



Standard Specification for Evaluation and Selection of Onsite Offices 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 event. The goal in developing this specification is to establish common benchmarks for environmental performance in events for both planner and supplier sectors. This specification considers the creation of an environmentally sustainable event to be a partnership between 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 events. 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 establishing onsite offices in conjunction with meetings, events, trade shows, or conferences (hereafter, referred to as *events*) by planners and suppliers.

1.2 Establishing an onsite office is the practice of procuring and equipping planner event or working spaces used for operational purposes, within or nearby the venues.

1.3 This specification pertains to onsite offices established by the event organizers for use by the event's planner, staff, volunteers, sponsors, or vendors requiring temporary offices.

1.4 An environmentally sustainable office includes aspects of accommodations, communication and marketing materials, exhibits, food and beverage, venues, and transportation specifications. The specifications of these standards shall be visited and understood by planners and suppliers in order to effectively carry out the specifications of the onsite office standard.

1.5 There are nine specifications covering the following areas of meeting 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 of 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 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 specifications (for example, Specifications E2774, E2743) or this specification may be used individually. In other words, elements of an event may be separated 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 shall individually meet the supplier requirements. To be considered an environmentally sustainable event at Level 1, all areas applicable to that event shall be achieved.

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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 meetings 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, 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 *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

D3960 Practice for Determining Volatile Organic Compound (VOC) Content of Paints and Related Coatings

E2114 Terminology for Sustainability Relative to the Performance of Buildings

E2743 Specification for Evaluation and Selection of Transportation 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 *biodegradable, adj*—capable of decomposing under natural conditions into elements found in nature. **E2114**

3.1.2 *compostable, adj*—capable of undergoing biological decomposition in a compost site as part of an available program where facilities exist, such that the material breaks down into carbon dioxide, water, inorganic compounds, and biomass, at a rate appropriate for such program.

3.1.3 *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.

3.1.4 *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.

3.1.4.1 *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.

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

3.1.6 *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 and the environment, or both.

3.1.6.1 *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.

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

3.1.7.1 *Discussion*—The exact distance for purposes of sourcing goods (including food and beverage), services, and personnel will be determined by the planner and 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 specification is the philosophy to use sources geographically proximate to the event and be practical given wide dispersion of services and products across geographic areas.

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

3.1.9 *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.

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

3.1.10 *post-consumer, n*—refers to material that are reclaimed from products that have already served their intended end-use as consumer items.

3.1.10.1 *Discussion*—Waste from industrial processes is not considered post-consumer. Post-consumer materials are a subset of recovered materials.

3.1.11 *pre-consumer material, adj*—refers to material that are reclaimed from manufacturing and other industrial processes, and products which have not served their intended end-use as a consumer item.

3.1.11.1 *Discussion*—Pre-consumer materials include culls trimmer materials print overruns overissue publications and obsolete inventories. **E2114**

3.1.12 *recovered materials, n*—waste material and by-products which have been recovered or diverted from the waste

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.

stream, but such term does not include those materials and by-products generated from, and commonly used within, an original manufacturer process. **E2114**

3.1.13 *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**

3.1.13.1 *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.

3.1.14 *recycled content products, n*—products that contain pre-consumer or post-consumer materials as all or part of their feedstock. **E2114**

3.1.14.1 *Discussion*—Recycled-content products may contain some pre-consumer waste, some post-consumer waste or both. A product does not have to contain 100 % recovered materials to be considered “recycled,” but clearly the higher the percentage of recycled content, the greater the amount of waste that is diverted from disposal.

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 meeting.

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

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

3.1.19 *supplier, n*—purveyor, provider, vendor, or contractor offering facilities, products, and services, or a combination thereof.

3.1.20 *volatile organic compounds (VOCs), n*—any organic compound that participates in atmospheric photochemical reactions. **D3960**

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 meeting, 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 onsite office components of the meeting.

4.1.1.4 The planner shall ensure a safe work environment in the onsite office, and disclose to staff and volunteers any potential health hazards that exist at or nearby the onsite office venue.

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 meetings.

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 the supplier.

4.1.2.3 The planner shall have a mechanism in place for communicating with suppliers its requirements with respect to environmental sustainability.

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 requiring suppliers to meet a minimum of supplier Level 1 waste management practices and environmental performance outcome measures as defined within this specification and requiring the suppliers to assist the planner in reducing the amount of waste created and increasing the amount of waste diverted.

4.1.3.2 The planner shall reduce paper usage in the onsite office by implementing at least three of the following strategies: (1) using minimum 30 % post-consumer recycled content paper; (2) sending all staff documents electronically and having them electronically available in the office; (3) using one master staff binder in the onsite office; or (4) printing in double-sided print mode.

4.1.3.3 The planner shall plan food and beverage arrangements in collaboration with, and to precisely meet the needs of, all onsite office staff in order to minimize waste.

4.1.3.4 The planners shall have a comprehensive recycling or composting program within the onsite office for glass, paper, plastics, printer toner cartridges, electronics, light bulbs, and food waste. Food waste/compost shall be diverted to a food waste composting program that collects, sorts, transports, and appropriately processes the food waste/compost. Glass, paper, plastic, printer toner cartridges, electronics, and light bulbs shall be diverted to a recycling service that collects, sorts,

transports, and appropriately recycles the material. Composting or recycling may be provided privately or by local government.

4.1.3.5 The planner shall save shipping materials from pre-show shipments to use for post-show shipments.

4.1.3.6 The planner shall ensure a minimum of 25 % of shipping and packaging materials shall be made of materials that contain post-consumer recycled material, recycled content material, or biodegradable material.

4.1.3.7 The planner shall coordinate with the onsite office venue supplier to refresh the onsite office only as often as requested or necessary (for example, tasks such as, but not limited to, trash removal, collection of used dishes, vacuuming).

4.1.3.8 The planner shall require use of reusable beverage containers for all water consumed by staff. Individual single-use bottled water shall only be permitted where potable water sources are unavailable.

4.1.4 *Energy:*

4.1.4.1 The planner shall include a clause in the RFP and the contract for 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 and shall require suppliers to assist the planning team in implementing energy efficient practices.

4.1.4.2 The planner shall implement a travel plan in order to maximize use of public transportation for onsite office staff and volunteers.

4.1.4.3 The planner shall use accommodations within one mile of the office or event for onsite office staff when available.

4.1.4.4 The planner shall choose an onsite office venue that is either within a 20-minute walk of the event venue or has access to public transportation routes to the venue.

4.1.4.5 The planner shall ensure a minimum of 50 % of office equipment shall be certified or rated with a recognized energy system or environmental impact rating system, or both.

4.1.4.6 The planner shall turn off or set on sleep/energy-saver mode a minimum of 50 % of office equipment and lighting fixtures when not in use.

4.1.4.7 The planner shall implement a no-idling policy for all staff for the event planning and operational period.

4.1.5 *Air Quality:*

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

4.1.5.2 The planner shall use certified environmentally preferable products for any cleaning supplies not provided by venue.

4.1.6 *Water:*

4.1.6.1 No requirements.

4.1.7 *Procurement:*

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

4.1.7.2 The planner shall contract with 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 a combination thereof. These suppliers shall represent a minimum of 25 % of the planner's total supplier base for the meeting.

4.1.7.3 The planner shall purchase a minimum of 25 % of office supplies and staff uniforms that are made of environmentally preferable materials (for example, 70 % post-consumer waste paper products, etc.).

4.1.7.4 The planner shall purchase or rent a minimum of 25 % of office equipment from local sources

4.1.8 *Community Partners:*

4.1.8.1 The planner shall work with a local individual or organization to donate surplus, reusable supplies, giveaways, and shipping materials that cannot otherwise be reused or repurposed by the planner, to charity wherever possible.

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.

4.2.3 *Waste Management:*

4.2.3.1 The supplier [the facility] shall achieve a minimum diversion rate of 50 % for the entire facility while services are being rendered for the meeting.

4.2.3.2 The supplier shall coordinate with the planner to refresh the onsite office venue only as often as necessary, where applicable.

4.2.4 *Energy:*

4.2.4.1 The supplier shall have a minimum of 25 % of their office equipment rated with a recognized energy system or environmental impact rating system, or both.

4.2.4.2 The suppliers shall implement a no-idling policy for all staff for a period of time that covers all services rendered for the meeting.

4.2.5 *Air Quality:*

4.2.5.1 The supplier shall use a minimum of 25 % cleaning supplies that are certified environmentally preferable products

(for example, Green Seal, Eco-Logo, Design for the Environment, or comparable).

4.2.6 Water:

4.2.6.1 No requirements.

4.2.7 Procurement:

4.2.7.1 The supplier shall purchase a minimum of 50 % of any and all additional materials from local or environmentally sustainable sources for all event services rendered.

4.2.8 Community Partners:

4.2.8.1 The supplier shall partner with community organizations to reuse or repurpose, or both, reusable, surplus materials including leftover supplies, giveaways, and shipping materials leftover from the event that cannot otherwise be used by the supplier.

5. Keywords

5.1 conferences; environmentally sustainable meetings; green events; green meetings; onsite offices; sustainability

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 onsite office sector when additional personnel are needed.

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 onsite office sector when additional personnel are needed.

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 onsite office sector when additional personnel are needed.

A1.3 Communications

A1.3.1 Level 2 Requirements:

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

A1.3.2 Level 3 Requirements:

A1.3.2.1 The planner shall include information that accurately reflects the sustainability attributes and policies from the onsite office component in external communications to key stakeholders and attendees.

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 The planner shall reduce paper usage in the onsite office by implementing all of the following strategies: using minimum 30 % post-consumer recycled content paper, transmitting all staff documents electronically and having them electronically available in the office, using one master staff binder in the onsite office, and printing in double-sided print mode.

A1.4.1.2 The planner shall use a minimum of 50 % of shipping and packaging materials made of materials that contain post-consumer recycled material, recycled content material, or biodegradable material.

A1.4.2 Level 3 Requirements:

A1.4.2.1 The planner shall use a minimum of 75 % of shipping and packaging materials made of materials that contain post-consumer recycled material, recycled content material, or biodegradable material.

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 ensure that a minimum of 50 % of office equipment shall be rated or certified with a recognized energy system or environmental impact rating system, or both.

A1.5.1.2 The planner shall turn off or set on sleep/energy-saver mode a minimum of 75 % of office equipment and lighting fixtures when not in use.

A1.5.1.3 The planner shall have a minimum of 25 % of all lighting fixtures in the onsite office contain high-efficiency light bulbs.

A1.5.2 Level 3 Requirements:

A1.5.2.1 The planner shall ensure that a minimum of 90 % of office equipment shall be rated or certified with a recognized energy system or environmental impact rating system, or both.

A1.5.2.2 The planner shall turn off or set on sleep/energy-saver mode a minimum of 90 % of office equipment and lighting fixtures when not in use.

A1.5.2.3 The planner shall select a sustainable shipping partner for their shipping needs using the U.S. Environmental

Protection Agency's (EPA's) SmartWay program 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.

A1.5.2.4 The planner shall have a minimum of 50 % of all lighting fixtures in the onsite office contain high-efficiency light bulbs.

A1.5.3 *Level 4 Requirements:*

A1.5.3.1 No additional requirements.

A1.6 Air Quality

A1.6.1 *Level 2 Requirements:*

A1.6.1.1 No additional requirements.

A1.6.2 *Level 3 Requirements:*

A1.6.2.1 No additional requirements.

A1.6.3 *Level 4 Requirements:*

A1.6.3.1 No additional requirements.

A1.7 Water Quality

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 purchase a minimum of 50 % of office supplies and staff uniforms that are environmentally preferable products.

A1.8.1.2 The planner shall purchase or rent a minimum of 50 % of office equipment from local sources.

A1.8.1.3 The planner shall contract with 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 RFP, or a combination thereof. These suppliers shall represent a minimum of 50 % of the planner's total supplier base for the meeting.

A1.8.2 *Level 3 Requirements:*

A1.8.2.1 The planner shall purchase a minimum of 75 % of office supplies and staff uniforms that are environmentally preferable products.

A1.8.2.2 The planner shall purchase or rent a minimum of 75 % of office equipment from local sources.

A1.8.2.3 The planner shall contract with 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 RFP, or a combination thereof. These suppliers shall represent a minimum of 75 % of the planner's total supplier base for the meeting.

A1.8.3 *Level 4 Requirements:*

A1.8.3.1 The planner shall contract with 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 RFP, or a combination thereof. These suppliers shall represent a minimum of 90 % of the planner's total supplier base for the meeting.

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 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 2.

A2.2 Staff Management Policy

A2.2.1 *Level 2 Requirements:*

A2.2.1.1 No additional requirements.

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 pursue or achieve voluntary or third-party, or both, certification in support of environmental claims.

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.

A2.3.2 *Level 3 Requirements:*

A2.3.2.1 The supplier shall document in external communication the material ways key stakeholders and attendees can support or add to its environmental initiatives.

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 achieve a minimum diversion rate of 60 % for the event or 40 % for the entire facility over the course of the year, inclusive of the venue's recycling, hazardous waste disposal, and other methods of diversion.

A2.4.2 *Level 3 Requirements:*

A2.4.2.1 The supplier shall achieve a minimum diversion rate of 75 % for the event or 55 % for the entire facility over the course of the year, inclusive of the venue's recycling, hazardous waste disposal, and other methods of diversion.

A2.4.3 *Level 4 Requirements:*

A2.4.3.1 The supplier shall achieve a minimum diversion rate of 85 % for the event or 65 % for the entire facility over the course of the year, inclusive of the venue's recycling, hazardous waste disposal, and other methods of diversion.

A2.5 Energy

A2.5.1 *Level 2 Requirements:*

A2.5.1.1 The supplier shall have a minimum of 50 % of their office equipment be rated or certified with a recognized energy system or environmental impact rating system, or both.

A2.5.1.2 The supplier shall have a minimum of 25 % of all lighting fixtures in the office contain high-efficiency light bulbs.

A2.5.2 *Level 3 Requirements:*

A2.5.2.1 The supplier shall have a minimum of 75 % of their office equipment be rated or certified with a recognized energy system or environmental impact rating system, or both.

A2.5.2.2 The supplier shall have a minimum of 50% of all lighting fixtures in the office contain high-efficiency light bulbs.

A2.5.3 *Level 4 Requirements:*

A2.5.3.1 No additional requirements.

A2.6 Air Quality

A2.6.1 *Level 2 Requirements:*

A2.6.1.1 The supplier shall use a minimum of 50 % cleaning supplies that are certified environmentally preferable products.

A2.6.2 *Level 3 Requirements:*

A2.6.2.1 The supplier shall use a minimum of 75 % cleaning supplies or cleaning supplies that are certified environmentally preferable products.

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 No additional requirements.

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 implement a plan to reduce packaging of all purchases to a minimum. The supplier shall share incremental progress, annual goals, and results for packaging reduction.

A2.8.1.2 The supplier shall increase the percentage of bulk purchases by a minimum of 10 % over the past 12 months or bulk purchases shall constitute 10 % of total purchases.

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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