



By signing the IACC Code of Sustainability, members of the International Association of Conference Centers certify that their organization (1) has agreed to sustain and support IACC's Environmental Policy; (2) has adopted and currently adheres to all of the tenets of the code; and (3) willingly joins other member organizations that have signed the code 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 organization from top to bottom.

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

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

Social benefits include better employee health and well-being; improved perception in the local community; becoming a positive contributor to the sustainability of the planet; and improving the quality of life for future generations. Another benefit is attracting high-quality employees and increased employee retention. This is especially true for employees under 40 years of age.

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.



Environmental Policy

As an active member of the International Association of Conference Centers (IACC), the management and staff of this center, hereinafter referred to as “the organization,” 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.

The organization further agrees to adhere to IACC’s Code of Sustainability by having the following practices currently in place. Please click the appropriate button after each statement: “In Place,” “Planned” (within one year), or “No Plans.”

Education, Awareness and Public Declaration	In Place	Planned	No Plans
1. There is an established, active Green Committee to promote and encourage efforts to exercise environmental awareness in every aspect of our business. Members of the Green Committee include at least one senior member of our organization 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).	☐	☐	☐
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 organization to conserve energy and help strive for greater sustainability.	☐	☐	☐
3. The organization 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).	☐	☐	☐
4. The organization 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.	☐	☐	☐



Code of Sustainability

	In Place	Planned	No Plans
Waste Management			
5. The organization disposes of all waste properly and follows all federal/state/municipal laws for disposal of hazardous waste in order to keep such objects out of the landfill.	☐	☐	☐
6. The organization makes its offices greener by defaulting to double-sided printing and copying. Scrap paper is used for notes and internal memos. Old TV-style monitors are replaced with large flat screen LCD monitors which are easier to read and can eliminate some printing. The organization buys toner in recyclable cartridges; uses refillable pens and pencils; donates unused office supplies and buys only what is needed.	☐	☐	☐
7. The organization looks for ways to limit newspaper distribution to guest rooms. The staff orders only what is needed and maintains a small supply of newspapers in the lobby for guests to share.	☐	☐	☐
8. The organization orders an annual waste audit of the property and uses the auditors' suggestions to reduce waste.	☐	☐	☐
9. Unneeded furniture, building supplies and equipment are donated for reuse elsewhere.	☐	☐	☐
10. Concentrated cleaning products are purchased which can be diluted with water.	☐	☐	☐
11. A maintenance log is kept for all appliances, vehicles and equipment along with manufacturers' guidelines for maintenance and inspection.	☐	☐	☐
Recycling			
12. There is an on-site recycling program for all waste items including paper, plastic, metal, glass, cardboard, newspaper, fluorescent bulbs, toner cartridges, electronics and batteries.	☐	☐	☐
13. There are recycling stations in guest areas (lobby, guest floors, recreation areas, food and beverage service and vending areas) and back-of-house (front desk, kitchen, offices, staff rooms) that are clearly marked and easy to use.	☐	☐	☐
14. There are established recycling procedures for staff along with training and follow-up inspections to ensure that the procedures are being followed.	☐	☐	☐
15. Recycling services are provided in guest rooms and meeting rooms.	☐	☐	☐
16. Name tags are collected after conferences (in the meeting room or at the front desk) for reuse.	☐	☐	☐



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Reuse	In Place	Planned	No Plans
17. 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.	☐	☐	☐
18. There is a system in place to ensure that employees follow guest instructions for reusing towels and linens.	☐	☐	☐
19. The organization installs bulk dispensers or uses biodegradable containers for soaps, shampoos and creams in guest bathrooms.	☐	☐	☐
20. Unused individual toiletries are donated to a local charity.	☐	☐	☐
21. The organization purchases cleaning products in bulk containers and refill individual dispensers.	☐	☐	☐
22. Recyclable or reusable signage is provided to conference groups.	☐	☐	☐
23. The organization avoids using disposable food and beverage service wares in meeting rooms and dining areas in favor of china, glassware and cutlery.	☐	☐	☐
24. Alternatives to bottled water are available in meeting rooms and dining areas.	☐	☐	☐
Water Conservation			
25. There are water saving devices on taps, toilets and showers and such devices are included in planned renovations.	☐	☐	☐
26. The minimum guidelines for water saving plumbing fixtures are: - Toilets – low flush or dual flush model (1.6 gallon flush). - Showerheads – Low flow model (2.5 gallons per minute). - Taps – Low flow faucet and aerator (2.2 gallons per minute).	☐	☐	☐
27. The organization has water meters and assesses water usage every 24 months in order to evaluate the success of our water conservation practices.	☐	☐	☐
28. The organization uses water saving landscaping by planting draught resistant plants, trees, shrubs and/or native landscaping and keeping watering to a minimum.	☐	☐	☐
29. Front load washers 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.	☐	☐	☐



Code of Sustainability

Purchasing	In Place	Planned	No Plans
30. A green purchasing policy is in effect.	☐	☐	☐
31. The organization enlists suppliers as partners to source environmentally responsible products.	☐	☐	☐
32. There is a list of preferred suppliers who proactively source environmentally responsible products and services and an attempt to use products that have a recognized independent environmental rating.	☐	☐	☐
33. Suppliers are asked to source products with little or no packaging or to take back packaging for recycling or reuse. Where packaging is necessary, there is a request for recyclable materials.	☐	☐	☐
34. Products are bought in bulk containers to reduce the amount of packaging.	☐	☐	☐
35. The organization practices responsible procurement by purchasing environmentally friendly products including paper and plastics alternatives.	☐	☐	☐
36. The organization buys chemical-free, nontoxic, low-VOC, biodegradable cleaning agents.	☐	☐	☐
37. More environmentally friendly products and solutions are sought to eliminate the use of hazardous materials, pesticides and herbicides.	☐	☐	☐
38. Hybrid, bio-fuel or electric vehicle options are considered when purchasing company vehicles.	☐	☐	☐
39. Paper products contain the following minimum post-consumer materials: toilet paper – 20%; facial tissue – 10%; napkins and paper towels – 40%.	☐	☐	☐
40. Office products contain a minimum of 30% post-consumer materials and coated paper that has a minimum of 10% post-consumer materials.	☐	☐	☐



Code of Sustainability

	In Place	Planned	No Plans
Energy Management			
41. There is an energy management program to reduce consumption of electricity (energy-efficient CF light bulbs, programmable thermostats, motion detection devices, etc.).	☐	☐	☐
42. The organization purchases Energy Star rated appliances and equipment (washers, dryers, refrigerators, freezers, ovens, dishwashers, TV's, monitors, copiers, hot water heaters and HVAC systems).	☐	☐	☐
43. Suppliers are asked to source energy-efficient or eco-friendly models when purchasing small appliances for guest rooms (alarm clocks, coffee makers, hair dryers, DVD players).	☐	☐	☐
44. Green design is incorporated into building and renovation projects with the use of eco-friendly building materials.	☐	☐	☐
45. The organization replaces equipment with energy-efficient models.	☐	☐	☐
Air Quality			
46. All air handling equipment is properly cleaned and maintained and air quality is monitored on a routine basis.	☐	☐	☐
47. Exhaust fans are vented to the outside and proper venting is maintained in high-moisture areas such as the kitchen and laundry to prevent mold issues (maintaining relative humidity between 35% and 55% to prevent mold growth).	☐	☐	☐
48. High-efficiency filters are installed on HVAC and other air filtering equipment.	☐	☐	☐
49. All doors and windows are inspected for proper seals and maintained to prevent heating and cooling loss.	☐	☐	☐



Code of Sustainability

Food & Beverage	In Place	Planned	No Plans
50. Local produce is used in season and menu selections take advantage of local growing seasons.	☐	☐	☐
51. Organic ingredients are used wherever feasible and free run chicken, eggs and meat, along with seafood sourced from sustainable fisheries, are incorporated into menus.	☐	☐	☐
52. Food and beverage supplies are purchased locally wherever feasible to avoid the transportation of those items over long distances. (Local is defined as under 500 miles (310 km.) and preferably 100 miles (62 km.).	☐	☐	☐
53. The organization offers alternatives to bottled water.	☐	☐	☐
54. Water is served upon request in lieu of pre-filled glasses.	☐	☐	☐
55. Vegetarian meal selections are always available.	☐	☐	☐
56. Leftover food is donated to a food bank (where available).	☐	☐	☐
57. The organization buys in bulk to reduce packaging and asks suppliers to source products with reduced or zero packaging.	☐	☐	☐
58. Refillable containers are used to minimize individually packaged condiments, jams, sugars and creamers.	☐	☐	☐
59. The organization avoids using disposable food and beverage service wares; where it can't be avoided, corn or potato-based compostable plates, cups and cutlery are used.	☐	☐	☐

Comments:



Code of Sustainability

Required Signature

In order to demonstrate your organization'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 authorized to make this commitment.

I have carefully reviewed IACC's Code of Sustainability. In my determination

(please print name of facility)

currently has the practices of the code in place as noted on this form.

Enter name of person signing

Enter title of person signing

Enter date of signing

Instructions for submission:

Click "Send Data." When the Security Warning displays, check the box to "Remember my action for this site;" then click the button to "Allow." If you receive an "Adobe Reader" warning box, click "Okay." You probably will not receive notice that the results were submitted, but please do not resubmit because that action duplicates your data. Instead, contact Tejal Wallace at twallace@iacconline.org and inform her that you have submitted the form.

Send Data