

# SUSTAINABLE REGION 9

## GREEN MEETINGS AND CONFERENCES POLICY

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This policy aims to reduce the environmental footprint of Region 9 meetings and conferences, and supports the Agency's and Region 9's goals of preventing pollution, minimizing use of resources, and reducing greenhouse gas emissions from federal activities, as outlined in [Executive Order 13514](#) – Federal leadership in Environmental, Energy and Economic Performance. It also supports the General Services Administration (GSA) *Guidance for Sustainable Temporary Duty (TDY) Travel Policies and Practices* (FTR Bulletin 10-06, September 30, 2010).

### Policy

#### I. APPLICABILITY AND SCOPE

The Sustainable Region 9 Green Meetings and Conferences Policy (Policy) applies to the following:

- 1) To all Region 9 events and co-hosted events, including conferences, training, or other meetings, involving ten (10) or more people and **held in EPA Region 9 offices** in San Francisco, Los Angeles, Richmond, San Diego, and Honolulu. Applicable practices are encouraged for meetings of any size.
- 2) To the extent feasible, the Policy also applies to Region 9 hosted or co-hosted events held in non-EPA buildings, such as hotels, government buildings, conference centers, or any other space that is not procured through an EPA contract.

Use these guidelines to the **maximum extent practicable**. Employees may exercise judgment in applying them where facilities and equipment are not available to support the practices, or if lead time or **other circumstances** make them highly impractical.

*For events in which EPA Region 9 procures **off-site commercial facilities** and/or conference services directly through a purchase order, contract, or other acquisition method, the Office of Acquisition Management (OAM) Policy (Appendices G and H) also applies. In case of a conflict, follow the OAM requirements.*

#### II. ENVIRONMENTALLY PREFERABLE GOALS AND MEASURES

A checklist and reference for greening events is provided in Appendix A. Event organizers will meet the following environmentally preferable goals and measures for all events unless an exception is noted below.

**HANDOUTS:** Paper handouts shall be minimized or avoided where possible with exceptions of

those required for Reasonable Accommodation<sup>1</sup>. Any presentations should be made available electronically before, during, and/or after the event to reduce unnecessary paper use. If printed materials have to be used, they will be printed on 100% post-consumer recycled paper, process chlorine free (current Region 9 standard paper). All necessary handouts and meeting materials shall be printed or copied as double-sided documents. Event organizers who have documents produced outside of EPA will ensure that all documents are printed on 100% post-consumer recycled paper, process chlorine free and are labeled as such. Sample statement of work language can be found in Appendix B.

**BINDERS/FOLDERS:** If hard copies of handouts are used, avoid using binders or folders. If binders or folders are needed, planners will first reuse materials available through the Communications Center. Binders shall not be purchased without approval from your division's SR9 Advisory Committee member. If approved, binders shall be Forest Stewardship Council (FSC) certified.

**LIGHTING:** All room lights and equipment (including computers and projectors) will be turned off when leaving the room at the end of the day and during breaks of 30 minutes or more.

**LIGHT REFRESHMENTS:** If light refreshments are authorized, organizers will seek to purchase organic and/or other sustainably produced products such as fair trade shade-grown coffee. To determine if light refreshments can be procured for your event, please refer to Appendix F, *Quick Guide for Light Refreshments*. Items such as salt, pepper, cream, sugar, and condiments will be provided in bulk to minimize packaging. In addition, using reusable plates, cups, forks, spoons, and knives is preferred – when appropriate facilities are available to clean them. If reusable food service ware is not available, compostable serving ware, including non-bleached plates and napkins and compostable utensils and cups are available from the Communication Center. Event organizers will also encourage EPA employees to bring their own cups if beverages will be served. **Individual bottles of water shall not be offered.** The Region has pitchers, refillable water jugs with spouts and stands available for use at all events. Event organizers can contact the Facilities Office for use of the refillable water jugs and pitchers.

If meals are authorized, event organizers are strongly encouraged to have attendees sign up for meals before the event. Accurate attendance numbers will reduce food waste and costs. Event organizers are also encouraged to arrange to have any unserved food and/or beverages donated to a nonprofit organization, such as a food bank or soup kitchen. Un-donated and waste food shall be separated for composting if facilities are available. Sample statement of work language can be found in Appendix B.

Regarding packaging, event organizers will purchase food and beverages in packaging that is either compostable or recyclable if available. Expanded polystyrene products shall be avoided. Single use plastic containers for food and beverages are highly discouraged at EPA events unless no other practicable alternative exists. Sample statement of work language can be found in Appendix B.

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<sup>1</sup> The Rehabilitation Act of 1973 as amended, 29 U.S.C. §791 et seq., requires EPA to accommodate employees with disabilities and guests with disabilities at all EPA sponsored meetings, trainings, conferences, and events. Details can be found in Appendix I.

**COMPOSTING AND RECYCLING:**

FOR EVENTS HELD IN THE EPA REGION 9 OFFICE, composting and recycling bins are provided in all conference rooms. If bins are located outside of the meeting room, directions/signs shall be provided directing participants to the bins. Bin placement and room set-up is the responsibility of the Safety, Health & Facilities Office or other responsible party. If bins are not otherwise already present in the event room, event organizers will ensure that the bins are present and accessible by contacting the Safety, Health & Facilities Office or other appropriate office. To maximize collection rates and minimize user confusion, composting and recycling bins will be placed near waste bins.

FOR EVENTS HELD OUTSIDE THE EPA REGION 9 OFFICE<sup>2</sup>, every effort should be made to locate a space that provides composting and recycling bins. Recycling, at a minimum, includes aluminum cans, and plastic and glass bottles; if office paper waste is expected, provide recycling bins for paper. Signs will be provided at each of these bins which clearly indicate the type of items which can be composted or recycled. Sample signs can be found in Appendix E. To maximize collection rates and minimize user confusion, composting and recycling bins will be placed near waste bins. If interested in setting up a composting and recycling program at a facility that does not already offer it, event organizers can refer to the checklist and timelines set forth in Appendix C. Sample statement of work language can be found in Appendix B.

**NAME TAG HOLDERS AND TABLE TENTS:** Plastic name tag holders should be reused. The Facilities Office maintains the supply of re-usable name tag holders. After the event, organizers should collect and return name tag holders to the re-use area. Reusable/erasable whiteboard table tents are also available from the Facilities Office. They should be used at all events that require table tents unless there are none available.

**LOCATION:** For events held outside the EPA Region 9 Office, event organizers will select locations that, on average, minimize the distance the attendees have to travel and select locations that have public transportation options readily available. Locations should be conveniently located near airports to reduce travel distances and the need for automobile rentals if most attendees will be arriving by air. If a venue cannot be found that is close to public transit, or is not conveniently located to an airport, the conference organizer will consult with the Sustainable Region 9 Lead (or Green Events Organizer) to discuss alternatives.

*When procuring outside conference space, the contracting office is required to follow all applicable laws, regulations and EPA Policy.*

**LODGING:** Event organizers will also encourage conference attendees to consider staying at hotels which implement environmentally sustainable practices and will consider reserving a block of rooms for attendees. Such hotels include those that have been certified by state green lodging programs or third-party organizations as meeting certain "green" standards. See, for

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<sup>2</sup> All facilities selected for EPA events must be compliant with the ADA/Rehabilitation Act

example<sup>3</sup>, the [Green Seal Lodging List](#), [Green Key Eco rating program](#), [Energy Star labeled hotels](#), [California Green Lodging Program](#), [Hawaii Green Lodging program](#) or the [San Francisco Green Business Program](#).

In addition, conference attendees will be encouraged to implement sustainable practices on an individual level. For example, participate in hotel linen and recycling programs; turning off AC/heat, lights, TV, radio, etc. when not in the room; using electronic check out programs, etc.

**PUBLICITY:** For events with 30 or more attendees, the highest ranking official associated with the event will make a public announcement of green meeting/conference goals (e.g. composting, recycling, etc.) at the beginning of the day(s) and encourage attendee participation. If there are advance electronic announcements, provide information on the green components/plans to attendees; and if handouts are provided, include a green meeting statement in all printed materials. Sample statement of work language can be found in Appendix B.

**TRAVEL AND TRANSPORTATION:** If ten (10) or more non-EPA Region 9 employees will attend the event, the event organizers will inform attendees of environmentally-preferable transit and travel options consistent with this Policy. See Appendix B.

**AWARDS:** For meetings that include award ceremonies, environmentally preferable awards will be purchased, when feasible, and consistent with procurement policy. Consider procuring awards with a functional value. Awards will contain post-consumer content, as appropriate. This includes awards made from post-consumer glass or plastic, blankets or bags made from recycled plastic bottles, or clothing from organic cotton, for example. If awards, such as plaques, are made from wood, recycled wood will be purchased or purchasers will attempt to verify that an independent organization has certified the wood as sourced from a sustainable forest. Sample statement of work language can be found in Appendix B.

**PROMOTIONAL ITEMS:** The distribution of promotional or give-away items is strongly discouraged at all EPA Region 9 events, unless the items are specifically for the purpose of promoting more sustainable practices (reusable bags or bottles, for example). If deemed necessary, the event organizers will find the most environmentally preferable and functional items (e.g. useful items that contain recycled content or are made from organic cotton).

**DECORATIONS:** Appropriated funds cannot generally be used to purchase decorations. If approved, decorations should be reusable, recyclable, or compostable, and support regional waste reduction goals. Balloons should not be used at any EPA Region 9 events. If flowers and/or plants are authorized and necessary, organic and/or locally grown flowers and plants are preferred; artificial plants/flowers as well as plastic/disposal decorations may be used if they will be used again for future events or are compostable.

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<sup>3</sup> EPA is providing the names of these organizations for informational purposes only. This information is in no way intended to be an EPA endorsement or sanction of any of the listed organizations. EPA encourages you to explore all other organizations that offer similar services.



**SIGNS AND BANNERS:** For signs and banners produced on paper products that will be produced by an outside entity, event organizers will specify the use of soy ink and at least 30% post consumer recycled content (process chlorine free). Signs and banners that will be used only once should be made from recyclable and/or compostable materials. Non-recyclable banners and signs intended for one-time use are strongly discouraged. Alternatively, signs and banners may be produced on non-recyclable, non-compostable materials if the sign or banner will be used on an ongoing basis. Note: Outside production of signs or banners shall fall under the responsibility of the Government Printing Office (GPO). Any and all requests for outside printing must be processed through the Facilities Section. Sample statement of work language can be found in Appendix B.

### III. ROLES AND RESPONSIBILITIES

Knowledge of and implementation of this Policy is the responsibility of all Region 9 employees. The Sustainable Region 9 Team will facilitate communication to regional employees on the scope and implementation of this Policy.

### IV. TRACKING AND CONTINUOUS IMPROVEMENT

In order to further assist the Region in meeting the goals of this Policy, EPA employees and event organizers are highly encouraged to complete Appendix D to share relevant information with the Green Meeting Policy Lead regarding successes, barriers, and challenges to meet and implement the environmentally preferable goals and measures listed in this Policy. This information will be used to improve procedures and resources for future EPA event organizers and will serve as a resource for planning and implementing future green meetings and conferences. This information, as well as other relevant information, will be reviewed annually by the Policy Lead, who may issue recommendations for improving this Policy<sup>4</sup> and meeting its stated purpose.

### V. APPROVAL

The Sustainable Region 9 Green Meetings and Conference Policy is adopted to promote leadership in promoting responsible resource management and reduce the environmental impact of Agency meetings.

11/16/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Keith Takata, Deputy Regional Administrator  
U.S. Environmental Protection Agency, Region 9

<sup>4</sup> When the SR9 Green Meeting and Conference Policy (Policy) is updated, it will be reissued, signed, and dated by the Office of the Regional Administrator. References in the Policy to Appendices and other documents are to the latest versions; if these references are changed or modified after the Policy is issued or updated, such changes will not automatically result in a change to the Policy itself. The current Policy and most up-to-date appendices are available electronically - through the Environmental Management System (EMS) manual and the SR9 9Online Intranet site - in keeping with Region 9's EMS Document Control procedure.

## APPENDIX A: SIMPLIFIED CHECKLIST FOR HOSTING A GREEN CONFERENCE/MEETING

The following simplified checklist provides event organizers a quick reference for greening events. Please note that all events are unique and will likely require personalization beyond the simple checklist below. Please use this checklist as an outline and supplement additional actions/activities as appropriate.

Because meetings are often set up on short notice, the timeframes below are purely advisory.

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### 2-6 MONTHS BEFORE THE EVENT (OR AS CLOSE TO THIS TIMEFRAME AS POSSIBLE)

- Determine if a face-to-face meeting is essential. If not, look into organizing a different event – for example a video conference or web cast.
- If a face-to-face meeting is essential, identify a location that minimizes the distance attendees have to travel and select locations that have public transportation options readily available. Facilities selected for EPA events must be compliant with the ADA/Rehabilitation Act.
- If event space is being procured, event organizers will follow the EPA Acquisition Regulations (EPAAR) which establishes procedures for procuring environmentally preferable meeting and conference services. Under this regulation (48 CFR 1523.703-1), the Agency must purchase environmentally preferable meeting and conference services to the greatest extent practicable. Please refer to Appendix G for the text of this regulation, and Appendix H for the types of questions to solicit this information.
- If lodging is associated with the event, encourage attendees to stay at hotels which have been certified by third-party organizations as meeting certain “green” lodging standards; and consider reserving a block of rooms at such hotels. See, for example<sup>5</sup>, the [Green Seal Lodging List](#), [Green Key Eco](#) rating program, [Energy Star](#) labeled hotels, [California Green Lodging Program](#), [Hawaii Green Lodging program](#), or the [San Francisco Green Business Program](#).
- If light refreshments or meals are authorized, work with the vendors or purchasers to explore organic, local and/or fair trade, shade-grown coffee and other items.
- Items such as salt, pepper, cream, sugar, and condiments should be purchased and served in bulk to minimize packaging.
- If light refreshments are authorized, work with the meeting venue or event organizer to ensure any food packaging expected is recyclable and/or compostable. Non-recyclable plastic and polystyrene food containers are highly discouraged. Consider serving finger or bite size foods that require no serviceware.
- If meals are authorized, event organizers are strongly encouraged to have attendees sign up for meals before the event to minimize food waste and costs. Include meal signup information during the registration process.

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<sup>5</sup> EPA is providing the names of these organizations for informational purposes only. This information is in no way intended to be an EPA endorsement or sanction of any of the listed organizations. EPA encourages you to explore all other organizations that offer similar services.

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- If leftover food or beverages are expected, make contact with a nonprofit organization to arrange for food donation after the event.
- Identify who will be responsible for organizing leftover food and beverages at the end of the event. Provide the contact information of that individual to the nonprofit organization that will be collecting the food.
- Ensure that any handouts to be distributed during the event are necessary, such as for Reasonable Accommodation. All handouts determined to be necessary will be printed on 100% post consumer recycled paper, process chlorine free and be double sided.
- If the event will be held outside of the EPA Region 9 San Francisco Offices, determine if the venue has an established composting and/or recycling program. If yes, determine what materials will be produced during the event and determine if all expected materials are collected by the program. If materials are identified that cannot be collected through the existing program and you are interested in developing a supplemental composting and/or recycling program, please refer to the **Checklist and Timeline for Event Composting and/or Recycling** in Appendix C.
- Determine if awards are needed for the event. If so, select the most environmentally preferable option (such as plaques made from certified sustainable wood, or awards made from recycled glass). Consider awards that have a functional value.
- If binders are essential, check in the Communications Center to determine if previously used binders are available. Binders shall not be purchased without approval from your divisions SR9 Advisory Committee member. If approved, binders must be Forest Stewardship Council (FSC) certified.
- Although promotional items are strongly discouraged, if determined to be necessary for the event, select the most environmentally preferable options (e.g. items that contain recycled content or are made from organic cotton). Consider using functional items.
- If decorations are needed, select environmentally preferred options such as reusable items and locally grown and/or organic flowers and plants. Purchasing balloons will be avoided.
- Ensure a green meeting statement is included in all electronic and printed materials, as appropriate, so participants are aware of the green aspects of the event (for events with more than 30 participants).

**1 MONTH BEFORE THE EVENT (OR AS CLOSE TO THIS TIMEFRAME AS POSSIBLE)**

- If developing a new composting and/or recycling program for an offsite event (optional), please refer to **Checklist and Timeline for Event Composting and/or Recycling** located in Appendix C.
- Confirm with vendors or purchasers that all food packaging is compostable and/or recyclable.
- If needed, confirm awards have been purchased and are environmentally preferable.

- If needed, confirm decorations are environmentally preferable and that no balloons are purchased or used during the event.
- Confirm with vendors and/or purchasers that all approved food and light refreshments are in line with the Policy (ie. reusable food service ware, condiments in bulk, minimal packaging that is compostable or recyclable, etc.)

### **1 WEEK BEFORE THE EVENT**

- Remind participants to bring their own cup for water and/or coffee as appropriate.
- Confirm food/beverage pickup time with nonprofit organization previously selected.
- If developing a new recycling and/or composting program for an offsite event (optional), please refer to **Checklist and Timeline for Event Composting and/or Recycling** located in Appendix C.
- If the event will take place in the EPA San Francisco offices, confirm with the Facilities Office that name tags and refillable water containers and stands will be available. Confirm pick-up time/date.
- Make available online or via e-mail any handouts, presentations, and other materials for review in advance. If handouts are required for Reasonable Accommodation, make them available to the requestor in advance. Like all handouts, they should be printed on 100% post consumer paper, process chlorine free; and be double sided if appropriate.
- If table tents are needed, pick up from the designated person in the Facilities Office.

### **DAY BEFORE / DAY OF EVENT**

- Ensure waste bins are located with composting and/or recycling bins. Ensure all bins are properly labeled with signs (sample signs can be found in Appendix E)
- If developing a new composting and/or recycling program for an offsite event (optional), please refer to **Checklist and Timeline for Event Composting and/or Recycling** located in Appendix C.
- Purchase and pick up the decorations.
- If the event will take place in the EPA Region 9 San Francisco offices, pick up refillable water containers and stands and table tents as directed by the Facilities Office.

### **DURING THE EVENT**

- For events with 30 or more attendees, make a public announcement at the beginning of the day(s) to inform participants of the green meeting/conference goals.
- If awards will be given, make a verbal and/or written public announcement about their environmentally preferred attributes.



- If possible, identify one or more persons to ensure proper waste separation during the event. Generally this involves an individual occasionally scanning bins to ensure contamination is kept at a minimum.
- Ensure lights and equipment are turned off during long breaks or when not in use.
- If developing a new recycling and/or composting program for an offsite event (optional), please refer to **Checklist and Timeline for Event Composting and/or Recycling** located in Appendix C.
- At the conclusion of the event, collect food and/or beverages to be donated. Ensure the identified contact person is available to stay until the food is collected.

#### **AFTER THE EVENT**

- Make conference handouts, presentations, and other materials available online or via e-mail. Ensure conference participants are informed (electronically if possible) where the information can be found.
- If developing a new composting and/or recycling program for an offsite event, please refer to **Checklist and Timeline for Event Composting and/or Recycling** located in Appendix C.
- Complete the optional *After Event Questionnaire for EPA Staff* in Appendix D. Send to [greenmeetings@epa.gov](mailto:greenmeetings@epa.gov).
- Return items such as refillable water containers and stands, reusable table tents, and name badge holders.
- Provide attendees with electronic information on pounds recycled, energy saved, etc. if possible.

## **APPENDIX B: SAMPLE STATEMENT OF WORK LANGUAGE.**

**If you are preparing a statement of work it is highly recommended that you use the below sample language. Event organizers are encouraged to use only those sections that would be useful and relevant for their event.**

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### **Language for Waste Management Services**

*The provider shall make every effort to ensure recycling bins are available for disposal of beverage containers such as plastic and glass bottles, and aluminum cans. If possible, recycling bins for paper should also be made available during the event. In cities which offer commercial food waste collection, such as San Francisco and Oakland, the provider shall make every effort to ensure that food waste collection is provided at events where meals or light refreshments are provided, unless determined to be cost prohibitive or logistically impossible. In cities which do not offer commercial food waste collection, the provider shall investigate the possibility of setting up a temporary program for the event. If there is a significant cost difference, the provider shall prepare two cost proposals for consideration.*

### **Language for Light Refreshments**

*The provider shall make every effort to ensure non-disposable cups, plates, and silverware is provided for food service. This includes the use of reusable napkins and tablecloths. No polystyrene will be used for food or drink service. Condiments such as salt, pepper, and sugar will be provided in bulk to avoid wasteful single service items. If there is a significant cost difference, the provider will prepare two cost proposals for consideration.*

*The provider shall make every effort to encourage the use of organic light refreshments. Efforts will be made to purchase fair trade, shade grown coffee. If there is a significant cost difference, the provider will prepare two cost proposals for consideration.*

*The provider shall make every effort to create a system for attendees to sign up for meals before the event. The provider will ensure that registration forms include meal signup options. Accurate attendance numbers will reduce food waste and costs. The provider is encouraged to arrange to have leftover, unserved food donated to a local food bank or soup kitchen, or separate it for pick up by a composting operation. If there is a significant cost difference, the provider will prepare two cost proposals for consideration.*

### **Language for Promotional Items**

*The provider shall make every effort to limit, or exclude, the distribution of promotional or giveaway items. If deemed necessary, the provider shall find the most environmentally preferable and functional items (e.g., useful items that contain recycled content, and/or are made from organic cotton).*

### **Language for Travel and Transportation**

*The provider shall make every effort to provide attendees with information on environmentally preferable travel and transportation options, including public transportation where feasible.*

## **Use of Handouts**

*The provider shall make every effort to share information electronically whenever feasible in addition to providing hard copies to those that require paper copies for Reasonable Accommodation. The provider will make every effort to ensure that presentations are available electronically before and/or after the event to reduce unnecessary paper use. Options include, in priority order, web-post, e-mail, thumb drive, CD. All printed materials and handouts will be printed on 100% postconsumer recycled paper, process chlorine free, unless deemed to be cost prohibitive. All handouts and meeting materials will be printed or copied as double-sided documents. As appropriate, documents, handouts, and brochures should contain the following statement, "Printed on 100% post-consumer recycled paper, process chlorine free."*

## **Use of Double-Sided Copying and Printing**

*The provider shall make every effort to use double-sided copying and printing for all conference related materials as well as any progress, draft, or final reports.*

## **Event Publicity Language**

*The provider shall make every effort to include the following statement, or a statement that is substantively the same, on all published materials and announcements for the meeting. As applicable, this includes the website, save-the-date cards, formal invitation letters, conference brochures, and other outreach materials.*

This is a green event. Every effort has been made to reduce the overall footprint and to protect human health and the environment. Green features such as \_\_\_\_\_ (fill in as appropriate. Ie. recycled content paper, recycling, food donation, biodegradable food service ware, carbon neutral travel options, etc.) will prevent pollution, minimize solid waste, save energy, and reduce greenhouse gas emissions. Thank you for supporting these efforts!

## **APPENDIX C: CHECKLIST AND TIMELINE FOR EVENT COMPOSTING AND/OR RECYCLING**

**The following checklist was developed as a tool for event coordinators when setting up a composting and/or recycling program at venues that do not already provide those services. Please note that all events are unique and will likely require personalization beyond the simple checklist below. Please use this checklist as an outline and supplement additional actions/activities as appropriate.**

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### **6 MONTHS PRIOR TO THE EVENT**

- ❑ Identify composting and/or recycling goals for the event (ie. divert 50% of the waste from landfills, hold a zero waste event, start a composting program, etc.)
- ❑ Determine what materials are expected from the event and where/who generates those wastes (suppliers, staff, vendors, attendees, etc).
- ❑ Determine which items will be targeted for composting and/or recycling for the event. Keep in mind what is practicable given budgets, space, local recycling markets, and other factors that may limit the ability to successfully collect materials.
- ❑ Research equipment/containers needed for collection of the selected materials.
- ❑ Identify haulers/recyclers that operate in the location of the event. Contact each hauler to determine best prices and options. Depending on the situation, procurement of collection services may need to be competitive sourced.
- ❑ Identify education/outreach opportunities for the event for participants and the larger community.

### **3-6 MONTHS PRIOR TO THE EVENT**

- ❑ Identify staff person to assist in implementing composting and /or recycling procedures.
- ❑ Research donation opportunities for reusable materials that are expected from the event.
- ❑ For those items not able to be reused or donated, decide if materials will be source separated or commingled. This may depend on what the hauler prefers.
- ❑ Meet in person, or contact by letter/email, all vendors to discuss composting, recycling, and/or waste reduction opportunities. Determine ways to reduce packaging from the vendors.
- ❑ Select and order needed equipment such as collection bins for compostables and/or recyclables, stickers, signs, etc. Sample signs are included in Appendix E.
- ❑ Organize and create education and outreach components (i.e. information in event program and vendor packets, press release, signage, etc.)



## **2 MONTHS PRIOR TO THE EVENT**

- Begin publicizing event greening and waste management practices through displays, media, and promotions that may be planned.
- Contact the hauler to order composting, recycling, and/or waste services for the event. Work with your budget person to determine the payment process.
- Determine who will be collecting and transporting recyclables on the day of the event (ie. will you need volunteers to collect the waste during the event or will the event facility staff manage collection and oversight?).
- If a packet (preferably electronic) will be prepared for vendors, include recycling procedures and goals. Explain how/why the vendors can participate in the recycling goals (ie. reduce packaging, if certain materials are banned from the event, etc.)
- If possible, it may be helpful to train facility staff on recycling procedures several months before the event. This can be repeated the day before the event (or even the day of).
- Create a diagram of the recycling staging area(s) for vendors and facility staff. Be sure to place a composting and/or recycling bin with every single waste bin. This will minimize contamination issues.

## **WEEK PRIOR TO THE EVENT**

- If any materials will be donated, confirm pick-up time and location with the organization responsible for pick-up.
- Confirm deliver place and time for any supplies/equipment that will be delivered (such as bins).
- Confirm hauler schedule (day, time, location)
- Print signs that will be used for the bins. Ensure that signs are very clear, with easy to understand instructions. If persons who speak multiple languages are expected at the event, signs should be multi-lingual.

## **DAY BEFORE THE EVENT**

- Train facility staff on composting and/or recycling procedures (can be done day of event if necessary).
- Reaffirm composting and/or recycling procedures to vendors, volunteers, and facility staff.
- Strategically place trash, composting, and recycling bins next to each other.
- Ensure all bins are clearly marked with signs.

### DAY OF THE EVENT

- Monitor waste stations regularly to minimize contamination and empty containers as needed.
- If possible, publicize composting and recycling throughout day with announcements to remind participants that their participation is important.

### AFTER THE EVENT

- Ensure containers are picked up on time by the haulers. Be sure to collect weight tickets and receipts from the haulers.
- Evaluate and publicize results to participants, vendors, facility staff/management, etc. This can help reinforce the positive impact composting and/or recycling has on the success of a green event.
- Write-up recommendations for the next event when the details are still fresh in your mind. Be sure to note what procedures did and did not work. This will help future events be even better.

## APPENDIX D: OPTIONAL AFTER EVENT QUESTIONNAIRE FOR EPA STAFF

### OPTIONAL AFTER-EVENT QUESTIONNAIRE FOR EVENTS HELD IN R9 CONFERENCE ROOMS

Your feedback will greatly help us track and improve our green events. Please submit questionnaire to [greenmeetings@epa.gov](mailto:greenmeetings@epa.gov). Thank you!

Name (Optional) [Click here to enter text.](#) Date of Event [Click here to enter text.](#)

1. **Event:** What type of event (e.g. brownbag, training, meeting) did you hold? [Click here to enter text.](#)  
How many EPA attendees and how many guests? [Click here to enter text.](#)
2. **Green Meeting:** Which green aspects or actions did you include in your meeting? (e.g. announcing that it is a green meeting, providing electronic copies of papers, re-usable table tents) [Click here to enter text.](#)
3. **Food/ Beverage:** Did your event include food and beverages? [Choose an item.](#)  
If so, did you attempt to provide sustainable products (e.g. organic, local fair trade)? [Choose an item.](#)  
What caterer or business did you use? [Click here to enter text.](#)

### OPTIONAL AFTER-EVENT QUESTIONNAIRE FOR EVENTS HELD OUTSIDE EPA FACILITIES

Your feedback will greatly help us track and improve our green events. Please submit to [greenmeetings@epa.gov](mailto:greenmeetings@epa.gov). Thank you!

Name (Optional) [Click here to enter text.](#) Date of Event [Click here to enter text.](#)

1. **Event:** What type of event did you hold? [Click here to enter text.](#)  
How many EPA attendees and how many guests? [Click here to enter text.](#)
2. **Conference Space (non-hotel):**  
Where was your meeting held? [Click here to enter text.](#)  
What green aspects did they have (e.g. recycling, composting, LEED or Energy Star building)?  
[Click here to enter text.](#)  
Did you work with them to provide greener options and were they cooperative? [Click here to enter text.](#)
3. **Hotel:** If applicable, which hotel did you use? [Click here to enter text.](#)  
Which green aspects did they already have? (e.g. recycling, low flow fixtures, Green-certified hotel, LEED or Energy Star building) [Click here to enter text.](#)  
Which green aspects were they willing to work with you on developing for your event?  
[Click here to enter text.](#)
4. **Food/ Beverage:** Did your event include food and beverages? [Choose an item.](#)  
If so, did you attempt to provide sustainable products (e.g. organic, local fair trade)? [Choose an item.](#)  
What caterer or business did you use? [Click here to enter text.](#)

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**Would you be willing to answer a longer survey (less than 5 minutes) to help us improve our meetings? If so, please continue to the next page.**

## AFTER EVENT QUESTIONNAIRE (LONG VERSION) FOR EPA MEETING PLANNER

### 1. Event: What type of event did you hold?

- |  |   |
|--|---|
| <input type="checkbox"/> Conference                    | <input type="checkbox"/> Lunchtime event                |
| <input type="checkbox"/> Training/ Workshop            | <input type="checkbox"/> Regional meeting               |
| <input type="checkbox"/> Retreat                       | <input type="checkbox"/> All hands meeting (Div, other) |
| <input type="checkbox"/> Meeting w/EPA + non EPA staff | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Meeting w/EPA staff only      |   |

### 2. Number of attendees (EPA/non-EPA) \_\_\_\_\_ / \_\_\_\_\_ (An estimate is fine)

### 3. Conference/Meeting Space:

What type of meeting space did you have?

- |   |
|---|
| <input type="checkbox"/> Hotel (name, city, state) _____                          |
| <input type="checkbox"/> Off site space (other gov. office, etc., location) _____ |
| <input type="checkbox"/> Region 9 (room name/number) _____                        |
| <input type="checkbox"/> Other (name/location) _____                              |

Which green aspects did the facility already include?

- |  |   |
|--|---|
| <input type="checkbox"/> Paper Recycling               | <input type="checkbox"/> Organic/Sustainable food /food service                       |
| <input type="checkbox"/> Plastic/metal/glass recycling | <input type="checkbox"/> Certified green facility (Green Biz, LEED, Green Seal, etc.) |
| <input type="checkbox"/> Composting                    | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Energy efficient facility     |   |
| <input type="checkbox"/> Water efficient facility      |   |
| <input type="checkbox"/> "Green Meeting" package       |   |

Which green aspects were they willing to work with you on developing for your event?

- |  |  |
|--|--|
| <input type="checkbox"/> Paper Recycling               | <input type="checkbox"/> Organic/Sustainable food/ + food service                    |
| <input type="checkbox"/> Plastic/metal/glass recycling | <input type="checkbox"/> Certified green facility (Green Biz, LEED, Green Seal, etc) |
| <input type="checkbox"/> Composting                    | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Energy efficient facility     |  |
| <input type="checkbox"/> Water efficient facility      |  |

### 4. If hotel used for lodging – Hotel Name: \_\_\_\_\_

Which green aspects did the hotel already provide?

- |  |  |
|--|--|
| <input type="checkbox"/> Paper Recycling               | <input type="checkbox"/> Linen re-use program  |
| <input type="checkbox"/> Plastic/metal/glass recycling | <input type="checkbox"/> Paperless checkout  |
| <input type="checkbox"/> Composting                    | <input type="checkbox"/> Certified green facility (Green Biz, LEED, Green Seal, etc) |
| <input type="checkbox"/> Energy efficient facility     | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Water efficient facility      |  |
| <input type="checkbox"/> Organic/Sustainable food      |  |

Which green aspects were they willing to work with you on developing for your event?

- |  |  |
|--|--|
| <input type="checkbox"/> Paper Recycling               | <input type="checkbox"/> Linen Re-use program  |
| <input type="checkbox"/> Plastic/metal/glass recycling | <input type="checkbox"/> Paperless checkout  |
| <input type="checkbox"/> Composting                    | <input type="checkbox"/> Certified Green facility (Green Biz, LEED, Green Seal, etc) |
| <input type="checkbox"/> Energy Efficient facility     | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Water Efficient facility      |  |
| <input type="checkbox"/> Organic/Sustainable food      |  |



**5. Other Green Meeting Features**

What other green efforts did your meeting include?

- Email registration
- Green meeting announcement
- Electronic handouts (check all applicable)
  - Available on website
  - CD
  - e-mailed handouts
    - Flash drive
    - Other \_\_\_\_\_
- Reusable name badges
- Reusable table tents
- Reused or donated supplies
- Other \_\_\_\_\_

**6. Food/ Beverage:** Did your event include food and beverages?

- Yes,  - No If yes:

a. Caterer or restaurant used? (List all – names and service) \_\_\_\_\_  
\_\_\_\_\_

b. Did you attempt to get sustainable/organic food and beverage items?

- Yes,  - No

If so what sustainable/organic items did you get? (These need check boxes)

- Coffee/tea,
- Pastry/cookies
- Bagels
- Break snacks,
- Meals?
- Other \_\_\_\_\_

**7. Did you request re-usable/recyclable china/service-ware, reduced packaging?**

- Yes,  - No

If so what environmentally preferable features did they have?

- Re-usable
- Compostable
- Recyclable
- Bulk condiments or other items,
- Recycled content
- Other? \_\_\_\_\_

**8. Did sustainable food increase the cost of the event?**

- Yes,  - No,  - N/A

**9. Water:** Did you provide non-bottled water?

- Yes,  - No, If yes, how?

- Pitchers or dispenser
- On-site tap water
- Delivered

What was your experience in procuring these items?

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**10. Could you donate unused food?**

- Yes,  - No

If yes, to whom? \_\_\_\_\_

**11. Anything else you want to tell us about your food/beverage experience?**

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**12. Did you use:**

- Appendix A: Simplified Checklist for Hosting a Green Conference/Meeting
- Appendix B: Sample Statement of Work Language
- Appendix C: Checklist and Timeline for Event Composting and/or Recycling

Did you find them useful?

- Yes,  - No

Do you have any suggestions on how they might be improved? \_\_\_\_\_

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**13. Database:** Did you use the meeting space or restaurant and catering database in Lotus Notes?

- Yes,  - No

If yes, which ones did you use

- meeting space,  - restaurant and catering database

Did you find them useful?

- Yes,  - No

Do you have any suggestions on how they might be improved? \_\_\_\_\_

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**14. Other:** Any suggestions/recommendations for your coworkers as they plan green conferences and meetings?

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**15. Other thoughts or comments?**

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**THANK YOU FOR HELPING US REDUCE OUR ENVIRONMENTAL FOOTPRINT!**

**APPENDIX E: SAMPLE COMPOSTING, RECYCLING, AND LANDFILL SIGNS FOR EVENTS**



## **Appendix F: DOCUMENTATION REQUIREMENTS WHEN USING PURCHASE CARDS TO BUY MEALS AND/OR LIGHT REFRESHMENTS**

Cardholders and Cardholder Approving Officials are advised to be cautious when placing orders for meals and “light refreshments.” These purchases require close scrutiny to ensure they are necessary expenses of appropriated funds. The reason and authority for these purchases must be documented in the cardholder’s records.

Attached is general guidance to assist you in determining if meals/light refreshments may be purchased using the purchase card, and what supporting documentation is required. There is separate guidance for the following occasions for which the purchase of meals or light refreshments may be allowable:

- Formal conferences
- EPA employee training workshops
- EPA employee awards ceremonies or receptions
- Environmental awards ceremonies
- Special Emphasis Program observances
- Internal EPA business meetings

You can obtain more detailed information regarding meals and light refreshments from the following sources:

For questions concerning the necessary expense rules, contact the Office of General Counsel, Civil Rights and Finance Law Office, telephone (202) 564-2738.

To view EPA’s policy (EPA Order 1900.3) regarding food at an EPA conference workshop, ceremony, reception or observance, go to: <http://intranet.epa.gov/rmpolicy/ads/orders/1900.3.pdf>

To view OGC’s current “Frequently Asked Questions” on meals and light refreshments, go to: <http://intranet.epa.gov/ogc/memoranda/meals.htm> or <http://intranet.epa.gov/ogc/memoranda/meals.pdf>

To view EPA’s Delegations Manual for authority to approve refreshments under the Government Employees Incentive Awards Act, go to: <http://intranet.epa.gov/rmpolicy/ads/dm/1-51.htm>

To view the EPA Recognition Policy and Procedures Manual, go to: <http://intranet.epa.gov/rmpolicy/ads/manuals/3130-A2.pdf>



**SUPPORTING DOCUMENTATION FOR PURCHASING MEALS OR LIGHT REFRESHMENTS  
FOR A FORMAL CONFERENCE**

Conference Name:

**WARNING!** Appropriated funds can only be used to pay for meals or light refreshments at formal conferences for Federal attendees. There are very limited exceptions to this rule. See the EPA OGC's "Frequently Asked Questions" for additional guidance.

A. This **FORMAL CONFERENCE** involves topical matters of interest to Federal and non-Federal audiences that relate directly to carrying out EPA's statutorily authorized mission to protect human health and the environment. The presence of private citizens, state, tribal, or local environmental officials and/or Federal employees from other agencies must be necessary to achieve the conference objectives. In addition, a formal conference would include, among other things, registration, a published, substantive agenda, and scheduled speakers or discussion panels.

If YES, go to Item B. If NO, you cannot purchase light refreshments or meals.

B. There is evidence on file in the office sponsoring the conference that the **Approving Official (the Program Office Division Director sponsoring the conference)** has approved documentation which has:

- A citation of the statutory authority for the formal conference;
- A copy of the agenda;
- A description of the attendees (estimated number of Federal and non-Federal);
- The attendees' role in protecting the environment and/or human health; and
- An explanation of how the conference will promote the Agency's mission.

If YES to all of the above, go to Item C. If NO, you cannot purchase light refreshments.

C. Attach a copy of the Approving Official's approval of documentation which explains how:

- The meals and/or light refreshments are incidental to the formal conference;
- Providing meals and/or light refreshments at the formal conference is to ensure attendees' full participation in essential discussions, lectures or speeches concerning the purpose of the formal conference. The meals and/or light refreshments must promote interaction during breaks to remain at the formal conference.
- The meals and/or light refreshments are part of the formal conference that includes not just the meals and/or refreshments, but also includes discussions, speeches, and lectures or other substantial business that takes place separately from when meals and/or light refreshments are served.

To view EPA's policy regarding food at conferences, go to:  
<http://intranet.epa.gov/rmpolicy/ads/orders/1900.3.pdf>

To view EPA OGC's "Frequently Asked Questions," go to:  
<http://intranet.epa.gov/ogc/memoranda/meals.htm> or  
<http://intranet.epa.gov/ogc/memoranda/meals.pdf>

SUPPORTING DOCUMENTATION FOR PURCHASING MEALS OR LIGHT REFRESHMENTS  
FOR AN **EPA EMPLOYEE TRAINING WORKSHOP**

Training Workshop Name:

Note: This guidance applies to training for EPA employees only.

A. This **EPA EMPLOYEE TRAINING WORKSHOP** meets the Government Employees Training Act (GETA) definition as “the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency’s mission and performance goals.” This type of training is directed towards helping EPA employees learn new skills or improve job performance. **(Note: Only the EPA Training Officer has the authority to make this determination.)**

If YES, go to Item B. If NO, you cannot purchase meals or light refreshments.

B. There is evidence on file in the office sponsoring the workshop that:

- **The Approving Official (Program Office Division Director sponsoring the workshop)** provided documentation to the responsible EPA Training Officer which establishes that attendees spend at least 50% of their working hours for that day participating in meaningful, structured, educational, and instructional activities;
- The goals and desired outcomes of the event, as announced to the participants;
- The strategies that will be used to accomplish the training (presentations, group discussions, panel presentations, field trips, etc.); and
- The specific professional development that an employee will attain by participating in the event.

If YES, go to Item C. If NO, you cannot purchase meals or light refreshments.

C. Attach documentation which shows the EPA Training Officer determined that the event qualifies as training under GETA and associated Office of Personnel Management (OPM) regulations.

If YES, go to Item D. If NO, you cannot purchase meals or light refreshments.

D. Attach a copy of the Approving Official’s approval of the documentation which explains why meals or light refreshments are a necessary expense. Such documentation should include a discussion of the following elements:

- The REFRESHMENTS are incidental to the EPA employee training workshop that qualifies as training under GETA;
- Providing LIGHT REFRESHMENTS at the training site is to ensure attendees’ full participation in essential discussions, lectures, or speeches concerning the purpose of the training. The light refreshments must promote interaction during breaks by encouraging employees to remain at the training site; and
- The REFRESHMENTS are a necessary part of a workshop that qualifies as training under GETA because the agenda includes discussions, speeches, and lectures, other substantial functions that takes place separately from the light refreshment service.

- If MEALS are provided: The Approving Official must also approve documentation which explains why MEALS are a necessary expense:
- The MEAL is incidental to the training program (i.e. the meal is part of a larger training conference or workshop, rather than a stand-alone meal with a speaker);
- Attendance at the meal is necessary for full participation in the training program (for example there is a speaker or panel presentation on a topic relating to the conference during the meal); and
- The employee is not free to take the meal elsewhere without missing essential formal discussions, lectures and/or speeches concerning the purpose of the conference.

To view EPA's policy regarding food at training workshops, go to:

<http://intranet.epa.gov/rmpolicy/ads/orders/1900.3.pdf>

To view EPA OGC's "Frequently Asked Questions," go to:

<http://intranet.epa.gov/ogc/memoranda/meals.htm> or

<http://intranet.epa.gov/ogc/memoranda/meals.pdf>

SUPPORTING DOCUMENTATION FOR PURCHASING LIGHT REFRESHMENTS  
FOR AN **EPA EMPLOYEE AWARDS CEREMONY OR RECEPTION**  
(EXCEPT FOR INFORMAL/NON-MONETARY AWARDS)

Awards Ceremony Description:

A. This **EPA EMPLOYEE AWARDS CEREMONY/RECEPTION** recognizes individuals who are recipients of awards as authorized by the EPA Recognition Policy and Procedures Manual.

If YES, go to Item B. If NO, you cannot use purchase light refreshments.

B. Attach documentation from the **Approving Official as identified in EPA Delegation 1-51 (the Regional Administrator)**, with evidence of the approval included in the file of the office sponsoring the award ceremony or reception, that:

- Cites the statutory authority for the award ceremony;
- States that expenses incurred are to recognize individuals who are recipients of awards authorized by EPA;
- Determine that the award ceremony is necessary; and
- References that EPA Delegation 1-51 is limited to authority to approve the use of appropriated funds for light refreshments at EPA GEIAA awards ceremonies for Federal employees.

The Approving Official cannot make approvals for EPA events that are not funded by his/her organization. If more than one organization funds an event, the organizations involved may designate one official to act as the Approving official for the event.

To view EPA Delegation 1-51, go to: <http://intranet.epa.gov/rmpolicy/ads/dm/1-51.htm>

To view the EPA Recognition Policy and Procedures Manual, go to:  
<http://intranet.epa.gov/rmpolicy/ads/manuals/3130-A2.pdf>

To view EPA's policy regarding food at EPA employee award ceremony or reception, go to:  
<http://intranet.epa.gov/rmpolicy/ads/orders/1900.3.pdf>

To view EPA OGC's "Frequently Asked Questions," go to:  
<http://intranet.epa.gov/ogc/memoranda/meals.htm> or  
<http://intranet.epa.gov/ogc/memoranda/meals.pdf>

SUPPORTING DOCUMENTATION FOR PURCHASING MEALS  
FOR AN **EPA EMPLOYEE AWARDS CEREMONY OR RECEPTION**  
(**INFORMAL/NON-MONETARY AWARD UNDER EPA POLICY AND PROCEDURES RECOGNITION**  
**MANUAL**)

A. This is an **INFORMAL/NON-MONETARY AWARD** as addressed in the EPA Recognition Policy and Procedures Manual. An informal non-monetary award is an award granted to an employee or a team to recognize accomplishments of lesser scope than would be recognized by a formal honor award or monetary award. An example of an EPA employee informal/non-monetary award cited in the Manual is a team office lunch.

If YES, go to Item B. If NO, you cannot purchase meals as in informal/non-monetary award.

B. Attach documentation from the immediate supervisor of the award recipient (with evidence of the approval included in the file of the office sponsoring the informal/non-monetary award) which:

- States that expenses incurred are to recognize individuals who are recipients of the award authorized by EPA;
- Addresses that the cost of the EPA informal/non-monetary award is within the monetary limitation specified in the Manual.

Note that while an individual employee or team meal may be paid for with appropriated funds as an informal/non-monetary award, the purchase of light refreshments is not authorized.

To view the EPA Recognition Policy and Procedures Manual, go to:  
<http://intranet.epa.gov/rmpolicy/ads/manuals/3130-A2.pdf>

SUPPORTING DOCUMENTATION FOR PURCHASING MEALS OR LIGHT REFRESHMENTS  
FOR AN **ENVIRONMENTAL AWARDS CEREMONY**

A. An **ENVIRONMENTAL AWARDS CEREMONY** is an event where EPA encourages efforts by non-Federal parties to protect human health and the environment.

B. The EPA has Specific Statutory Authority to give an award, such as that contained in the Pollution Prevention Act (PPA) and National Environmental Education Act (NEEA).

**(Go to Item C if Statutory Authority is “Encourage and Cooperate.”)**

If YES, go to Item D. If NO, you cannot purchase meals or light refreshments.

**Specific Statutory Authority:**

C. There may be significant legal restrictions on the use of appropriated funds to pay for light refreshments and meals for Federal attendees, non-Federal award recipients, and guests under the “Encourage and Cooperate” authority. See <http://intranet.epa.gov/ogc/memoranda/meals.pdf> for the latest information on availability of appropriated funds to provide light refreshments and meals to Federal and non-Federal attendees at EPA sponsored events.

If you have reviewed the EPA OGC’s “Frequently Asked Questions” and determined that the use of appropriated funds is appropriate, go to Item D; otherwise, you cannot purchase meals or light refreshments.

D. Attach documentation from the **Approving Official (Office Director sponsoring the ceremony)** of the office sponsoring the ceremony or reception (with evidence of the approval included in the file of the office sponsoring the award ceremony) which:

- Cites the statutory authority for the environmental award ceremony;
- Determines that the environmental award ceremony is necessary;
- States that expenses incurred are to recognize individuals who are recipients of awards authorized by EPA; and
- Cites consultation with the Office of General Counsel, Appropriation Law, regarding the applicability of statutory authority.

To view EPA OGC’s “Frequently Asked Questions,” go to:

<http://intranet.epa.gov/ogc/memoranda/meals.htm> or  
<http://intranet.epa.gov/ogc/memoranda/meals.pdf>

To view EPA’s policy regarding food at an environmental awards ceremony, go to:

<http://intranet.epa.gov/rmpolicy/ads/orders/1900.3.pdf>



SUPPORTING DOCUMENTATION FOR PURCHASING ETHNIC FOOD SAMPLES  
FOR A **SPECIAL EMPHASIS PROGRAM OBSERVANCE**

A. This **SPECIAL EMPHASIS PROGRAM (SEP)** observance is authorized under 29 CFR 1614, Section 102 and Chapter 1 of EEOC Management Directive 110. The Approving Official (Director of the office sponsoring the SEP observance) has decided to use appropriated funds for ethnic food samples at the event for Federal employees.

If YES, go to Item B. If NO, you cannot purchase ethnic food samples.
---

B. Attach documentation from the **Approving Official (Program Office Division Director sponsoring the program)** with evidence of the approval included in the file of the office sponsoring the observance, if appropriated funds are used to provide ethnic food samples, which:

- Cites the authority for the SEP observance,
- Determines that the SEP observance is necessary; and
- States that expenses incurred for the sampling of ethnic food enhances the educational nature of the observance.

To view EPA's policy regarding ethnic food samples at a SEP, go to:  
<http://intranet.epa.gov/rmpolicy/ads/orders/1900.3.pdf>

To view EPA OGC's "Frequently Asked Questions," go to:  
<http://intranet.epa.gov/ogc/memoranda/meals.htm> or  
<http://intranet.epa.gov/ogc/memoranda/meals.pdf>

GUIDANCE FOR PURCHASING LIGHT REFRESHMENTS OR MEALS  
FOR AN **INTERNAL EPA BUSINESS MEETING**

Appropriated funds may only be used to purchase meals and/or light refreshments at internal EPA business meetings for Federal employees only if they are in travel status.

An “internal EPA business meeting” is primarily held to discuss or make decisions on such matters as the Agency budget, strategic plan, policies, implementation plans, and similar internal matters. Internal EPA business meetings do not relate to environmental protection policies and programs of general interest to the non-Federal community or other Federal agencies, or involve professional development and mission-related training.

Appropriated funds may be used for meals and/or light refreshments at internal business meetings only in an amount necessary to provide these items to the Federal employees in travel status and non-Federal individuals on invitational travel orders.

See EPA Order 1900.3, paragraph 5 for additional details: <http://intranet.epa.gov/rmpolicy/ads/orders/1900.3.pdf>

And the EPA OGC’s “Frequently Asked Questions,” at:

<http://intranet.epa.gov/ogc/memoranda/meals.htm> or

<http://intranet.epa.gov/ogc/memoranda/meals.pdf>

## **APPENDIX G: EPA PROCUREMENT REGULATION FOR GREEN MEETINGS AND CONFERENCES**

### **TITLE 48--FEDERAL ACQUISITION REGULATIONS SYSTEM**

#### **CHAPTER 15--ENVIRONMENTAL PROTECTION AGENCY**

##### **Sec. Sec. 1523.703-1 Acquisition of environmentally preferable meeting and conference services.**

(a) Scope. This section establishes policy and procedures for acquiring environmentally preferable meeting and conference services. For purposes of this section, the term "contracting officer" refers to any EPA employee with purchasing authority. For the purposes of this section, the term "meeting and conference services" refers to any purchase by an EPA employee of the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose.

(b) Policy. Contracting officers must purchase environmentally preferable meeting and conference services to the greatest extent practicable. Environmental preferability is defined at FAR 2.101. Environmental preferability shall be considered in all purchases of meeting and conference services.

(c) Procedures for micropurchases. The contracting officer shall request information on environmentally preferable features and practices from each meeting and conference services vendor solicited using the provision or language substantially the same as the provision at 1552.223-71.

(d) Procedures for purchases exceeding micropurchase threshold. The contracting officer shall request information on environmentally preferable features and practices from each meeting and conference services vendor using the provision or language substantially the same as the provision at 1552.223-71, and shall notify vendors that basis for award will be best value with price and other factors considered. Environmental preferability must be considered among the other factors. The contracting officer shall determine the relative importance of price and other factors as appropriate to the acquisition.

(e) Contractor support for meetings and conferences. A contract, order, work assignment or purchasing agreement that includes contractor support for meeting and conference planning and logistics must include a green meeting and conference requirement. The contracting officer shall ensure language is included in the tasking document work statement that requires the contractor to use the provision at 1552.223-71, or language approved by the contracting officer that is substantially the same as the provision, when soliciting quotes or offers for meeting and conference services on behalf of the EPA.

(f) Solicitation Provision. The contracting officer shall insert the provision or language substantially the same as the provision at 1552.223-71, EPA Green Meetings and Conferences, in solicitations for meeting and conference services. Contracting officers issuing an oral solicitation must also use the provision, though it may be provided to the vendor orally or electronically. Contractors soliciting quotes or offers for meeting and conference services on behalf of EPA shall use the provision, or language approved by the contracting officer that is substantially the same as the provision.

## APPENDIX H: EPA GREEN MEETINGS AND CONFERENCES SOLICITATION PROVISION

### TITLE 48--FEDERAL ACQUISITION REGULATIONS SYSTEM CHAPTER 15--ENVIRONMENTAL PROTECTION AGENCY

Sec. Sec. 1552.223-71 EPA Green Meetings and Conferences.

As prescribed in 1523.703-1, insert the following provision or language substantially the same as the provision in solicitations for meetings and conference services.

#### EPA Green Meetings and Conferences (MAY 2007)

(a) The mission of the EPA is to protect human health and the environment. We expect that all Agency meetings and conferences will be staged using as many environmentally preferable measures as possible. Environmentally preferable means products or services that have a lesser or reduced effect on the environment when compared with competing products or services that serve the same purpose.

(b) As a potential meeting or conference provider for EPA, we require information about environmentally preferable features and practices your facility will have in place for the EPA event described in the solicitation.

(c) The following list is provided to assist you in identifying environmentally preferable measures and practices used by your facility. More information about EPA's Green Meetings initiative may be found on the Internet at <http://www.epa.gov/oppt/greenmeetings/>. Information about EPA voluntary partnerships may be found at <http://www.epa.gov/partners/index.htm>.

- (1) Do you have a recycling program? If so, please describe.
- (2) Do you have a linen/towel reuse option that is communicated to guests?
- (3) Do guests have easy access to public transportation or shuttle services at your facility?
- (4) Are lights and air conditioning turned off when rooms are not in use? If so, how do you ensure this?
- (5) Do you provide bulk dispensers or reusable containers for beverages, food and condiments?
- (6) Do you provide reusable serving utensils, napkins and tablecloths when food and beverages are served?
- (7) Do you have an energy efficiency program? Please describe.
- (8) Do you have a water conservation program? Please describe.
- (9) Does your facility provide guests with paperless check-in & check-out?
- (10) Does your facility use recycled or recyclable products? Please describe.
- (11) Do you source food from local growers or take into account the growing practices of farmers that provide the food? Please describe.
- (12) Do you use biobased or biodegradable products, including biobased cafeteria ware? Please describe.
- (13) Do you provide training to your employees on these green initiatives? Please describe.
- (14) What other environmental initiatives have you undertaken, including any environment-related certifications you possess, EPA voluntary partnerships in which you participate, support of a green suppliers network, or other initiatives? Include "Green Meeting" information in your quotation so that we may consider environmental preferability in selection of our meeting venue.

## **APPENDIX I: REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES AT EPA SPONSORED EVENTS**

The Rehabilitation Act of 1973 as amended, *29 U.S.C. §791 et seq.*, requires EPA to accommodate employees with disabilities and guests with disabilities at all EPA sponsored meetings, trainings, conferences, and events. In addition, buildings used for offsite events should be fully accessible. To ensure EPA's compliance with these requirements, please include the following statement in all announcements for internal and external meetings, public hearings, trainings, conferences, and events:

If you require a reasonable accommodation, by [insert date two weeks prior to event date] please contact Terisa Williams, EPA Region 9 Reasonable Accommodations Coordinator, at (415) 972-3829, or [Williams.terisa@epa.gov](mailto:Williams.terisa@epa.gov).

Ensure this statement is included in elevator bank flyers, lobby posters, invitations, and/or event notifications (i.e. public notices) issued to people outside of EPA. Terisa Williams, Human Resources Office, will assess requests and arrange for reasonable accommodations prior to event date. Terisa can also assist with building accessibility questions.

**Reminder:** Meetings should be scheduled at least two weeks in advance to allow time for reasonable accommodation.

### **Types of Reasonable Accommodations Commonly Provided**

- ❖ Large print format handouts for training materials, brochures, etc.
- ❖ Large print format handouts of PowerPoint presentations, including Freelance Graphics.
- ❖ Captioned videos and movies for individuals with hearing impairments.
- ❖ Sign language interpreters and/or real-time captioning.
- ❖ Guaranteed seating for individuals with mobility problems.
- ❖ Front row seating for individuals with visual impairments.

### **Need more information?**

**Please contact Terisa Williams, Reasonable Accommodations Coordinator at x23829**