.6 The planner shall contract with suppliers who use EPA SmartWay (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) carriers or 3PL partners with a minimum relative score in the second-highest program scoring tier for inbound freight.

A1.8.2.7 The planner shall contract with suppliers who use EPA SmartWay (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) carriers or 3PL partners with a minimum relative score in the second-highest program scoring tier for outbound freight.

A1.8.2.8 The contracting authority (planner or facility) shall contract with a minimum of 50 % carrier or 3PL partners that have a baseline inventory of their greenhouse gas emissions for inbound freight for official or preferred carriers.

A1.8.2.9 The contracting authority (planner or facility) shall contract with a minimum of 50 % carrier or 3PL partners that have a baseline inventory of their greenhouse gas emissions for outbound freight for official or preferred carriers.

A1.8.2.10 The contracting authority (planner or facility) shall contract with a minimum of 50 % carrier or 3PL partners that have a green house gases (GHG) reduction plan (based on emissions per ton-mile) from their baseline inventory for inbound freight for official or preferred carriers.

A1.8.2.11 The contracting authority (planner or facility) shall contract with a minimum of 50 % carrier or 3PL partners that have a GHG reduction plan (based on emissions per ton-mile) from their baseline inventory for outbound freight for official or preferred carriers.

A1.8.2.12 The contracting authority (planner or facility) shall contract with a minimum of 50 % of carrier or 3PL partners that have documented reductions in GHG emissions (based on emissions per ton-mile) from their baseline inventory for inbound freight for official or preferred carriers.

A1.8.2.13 The contracting authority (planner or facility) shall contract with a minimum of 50 % of carrier or 3PL partners that have documented reductions in GHG emissions (based on emissions per ton-mile) from their baseline inventory for outbound freight for official or preferred carriers.

A1.8.3 Level 4 Requirements:

A1.8.3.1 The planner shall contract with suppliers which actively follow documented environmental policies. These suppliers shall represent a minimum of 90 % of the planner's total supplier base.

A1.8.3.2 The planner or facility, or both, shall use a minimum of 75 % EPA SmartWay (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) certified light-duty vehicles for the event.

A1.8.3.3 The planner or facility, or both, shall employ a minimum of 75 % vehicles using alternative fuels for the event.

A1.8.3.4 The planner shall use EPA SmartWay (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction

of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) for official or preferred carriers or 3PL partners with a relative score in the highest program scoring tier for inbound freight.

A1.8.3.5 The planner shall use EPA SmartWay (or a similar government-verified and -approved program that addresses reduction of fuel consumption for trucks and rail and reduction of emissions of CO₂, NO_x, SO_x, particulate matter, and air toxins) for official or preferred carriers or 3PL partners with a relative score in the highest program scoring tier for outbound freight.

A1.8.3.6 The contracting authority (planner or facility) shall contract for official or preferred carriers with a 100 % carrier or 3PL partners that have a baseline inventory of their greenhouse gas emissions for inbound freight.

A1.8.3.7 The contracting authority (planner or facility) shall contract for official or preferred carriers with 100 % carrier or 3PL partners that have a baseline inventory of their greenhouse gas emissions for outbound freight.

A1.8.3.8 The contracting authority (planner or facility) shall contract for official or preferred carriers with 100 % carrier or 3PL partners that have a GHG reduction plan (based on emissions per ton-mile) from their baseline inventory for inbound freight.

A1.8.3.9 The contracting authority (planner or facility) shall contract for official or preferred carriers with 100 % carrier or 3PL partners that have a GHG reduction plan (based on emissions per ton-mile) from their baseline inventory for outbound freight.

A1.8.3.10 The contracting authority (planner or facility) shall contract for official or preferred carriers with 100 % of carrier or 3PL partners that have documented reductions in GHG emissions (based on emissions per ton-mile) from their baseline inventory for inbound freight.

A1.8.3.11 The contracting authority (planner or facility) shall contract for official or preferred carriers with 100 % of carrier or 3PL partners that have documented reductions in GHG emissions (based on emissions per ton-mile) from their baseline inventory for outbound freight.

A1.9 Community Partners

A1.9.1 Level 2 Requirements:

A1.9.1.1 No additional requirements.

A1.9.2 Level 3 Requirements:

A1.9.2.1 No additional requirements.

A1.9.3 Level 4 Requirements:

A1.9.3.1 No additional requirements.

A2. SUPPLIER LEVEL 2 – 4 REQUIREMENTS AND PERFORMANCE METRICS

A2.1 Scope and Usage

A2.1.1 To meet the specific level indicated, suppliers shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the supplier shall meet all requirements for Level 1 and Level 2.

A2.2 Staff Management Policy

A2.2.1 Level 2 Requirements:

A2.2.1.1 The supplier shall have a written sustainability policy.

A2.2.1.2 The supplier shall hire or recruit, or both, a minimum of 25 % from local labor sources for the transportation sector when additional personnel are needed.

A2.2.2 Level 3 Requirements:

A2.2.2.1 No additional requirements.

A2.2.3 Level 4 Requirements:

A2.2.3.1 The supplier shall obtain voluntary third-party certification in support of environmental claims.

A2.2.3.2 The supplier shall hire or recruit, or both, a minimum of 75 % from local labor sources for the transportation sector when additional personnel are needed.

A2.3 Communications

A2.3.1 Level 2 Requirements:

A2.3.1.1 The supplier shall provide empirically verifiable documentation to support environmental claims, if requested.

A2.3.1.2 The supplier shall communicate its sustainable policy to stakeholders, staff and attendees.

A2.3.2 Level 3 Requirements:

A2.3.2.1 The supplier shall include in external communication the material ways key stakeholders and attendees can support or add to the supplier's environmental efforts.

A2.3.3 Level 4 Requirements:

A2.3.3.1 No additional requirements.

A2.4 Waste Management

A2.4.1 Level 2 Requirements:

A2.4.1.1 The supplier shall purchase a minimum of 50 % of laundry, cleaning, pesticides and other chemicals in bulk packaging so as to minimize the amount of packaging needing disposal.

A2.4.1.2 The supplier shall use a minimum of 50 % reusable cloth towels, mops, gloves, etc., for cleaning and maintenance instead of paper products.

A2.4.1.3 The supplier shall reduce hazardous materials consumption by a minimum of 25 % from baseline or achieve ongoing use of less than 50 % of total products used.

A2.4.2 Level 3 Requirements:

A2.4.2.1 The supplier shall purchase a minimum of 75 % of laundry, cleaning, pesticides, and other chemicals in bulk packaging so as to minimize the amount of packaging needing disposal.

A2.4.2.2 The supplier shall use a minimum of 75 % reusable cloth towels, mops, gloves, etc., for cleaning and maintenance instead of paper products.

A2.4.2.3 The supplier shall reduce hazardous materials consumption by a minimum of 50 % from baseline or achieve ongoing use of less than 25 % of total products used.

A2.4.3 Level 4 Requirements:

A2.4.3.1 The supplier shall purchase a minimum of 90 % of laundry, cleaning, pesticides and other chemicals in bulk packaging so as to minimize the amount of packaging needing disposal.

A2.4.3.2 The supplier shall use a minimum of 90 % reusable cloth towels, mops, gloves, etc. for cleaning and maintenance instead of paper products.

A2.4.3.3 The supplier shall reduce hazardous materials consumption by a minimum of 75 % from baseline or achieve ongoing use of less than 10 % of total products used.

A2.5 Energy

A2.5.1 Level 2 Requirements:

A2.5.1.1 The supplier shall have a minimum of 25 % of passenger-miles transported using alternative fuels or late-model vehicles.

A2.5.1.2 The supplier shall employ a minimum of 25 % vehicles using alternative fuels for the event.

A2.5.2 Level 3 Requirements:

A2.5.2.1 The supplier shall have a minimum of 50 % of passenger-miles transported using alternative fuels or late-model vehicles.

A2.5.2.2 The supplier shall employ a minimum of 50 % vehicles using alternative fuels for the event.

A2.5.3 Level 4 Requirements:

A2.5.3.1 The supplier shall have a minimum of 75 % of passenger-miles transported using alternative fuels or late-model vehicles.

A2.5.3.2 The supplier shall employ a minimum of 75 % vehicles using alternative fuels for the event.

A2.6 Air Quality

A2.6.1 Level 2 Requirements:

A2.6.1.1 No additional requirements.

A2.6.2 Level 3 Requirements:

A2.6.2.1 No additional requirements.

A2.6.3 Level 4 Requirements:

A2.6.3.1 No additional requirements.

A2.7 Water

A2.7.1 Level 2 Requirements:

A2.7.1.1 The supplier shall develop a plan for annual water reduction.

A2.7.2 Level 3 Requirements:

A2.7.2.1 No additional requirements.

A2.7.3 Level 4 Requirements:

A2.7.3.1 No additional requirements.

A2.8 Procurement

A2.8.1 Level 2 Requirements:

A2.8.1.1 The supplier shall communicate its sustainable purchasing criteria to vendors and the supplier shall discuss its sustainable purchasing practices with current vendors who shall be encouraged to adapt to meet the supplier's purchasing criteria.

A2.8.2 Level 3 Requirements:

A2.8.2.1 No additional requirements.

A2.8.3 Level 4 Requirements:

A2.8.3.1 No additional requirements.

A2.9 Community Partners

A2.9.1 Level 2 Requirements:

A2.9.1.1 No additional requirements.

A2.9.2 Level 3 Requirements:

A2.9.2.1 No additional requirements.

A2.9.3 Level 4 Requirements:

A2.9.3.1 No additional requirements.

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