

UCSF Guidelines for Green Meetings & Events

Help accomplish the UCSF Office of Sustainability and Zero Waste Goals

Food

- Select a green caterer, look for the green leaf icon on the UCSF America To Go/Bear Buy website
- Serve buffet style on platters, no boxed meals or wrapped sandwiches
- Provide water and beverages in reusable dispensers, no single serve bottles
- Select foods and beverages that are local, organic or fair trade. Whenever possible, offer vegetarian meals
- Serve chips, pretzels and side dishes in a bowl for self service, no single packaged items
- Serve condiments in bulk containers (sugar, salt, creamer, ketchup, jelly, etc.)
- Event organizer/caterer provides information about the green aspects of the event to participants
- Consider ordering fewer portions than expected attendance to account for no-shows

Dishware & Tableware

- Request reusable dishware, or BPI* certified compostable utensils, paper plates and cups
- Wood or bamboo chopsticks, cutlery, toothpicks (no plastic tips)
- Encourage participants to bring their own reusable mug and water containers
- Avoid plastic coffee stirrers, straws and toothpicks; or use wood (compostable)

**Biodegradable Products Institute/BPI certified compostable dishware, cutlery and cups (clearly labeled compostable)*

Communication Materials

- Electronic communication for registration, announcements and resource materials
- Post meeting agenda and announcements on a white board or screen, rather than individual handouts
 - Unavoidable printing is double sided on chlorine-free, 50% or 100% post-consumer recycled content (PCW) paper
 - Reusable dry-erase boards, blackboards or electronic projectors are used instead of paper flip charts
 - Paper name tags with reusable holders are used instead of single use name tag stickers

Trash – Recycling - Compost Containers

- Order containers and signage from CLS/Facilities: campusliveservices.ucsf.edu/facilities → Submit Service Request → Maximo.
- Announce at event start or prior to serving the meal, "please be sure to place your discards in the appropriate container for composting, recycling or trash." and/or include this information on a PowerPoint slide

Decorations & Give Away Items

- Purchase durable decorations, signs and props that can be reused
- Minimize giveaways; choose only consumable items or green-themed giveaways
- Select reusable centerpieces, and/or offer centerpieces as prizes
- No balloons or plastic streamers

Sustainability Transportation

- Provide information to participants on public transportation and shuttle services
- Use UCSF transportation options: <http://campusliveservices.ucsf.edu/transportation/services/shuttles>
- Offer ability to purchase carbon offsets for plane travel (via the entry fee or another easy method)

Left Over Food

- Inform attendees they can bring take out containers for leftover food
- UCSF Google Group for Free Food: <https://groups.google.com/forum/#!forum/ucsf-free-food>
- Arrange in advance to donate leftover food
 - Food Runners: 415-929-1866 <http://www.foodrunners.org/>
 - Delancey Street Foundation: 415-957-9800 <http://www.delanceystreetfoundation.org/>

Green Event Planner Certification/UCSF

Become a Certified Green Event Planner at UCSF! Contact livinggreen@ucsf.edu.

RESOURCES

COMPOSTABLE FOOD SERVICE WARE

San Francisco Environment
Vendors of BPI Certified Compostable Products &
Recyclable Food Service Ware
https://sfenvironment.org/sites/default/files/fliers/files/sfe_zw_vendors_fsw_bags.pdf

UCSF Bear Buy

Select: Office Max, choose BPI* Certified
Compostable
*Biodegradable Products Institute/BPI
List of companies selling BPI Certified Compostable
Cutlery & Dishware
<http://products.bpiworld.org/>

PAPER STRAWS

Aardvarkstraws
<https://www.aardvarkstraws.com/>

Webstaurantstore
<https://www.webstaurantstore.com/753/straws.html?filter=size:school-milk>

Cole Hardware bulk purchases of straw
<http://www.colehardware.com/>

SUSTAINABLE & HEALTHY FOOD

Monterey Bay Seafood Watch Guidelines
<http://www.montereybayaquarium.org/conservation-and-science/our-programs/seafood-watch?gclid=CMjFmfuy2dICFYF9fgodYQsH5g>

UCSF Healthy Meeting & Event Guide
http://campuslifeservices.ucsf.edu/livingwell/services/wellbeing_resources/ucsf_healthy_meeting_event_guide

FOOD WASTE

Californians Against Waste
<http://www.cawrecycles.org/search?q=food%20waste>

Food Runners
<http://www.foodrunners.org/>

Go Copia
<https://www.gocopia.com/>

Natural Resources Defense Council
<https://www.nrdc.org/issues/food-waste>

SF Environment
<https://sfenvironment.org/love-food>

UCSF LEFTOVER FOOD

Deliver excess prepared food to:
Parnassus Campus: Medical Sciences S245
Mission Bay Campus: Genentech Hall 2nd Floor
Student Lounge
UCSF Google Group:
<https://groups.google.com/forum/#!forum/ucsf-free-food>

GREEN MEETING ORGANIZATIONS

Convene Green Alliance
Grassroots environmental organization initiated by
the association and meetings communities:
<http://www.convenegreen.com/>

Debunking the Myths of the Paperless Conference
<http://blog.omnipress.com/2008/08/paperless-conference-fact-or-fiction/>

Green Meeting Industry Council
Seminars and resources to improve the
environmental performance of meetings and events:
<http://www.gmicglobal.org/>

Meet Green
Benchmark your green initiatives against other
industry events with online calculator:
<https://meetgreen.com/>

FOOD EXPIRATION DATES

Eat By Date
<http://www.eatbydate.com/>

I Value Food
<http://ivaluefood.com/resources/food-storage/what-expiration-dates-really-mean/>

UGLY PRODUCE

Imperfect Produce
<http://www.imperfectproduce.com/>

Ugly Fruit & Veg
www.UglyFruitAndVeg.org

SUSTAINABLE TRANSPORTATION & HOTELS

Sustainable Accommodations
<http://www.greenhotels.com/>

Transportation
UCSF Transportation & Shuttle services
<http://campuslifeservices.ucsf.edu/transportation/>