



10 things to consider when planning a Green Event

- 1. Venue.** Select a venue that is either [Energy Star](#), the [HGBP](#) (Hawaii Green Business Program) or [LEED](#) certified for your event. Venue's that are certified within these categories have already implemented energy and water efficiency measures, and will therefore reduce the environmental impact of your event compared to a venue that is not certified or have not implemented the same practices. Make sure to select the right venue to fit the size of your event. (See Venue, page 2)
- 2. Catering.** Purchase locally sourced products, and work with caterers that have a Green Policy. Working with local farmers is a great way to reduce the overall environmental footprint of your event. This not only supports local businesses, and the local economy, but also reduces shipping costs and emissions. Offering vegetarian and vegan options on the menu also reduces the environmental impact of your event.
- 3. Serving.** Serve buffet style meals or finger food without individual wrapping. Provide bulk dispensers for sugar, salt, pepper, cream and other condiments. Use reusable tableware and/or encourage your participants to bring their own reusable tableware and containers. If cups and tableware are not reusable, use biodegradable and/or compostable options. REMINDER- Switching to compostable, and recycled content products is a better alternative to reduce your waste. However, the State of Hawai'i DOES NOT have commercial composting facilities. Hence, avoiding waste all together, is a more efficient way to reduce your overall expenses, and environmental impact. (See Alternatives to plastic product options, page 3)
- 4. Water.** Serve water and beverages in bulk containers and dispensers during the event.
- 5. Food Waste and Recycling.** Food waste is the primary challenge of the food industry. Make sure that your serving sizes and ordering are as accurate as possible. This is an efficient way to reduce waste, and also to save money. Create partnerships with local farms for composting or products pick up: Your waste could be somebody else's food. Your leftover produce may be a great opportunity for local pig farms near you. Your leftover food could easily be donated to local organizations or charities. Make sure that sufficient enough recycling bins and boxes for unwanted handouts are clearly and conveniently placed. Working with waste management companies is a great way of minimize your events impact on the environment and at the same time educate your participants. (See Food Waste and Recycling, page 2)
- 6. Transportation.** Inform your participants about transportation options and the environmental impact of different modes of transportation, and conduct a transportation survey to track your events environmental impact. Consider offering conference content available via video link, and encourage attendees to offset carbon. (See Transportation, page 4)
- 7. Sustainable Policy and Communication.** Explain to your attendees what and why you are doing to reduce the events environmental impact. Also, encourage your attendees to contribute by bringing their own drinking containers, use an environmental friendly transportation mode, and help with recycling. Communication is a key to success, ensure that most of the information provided to your attendees is electronically or printed on 30% post-consumer material. Reduce the amount of handouts, and promotional material. (See Sustainable Policy and Communication, page 7)
- 8. Documentation.** Document as much as possible during the planning process and before the event, as the day/s of the event are hectic and it is often difficult to get information from suppliers and vendors on those days. This will make the certification process easier for all parties.
- 9. Pollution Prevention.** Using green certified cleaning products such as those found in [the Environmental Product Guide](#) (pages 107-118 for cleaning supplies). This will limit the venue, staff, and the attendee exposure to VOC's and other potentially harmful chemicals. (See Cleaning Supplies Options, page 11)
- 10. Contact us!** Early on in the planning process, contact Gail Suzuki-Jones at 808-587-3802 or gail.suzuki-jones@hawaii.gov.

Good Luck and please see attached for more information!

Venue			
Type	Name	Documentation	Contact
Certification	Energy Star	https://www.energystar.gov/index.cfm?fuseaction=labeled_buildings.locator	
	HGBP (Hawaii Green Business Program)	http://greenbusiness.hawaii.gov/awardees/	Gail Suzuki-Jones Phone: 808-587-3802 Email: gail.suzuki-jones@hawaii.gov
	LEED	https://www.usgbc.org/usgbc-hawaii?view=projects	USGBC Hawaii hawaii@usgbc.org https://www.usgbc.org/usgbc-hawaii
	Water Sense	https://www.epa.gov/watersense	

Food Waste and Recycling			
Type	Name	Specifications	Contact
Pig farms	A & A Specialty Services	Feed goats and pigs	808 230-1745
	Al's Hog Farm	Located on the West side, could potentially offer pick-up service	808 696-7274
	David Wong's Mountain View Dairy & Piggery	Pigs are vegetarian fed, the farm will accept only produce	808 383-3972
Local Organizations	Aloha Harvest	Offers pick-up services daily for quality edibles	www.alohaharvest.org info@alohaharvest.org (808) 537-6945
	Hawai'i FoodBank		www.hawaiifoodbank.org info@hawaiifoodbank.org (808) 836-3600
	Ecofeed	For produce and food scraps	(808) 841-5586
	Sustainable Coastlines	Waste Management Services at Events	http://sustainablecoastlineshawaii.org/ info@sustainablecoastlineshawaii.org

More information on food waste diversion: http://www.opala.org/solid_waste/food_waste_recycling.html

Alternative to plastic products options

Type	Brand	Supplier	Item Reference	Certification
Containers & utensils	Eco-Products	Eco-Products	Website reference: http://www.ecoproducts.com/index.php	BPI, USDA Biobased
	Sustainable Island Products LLC	Sustainable Island Products LLC	70% non-GMO compostable plastic, compostable in commercial composting facility. <i>Catalog reference:</i> http://www.sustainableislandproducts.com/wp-content/uploads/2017/05/SIP-Catalog-2017.pdf	BPI
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium Inc. -Suisan Company, Ltd.	70 % non-GMO compostable plastic, compostable in commercial composting facility. <i>Website reference:</i> http://worldcentric.org/	BPI, USDA Biobased
Catering containers	Eco-Products	Eco-Products	Website reference: http://www.ecoproducts.com/index.php	BPI, USDA Biobased
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium Inc. -Suisan Company, Ltd.	70 % non-GMO compostable plastic, compostable in commercial composting facility. <i>Catalog reference:</i> http://worldcentric.org/biocompostables/trays/catering	BPI
Plastic Bags & trash bags	Sustainable Island Products LLC	Sustainable Island Products LLC	Compostable and biodegradable. Waste bags and take-out. <i>Catalog reference:</i> http://www.sustainableislandproducts.com/wp-content/uploads/2017/05/SIP-Catalog-2017.pdf	
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium Inc. -Suisan Company, Ltd.	Waste bags and liners. Compostable (suitable for home composting). <i>Website reference:</i> http://worldcentric.org/biocompostables/bags	BPI, USDA Biobased

Check the [Environmental Product Guide](http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf) for more options: http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf (pages 142-149 for food service products)

Transportation			
Type	Name	Specifications	Contact
Modes	Biki	Bike share program available to public, 100 solar-powered stations placed in the Honolulu area. Purchase a Biki-pass online or pay with your credit card at the stations for single rides.	https://gobiki.org/
	TheBus	TheBus is the public bus transportation service on the island of Oahu. One-Way Fare: \$2.75. 1-Day Pass \$5.50. (Pay the exact amount and in cash, no change is given)	http://www.thebus.org/
	Online Carpool	Online tool for creating carpool groups for your event	https://www.groupcarpool.com/
	Eco Cab	Cab company with hybrid cars	http://ecocabhawaii.com/ Phone: 808-979-1010
	808 Smart Cars	Small fuel-efficient vehicles for two people	https://hawaiiismartcarrentals.com/ Phone: 808-735-5000
	Enterprise Car Share	Car sharing service in Honolulu, different stations located in the Honolulu area	https://www.enterprise.com/en/carshare.html
	Commuter Van	Rideshare program	https://www.enterpriserideshare.com/vanpool/en.html
Carbon Offset Programs	Hawaiian Legacy Reforestation Initiative	Plants trees on Oahu's North Shore.	http://www.legacytrees.org/ Hawaiian Legacy Reforestation Initiative PO Box 22435 Honolulu, HI 96823 info@legacytrees.org Toll-Free: 1-844-REFOREST
Carbon Calculator	Sustainable Travel International	Calculates personal carbon footprint	https://sustainabletravel.org/utilities/carbon-calculator/

Examples	Transportation Survey	<div><p>The ReNew Rebuild Hawai'i Forum has made a commitment to greening this annual event and gathering information for other events. In order to help us track our progress and measure the carbon impact of the event, please complete the following questions.</p><p>* Required</p><p>Email address *</p><div></div><p>Please indicate type of transportation used for commute to event: *</p><div><div><input checked="" type="radio"/></div> Single Occupant Vehicle (conventional)</div><div><div><input type="radio"/></div> Bicycle</div><div><div><input type="radio"/></div> Bus</div><div><div><input type="radio"/></div> Low Emitting/Fuel Efficient Vehicle (i.e. hybrid, biofuel, electric)</div><div><div><input type="radio"/></div> Moped/Motorcycle</div><div><div><input type="radio"/></div> Walk/Run/Jog</div><div><p>If you drove a Low Emitting/Fuel Efficient Vehicle</p><p>Please describe make, model, and year</p><p>Make</p><div></div><p>Model</p><div></div></div></div>		
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Year

Carpool

If Carpool # of passengers in vehicle

0 1 2 3 4 5

Travel Distance

If your commute to the conference originated on Oahu please indicate the town name (i.e. Kaimuki). If you traveled from outside of Oahu please indicate your city of origin and name of hotel you are staying at.

*

SUBMIT

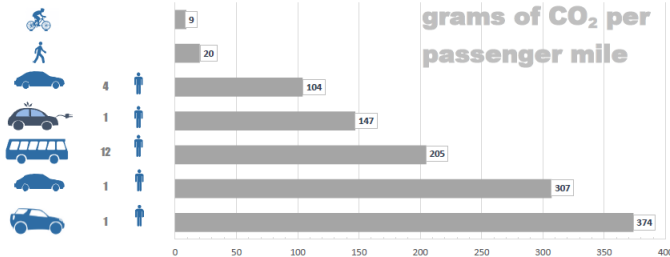
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Forms

CO2 Emission from Passenger Transport

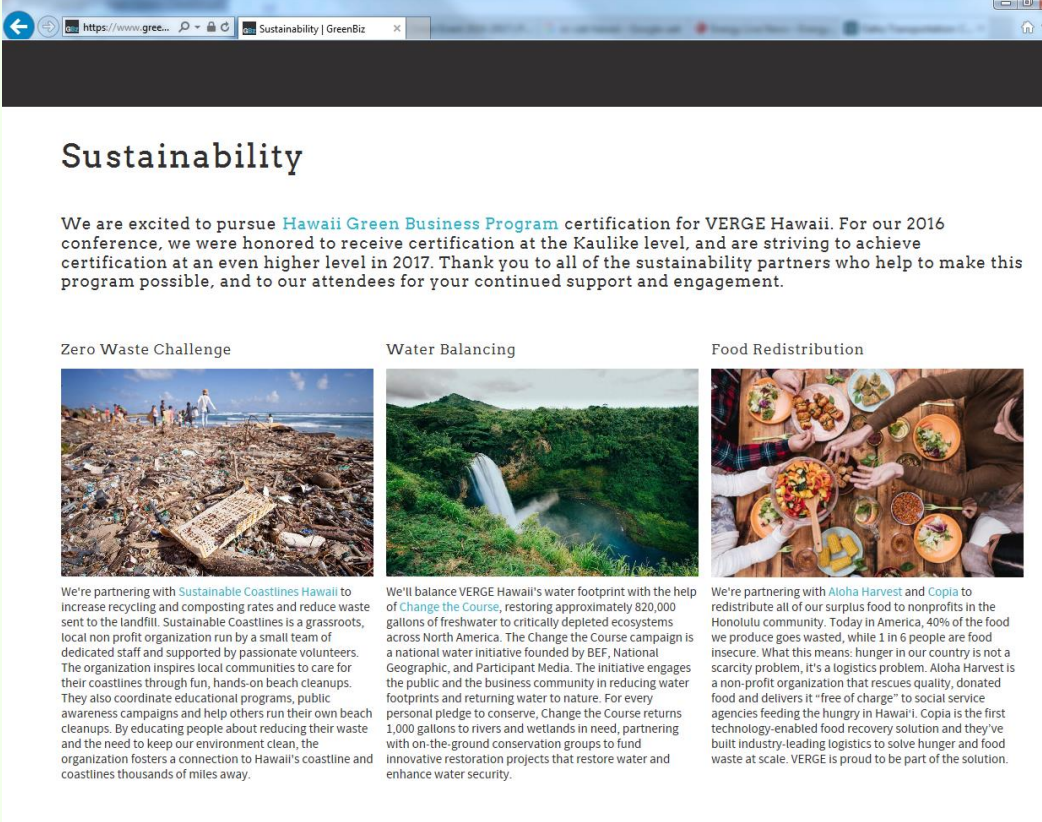



CO₂ EMISSION FROM PASSENGER TRANSPORT



Note: The figures have been estimated with an average number of passengers per vehicle. The addition of more passengers results in fuel consumption – and hence also CO₂ emissions – penalty as the vehicle becomes heavier, but the final figure in grams of CO₂ per passenger is obviously lower. Estimations based USDOT FHWA and EPA data, with USDOE CO₂ equivalents.


For original file:
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Sustainable Policy and Communication

Type	Name	Documentation	Contact
Examples	VERGE 2017	 <p>Sustainability</p> <p>We are excited to pursue Hawaii Green Business Program certification for VERGE Hawaii. For our 2016 conference, we were honored to receive certification at the Kaulike level, and are striving to achieve certification at an even higher level in 2017. Thank you to all of the sustainability partners who help to make this program possible, and to our attendees for your continued support and engagement.</p> <div> <div> <p>Zero Waste Challenge</p>  <p>We're partnering with Sustainable Coastlines Hawaii to increase recycling and composting rates and reduce waste sent to the landfill. Sustainable Coastlines is a grassroots, local non profit organization run by a small team of dedicated staff and supported by passionate volunteers. The organization inspires local communities to care for their coastlines through fun, hands-on beach cleanups. They also coordinate educational programs, public awareness campaigns and help others run their own beach cleanups. By educating people about reducing their waste and the need to keep our environment clean, the organization fosters a connection to Hawaii's coastline and coastlines thousands of miles away.</p> </div> <div> <p>Water Balancing</p>  <p>We'll balance VERGE Hawaii's water footprint with the help of Change the Course, restoring approximately 820,000 gallons of freshwater to critically depleted ecosystems across North America. The Change the Course campaign is a national water initiative founded by BEF, National Geographic, and Participant Media. The initiative engages the public and the business community in reducing water footprints and returning water to nature. For every personal pledge to conserve, Change the Course returns 1,000 gallons to rivers and wetlands in need, partnering with on-the-ground conservation groups to fund innovative restoration projects that restore water and enhance water security.</p> </div> <div> <p>Food Redistribution</p>  <p>We're partnering with Aloha Harvest and Copia to redistribute all of our surplus food to nonprofits in the Honolulu community. Today in America, 40% of the food we produce goes wasted, while 1 in 6 people are food insecure. What this means, hunger in our country is not a scarcity problem, it's a logistics problem. Aloha Harvest is a non-profit organization that rescues quality, donated food and delivers it "free of charge" to social service agencies feeding the hungry in Hawaii. Copia is the first technology-enabled food recovery solution and they've built industry-leading logistics to solve hunger and food waste at scale. VERGE is proud to be part of the solution.</p> </div> </div> <p>https://www.greenbiz.com/events/verge/honolulu/2017/sustainability</p>	


<https://www.gree...>
Sustainability | GreenBiz

Carbon Offsets




We'll offset VERGE Hawaii's carbon impact, including attendee travel, energy consumption, and waste emissions, with the help of [South Pole Group](#) and [EarthCheck](#). These organizations have identified climate mitigation and adaptation projects that create tangible benefits to local communities in the areas of health and education. The carbon credits from these projects have been certified under the Gold Standard and the Verified Carbon Standards (VCS), which follow rigorous certification criteria.

Sustainable Materials




We strive to use sustainable materials in all aspects of our conference production. Our partner [Knotty Pine](#) provides beautiful, durable, recycled and recyclable signage, designed to look great and stay out of the landfill. We create our banners and backdrops from fabric made of 100% recycled PET printed with no VOC water based inks. Signage boards are 100% recyclable and made from 30% PCW, and wooden boards are made from FSC certified Baltic birch. Metal signs are 100% recyclable and made from 100% domestic metal.

Hilton Hawaiian Village




Our venue, the [Hilton Hawaiian Village](#), is a critical partner in helping us to reduce our environmental impact. Their chefs partner with local artisans, organic farmers and sustainable fisheries to deliver authentic and responsibly sourced cuisine. This collaboration between Hilton Hawaiian Village chefs and their trusted partners is designed to provide unique food experiences that celebrate wellness and sustainability. We are also working to ensure we eliminate single-use products wherever possible and use reusable dishware instead.

Microgrid




VERGE Hawaii will be powered by a 100% renewable energy microgrid. Visit our [Microgrid](#) page [here](#) to learn more.

GreenBiz Events App



By using the VERGE Hawaii conference app, you are helping to reduce paper use at the conference. Thank you!

You



There are lots of things you can do to help us make this event as sustainable as possible. Here are some ways you can help:

- Bring your own water bottle and coffee cup

HLA-HASL Conference 2017



- Welcome
- Join HLA
- Renew HLA
- About
- HLA/HASL 2017 Joint Conference
- Conference Archives
- Programs & Events
- Scholarships & Awards
- Resources
- Contact HLA
- Past Meeting Minutes

Your library is your paradise ~ Desiderius Erasmus



HAWAII LIBRARY ASSOCIATION HAWAII ASSOCIATION OF SCHOOL LIBRARIANS OCT. 27-28, 2017 JOINT CONFERENCE

MAKING A SUSTAINABLE CONFERENCE

WHAT ARE ORGANIZERS DOING?

Overall, seeking Hawaii Green Event Recognition from the Hawaii Green Business Program ([click here for more info](#)).

Catering

- Donating leftovers
- Providing vegetarian options
- Serving nearly all food, drink, and condiments in bulk instead of individual packages
- Using eco-friendly service ware (BPI [certified compostable](#))

Facilities

- "Green" building features include use of CFL lights and low-flow water fixtures
- Working with facilities staff to reduce usage of air conditioning and lights, especially when rooms are not in use

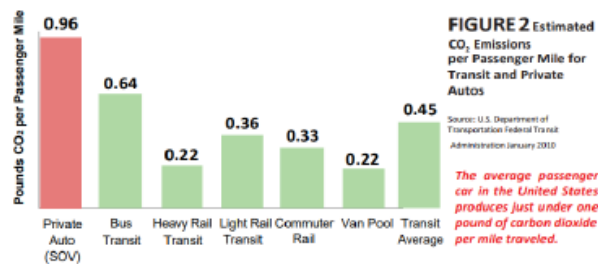
Other

- Communicating electronically
- Communicating our goal of sustainability with attendees
- Managing the conference electronically (schedule, proposals, registration, & program)

WHAT CAN ATTENDEES DO?

- Answer sustainability related questions in the conference evaluation
- Bring your own beverage bottles/tumblers and travel flatware
- Recycle canned beverages
- Return your name badge holder at the end of the conference so HLA can reuse them
- Share your ideas with us via the contact page!
- Use electronic devices to view the schedule/program instead of printing
- Use alternative and green transportation options:
 - 808 Smart Cars
 - The Bus
 - Bicycle
 - Conference carpool
 - Eco Cab
 - Enterprise Rent-A Car hybrids
 - Walk

See the figure below for carbon dioxide emissions info.



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ReNew Rebuild Hawai'i
Forum November 2017

Aloha,

This is a reminder confirming your registration for the ReNew Rebuild Hawaii Forum. The event takes place at Aloha Tower Marketplace HPU, Multipurpose Room #2 on Thursday, November 16, beginning with registration, coffee, and pastries at 8:00 am.

Green Event

The ReNew Rebuild Hawaii Forum is making efforts to minimize its impact on the environment by participating in the [Hawaii Green Business –Green Event Program](#). In particular, we have focused on waste minimization, local food, and alternative transportation.

What can you do?

We encourage all participants to:

- Use alternative transportation (carpooling, public transport, walking, bicycling, or other high-efficiency vehicle) to get to the event and participate in our [transportation survey](#).
- Participate in our carpool <https://www.groupcarpool.com/t/4scou9>
- Bring your own water bottle, coffee tumbler, and reusable utensils. There will be water-filling stations available at the campus.
- Recycle flyers and any cans/bottles you bring to the event.
- Return your name badge holder at the end of the forum, so we can reuse it.

Going Green!

The following are some of the things we have implemented to make the event greener:

- Only electronic communication is used for registration, announcements, and communication
- Recycling bins will be provided at the event
- Items from previous events will be reused at this event
- Name badge holders are reusable and a collection box will be provided
- A container will be provided to collect all unwanted handouts in order to divert paper from the waste stream
- Serving food and drinks in bulk instead of individually packaged
- Vegetarian options are available
- Attendance is tracked and the amount of printing and food is tailored according to final numbers
- Trying to reduce Vehicle Miles Traveled with higher rate of public and alternative transportation use
- Track transportation used with a survey

Parking

The most convenient parking area is the Irwin Park Parking or Piers 5&6. The closest municipal parking lot is Harbor Court Parking on 55 Merchant St. We strongly recommend allowing ample time to find parking and walking to the venue. More detailed information can be found on the [Aloha Tower Marketplace Parking website](#)

The Rebuild Hawaii Forum will a great opportunity to meet HPU students in the environmental sciences. Please prepare to network any internship/future employment available in your company/agency. Thank you for your support. See you on Thursday!

Gail Suzuki-Jones
Phone: 808-587-3802
Email: gail.suzuki-jones@hawaii.gov

Cleaning supplies options				
Type	Brand	Supplier	Item Reference / Name	Certification
Hand Soap	Ecolab	Ecolab	Clean & Smooth (Nexa) – Liquid Hand Soap	Green Seal
	Honey Bee Cleaners LLC	Honey Bee Cleaners LLC	Foaming Hand Soap	EPA DfE
	Tough Guy or GOJO	Grainger	Hand Soap Refills	Green Seal
Dish Detergent	Earth Friendly Products	Grainger	Dishmate / Wave Automatic Dishwasher Gel	EPA DfE
Sanitizer & Disinfectant	Advanced Vapor Technologies LLC	Advanced Vapor Technologies LLC	Ladybug Chemical Free (Sanitizer and disinfectant)	NSF International
	Honey Bee Cleaners LLC	Honey Bee Cleaners LLC	Pine Guard Disinfectant	EPA DfE
	Tough Guy	Grainger	Neutral Disinfectant Cleaner	EPA Standards
Floor Cleaner	Ecolab	Ecolab	FaciliPro Concentrated Neutral Floor Cleaner (QC)	Green Seal
	EnvirOx LLC	EnvirOx LLC	Super Concentrate Floors	Green Seal
	Tough Guy	Grainger	Enviro Floor Cleaner	Green Seal
	3M	Grainger	Twist 'n Fill Cleaners and Dispensers (3-in-1 Floor Cleaner, Concentrate)	Green Seal

Tips: Look for products with the following seal: Green Seal, EcoLogo, USDA BioPreferred, EPA DfE. Check the [Environmental Product Guide](#) for more options:
http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf (pages 107-118 for cleaning supplies)

Alternative to plastic products options

Type	Brand	Supplier	Item Reference	Certification
Containers & utensils	Eco-Products	Eco-Products	Website reference: http://www.ecoproducts.com/index.php	BPI, USDA Biobased
	Sustainable Island Products LLC	Sustainable Island Products LLC	70% non-GMO compostable plastic, compostable in commercial composting facility. <i>Catalog reference:</i> http://www.sustainableislandproducts.com/wp-content/uploads/2017/05/SIP-Catalog-2017.pdf	BPI
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium Inc. -Suisan Company, Ltd.	70 % non-GMO compostable plastic, compostable in commercial composting facility. <i>Website reference:</i> http://worldcentric.org/	BPI, USDA Biobased
Catering containers	Eco-Products	Eco-Products	Website reference: http://www.ecoproducts.com/index.php	BPI, USDA Biobased
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium Inc. -Suisan Company, Ltd.	70 % non-GMO compostable plastic, compostable in commercial composting facility. <i>Catalog reference:</i> http://worldcentric.org/biocompostables/trays/catering	BPI
Plastic Bags & trash bags	Sustainable Island Products LLC	Sustainable Island Products LLC	Compostable and biodegradable. Waste bags and take-out. <i>Catalog reference:</i> http://www.sustainableislandproducts.com/wp-content/uploads/2017/05/SIP-Catalog-2017.pdf	
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium Inc. -Suisan Company, Ltd.	Waste bags and liners. Compostable (suitable for home composting). <i>Website reference:</i> http://worldcentric.org/biocompostables/bags	BPI, USDA Biobased

Check the [Environmental Product Guide](http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf) for more options: http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf (pages 142-149 for food service products)

Paper products options				
Type	Brand	Supplier	Item Reference	Certification
Office Paper	Boise	Office Depot	Boise® ASPEN® 30 Multipurpose Paper, Letter Size Paper, 20 Lb, 30% Recycled, 500 Sheets Per Ream, Case Of 10 Reams	FSC® Certified
	Office Depot	Office Depot	Office Depot® Brand EnviroCopy® 30 Paper, Letter Size Paper, 20 Lb, 30% Recycled, 500 Sheets Per Ream, Case Of 10 Reams	FSC® Certified
Napkins	Georgia-Pacific	HFM FoodService	31436 GP Preference® 1/8 fld Napkin. 100% recycled content, compostable http://catalog.gppro.com/catalog/6262/16356?filter=FULL	Eco Logo, BPI
	Georgia-Pacific	HFM FoodService	37835 GP MorNap® Jr. Full Fold Napkin. 30% recycled content, compostable http://catalog.gppro.com/catalog/13718/17017?filter=FULL	BPI, Green by Design
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium Inc. -Suisan Company, Ltd.	World Centric Napkins & Towels. 100% PCW recycled, compostable http://worldcentric.org/biocompostables/paper/napkins	BPI, USDA Biobased product
Paper towels & paper towel rolls	Georgia-Pacific	HFM FoodService	20389 GP Preference® MF Towel. 40% recycled content http://catalog.gppro.com/catalog/6197/9328?filter=FULL	Green by Design
	Georgia-Pacific	HFM FoodService	89440 GP enMotion® Roll Towel. 100% recycled content	Green Seal, EcoLogo, Green by Design
	Wausau Paper	KTD, Inc.	EcoSoft Roll Towels. 100% recycled content https://www.wausaupaper.com/product_type/ecosoft-roll-towels/	Green Seal
Toilet paper	Georgia-Pacific	HFM FoodService	18280/01 GP Preference® Bath Tissue. 95% recycled materials http://catalog.gppro.com/catalog/6189/14351?filter=FULL	Green by Design
	Georgia-Pacific	HFM FoodService	19880/01 GP Envision® Bath Tissue. 100% recycled content http://catalog.gppro.com/catalog/6189/14303?filter=FULL	Green Seal, EcoLogo, Green by Design
	Wausau Paper	KTD, Inc.	EcoSoft Roll Towels. 100% recycled content https://www.wausaupaper.com/product_type/ecosoft-bath-tissue/	Green Seal

Check the [Environmental Product Guide](http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf) for more options: http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf (pages 119-139 for office products and 142-149 for food service products)

