



RIDEM GREEN EVENT CHECKLIST

Event Name _____
Event Location _____
Event Date _____
Event Planner/Coordinator _____
Event Address _____
Event Coordinator Phone Number _____
Coordinator Email _____
Submitted by _____
Event Website Link _____
Number of People Expected _____

INTRODUCTION:

The Rhode Island Department of Environmental Management "Green Events" Program takes action against plastic pollution and promotes sustainable practices at festivals, conferences, meetings and other events. This checklist allows for both large or small events held across the state to curb pollution, increase recycling, educate event patrons, and reduce single use plastic. The RIDEM **strongly encourages** all events to become green certified. Benefits that you will receive by certifying your event "green" include: 1) technical assistance from the RIDEM Office of Customer and Technical Assistance for the implementation of the green event, 2) a site visit during event preparation to better provide technical assistance, 3) a framed certificate to display at your event, 4) and several decals and stickers to display at locations around the event to identify your event as a RIDEM certified green event.

DIRECTIONS:

The following checklist presents a menu of several best management practices and pollution prevention action items that have been developed by RIDEM to help event planners commit to sustainability and become green certified. Use this form to conduct a self-assessment of your event and to guide you through the process of becoming certified as "Green Event". Once you check off 12 out of the 24 "Best Management Practices" provided, you are automatically certified for a green event. The best management practices that are labeled "REQUIRED" must be checked off and implemented to be certified as a RIDEM Green Event. This is a fillable form. Please complete the checklist and **electronically submit when complete.** If you run into any issues during submittal or need assistance in filling this out, please contact:

Ann Battersby, Senior Environmental Scientist
Rhode Island Department of Environmental
Management Office of Customer and Technical
Assistance
235 Promenade Street Providence,
Rhode Island 02908 401-222-4700
ext. 7284
ann.battersby@dem.ri.gov

Steps to a "Green Event"

Check the appropriate box for each pledge or action you commit to incorporating into your event.

YES NO

Section 1: Plastics Reduction and Recycling

1. Designate a "Green Team" for your event
(REQUIRED).

Having a Green Team that focuses on Plastic Use Elimination, Reduction, and Recycling should be the first thing you consider when planning your event. This will aid in effective planning to reduce or eliminate the use of single use plastics.

What we are doing: _____

Green Team Members _____

2. Develop and Implement a Plan to Reduce Single-use Plastic Water Bottles.

On average, Americans throw away 2.5 million plastic bottles every hour and many of them end up in our local waterways and special events can be a major contributor to the over reliance on plastic water bottles. As an example, to implement this BMP you may require staff at the event to only use re-useable water bottles. Make sure to market this to staff and on event website and or materials. To assure everyone is prepared to bring and use their own water bottle.

What we are doing: _____

3. Provide Water Refilling Stations in Public Areas.

Water refilling stations are a great way to encourage your event patrons and staff to drink more water in a sustainable fashion. Make sure to market this on event website or event materials so that people are expected to bring personal water bottles.

What we are doing: _____

Check the appropriate box for each pledge or action you commit to incorporating into your event.

YES NO

4. Eliminate Single-use Plastic Bags & Plastic Straws
(REQUIRED).

Take steps to eliminate the single use plastic bags, plastic straws, and stirrers with food vendors, exhibitors, and food services. Many communities in Rhode Island are now banning single use plastic bags and straws from stores and shops. This agreement with vendors can be included in contracts/agreements.

What we are doing:

5. Provide Ample Opportunity for Comprehensive Recycling and retain a recycling vendor
(REQUIRED)

Well labeled bins co-located with trash receptacles in convenient areas throughout the event space for event attendees and in vendor staging areas. Bins should be appropriately sized to handle the volume of recycling. Trash, compost, and recycling bins should **ALWAYS** be located adjacent to one another at all locations. Comprehensive recycling should include glass, plastics, paper, and cardboard. To make this easier, the Rhode Island Resource Recovery Corporation (RIRRC). Go to this link to print your free labels <https://www.recycleacrossamerica.org/labels/mixed-labels.html>. RIDEM Office of Customer and Technical Assistance (OCTA) can assist in getting these labels and correctly using them.

What we are doing: _____

Provide name and contact information for waste hauler and recycling vendor: _____

6. Track weights of trash and recycling.

Calculate the recycling rate for your event by retaining records for metrics calculations. Report in pounds/tons of recycled material. Submit to DEM (ann.battersby@dem.ri.gov) no later than 2 weeks after event is complete.

What we are doing _____

Check the appropriate box for each pledge or action you commit to incorporating into your event.

YES NO

7. Recycle additional items such as plastic bags, electronics, clothing or other.

Identify what types of special waste items you anticipate at your event. Please describe how you recycle them.

What we are doing: _____

8. No Balloon, Glitter, and Paper Lantern Releases. **(REQUIRED)**.

Balloon, glitter, and paper lantern releases cause pollution in rivers, Streams and oceans. They can cause irreversible damage to marine and aquatic life via ingestion and entanglement.

What we are doing _____

9. Post Responsible Signage **(REQUIRED)**

Signs are vital to all aspects of your program and you have a great opportunity to make those signs describe your efforts to be a green event. Signs should also be present at all recycling bins, exits, entrances, and restrooms. You may want to display your RIDEM Green Event Certification Logo at sign locations.

What we are doing: _____

10. Provide Responsible Dinnerware **(REQUIRED)**

Discontinue use of polystyrene cups, plastic utensils, non-bleached napkins, and plastic containers at food vendors and food services. Responsible dinnerware includes items that can be either recycled or composted. You should coordinate dinnerware choices with food vendors. Compostable dinnerware should be BPI certified. See link below.

<https://products.bpiworld.org/>

What we are doing: _____

Check the appropriate box for each pledge or action you commit to incorporating into your event.

YES NO

Section 2: Food Sources and Food Waste

11. Choose locally based food vendors

Choose vendors located in Rhode Island or Southern New England – particularly those who source ingredients locally. The State of Rhode Island “Supply RI” program (<https://www.supplyrhodeisland.com/>) is a good place to start to search for vendors. **(REQUIRED)**.

What we are doing: _____

12. Serve food that was grown, landed, or made within Rhode Island (and greater New England Region).

Rhode Island subscribes to the Food Solution New England Regional Food Vision that by 2060, 50% of the food consumed in the region will have been grown, harvested, caught, ore made in the region. Support your local farmer, fisher, or maker and source locally. Resources for this include: working with the distributor for your caterer, Farm Fresh RI’s Market Mobile Program. (<https://www.farmfreshri.org/programs/market-mobile/>) Hope & Main (<https://makefoodyourbusiness.org/>) What’s Good (<https://sourcewhatsgood.com/>) Seafood Marketing Collaborative (<http://www.dem.ri.gov/riseafood/about.php>).

What we are doing: _____

13. Food Vendors source locally landed seafood.

What we are doing: _____

14. Consider offering healthy options for your attendees.

The States Healthy Meetings checklist form the Rhode Island Department of Health is a good guide for Making healthy choices in catering. Here is link for more Information: <http://www.health.ri.gov/publications/policies/HealthyEatingAtEvents.pdf>

What we are doing: _____

15. Recycle grease at vendors.

Grease can be recycled at food vendors into biodiesel. A specific vendor would need to be retained to collect grease and oil. Newport Biodiesel is a good resource.

<http://newportbiodiesel.com/>

Check the appropriate box for each pledge or action you commit to incorporating into your event.

YES NO

16. Donation of excess food.

Events can generate large quantities of wasted food. Safely donate through the “Rhode to End Hunger” http://www.health.ri.gov/programs/detail.php?pgm_id=1118

What we did: _____

17. Compost food waste generated at events that is not able to be donated.

Work with a compost hauler, and have separate bins available that are appropriately labeled for exactly what can be composted in them. You may want to enlist members of your green team to assure food waste is disposed of in the compost bins. Food waste resources can be found at the following links:

- <https://www.cetonline.org/>
- <http://www.compostplant.com/>
- <http://groundworkri.org/>

What we are doing: _____

Please provide name of food waste hauler _____

18. Track how much food waste is collected to calculate metrics.

Data should be submitted to DEM (ann.battersby@dem.ri.gov) no later than two weeks after event.

What we are doing: _____

Section 3: Energy Use and Water Use

19. Provide free shuttles and free parking at shuttle pick up for event patrons who choose to drive.

What we are doing: _____

20. Encourage carpooling, public transportation, biking, and walking to the event through event website.

Market this on event website/material so attendees know their options. **(REQUIRED)**

What we are doing: _____

Check the appropriate box for each pledge or action you commit to incorporating into your event.

YES NO

21. Provide Electric Charging Stations for electric vehicles.

What we are doing: _____

22. Use of “renewable energy ” sources (i.e. solar, biodiesel, wind...ect).

What we are doing: _____

23. Greenhouse gas impacts of event calculated & off -set.

Please describe how metrics were calculated and submit

To DEM no later than 2 weeks after event (ann.battersby@dem.ri.gov).

What we are doing: _____

24. Low flow toilets, faucets, and smart sensor lighting

In restrooms. **(REQUIRED)**

What we are doing: _____

Other initiatives

Please use this space to describe any other initiatives that were undertaken that are not listed in this checklist. Points are negotiable.

