



Standard Specification for Evaluation and Selection of Venues 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 venue selection for meetings, events, trade shows, or conferences (hereafter, referred to as *events*). Venue selection is the practice of researching, evaluating and choosing the facility for an event. Site selection is a core activity to plan an event and bring it to fruition.

1.2 This specification has two categories: planner and supplier:

1.2.1 In the planner category, criteria are identified related to sustainability that are considered in venue selection by planners.

1.2.2 In the supplier category, criteria are listed for venue professionals.

1.3 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 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.

1.4 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, E2741) 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.

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

1.6 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 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.

1.7 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.

1.8 *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

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

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

2.2 ASHRAE Documents:³

ASHRAE Guideline 0 The Commissioning Process

2.3 ISO Standards:⁴

ISO 14040 Environmental Management—Life Cycle Assessment—Principles and Framework

2.4 Federal Statutes:⁵

Federal Hazardous Substances Act Labeling and Banning Requirements for Chemicals and Other Hazardous

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 Available from American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. (ASHRAE), 1791 Tullie Circle, NE, Atlanta, GA 30329, <http://www.ashrae.org>.

⁴ Available from International Organization for Standardization (ISO), 1, ch. de la Voie-Creuse, CP 56, CH-1211 Geneva 20, Switzerland, <http://www.iso.org>.

⁵ 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>.

Substances, 15 U.S.C. § 1261 and 16 C.F.R. Part 1500 U.S. Clean Air Act

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.

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

3.1.3 *commissioning, n*—a quality-oriented process for achieving, verifying, and documenting that the performance of facilities, systems, and assemblies meets defined objectives and criteria. **ASHRAE Guideline 0**

3.1.3.1 *Discussion*—Commissioning is an "umbrella" process for all the planning, delivery, verification, and managing risks to critical functions performed in, or by, facilities. Commissioning uncovers deficiencies in design or installation using peer review and field verification. Commissioning also accomplishes higher energy efficiency, environmental health, and occupant safety and improves indoor air quality. Commissioning is a quality assurance-based process that delivers preventive and predictive maintenance plans, tailored operating manuals, and training procedures. Essentially, the commissioning process formalizes review and integration of all project expectations during planning, design, construction, and occupancy phases by inspection and functional performance testing, and oversight of operator training and record documentation.

3.1.4 *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.

3.1.5 *convention and visitors' bureau (CVB), n*—convention and visitor bureaus are not-for-profit organizations charged with representing a specific destination and helping the long-term development of communities through a travel and tourism strategy.

3.1.5.1 *Discussion*—Convention and visitor bureaus are usually membership organizations bringing together businesses that rely on tourism and events for revenue.

3.1.6 *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.

3.1.6.1 *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.

3.1.7 *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.

3.1.8 *environmental management system, n*—a set of processes and practices that enables an organization to reduce its environmental impacts and increase its operating efficiency.

3.1.9 *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.

3.1.9.1 *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.

3.1.10 *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.

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

3.1.12 *exhibitor appointed contractor (EAC), n*—a contractor hired by an exhibitor to perform trade show services independently of show management appointed contractors. (Also called *independent contractor*.)

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

U.S. Clean Air Act

3.1.14 *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.

3.1.14.1 *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.

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

3.1.15.1 *Lavatory Faucet*—The maximum flow rate shall not exceed 1.5 gal (5.6 L) per minute (gpm).

3.1.15.2 *Single Flush Toilets*—The effective flush volume shall not exceed 1.28 gal (4.8 L).

3.1.15.3 *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.

3.1.15.4 *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.

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

3.1.16 *hybrid vehicle, n or adj*—vehicles which use a mixture of more than one power source, such as electric and petroleum.

3.1.16.1 *Discussion*—Hybrid-electric vehicles (HEVs) combine the benefits of internal combustion 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.

3.1.17 *late-model vehicle, n*—a model year 2007 heavy truck or later.

3.1.18 *life-cycle assessment (LCA), n*—a method of evaluating a product by reviewing the ecological impact over the life of the product.

3.1.18.1 *Discussion*—At each stage, the product and its components are evaluated based upon materials and energy consumed, and the pollution and waste produced. Life stages include extraction of raw materials, processing and fabrication, transportation, installation, use and maintenance, and reuse/recycling/disposal. ISO 14040 defines LCA as the compilation and evaluation of the inputs, outputs and the potential environmental impacts of a product system throughout its life cycle.

E2114

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

3.1.19.1 *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.

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

3.1.21 *natural fiber, n*—naturally-occurring materials from plants and animals.

3.1.22 *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.

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

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

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

3.1.24 *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. **E2114**

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

3.1.25 *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**

3.1.26 *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**

3.1.26.1 *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.

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

3.1.27.1 *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.

3.1.28 *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.

3.1.28.1 *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.

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

3.1.30 *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**

3.1.30.1 *Discussion*—Also called renewable power. Green power is a subset of renewable energy (see Fig. 1) and represents those renewable energy resources and technologies that provide the highest environmental benefit. EPA defines green power as electricity produced from solar, wind, geothermal, biogas, biomass, and low-impact small hydroelectric sources. Customers often buy green power for avoided environmental impacts and its greenhouse gas reduction benefits. Green power sources produce electricity with an environmental profile superior to conventional power technologies and produce no anthropogenic (human caused) greenhouse gas emissions.

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

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

3.1.32.1 *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.

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

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

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

3.1.36 *toxic, adj*—any substance that is likely to produce personal injury or illness to humans when it is inhaled,

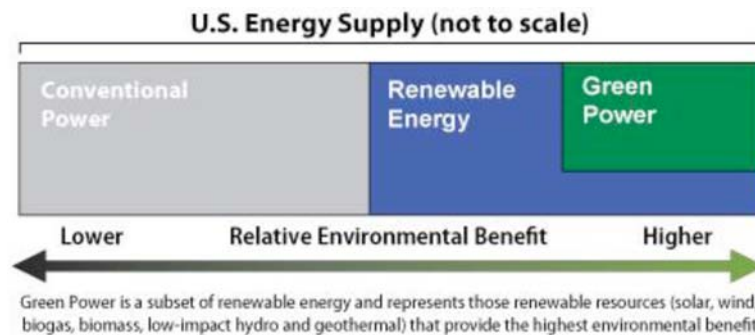


FIG. 1 Graph 1

swallowed, or absorbed through the skin.

Federal Hazardous Substances Act

3.1.37 *venue, n*—(1) site or destination of meeting, event, or show; (2) location of performance such as hall, ballroom, auditorium, etc.

3.1.38 *volatile organic compounds (VOCS), n*—any organic compound that participates in atmospheric photochemical reactions.

D3960

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

3.1.39 *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 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 practice (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 venue components of the event.

4.1.2 Communications:

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

4.1.2.2 The planner shall ensure all additional personnel are made aware of, and can communicate effectively, the environmental policy of both the planning team and the venue.

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 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 suppliers to assist the planning team in reducing the amount of waste created and increasing the amount of waste diverted.

4.1.3.2 The planner shall ensure additional resource collection stations are available, if necessary, for the specific event.

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 as defined in this specification, as applicable.

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 to meet a minimum of supplier Level 1 energy management practices and environmental performance outcome measures as defined within this specification and which requires suppliers to assist the planning team in implementing energy-efficient practices.

4.1.4.2 The planner shall provide 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 require, by contract, move-in and move-out procedures as specified in the supplier section of this specification, in any venue where the procedures are not equivalent or superior to those specified in this specification.

4.1.4.4 The planner shall have energy-efficiency practices in place that assist the supplier in meeting their energy reduction goals as defined in this specification, as applicable.

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 ensure that all applicable employees and vendors are made aware of the no-idling rules, and ensure that no idling occurs other than as specified in this specification.

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

4.1.5.4 The planner shall ensure 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 the 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 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 documented environmental procurement policies, specify the environmental sustainability attributes of products to be purchased, or meet the environmental sustainability specification in the RFP, or any combination thereof. These suppliers shall represent a minimum of 25 % of the planners 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 they cannot be reused or recycled by the supplier.

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.

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

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 supplier staff, planner staff, and attendees regarding the venue'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 all months of operation for suppliers operating less than twelve months).

4.2.3.2 The supplier shall conduct waste audits semi-annually to identify waste streams, and develop a plan for waste reduction and increased diversion.

4.2.3.3 The supplier shall achieve a minimum diversion rate of 30 % over the course of a year; or a 45 % diversion rate for a particular event inclusive of the venue's hazardous waste disposal, recycling and other methods of diversion.

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 energy performance baseline (a supplier in operation less than twelve

months shall establish a baseline based on months of operation) and track and record their energy use using their own system or third-party supported system (including up to five years of data, if applicable).

4.2.4.2 The supplier shall have a written energy reduction plan with specific goals and share the plan and results with the planner.

4.2.4.3 The supplier shall ensure that a 50 % reduced light protocol is implemented during move-in/move-out.

4.2.4.4 The supplier shall ensure reduced HVAC during "move-in/move-out."

4.2.4.5 The supplier shall ensure limited escalator operation during "move-in/move-out."

4.2.5 *Air Quality:*

4.2.5.1 The supplier shall prohibit smoking inside.

4.2.5.2 The supplier shall prohibit smoking within 20 feet 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 have procedures in place that prevent exhibits from blocking air exchanges and air flow.

4.2.5.6 The supplier shall not use motorized equipment and vehicles powered by internal combustion engines anywhere inside its 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.

4.2.6 *Water:*

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

4.2.6.2 The supplier shall develop a plan that can be shared with stakeholders, for annual water reduction with specified objectives and reduction metrics associated with each objective.

4.2.6.3 The supplier shall have 20 % of its fixtures be high-efficiency fixtures as defined in this specification.

4.2.6.4 The supplier shall have public access water fountains in main thoroughfares.

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.

4.2.7.2 The supplier shall establish a twelve-month baseline (or all months of operation for those facilities less than a year old) of percentage of purchases made in accordance with the purchasing policy above.

4.2.7.3 The supplier shall purchase environmentally preferable products, based on the above criteria, not less than 30 % of the time.

4.2.7.4 The supplier shall purchase office supplies such that no less than 30 % of supplies purchased contain 20 % or greater post-consumer content or recycled content, or both.

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

4.2.7.6 The supplier shall create an annual inventory of 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.

4.2.7.7 The supplier shall use a minimum of 25 % of green-certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products and laundry products. Laundry products may include: detergents, spot cleaners, fabric softener, and static removers.

4.2.7.8 The supplier shall increase percentage of bulk purchases by a minimum of 10 % over the past twelve months or ensure bulk purchases constitute a minimum of 30 % of total purchases.

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 reuse, or both, materials when renovating or updating its facility.

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

5. Keywords

5.1 environmentally sustainable meetings; green events; green meetings; sustainability; venue

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 include the environmental objectives and performance criteria identified in Level 1, Staff Management 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.

A1.2.2.2 The planner shall not act in conflict to the supplier's sustainability 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 material ways key stakeholders and attendees can support or add to the environmental sustainability initiatives in external communication.

A1.3.2 *Level 3 Requirements:*

A1.3.2.1 No additional requirements.

A1.3.3 *Level 4 Requirements:*

A1.3.3.1 The planner's website shall offer a clear plan or directive for hosting sustainable events at the venue.

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 suppliers to meet a minimum of supplier Level 2 waste management practices and environmental performance outcome measures as defined within this specification.

A1.4.1.2 If the supplier does not offer event-specific diversion reports, the planner shall develop a plan with the supplier operations to do so and provide the plan upon request.

A1.4.1.3 The planner shall track and communicate post-event diversion rates per event to their clients.

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 suppliers to meet a minimum of supplier Level 3 waste management practices and environmental performance outcome measures as defined within this specification.

A1.4.2.2 The planner shall place additional personnel at the majority of resource collection areas to educate and assist in the front-of-house resource management efforts (recycling, composting, etc.).

A1.4.2.3 The planner shall obtain additional personnel from the local area to staff and monitor resource management stations.

A1.4.3 Level 4 Requirements:

A1.4.3.1 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 4 waste management practices and environmental performance outcome measures as defined within this specification.

A1.4.3.2 The planner shall place additional personnel at each of the resource collection areas to educate and assist in the front-of-house resource management efforts (recycling, composting, etc.).

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 suppliers to meet a minimum of supplier Level 2 energy management practices and environmental performance outcome measures as defined within this specification.

A1.5.1.2 The planner shall offer to purchase renewable energy credits on behalf of the event.

A1.5.1.3 The planner shall offer attendees/exhibitors the ability to purchase carbon credits to offset the carbon footprint of specific events and provide documentation from a verified carbon offset program.

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 suppliers to meet a minimum of supplier Level 3 energy management practices and environmental performance outcome 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 suppliers to 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 the supplier's services requiring suppliers to 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 a provision in contracts with shuttle companies that the companies shall comply with the supplier's stated no-idling policies and signs. This provision shall be drafted as a material component of the contract for the supplier's services, and provide for a specific damages for any failure to comply.

A1.6.1.3 The planner shall ensure enforcement against any breach of no-idling rules by shuttle companies by exercising the monetary damage in the contract, as described in [A1.6.1.2](#).

A1.6.2 Level 3 Requirements:

A1.6.2.1 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 3 air quality management practices and environmental performance outcome measures as defined within this specification.

A1.6.2.2 The planner shall work with the venue to create a staging area or marshalling yard for vendors and exhibitors during move-in/move-out to minimize negative environmental impacts.

A1.6.2.3 If the planner offers a transportation service of any kind, at least 50 % or more of the vehicles provided for use shall be alternative fuel or hybrid vehicles.

A1.6.2.4 The planner shall ensure 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.

A1.6.3 Level 4 Requirements:

A1.6.3.1 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 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 the supplier's services requiring suppliers to 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 the supplier's services requiring suppliers to 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 the supplier's services requiring suppliers to meet a minimum of supplier Level 4 water management practices and environmental performance outcome measures as defined within this specification.

A1.8 Procurement

A1.8.1 Level 2 Requirements:

A1.8.1.1 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 2 procurement practices and environmental performance outcome measures as defined within this specification.

A1.8.1.2 The planner shall procure a minimum of 25 % environmentally preferable and local vendors for onsite services either from the supplier's sustainable or environmentally preferable vendor options, or both, or other sources, as described in this specification.

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, meet the environmental sustainability specifications in the planner's RFP. These suppliers shall represent a minimum of 50 % of the planner's total supplier base.

A1.8.2 Level 3 Requirements:

A1.8.2.1 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 3 procurement practices and environmental performance outcome measures as defined within this specification practice.

A1.8.2.2 The planner shall procure a minimum of 50 % sustainable, environmentally preferable and local vendors for onsite services either from the supplier's sustainable or environmentally preferable vendor options, or both, or other sources, as described in this specification.

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 specifications in the planner's RFP, or any combination thereof. These suppliers shall represent a minimum of 75 % of the planner's total supplier base.

A1.8.3 Level 4 Requirements:

A1.8.3.1 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 4 procurement practices and environmental performance outcome measures as defined within this specification.

A1.8.3.2 The planner shall procure a minimum of 75 % sustainable, environmentally preferable and local vendors for onsite services either from the supplier's sustainable or environmentally preferable vendor options, or both, or other sources, as described in this specification.

A1.8.3.3 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 specifications in the planner's RFP, or any combination thereof. These suppliers shall represent a minimum of 90 % of the planner's total supplier base.

A1.9 Community Partners

A1.9.1 Level 2 Requirements:

A1.9.1.1 The planner shall work with supplier staff to identify a volunteer or charitable contribution, or both, opportunity to the local community.

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 hire or recruit, or both, a minimum of 25 % from local labor sources 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 hire or recruit, or both, a minimum of 50 % from local labor sources 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 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) 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 sustainability policy to stakeholders, staff, and attendees and request these persons support its efforts by reporting any environmental performance 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 material ways key stakeholders and attendees can support or add to the sustainability initiatives in external communication.

A2.3.2.3 The supplier shall build into standard operating procedures environmental feedback opportunities for working with planners, supply chain, customers and employees. The supplier shall provide to their internal and external stakeholders details of 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 If the supplier does not collect compostable materials, they shall accommodate a composting program available within 250 miles, if requested by the planner or client.

A2.4.1.2 The supplier shall recycle the following electronic equipment with a company registered with a certified or registered organization that can certify that it conforms with international law regarding electronic waste and does not export electronic waste for dumping:

- (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 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.

A2.4.1.4 The supplier shall calculate and communicate to the planner, within 30 days of the end of the event, the event-specific waste diversion rate. 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 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 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 annually measure and track their carbon emissions associated with total energy use using available online tools or through professional assessment.

A2.5.1.3 The supplier shall achieve a 10 % reduction in weather-normalized source energy use intensity over established baseline.

A2.5.1.4 The supplier shall have a "power down" policy between established hours, thus requiring exhibitors and production teams to pay additional rent if 24-hour power is required.

A2.5.1.5 The supplier shall have energy-efficient procedures for administrative offices, such as computer power down at night and lighting sensors.

A2.5.1.6 The supplier shall have EnergyStar, Electronic Product Environmental Assessment Tool (EPEAT) rated, total cost ownership (TCO) certified, or local equivalent rankings for their office equipment.

A2.5.2 Level 3 Requirements:

A2.5.2.1 The supplier shall achieve a 20 % reduction in weather-normalized source energy use intensity over established baseline.

A2.5.2.2 The supplier shall annually measure and track their carbon emissions associated with operations (for example, fuel used for onsite energy generation, in forklifts, landscaping vehicles etc.) in addition to total energy use, using available online tools or through professional assessment.

A2.5.2.3 The supplier shall use energy-saving features in building exterior lighting and landscaping, such as the following light-emitting diode (LED) lighting or solar powered lighting.

A2.5.2.4 The planner shall ensure 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.

A2.5.3 Level 4 Requirements:

A2.5.3.1 The supplier shall establish a 30 % reduction in weather-normalized source energy use intensity over baseline.

A2.5.3.2 The supplier shall use sub-meters for HVAC systems (for example, chillers), indoor lighting or outdoor lighting systems, or both, to track energy usage.

A2.5.3.3 The supplier shall use "occupancy-based intelligence" programs that enable energy usage to be adjusted according to building occupancy.

A2.5.3.4 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.

A2.5.3.5 The supplier shall perform a certified ASHRAE energy audit 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 make bike racks available to employees and visitors.

A2.6.1.3 The supplier shall promote and provide information regarding alternative transportation to planners and others.

A2.6.1.4 The supplier shall provide incentives for employees for using lower carbon intense transportation such as

providing free bus passes, public transportation or preferred parking for hybrid or alternative fuel vehicles.

A2.6.1.5 The supplier shall enforce the local no-idling ordinance. In the absence of an ordinance, the supplier shall consistently restrict idling to less than five minutes unless severe weather conditions exist (to be determined by the supplier management).

A2.6.2 Level 3 Requirements:

A2.6.2.1 The supplier's outdoor vehicle fleet shall consist of a minimum of 25 % fueled by alternative fuels.

A2.6.3 Level 4 Requirements:

A2.6.3.1 The supplier shall have plug-in capabilities for plug-in electric vehicles.

A2.6.3.2 The supplier's outdoor vehicle fleet shall consist of a minimum of 50 % fueled by alternative fuels.

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 written green cleaning program that is signed by supplier management.

A2.7.1.4 The supplier shall restrict 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 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 standards 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 capture and re-use water run-off.

A2.8 Procurement

A2.8.1 Level 2 Requirements:

A2.8.1.1 The supplier's RFPs or request for quotations shall include a section which requires the vendor to describe the environmental benefits or attributes, or both, of their products or services.

A2.8.1.2 The supplier shall purchase products that eliminate or reduce VOCs, HAPs, heavy metals, materials classified as toxic, known carcinogens, and other hazardous substances.

A2.8.1.3 The supplier shall when practical and available to do so, purchase products from regional vendors. Regional vendors are defined as within a 500-mile radius.

A2.8.1.4 The supplier shall demonstrate 40 % of purchases made in accordance with the sustainable procurement policy from the established baseline.

A2.8.1.5 The supplier shall reduce purchase by 10 % (from the established annual inventory baseline of hazardous products/substances), or purchase no more than 10 % of total purchases, products containing VOCs, HAPs, heavy metals, materials classified as toxic, known carcinogens, and other hazardous substances.

A2.8.1.6 The supplier shall use of minimum of 50 % of green-certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products and laundry products. Laundry products may include: detergents, spot cleaners, fabric softener, and static removers.

A2.8.2 Level 3 Requirements:

A2.8.2.1 The supplier shall demonstrate 50 % of product 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 green-certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products and laundry products. Laundry products may include: detergents, spot cleaners, fabric softener, and static removers.

A2.8.2.3 The supplier shall reduce purchases by 20 % (from its established annual inventory baseline) or purchase no more than 5 % of total purchases, 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 product purchases are made in accordance with the sustainable procurement policy from the established baseline.

A2.8.3.2 The supplier shall reduce purchases by 20 % (from its annual inventory baseline of hazardous products/substances), or purchase less than 5 % of total purchases, 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 green-certified (for example, Green Seal, Eco-Logo, Design for

the Environment, or comparable) cleaning products and laundry products. 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 give back to the local community through legacy projects or by supporting a charity.

A2.9.1.2 The supplier shall provide employee incentives to increase involvement in partnership activities.

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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