



Office of Sustainability

Zero Waste Event Certification System

Cal Poly Humboldt is committed to zero waste, a strategy that takes a 'whole systems' approach to eliminate the volume and toxicity of waste and to conserve resources. Zero waste encourages source reduction, materials reuse, composting, and recycling.

Thank you for your commitment to CPH's Zero Waste Goal!

Before the Event:

Ensure all promotional or advertising materials and decorations such as giveaways, banners, display materials and fliers are reusable, recyclable, or compostable.

- TIP #1: Check out the [Reusable Office Supply Exchange](#) (R.O.S.E) on campus to find or donate reusable materials for decorations, advertisements, etc.
- Tip #2: Utilize online advertising, evites, websites and other outreach programs that minimize or eliminate printed, disposable materials. The [Student Marketing Center](#) is a great resource to get the word out with minimal impact!

Confirm that any food and drink will be served with reusable dining ware and cutlery, including napkins and tablecloths. If

this is not possible, all dishware, cups and utensils must be locally compostable or recyclable.

- Tip #3: Locally compostable means the item is fiber-based, such as paper, bamboo, trees, or sugar cane. No bioplastics!
- Tip #4: Insert reusable, composting, and recycling requirements into the caterer agreement.
- Tip #5: Encourage event attendees to bring their own cups, plates, and utensils.
- Tip #6: Do not insert single-use cutlery or condiment packets into every grab-n-go container, because oftentimes these items go unused. Instead, let people take only what they need.

Request food be served buffet style over individually boxed meals.

Ensure that water, along with all beverages, are served from reusable dispensers into reusable or locally compostable cups. (Learn more about the university's phasing out of bottled water [here](#).)

Sugar, honey, creamer, and all condiments will be served in dispensers, not individual packets.

Request that all food be provided in variable portion sizes (ex., half sandwiches, half bagels, or mini muffins). This will reduce food waste.

Do not waste edible leftover food! Before the event make sure the caterer will take away any leftover food or coordinate with Oh Snap! food pantry on campus to donate leftover food. Email ohsnap@humboldt.edu, or call 707-826-4556 to coordinate. Additional compost and recycling bins can be delivered to your event and then removed post-event by submitting a [service request](#) to Facilities Management.



H.

1 Harpst St., Arcata, CA 95521-8299 • Facilities Management • 707-826-3646 • zerowaste@humboldt.edu

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On your promotional or advertising materials, announce that this is a Zero Waste Certified Event. Download the [ZW logo](#) for insertion into your promotional materials.

During the Event:

Ensure that compost, recycling and landfill bins are lined up together and accessible.

- Tip #7: Make sure there are signs on the bins and the signs are visible to attendees.
- Tip #8: Remove any standalone landfill/garbage bins, so that event goers will be more inclined to recycle/compost.
- Tip #9: If there will only be recycling and compost from the event, remove all landfill/garbage bins from the event space.

Consider having staff or volunteers assist event goers as they properly sort their materials into the appropriate bin.

- Tip #10: Contact the Waste Reduction & Resource Awareness Program ([WRRAP](#)) to request student volunteers to help sort materials at the event.

After the Event:

Check to make sure leftover food is donated or returned to the caterer.

Track your impact and share your success with your colleagues and event goers.

Make zero waste a part of every future event!

Acceptable Compostable and Recyclable Dining Ware:

Compostable and recyclable dining ware are only acceptable when reusable materials are not an option.



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Compost used pizza boxes since they cannot be recycled after the oils from the pizza sink into the box.

Compost all fiber-based (e.g., paper, wood, bamboo) food containers, cutlery, and napkins.

Aluminum foil (clean and balled up), aluminum cans, clean aluminum trays, and glass are acceptable for recycling.

Polystyrene (Styrofoam), single-use plastic bags and straws, “compostable” plastics (a.k.a. bioplastics) and single use water bottles are absolutely NOT permitted at Cal Poly Humboldt Zero Waste Events.

Review, share and post these [landfill, recycling and compost guides](#).



I have read and agree to the requirements stated above, and will proudly follow these guidelines to make my event Zero Waste Certified. My signature below indicates commitment to CPH's goal to be a zero waste campus.

Name: _____

Title: _____

Email: _____

Signature: _____

Event Title: _____

Date of Event: _____

Please complete, sign, and email to zerowaste@humboldt.edu

