



# Standard Specification for Evaluation and Selection of Accommodations for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences<sup>1</sup>

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<sup>ε1</sup> NOTE—Editorial corrections were made throughout in May 2013.

## 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 evaluation and selection of accommodations for environmentally sustainable meetings, events, trade shows, or conferences (hereafter, referred to as *events*). The selection of accommodation is a core activity to plan an event and bring it to fruition.

1.2 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 and environmental 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.

1.3 All areas of performance specified 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 E2741, 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, the 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.

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

1.5 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, while

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being flexible enough to adapt to the needs of more advanced planners and 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.

1.6 The values stated in inch-pound units are to be regarded as standard. The values given in parentheses are mathematical conversions to SI units that are provided for information only and are not considered standard.

1.7 *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:<sup>2</sup>

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

**E2114 Terminology for Sustainability Relative to the Performance of Buildings**

**E2741 Specification for Evaluation and Selection of Destinations for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences**

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

### 2.2 Federal Statutes:<sup>3</sup>

**Federal Hazardous Substances Act Labeling and Banning Requirements for Chemicals and Other Hazardous Substances 15 U.S.C. § 1261 and 16 C.F.R. Part 1500**

**United States Clean Air Act**

### 2.3 Other Documents:

**APEX Glossary<sup>4</sup>**

## 3. Terminology

### 3.1 Definitions:

3.1.1 *accommodations*, *n*—sleeping room(s) at a hotel and rooming arrangements; usually specifying the hotel classification in terms of its amenities, facilities, level of service, and cost. **APEX**

3.1.1.1 *Discussion*—Also referred to as hotel accommodations.

3.1.2 *biodegradable*, *adj*—capable of decomposing under natural conditions into elements found in nature. **E2114**

3.1.3 *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.

3.1.4 *corporate social responsibility (CSR)*, *n*—a policy that functions as self-regulating mechanism whereby the organization monitors and ensures its support of legal and ethical standards, and international norms addressing activities affecting the environment, consumers, employees, communities, stakeholders, and all other members of the public sphere.

3.1.4.1 *Discussion*—CSR is the deliberate inclusion of public interest into corporate decision-making and the honoring of the ‘triple bottom line:’ People, Planet, and Profit. Also known as corporate responsibility, corporate citizenship, responsible business, sustainable responsible business (SRB), or corporate social performance, is a form of corporate self-regulation integrated into a business model.

3.1.5 *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.

3.1.5.1 *Discussion*—Diverted waste materials include everything that is recycled, biodegraded, composted, reused, or donated.

3.1.6 *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.

3.1.6.1 *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.

3.1.7 *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.

3.1.8 *exhibitor*, *n*—an exhibitor is someone who organizes an exhibit for others to see.

3.1.9 *hazardous air pollutants (HAPs)*, *n*—toxic air pollutants as identified in Title III of the Clean Air Act.

### **U.S. Clean Air Act**

3.1.10 *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.

3.1.10.1 *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.

3.1.11 *high-efficiency fixtures*, *n*—plumbing fixtures (faucets, toilets, urinals and showerheads) that meet the following minimum performance characteristics:

<sup>2</sup> For referenced ASTM standards, visit the ASTM website, [www.astm.org](http://www.astm.org), or contact ASTM Customer Service at [service@astm.org](mailto:service@astm.org). For *Annual Book of ASTM Standards* volume information, refer to the standard’s Document Summary page on the ASTM website.

<sup>3</sup> Available from U.S. Government Printing Office Superintendent of Documents, 732 N. Capitol St., NW, Mail Stop: SDE, Washington, DC 20401, <http://www.access.gpo.gov>.

<sup>4</sup> Convention Industry Council, “APEX Industry Glossary—2011 Edition,” Online, Available: <http://www.conventionindustry.org/StandardsPractices/APEX/glossary.aspx>, 12 September 2011.

3.1.11.1 *lavatory faucet*—The maximum flow rate shall not exceed 1.5 gal (5.6 L) per minute (gpm).

3.1.11.2 *single flush toilets*—The effective flush volume shall not exceed 1.28 gal (4.8 L).

3.1.11.3 *dual flush toilets*—The effective flush volume shall not exceed 1.28 gal (4.8 L). The effective flush volume is defined as the composite, average flush volume of two reduced flushes and one full flush.

3.1.11.4 *urinal*—Flushing urinals shall use no more than 0.5 gal (1.8 L) per flush (gpf) and comply with existing standards for flushing urinals.

3.1.11.5 *showerheads*—The maximum flow rate shall not use more than 2.0 gal (7.5 L) per minute (gpm).

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

3.1.12.1 *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 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.

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

3.1.14 *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.

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

3.1.15 *post-consumer, adj*—refers to materials that are reclaimed from products that have already served their intended end-use as consumer items.

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

3.1.16 *pre-consumer material, adj*—refers to materials that are reclaimed from manufacturing and other industrial processes and products which have not served their intended end-use as a consumer item. **E2114**

3.1.16.1 *Discussion*—Pre-consumer materials include: culls, trimmed materials, print overruns, overissue publications, and obsolete inventories.

3.1.17 *recovered materials, n*—waste material and by-products which have been recovered or diverted from the waste stream, but such term does not include those materials and by-products generated from, and commonly used within, an original manufacturer process. **E2114**

3.1.18 *recyclable, adj*—product that can be reprocessed where such facilities exist.

3.1.19 *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**

3.1.19.1 *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.

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

3.1.20.1 *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.

3.1.21 *reduced toxic materials, n*—products or services that have lesser or reduced toxicity levels when compared with competing products or services that serve the same purpose.

3.1.21.1 *Discussion*—This comparison applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal. Environmentally preferred products will have non-toxic, biodegradable, organic, reusable, recycled, or recyclable attributes.

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

3.1.23 *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**

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

3.1.24.1 *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.

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

3.1.26 *sustainable products, n*—products, which in addition to environmental attributes, take into account social and economic impacts of the product.

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

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

3.1.28.1 *Discussion*—Major sources of man-made VOCs are solvents, such as those in paints and protective coatings

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

#### 4. Level 1 Requirements

##### 4.1 *Planner Performance Requirements:*

###### 4.1.1 *Staff Management and Environmental 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 address all the applicable environmental characteristics as described in this specification (staff management and environmental 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 and environmental policy, communications, waste management, energy, air quality, water, procurement, and community partners), 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 efforts related to the accommodation components of the event.

###### 4.1.2 *Communications:*

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

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

4.1.2.3 The planner shall include the organization's and supplier's environmental sustainability policy in its on-going communications with clients through all appropriate means, where applicable.

###### 4.1.3 *Waste Management:*

4.1.3.1 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 waste management practices and environmental performance outcome measures as defined within this specification and shall require 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 request additional resource collection stations based on the specific event's requirements if such stations are required to meet waste collection goals.

4.1.3.3 The planner shall have waste reduction practices in place that assist the supplier in reducing the amount of waste created and increasing the amount of waste diverted.

###### 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 provide an accurate and detailed schedule of event elements to allow suppliers to efficiently schedule use of lights, heating/ventilation/air conditioning (HVAC) systems, and escalators.

4.1.4.3 The planner shall have energy-efficiency practices in place that assist the supplier in event their energy reduction goals.

###### 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 management practices and environmental performance outcome measures as defined within this specification.

4.1.5.2 The planner shall have air quality practices in place that assist the supplier in meeting their air quality goals as defined in this specification, as applicable.

4.1.5.3 The planner shall require that no motorized equipment and vehicles powered by internal combustion engines are used by any vendor or employee anywhere inside supplier's facility at any time except in garages, in front of loading docks, in the load-in and load-out of vehicles used for exhibit display purposes, or in case of emergencies.

###### 4.1.6 *Water:*

4.1.6.1 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 water management practices and environmental performance outcome measures as defined within this specification.

4.1.6.2 The planner shall have water use practices in place that assist the supplier in meeting their water use reduction and quality goals as defined in this specification, as applicable.

###### 4.1.7 *Procurement:*

4.1.7.1 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 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 event.

###### 4.1.8 *Community Partners:*

4.1.8.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to donate reusable, surplus event materials and supplies to local community or non-profit organizations, if the supplier determines that the materials and supplies cannot be reused or recycled by the supplier.

##### 4.2 *Supplier Performance Requirements:*

###### 4.2.1 *Staff Management and Environmental 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 all the applicable environmental characteristics as described in this specification (staff management and environmental 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.

4.2.1.4 The supplier shall, in collaboration with the planner, set defined environmental performance outcome benchmarks for specific events and provide to the planner a post-event report of the event's environmental achievements relative to the stated benchmarks.

#### 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 visible communication to the planner, supplier staff, and attendees regarding the supplier's environmental practices and request that these persons support its efforts by reporting to the supplier any environmental performance deficiencies observed.

4.2.2.4 The supplier shall make materials such as contracts, sales kits, banquet event orders, and event specification guides available electronically.

#### 4.2.3 *Waste Management:*

4.2.3.1 The supplier shall create a twelve-month waste diversion and disposal baseline (or for all months of operation for suppliers operating less than twelve months). The baseline shall be recalculated by appropriate industry practice. Baselines shall be recalculated a minimum of every three years or when:

- (1) One third or more of the rooms are remodeled;
- (2) The facility is expanded, for example, adding rooms or restaurant;
- (3) Major capital expenditures are undertaken affecting over 50 % of square footage;
- (4) The facility adopts a new measurement system or process; or
- (5) Change in ownership of the facility occurs.

4.2.3.2 The supplier shall conduct a waste stream audit a minimum of once annually focusing on any new waste streams and modify the waste reduction and diversion plan.

4.2.3.3 The supplier shall achieve a minimum diversion rate of 25 % for a particular event or 15 % over the course of the year inclusive of the accommodation's recycling, hazardous waste disposal and other methods of diversion including food waste composting.

4.2.3.4 The supplier shall place clearly labeled recycling bins at each trash bin with either recyclable bags or reusable containers, or shall have a waste sort program back-of-house.

#### 4.2.4 *Energy:*

4.2.4.1 The supplier shall establish a twelve-month (including up to five years, if applicable; or for all months of operation for facilities operating less than one year) energy use intensity baseline. The supplier shall track and record this data using their own system or third-party supported system (for example, EnergyStar Portfolio Manager tool).

4.2.4.2 The supplier shall establish a greenhouse gas emissions baseline associated with the total energy consumption of their building. This baseline shall account for fuel that is combusted onsite (Scope 1 or "direct" emissions), as well as for purchased electricity (Scope 2 or "indirect" emissions). The supplier shall track and record greenhouse gas emissions via their own system or a third-party supported system (for example, the EPA Portfolio Manager tool).

4.2.4.3 All baselines shall be normalized by appropriate industry practice. Baselines shall be recalculated a minimum of every three years or when:

- (1) One third or more of the rooms are remodeled;
- (2) The facility is expanded, for example, adding rooms or a restaurant;
- (3) Major capital expenditures are undertaken affecting over 50 % of square footage;
- (4) The facility adopts a new measurement system or process; or
- (5) Change in ownership of the facility occurs.

4.2.4.4 The supplier shall develop a written energy reduction plan that establishes objectives and numeric reduction targets based on the results of energy assessments or audits. The supplier shall share the plan with the planner.

#### 4.2.5 *Air Quality:*

4.2.5.1 The supplier shall have a minimum of 75 % of guest rooms designated non-smoking and 100 % of all other areas non-smoking.

4.2.5.2 The supplier shall prohibit smoking within 20 ft (6.1 m) of doors, windows, and open air intakes.

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

4.2.5.4 The supplier's employees shall receive training a minimum of once per year in no-idling procedures and enforcement of such procedures.

4.2.5.5 The supplier shall not use motorized equipment and vehicles powered by internal combustion engines anywhere inside its facility at any time except in garages and in front of loading docks, or in case of emergencies.

#### 4.2.6 *Water:*

4.2.6.1 The supplier shall ensure the automatic reuse of towels and linens in guest rooms for not less than three days unless affirmatively requested by guests to change them.

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

normalized by appropriate industry practice. The baseline shall be recalculated a minimum of every three years or when:

- (1) One third or more of the rooms are remodeled;
- (2) The facility is expanded, for example, adding rooms or restaurant;
- (3) Major capital expenditures are undertaken affecting over 50 % of square footage;
- (4) The facility adopts a new measurement system or process; or
- (5) Change in ownership of the facility occurs.

4.2.6.3 The supplier shall have a written water reduction plan in place for annual water reduction that can be shared with the planner.

4.2.6.4 The supplier shall demonstrate a minimum of 25 % use of the most up-to-date water conservation technology in all restrooms and guest rooms or an annual reduction of 10 % water use intensity from an established baseline.

#### 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.

4.2.7.2 The supplier shall establish a twelve-month baseline (or all months of operation for those facilities operating less than a year) of percentage of purchases made in accordance with the purchasing policy above. The baseline shall be recalculated a minimum of every three years or when:

- (1) One third or more of the rooms are remodeled;
- (2) The facility is expanded, for example, adding rooms or restaurant;
- (3) Major capital expenditures are undertaken affecting over 50 % of square footage;
- (4) The facility adopts a new measurement system or process; or
- (5) Change in ownership of the facility occurs.

4.2.7.3 The supplier shall purchase environmentally preferable products such that no less than 30 % of suppliers meet the established criteria for environmentally preferable products as noted in 4.2.7.1.

4.2.7.4 The supplier shall purchase office supply such that no less than 30 % of suppliers meet the established criteria for environmentally preferable products as noted in 4.2.7.1.

4.2.7.5 The supplier shall create an annual inventory of major products containing VOCs, HAPs, heavy metals, materials classified as toxic, known carcinogens and other hazardous substances, and create a plan, where feasible, for reduction of these materials.

4.2.7.6 The supplier shall use a minimum of 25 % of environmentally preferable cleaning products and environmentally preferable laundry products. Laundry products may include: detergents, spot cleaners, fabric softeners, and static removers.

4.2.7.7 The supplier shall increase percentage of bulk or concentrated purchases by a minimum of 10 % over the past twelve months or ensure bulk or concentrated purchases constitute 10 % of total purchases.

4.2.7.8 The supplier shall, at least annually, communicate the contents of and any updates to its sustainable procurement policy to current vendors, encouraging them to adopt the venue's procurement policy.

#### 4.2.8 *Community Partners:*

4.2.8.1 The supplier shall partner with community organizations to reuse or repurpose, or both, surplus, reusable materials left from events that cannot otherwise be reused by the supplier.

4.2.8.2 The supplier, to the maximum extent possible, shall donate or reuse, or both materials when renovating or updating its facility.

4.2.8.3 The supplier shall provide information about local community or nonprofit organizations to planners, exhibitors, etc., to enable onsite donations during the event.

## 5. Keywords

5.1 accommodations; environmentally sustainable meetings; green events; green meetings; 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 and Environmental Policy

###### A1.2.1 *Level 2 Requirements:*

A1.2.1.1 The planner shall include the environmental objectives and performance criteria identified in Level 1 Staff Management and Environmental Policy in the contract with the supplier.

###### A1.2.2 *Level 3 Requirements:*

A1.2.2.1 The planner shall include a performance pay schedule in the contract linked to delivery of environmental objectives and performance criteria, as outlined in Level 1 Staff Management and Environmental Policy.

#### A1.2.3 *Level 4 Requirements:*

A1.2.3.1 No additional requirements.

### A1.3 Communications

#### A1.3.1 *Level 2 Requirements:*

A1.3.1.1 The planner shall document in external communication the material ways key stakeholders and attendees can support or add to the environmental sustainability initiatives.

#### A1.3.2 *Level 3 Requirements:*

A1.3.2.1 No additional requirements.

#### 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 include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 2 waste management practices and environmental performance outcome measures as defined within this specification.

A1.4.1.2 The planner shall track and communicate post-event diversion rates and waste reduction efforts per event to their client.

#### A1.4.2 *Level 3 Requirements:*

A1.4.2.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 3 waste management practices and environmental performance outcome measures as defined within this specification.

#### A1.4.3 *Level 4 Requirements:*

A1.4.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 4 waste management practices and environmental performance outcome measures as defined within this specification.

### A1.5 Energy

#### A1.5.1 *Level 2 Requirements:*

A1.5.1.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 2 energy management practices and environmental performance outcomes as defined within this specification.

#### A1.5.2 *Level 3 Requirements:*

A1.5.2.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 3 energy management practices and environmental performance measures as defined within this specification.

#### A1.5.3 *Level 4 Requirements:*

A1.5.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 4 energy management practices and environmental performance outcome measures as defined within this specification.

### A1.6 Air Quality

#### A1.6.1 *Level 2 Requirements:*

A1.6.1.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring that suppliers meet a minimum of supplier Level 2 air quality management practices and environmental performance outcome measures as defined within this specification.

A1.6.1.2 The planner shall include in contracts with shuttle companies a requirement that companies comply with the supplier's no-idling policies and signs.

#### A1.6.2 *Level 3 Requirements:*

A1.6.2.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring that suppliers meet a minimum of supplier Level 3 air quality management practices and environmental performance outcome measures as defined within this specification.

#### A1.6.3 *Level 4 Requirements:*

A1.6.3.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring that suppliers meet a minimum of supplier Level 4 air quality management practices and environmental performance outcome measures as defined within this specification.

### A1.7 Water

#### A1.7.1 *Level 2 Requirements:*

A1.7.1.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring that suppliers meet a minimum of supplier Level 2 water management practices and environmental performance outcome measures as defined within this specification.

#### A1.7.2 *Level 3 Requirements:*

A1.7.2.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring that suppliers meet a minimum of supplier Level 3 water management practices and environmental performance outcome measures as defined within this specification.

#### A1.7.3 *Level 4 Requirements:*

A1.7.3.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring that suppliers meet a minimum of supplier Level 4 water management practices and environmental performance outcome measures as defined within this specification.

### A1.8 Procurement and Environmental Purchasing

#### A1.8.1 *Level 2 Requirements:*

A1.8.1.1 The planner shall ensure that no less than 25 % of all goods and services procured from onsite vendors meet requirements under this specification for environmental sustainability and be local whenever available.

A1.8.1.2 The planner shall contract with suppliers who demonstrate performance of documented environmental policies. These suppliers shall represent a minimum of 50 % of the planner's total supplier base.

A1.8.1.3 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 2 procurement practices and

environmental performance outcome measures as defined within this specification.

*A1.8.2 Level 3 Requirements:*

A1.8.2.1 The planner shall ensure that no less than 50 % of all goods and services procured from onsite vendors meet requirements under this specification for environmental sustainability and be local whenever available.

A1.8.2.2 The planner shall contract with suppliers who demonstrate performance of documented environmental policies. These suppliers shall represent a minimum of 75 % of the planner's total supplier base.

A1.8.2.3 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 3 procurement practices and environmental performance outcome measures as defined within this specification.

*A1.8.3 Level 4 Requirements:*

A1.8.3.1 The planner shall ensure that no less than 75 % of all goods and services procured from onsite vendors meet requirements under this specification for environmental sustainability and be local whenever available.

A1.8.3.2 The planner shall contract with suppliers who demonstrate performance of documented environmental policies. These suppliers shall represent a minimum of 90 % of the planner's total supplier base.

A1.8.3.3 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 4 procurement practices and environmental performance outcome measures as defined within this specification.

**A1.9 Community Partners**

*A1.9.1 Level 2 Requirements:*

A1.9.1.1 The planner shall require in their contract/agreement supplier donation of excess products, materials and supplies that cannot be otherwise reused by the supplier, to local community or non-profit organizations.

*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 and Environmental Policy**

*A2.2.1 Level 2 Requirements:*

A2.2.1.1 The supplier shall fill no less than 25 % of its staffing needs from local labor sources (as they are acceptable and available) for the accommodations component when additional personnel are needed.

A2.2.1.2 The supplier's staff shall be assessed annually by the sustainability manager or operations manager on their implementation of the practices laid out in the sustainability policy. The supplier shall, upon request, provide the written process that is followed to perform this assessment.

*A2.2.2 Level 3 Requirements:*

A2.2.2.1 The supplier shall fill no less than 50 % of its staffing needs from local labor sources (as they are acceptable and available) for the accommodations component when additional personnel are needed.

*A2.2.3 Level 4 Requirements:*

A2.2.3.1 The supplier shall obtain third-party certification in support of all the environmental claims and achievements attained in compliance with this specification.

A2.2.3.2 The supplier shall fill no less than 75 % of its staffing needs from local labor sources (as they are acceptable

and available) for the accommodations component 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 sustainability policy with stakeholders, staff, and attendees.

A2.3.1.3 The supplier shall provide the planners and other clients with a document detailing the facility's environmental policy and practices and request that these persons support its efforts by reporting any environmental deficiencies observed during the event.

*A2.3.2 Level 3 Requirements:*

A2.3.2.1 The supplier shall accurately represent their appropriate environmental initiatives in external communications to key stakeholders.

A2.3.2.2 The supplier shall document in external communications material ways key stakeholders and attendees can support or add to the supplier's environmental initiatives.

A2.3.2.3 The supplier shall build into standard operating procedures environmental feedback opportunities for planners, supply chain representatives, customers and employees. The supplier shall document and make available for review how feedback is solicited and incorporated.

*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 30 % for the event or 20 % over the course of the year, inclusive of the accommodation’s recycling, hazardous waste disposal, and other methods of diversion, including food waste composting.

A2.4.1.2 The supplier shall recycle the following electronic equipment with a registered company which can (1) certify it is not exporting electronic waste for dumping, (2) demonstrate third-party certification and comport with international laws prohibiting e-waste dumping, or is in compliance with local policies:

- (1) Computers and peripherals,
- (2) Printer cartridges,
- (3) Cellular telephones and personal digital assistants (PDAs),
- (4) Appliances, and
- (5) Cameras.

A2.4.1.3 The supplier shall calculate and communicate the event-specific waste diversion rate to the planner within 30 days of the completion of the event. When multiple events are being held, a venue shall implement a tracking system that allows for differentiation and attribution of waste to individual events.

### A2.4.2 Level 3 Requirements:

A2.4.2.1 The supplier shall achieve a minimum diversion rate of 40 % for the event or 30 % over the course of a year, inclusive of the accommodation’s recycling, hazardous waste disposal, and other methods of diversion including food waste composting.

A2.4.2.2 Over the course of a year, the supplier shall achieve a minimum waste reduction rate of 30 % improvement over baseline for non-food related waste. (This specification refers to efforts to avoid the production of waste, for example, a change to electronic registration.)

### A2.4.3 Level 4 Requirements:

A2.4.3.1 The supplier shall achieve a minimum diversion rate of 50 % for the event or 40 % over the course of a year, inclusive of the accommodation’s recycling, hazardous waste disposal, and other methods of diversion, including food waste composting.

A2.4.3.2 Over the course of a year, the supplier shall achieve a minimum waste reduction rate of 40 % improvement over baseline for non-food related waste. (This specification refers to efforts to avoid the production of waste, for example, a change to electronic registration.)

## A2.5 Energy

### A2.5.1 Level 2 Requirements:

A2.5.1.1 The supplier shall develop an energy reduction plan that establishes objectives and numeric reduction targets based on the results of energy assessments or audits.

A2.5.1.2 The supplier shall achieve a 10 % annual reduction in weather-normalized source energy use intensity as compared to the baseline.

A2.5.1.3 The supplier shall identify the reduction in greenhouse gas emissions attributable to this reduction in energy use—accounting for Scope 1 or “direct” emissions, as well as for Scope 2 or “indirect” emissions.

### A2.5.2 Level 3 Requirements:

A2.5.2.1 The supplier shall achieve a 20 % annual reduction in weather-normalized source energy use intensity as compared to the baseline.

A2.5.2.2 The supplier shall use energy-saving features in building exterior lighting and landscaping, such as the following LED lighting or solar powered lighting.

### A2.5.3 Level 4 Requirements:

A2.5.3.1 The supplier shall achieve a 30 % annual reduction in weather-normalized source energy use intensity as compared to the baseline.

A2.5.3.2 The supplier shall identify the reduction in greenhouse gas emissions attributable to this reduction in energy use—accounting for Scope 1 or “direct” emissions, as well as for Scope 2 or “indirect” emissions.

A2.5.3.3 The supplier shall annually measure and track carbon emissions associated with non-building operations (for example, fuel used for fleet vehicles, such as shuttle buses, forklifts, and landscaping vehicles) in addition to total building energy use, using available online tools or through professional assessment.

A2.5.3.4 The supplier shall use sub-meters for HVAC systems (for example, chillers), indoor lighting, or outdoor lighting systems to track energy usage, or a combination thereof.

A2.5.3.5 The supplier shall use “occupancy-based intelligence” programs that enable energy usage to be adjusted according to building occupancy.

A2.5.3.6 The supplier shall have an onsite renewable energy source (for example, photovoltaic panels) that provides 3 % of energy used or the supplier shall purchase 25 % of its energy from renewable sources.

A2.5.3.7 The supplier shall perform a certified ASHRAE energy audit (Level I, II or III) or conduct building commissioning.

## A2.6 Air Quality

### A2.6.1 Level 2 Requirements:

A2.6.1.1 The supplier shall post signs on property regarding no-idling policies in marshalling yards and in other areas to be identified by the supplier.

A2.6.1.2 The supplier shall have a minimum of 90 % of total guest rooms be designated non-smoking.

A2.6.1.3 The supplier shall make bicycle racks available to employees and guests.

A2.6.1.4 The supplier shall promote and provide information regarding alternative transportation to planners and others.

### 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 have 30 % of its fixtures be high-efficiency fixtures as defined in this specification.

A2.7.1.2 The supplier shall have a policy regarding snow and ice removal from its property that limits the application of de-icers and salts.

A2.7.1.3 The supplier shall have a green cleaning program that is written and signed by supplier management.

A2.7.1.4 The supplier shall have a policy prohibiting sidewalk spray cleaning practices.

A2.7.1.5 The supplier shall document an annual reduction of 10 % water use from an established twelve-month baseline, normalized for usage.

*A2.7.2 Level 3 Requirements:*

A2.7.2.1 The supplier shall install sub-meters to track various areas of the building such as kitchen, landscape, etc.

A2.7.2.2 The supplier shall have 50 % of its fixtures be high-efficiency fixtures as defined in this specification.

A2.7.2.3 The supplier shall complete a water budget that incorporates its chosen landscaping preferences.

A2.7.2.4 The supplier shall have training practices in place for the green cleaning program for new and existing employees that are reviewed and updated every six months.

A2.7.2.5 The supplier shall evaluate their green cleaning program at least once a year to assess amount of use of green chemicals.

A2.7.2.6 The supplier shall document an annual reduction of 15 % water use intensity from an established baseline, normalized for usage.

*A2.7.3 Level 4 Requirements:*

A2.7.3.1 The supplier shall document an annual reduction of 25 % water use intensity from an established baseline.

A2.7.3.2 The supplier shall use and document integrated pest management practices.

A2.7.3.3 The supplier shall evaluate the landscaping and maintenance operations (or landscaping contractor) annually for adherence to established water budget.

A2.7.3.4 The supplier landscaping shall incorporate native plant selection. The supplier shall indicate what percentage of plants is native to the area.

A2.7.3.5 The supplier irrigation systems shall have rain gauge meters.

A2.7.3.6 The supplier shall have a water run-off capture and re-use system in place.

## **A2.8 Procurement and Environmental Purchasing**

*A2.8.1 Level 2 Requirements:*

A2.8.1.1 The supplier shall select and recommend preferred service vendors to planners and their clients based on their environmental performance.

A2.8.1.2 The supplier shall increase percentage of bulk or concentrated purchases by a minimum of 25 % over the past twelve months or bulk or concentrated purchases shall constitute 25 % of total purchase.

A2.8.1.3 The supplier's RFPs to other suppliers or vendors shall include a section which requires the supplier to describe the environmental benefits or attributes, or both, of their products or services.

A2.8.1.4 The supplier shall have specific contract language, available upon request, requiring that products contain none or reduced quantities of VOCs, HAPs, heavy metals, materials classified as toxic, known carcinogens, and other hazardous substances.

A2.8.1.5 The supplier shall have a purchasing policy in place that focuses on regional vendors. Regional vendors are defined as within a 500-mile (804.7-km) radius.

A2.8.1.6 The supplier shall demonstrate 40 % of purchases made in accordance with the sustainable procurement policy from the established baseline.

A2.8.1.7 The supplier shall reduce purchases by 10 % (from its annual inventory baseline of hazardous products/substances) or purchase no more than 10 % of total purchases of products containing VOCs, HAPs, heavy metals, materials classified as toxic, known carcinogens, and other hazardous substances.

A2.8.1.8 The supplier shall use a minimum of 50 % of environmentally preferable cleaning products or environmentally preferable laundry products, or both. Laundry products may include: detergents, spot cleaners, fabric softeners, and static removers.

*A2.8.2 Level 3 Requirements:*

A2.8.2.1 The supplier shall demonstrate 50 % of purchases made in accordance with the sustainable procurement policy from the established baseline.

A2.8.2.2 The supplier shall use a minimum of 65 % of environmentally preferable cleaning products or environmentally preferable laundry products, or both. Laundry products may include: detergents, spot cleaners, fabric softeners, and static removers.

A2.8.2.3 The supplier shall reduce purchases by 20 % (from its annual inventory baseline of hazardous products/substances) or purchase no more than 5 % of total purchases of products containing VOCs, HAPs, heavy metals, materials classified as toxic, known carcinogens, and other hazardous substances.

*A2.8.3 Level 4 Requirements:*

A2.8.3.1 The supplier shall demonstrate that 75 % of products purchased are made in accordance with the sustainable procurement policy from the established baseline.

A2.8.3.2 The supplier shall reduce purchases by 30 % (from its annual inventory baseline of hazardous products/substances) or purchase less than 5 % of total purchases of products containing VOCs, HAPs, heavy metals, materials classified as toxic, known carcinogens, and other hazardous substances.

A2.8.3.3 The supplier shall use a minimum of 80 % of environmentally preferable cleaning products or environmentally preferable laundry products, or both. Laundry products may include: detergents, spot cleaners, fabric softeners, and static removers.

## **A2.9 Community Partners**

*A2.9.1 Level 2 Requirements:*

A2.9.1.1 The supplier shall have a charitable giving plan or policy.

A2.9.2 *Level 3 Requirements:*

A2.9.2.1 No additional requirements.

A2.9.3 *Level 4 Requirements:*

A2.9.3.1 The supplier shall recruit and mentor or train at least one business or organization in sustainable business practices.

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