

## Environmental Achievement for Events on City Property

Certifiably Green Denver (CGD) is a voluntary and non-regulatory program that provides free educational outreach and technical assistance on a variety of environmental issues to businesses in the City and County of Denver. The primary goals of the program are to increase participation and adoption of sustainable practices to minimize use of hazardous materials, improve energy efficiency and water conservation, and decrease the use of resources and generation of waste.

### Certifiably Green Denver Offers:

- Assessments to identify conservation and savings opportunities.
- Information and assistance to meet your event's environmental sustainability needs.
- Public recognition for your environmental efforts.

## Certification Criteria

CGD has teamed up with Denver Public Works to streamline the green event certification process for permitted events held on City property.

The criteria are separated into six categories: Event Planning & Management, Energy & Transportation, Waste Management, Food & Packaging, Business Practices and Stormwater Management. All core criteria, plus two electives, must be met in each category to achieve the certification. The elective criteria are intended to provide event planners the flexibility to take advantage of initiatives that are of most interest and benefit to them.

If a certified event is held annually, the event must continue to comply with the core criteria and complete at least two new elective criteria every year in order to maintain certification. CGD staff will follow-up annually with certified businesses to ensure that they continue to meet the certification criteria, to encourage further improvement, and to lend assistance in overcoming technical issues and challenges.

## Getting Certified

### 1. Review the Checklist

Look through the requirements and decide what commitments you are able to make this year.

### 2. Reach Out

Contact us to help assess your practices and facilitate certification.

### 3. Provide Verification of Your Achievement

Vendor contracts, performance metrics, and other documentation can serve as verification of the criteria you complete.

### 4. Promote Your Certification and Celebrate!

Use the Certifiably Green Denver logo in your marketing materials and share your success.

**Contact Us!** Call CGD at 720-865-5457, email [certifiablygreendenv@denvergov.org](mailto:certifiablygreendenv@denvergov.org) or visit our website at [www.denvergov.org/CertifiablyGreen](http://www.denvergov.org/CertifiablyGreen)

## Event Planning & Management

### Core Criteria – Complete All

- Submit an event logistics plan that includes:
  - bus/light rail locations
  - bike corral locations
  - parking info including where not to park
- Publicize your environmental practices on your website and/or display at the event

### Elective Criteria - Choose Two

- Adopt a policy/mission statement that demonstrates your event's commitment to environmental stewardship and communicate the policy to all employees.
- Recruit one other permit holder to take part in the certification program
- Provide tent space for a City agency
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

## Energy & Transportation

### Core Criteria – Complete All

- Educate staff, vendors and volunteers and require that all non-essential lighting, equipment and machines be turned off after business hours.
- Include alternative transportation (RTD, B–Cycle, carpooling) information in your marketing materials.
- Provide bike corrals.
- Promote public transit, bicycling and carpooling.

### Elective Criteria - Choose Two

- Minimize lighting (allow enough for safety but no extraneous light displays) and prohibit outdoor heaters
- Purchase carbon offsets to offset at least 25% of energy used at the event.
- Use low emission biofuel or solar generators.
- Provide discounted RTD passes to staff and/or volunteers.
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

## Business Management

### Core Criteria – Complete All

- Limit printed promotional/marketing materials and, establish a baseline. Once baseline is established, reduce printed materials by 10% annually
- Utilize reusable signs/posters instead of a single-use

- Use paper with 100% recycled content
- Use digital event check-in, website, mobile app, QR code, or a e-newsletter to communicate announcements and updates.

### **Elective Criteria - Choose Two**

- Donate usable outdated or unsold merchandise and supplies to nonprofit groups, schools.
- Provide information on environmental organizations to attendees.
- Provide non-profits with reduced-fee or free exhibition space.
- Replace ALL printed materials with digital versions.
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

## **Waste Management**

### **Core Criteria – Complete All**

- Provide recycling and co-locate recycling with trash bins, including next to all food vendors.
- Provide clear signage for trash stations.
- Track all waste streams (trash, recycling, and compost) and report the amount of recycling and compost diverted from the landfill.
- Include anti-litter message in marketing.

### **Elective Criteria - Choose Two**

- Post staff or volunteers at waste stations to help attendees correctly utilize bins.
- Provide compost bins.
- Reduce vendor handouts/goody bags/ unnecessary printed materials by 10% and only select items that have a purpose
- Hire a waste management company to handle recycling/composting/data collection analysis and reporting.
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective

## **Food & Packaging**

### **Core Criteria – Complete All**

- Prohibit vendor use of Styrofoam.
- Require vendors to use recyclable (or compostable if providing compost bins) utensils and dishware
- At least 50% of food vendors are local small-businesses.
- Provide water bottle refill stations.
- Require vendors to purchase at least 25% of food products from locally grown/produced sources

- Ban individual condiment packets; require vendors to use bulk condiments dispensed into compostable or recyclable portion cups.

### **Elective Criteria - Choose Two**

- Minimize take-out packaging and eliminate plastic bags
- Require vendors to Purchase at least 25% organic or sustainably-raised foods
- Donate edible food to organizations that help feed hungry people.
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

## **Stormwater Protection**

### **Core Criteria – Complete All**

- Do not dump any liquids or materials into the street/alley/gutter/stormwater drains.
- Do not wash kitchen mats, exhaust filters and other equipment outside, unless the water is captured for proper disposal.
- Require all contractors who conduct pressure washing and or waste disposal/recycling activities to comply with stormwater requirements.
- Any items that are stored outside such as used kitchen oil containers, dumpsters, etc. that could adversely impact stormwater should be covered, leak proof and in water tight containers.
- Use only “dry” cleanup methods to manage spills.
- Include Certifiably Green Denver ‘Restaurant Stormwater Protection’ resource sheet in your vendor contract.