

## Introduction and Environmental Policy

**By signing the IACC Code of Sustainability, members of IACC certify that their facility (1) has agreed to sustain and support IACC's Environmental Policy; (2) has adopted and currently adheres to a certain percentage of the tenets of the code; and (3) willingly joins other members in an association-wide effort to continually strive for greater sustainability.**

**Signing the Code of Sustainability demonstrates a level of commitment that far surpasses the adoption of some "green practices." Rather, it is an affirmation that the property is actively engaged in a holistic endeavor that is woven into the fabric of the organisation from top to bottom.**

**In addition to doing what's right for the environment, those that have signed the code realise the three-fold benefits of being a sustainable property: environmental, social and economic.**

**The environmental benefits range from reducing a member's carbon footprint... to creating a better work environment... to improving the air and water quality of the property and the surrounding community.**

**The economic benefits are increased productivity; cost savings in energy, water and supplies; attracting new business and building greater customer loyalty (planners are searching for venues that have certifications or sustainable programs); improved risk management and safety and the opportunity to collaborate with other innovative companies.**

**As an active member IACC the management and staff of this venue, hereinafter referred to as "the member," agrees to sustain and support IACC's Environmental Policy:**

**"IACC shall be a leader in creating environmental awareness among IACC-member properties and their clients. We do this by communicating the initiatives we have researched and identified as having a lesser environmental impact; by encouraging IACC members to adopt these environmentally responsible practices into their business operations and by continuous improvement to our own management efforts, all with the goal of reducing our carbon footprint and environmental impact."**

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Education, Awareness and Public Declaration

**The member should involve its green committee in the completion of this Code. By doing so, the member agrees to adhere to IACC's Code of Sustainability and all of its tenets. You MUST have each of the first three policies in place or you will not be able to complete the remainder of the Code.**

**Please contact Kate Bacon at IACC ([kbacon@iacconline.org](mailto:kbacon@iacconline.org)) if you have any questions while completing the Code of Sustainability.**

\* 1. There is an established, active Green Committee to promote and encourage efforts to exercise environmental awareness in every aspect of our business. Our facility's Green Committee includes at least one senior member of our organisation who is in a position to make policy and spending decisions and selected members from key areas of our business (Housekeeping, Engineering, Food & Beverage, Front Office and Maintenance).

This policy is currently in place.  Planned  No Plans  N/A

Comments

\* 2. There is an Environmental Policy in effect that is shared with associates, staff, clients and the community. The environmental commitment is communicated to guests through guest room information, company website, advertising pieces and signage throughout the property. Associates, staff and clients have the ability to provide feedback on the company's environmental efforts and all stakeholders can partner with the member to conserve energy and help strive for greater sustainability.

This policy is currently in place.  Planned  No Plans  N/A

Comments

\* 3. The member seeks new and innovative conservation, reduction, reuse and recycling programs that safeguard the environment. (There is an expectation that properties that adhere to this code are attempting to develop metrics, e.g., energy saved, money saved and amounts recycled).

- This policy is currently in place.     Planned     No Plans     N/A

Comments

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Environmental Leadership & Waste Management

**For all of the following questions, please choose the appropriate button after each statement. It's important for IACC to have your response to every statement; therefore, all items require a response.**

**The term "Planned" means that you intend to implement the policy within the next year. Use "N/A" only when the proposition doesn't apply to your facility.**

\* 4. The member strives to be an environmental leader in the community. Time and resources are allocated to local environmental events and staff is encouraged to participate in green community projects.

In Place    Planned    No Plans    N/A

Comments

\* 5. The property is certified by a nationally recognised green building certification program

In Place    Planned    Not Planned    N/A

Comments

\* 6. The property should use renewable energy for at least 25% of its needs, either via onsite production or certified Renewable Energy Certificates.

In Place  
 Planned  
 Not Planned  
 N/A

Comments

\* 7. The member disposes of all waste properly and follows all country and country specific laws for disposal of hazardous waste in order to keep such objects out of the landfill.

In Place     Planned     Not Planned     N/A

Comments

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\* 8. The member has eliminated printing on paper for all operational practices, where an electronic alternative is available. Where printing is necessary, double-sided is adopted and toners and recycled print cartridges are purchased and donated back when spent

In Place    Planned    No Plans    N/A

Comments

\* 9. The member only delivers newspapers to guest rooms when ordered by the guest. The staff orders only what is needed and maintains a small supply of newspapers in the lobby/reception area for guests to share

In Place    Planned    No Plans    N/A

Comments

\* 10. The member completes an annual waste audit and uses the audit results to reduce waste.

In Place    Planned    No Plans    N/A

Comments

\* 11. Unneeded furniture, building supplies and equipment are donated for reuse elsewhere.

In Place    Planned    No Plans    N/A

Comments

\* 12. A maintenance log is kept for all appliances, vehicles and equipment along with manufacturers' guidelines for maintenance and inspection.

In Place    Planned    No Plans    N/A

Comments

\* 13. Indoor Lighting should be energy efficient

in Place    Planned    No Plans    N/A

Comments

14. On/Off timers or sensors shall be used for lighting and HVAC in low traffic, low occupancy areas.

In Place    Planned    No Plans    N/A

Comments

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Recycling

\* 15. There is an on-site recycling program for all waste items including paper, plastic, metal, glass, cardboard, newspaper, fluorescent bulbs, toner cartridges, electronics, mobile phones and batteries.

In Place    Planned    No Plans    N/A

Comments

\* 16. There are clearly labelled recycling stations that are clearly marked and easy to use

In Place    Planned    No Plans    N/A

Comments

\* 17. There are established recycling procedures for staff along with training and follow-up inspections to ensure that the procedures are being followed.

In Place    Planned    No Plans    N/A

Comments

\* 18. Recycling services are provided in guest rooms and meeting rooms.

In Place    Planned    No Plans    N/A

Comments



\* 19. Recyclable or Reusable Signage & Name tags are provided to conference groups.

In Place     Planned     No Plans     N/A

Comments

\* 20. Aerosol cans should be eliminated from purchasing unless no alternative is available. When no alternative, the property should recycle locally

In Place     Planned     No Plans     N/A

Comments

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Reuse

\* 21. The property reuses at least 75% of its solid food waste, thus diverting it from landfills and incinerators. The property should composte food and yard waste through local operations, where available and cost effective

In Place    Planned    No Plans    N/A

Comments

\* 22. The property recycles at least 75% of its solid food waste, thus diverting it from landfills and incinerators. The property should composte food and yard waste through local operations, where available and cost effective

In Place    Planned    No Plans    N/A

Comments

\* 23. The property composts at least 75% of its solid food waste, thus diverting it from landfills and incinerators. The property should composte food and yard waste through local operations, where available and cost effective

In Place    Planned    No Plans    N/A

Comments

\* 24. There is a towel and linen reuse program in guest rooms along with a simple card system that is provided to guests so they can easily reuse their towels and linens or choose no service to their room

- In Place    Planned    No Plans    N/A

Comments

\* 25. There is a system in place to ensure that employees follow guest instructions for reusing towels and linens.

- In Place    Planned    No Plans    N/A

Comments

\* 26. The member uses biodegradable/recyclable containers OR installs bulk dispensers for soaps, shampoos and creams in guest bathrooms (conference centres with guest rooms only - non-residential conference centres choose "N/A").

- In Place    Planned    No Plans    N/A

Comments

\* 27. The member purchases cleaning products in bulk containers and refills individual dispensers. The member also purchases concentrated cleaning products which can be diluted with water.

- In Place    Planned    No Plans    N/A

Comments

\* 28. The member eliminates using disposable food and beverage service wares in meeting rooms and dining areas in favor of china, glassware and cutlery.

- In Place    Planned    No Plans    N/A

Comments

\* 29. The property does not provide bottled water

In Place     Planned     No Plans     N/A

Comments

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Water Conservation

\* 30. There are water saving devices on taps, toilets and showers, and such devices are included in planned renovations.

In Place    Planned    No Plans    N/A

Comments

\* 31. The minimum guidelines for water saving plumbing fixtures are:

- Toilets – low flush or dual flush model (1.3gallon flush).
- Shower heads – Low flow model (2.5 gallons per minute).
- Taps – Low flow faucet and aerator (1.8 gallons per minute).

In Place    Planned    No Plans    N/A

Comments

\* 32. The member has water meters and assesses water usage every 24 months in order to evaluate the success of our water conservation practices.

In Place    Planned    No Plans    N/A

Comments

\* 33. The member uses water saving landscaping by planting drought resistant plants, trees, shrubs and/or native landscaping and keeping watering to a minimum and / or uses moisture sensors.

- In Place     Planned     No Plans     N/A

Comments

\* 34. Sidewalks/pavements/drives and parking should not be washed down with potable water and should be swept when possible

- In Place     Planned     No Plans     N/A

Comments

\* 35. Energy Efficient Washers and Dryers are used to reduce water use in the laundry. All loads are filled to the recommended capacity for the appliance and loads are washed at the coolest possible temperature.

- In Place     Planned     No Plans     N/A

Comments

\* 36. Energy Efficient Washers and Dryers are used to reduce water use in the laundry. All loads are filled to the recommended capacity for the appliance and loads are washed at the coolest possible temperature.

- In Place     Planned     No Plans     N/A

Comments

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Purchasing

\* 37. A green purchasing policy is in effect.

- In Place    Planned    No Plans    N/A

Comments

\* 38. The member enlists suppliers as partners to source environmentally responsible products.

- In Place    Planned    No Plans    N/A

Comments

\* 39. Suppliers are asked to source products with little or no packaging or to take back packaging for recycling or reuse. And products are purchased in bulk to reduce the amount of packaging. Where packaging is necessary, there is a request for recyclable materials.

- In Place    Planned    No Plans    N/A

Comments

\* 40. There is a list of preferred suppliers who proactively source environmentally responsible products and services and an attempt to use products that have a recognised independent environmental rating.

- In Place    Planned    No Plans    N/A

Comments

\* 41. Products are bought in bulk containers to reduce the amount of packaging.

In Place    Planned    No Plans    N/A

Comments

\* 42. The member practices responsible procurement by purchasing environmentally friendly products including paper and plastics alternatives.

In Place    Planned    No Plans    N/A

Comments

\* 43. The member buys chemical-free, nontoxic, low-VOC, biodegradable cleaning agents.

In Place    Planned    No Plans    N/A

Comments

\* 44. The property shall demonstrate that cleaning products and laundry and dish detergents that contain chlorine bleach are used only where less toxic alternatives are not available, and then only in minimal amounts.

In Place    Planned    No Plans    N/A

Comments

\* 45. More environmentally friendly products and solutions are sought to eliminate the use of hazardous materials, pesticides and herbicides.

In Place    Planned    No Plans    N/A

Comments



\* 46. Hybrid, bio-fuel or electric vehicle options are considered when purchasing company vehicles. (Such vehicles may not be available in all areas but IACC recommends that you consider them).

In Place    Planned    No Plans    N/A

Comments

\* 47. Property should offer electric charging stations for Hybrid Cars

In Place    Planned    No Plans    N/A

Comments

\* 48. Property should offer secure cycle storage / racks for staff and guests

In Place    Planned    No Plans    N/A

Comments

\* 49. Property supports staff for car sharing schemes

In Place    Planned    No Plans    N/A

Comments

\* 50. Property shall purchase printing and writing paper that is either environmentally-preferable, made from tree fibre, or meets the specifications: Stationary 30% post-consumer material content; coated paper 10% post-consumer material content

In Place    Planned    No Plans    N/A

Comments

\* 51. The Member incorporates environmental preferences into purchasing documents, websites, marketing and conversations with suppliers and vendors.

- In Place     Planned     No Plans     N/A

Comments

\* 52. Shipping Pallets - Preference shall be given to product suppliers who provide and take back reusable packaging and shipping pallets. Packaging that is not reusable shall be minimal and recyclable.

- In Place     Planned     No Plans     N/A

Comments

\* 53. Property has a vendor code of conduct in place

- In Place     Planned     No Plans     N/A

Comments

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Energy Management

\* 54. There is an energy management program to reduce consumption of electricity (energy-efficient LED light bulbs, programmable thermostats, motion detection devices, etc.).

In Place    Planned    No Plans    N/A

Comments

\* 55. The member purchases Energy Star rated (or the equivalent) appliances and equipment (washers, dryers, refrigerators, freezers, ovens, dishwashers, TV's, monitors, copiers, hot water heaters and HVAC systems).

In Place    Planned    No Plans    N/A

Comments

56. Options to reduce the drying cycle on commercial dryers are in place or are being considered.

In Place    Planned    No Plans    N/A

Comments

\* 57. If building and renovation projects are planned, green design and eco-friendly building materials / paints are incorporated.

- In Place
- Planned
- No Plans
- N/A

Comments

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Air Quality

\* 58. All air handling equipment is properly cleaned and maintained and air quality is monitored on a routine basis.

- In Place    Planned    No Plans    N/A

Comments

\* 59. Exhaust fans are vented to the outside and proper venting is maintained in high-moisture areas such as the kitchen and laundry to improve indoor air quality.

- In Place    Planned    No Plans    N/A

Comments

\* 60. High-efficiency filters are installed on HVAC and other air filtering equipment.

- In Place    Planned    No Plans    N/A

Comments

\* 61. All doors and windows are inspected for proper seals and maintained to prevent heating and cooling loss.

- In Place    Planned    No Plans    N/A

Comments

62. Members use alternative energy sources when possible (Solar, wind power, geo-thermal, or hydro).

- In Place
- Planned
- No Plans
- N/A

Comments

63. Member is undergoing energy audits and having Carbon Footprint examined & reduced, and have a plan to implement the recommendations.

- In Place
- Planned
- No Plans
- N/A

Comments

64. Does your facility practice a "No Idle Policy"? This requires all vehicle operators, delivery trucks, shuttles, etc. to turn off their engines prior to leaving their vehicles. An exception may be granted when idling is necessary for specific health or safety reasons.

- In Place
- Planned
- No Plans
- N/A

Comments

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Food & Beverage

\* 65. Local produce is used in season and menu selections take advantage of local growing seasons.

In Place  Planned  No Plans  N/A

Comments

\* 66. Organic ingredients are used wherever feasible and free run chicken, eggs and meat, along with seafood sourced from sustainable fisheries, are incorporated into menus.

In Place  Planned  No Plans  N/A

Comments

\* 67. Food and beverage supplies are purchased locally wherever feasible to avoid the transportation of those items over long distances. (Local is defined as under 310 miles (500 km.) and preferably 62 miles (100 km.).

In Place  Planned  No Plans  N/A

Comments

\* 68. Water is served upon request in lieu of pre-filled glasses.

In Place  Planned  No Plans  N/A

Comments

\* 69. Vegetarian or plant based meal selections are always available.

In Place    Planned    No Plans    N/A

Comments

\* 70. Leftover food is donated to a food bank or other charitable organisation (where available).

In Place    Planned    No Plans    N/A

Comments

\* 71. The member avoids using disposable food and beverage service wares; where it can't be avoided, corn or paper-based compostable plates, cups, straws and cutlery are used.

In Place    Planned    No Plans    N/A

Comments

\* 72. Fish served to guests are included on the list of sustainable fishing (national list or on the WWF list).

In Place    Planned    No Plans    N/A

Comments



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Required Signature

**In order to demonstrate your facilities's commitment to IACC's Code of Sustainability, please complete and submit this form. You must enter something in each of the blank fields below or you will not be able to submit the document. By the term "signature," we simply mean for you to type in information that identifies the person authorised to make this commitment.**

73. Additional Comments, Suggestions or Ideas -- Please share any Best Practices that you may be using at your properties, that could benefit other IACC members.

\* 74. I have carefully reviewed IACC's Code of Sustainability. In my determination my conference centre has adopted and currently has all the tenets of the Code in place as indicated on this checklist.

**Name of Conference Centre:**

**Name of person signing:**

**Title of person signing:**

**Address 2:**

**City/Town:**

**ZIP/Postal Code:**

**Country:**

**Email address of person signing:**