**Guidelines for a Sustainable, Zero-Waste Event**

* Zero-Waste event – COMPOST ONLY (no recycling or trash bins)

**PLEASE NOTE: as of Summer 2018, plastic cups, utensils, and plates are NO LONGER ACCEPTED AS RECYCLING – please purchase compostable, BPI certified items instead**

* + Compostable plates (BPI certified)
	+ Compostable cups (plastic cups are NO LONGER RECYCLABLE)
	+ Bioplastic utensils (compostable). The utensils must be certified compostable (ASTM or BPI).
	+ No individually packaged items (e.g., NO individually wrapped chips, cookies, condiments, ice cream bars, cheese)
	+ No bottled water
	+ Regular-sized plates (NOT platter-sized) to reduce food waste
	+ Unbleached (brown) napkins preferred, but white napkins are fine as well (both can be composted).
* The caterer should provide the following on the day of:
	+ Cloth table cloths (NOT disposable paper or plastic ones)
	+ Beverage cambros (NOT individual cups/bottles of water, beverage cartons)
	+ Condiment stations with bulk condiments , such as bottles of ketchup, mustard, relish, barbeque sauce, hot sauce, salad dressing; large, multi-serving salt & pepper shakers (NO individually packaged condiments)
* The caterer should provide the following well in advance of the event:
	+ A detailed, itemized list and inventory of all items they plan to bring to the event (including food, utensils/plates, and other supplies). This should be sent to and approved by the Recycling Fellow at the Office of Sustainability (to make sure no “unsustainable” items are brought to the event and that the above specifications are adhered to)
* Prior to the event the event organizer should:
	+ Review what can and can’t be composted
	+ Make an announcement to attendees of the event about what to compost, and suggest that people bring their own reusable items if possible (water bottles, plates, utensils, etc.)
	+ Print out composting signage (find signage here: <https://operations.tufts.edu/recycle/recycle/downloadable-signage/> )
* Email recycle@tufts.edu to contact the Recycling Fellow at the Office of Sustainability with any questions or further guidance.