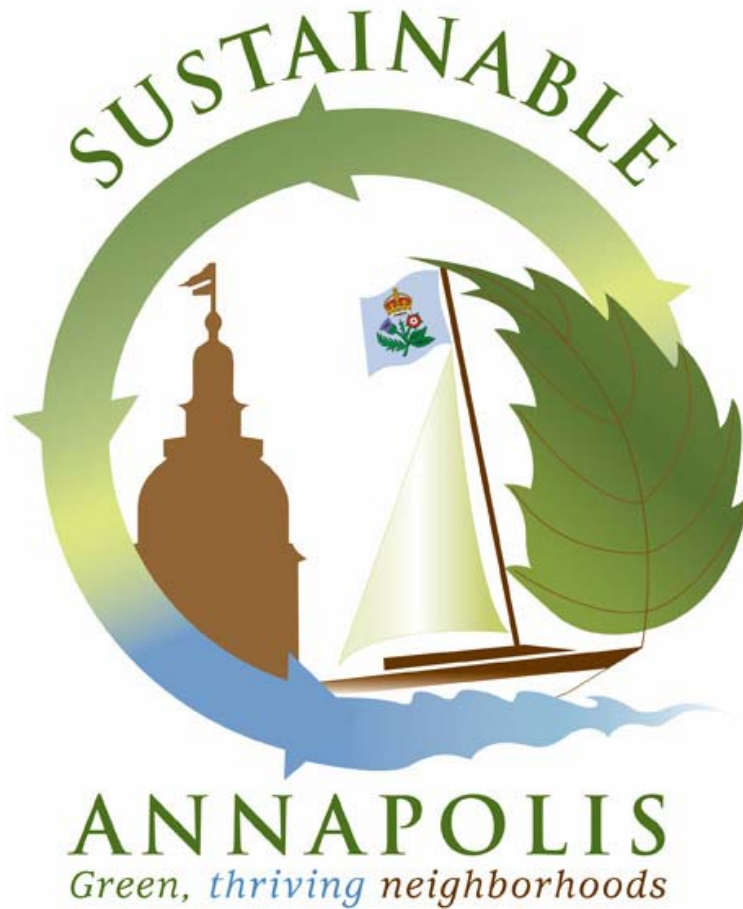


**Annapolis Environmental Stewardship  
Certification  
Workbook for Special Events**



Honorable Mayor Joshua J. Cohen  
Department of Neighborhood and Environmental Programs  
Maria Broadbent, Director

April 2012

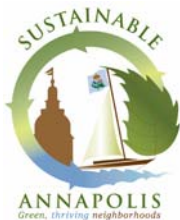
# Annapolis Environmental Stewardship Certification for Special Events



Stewardship: the careful and responsible management of something entrusted to one's care

## **BECOME AN ANNAPOLIS ENVIRONMENTAL STEWARD CERTIFIED BUSINESS AND RECEIVE THESE BENEFITS:**

- Annapolis Environmental Stewardship Certification certificate and window decal to display at your property.
- Use of the Annapolis Environmental Stewardship Certification logo for advertising for the duration of your certification.
- A listing on the Sustainable Annapolis, Downtown Annapolis Partnership and other city websites.
- **FREE** on-going technical assistance from the Annapolis Department of Neighborhood and Environmental Programs to help you and your employees learn and implement environmental best practices.



### **Partners in the Annapolis Environmental Stewardship Certification Program:**

Annapolis Department of Neighborhood and Environmental Programs  
MainStreets Annapolis Partnership  
Annapolis & Anne Arundel County Conference and Visitors Bureau

Workbook compiled by Jeanna Beard, Environmental Program Intern,  
& Maria Broadbent, Environmental Program Coordinator, 2009  
Our appreciation is extended to the hosts of the many websites we used in our research.

## How the program works:

1. Complete the Special Event Certification Workbook by checking off all of the initiatives that will be in practice at your event. If you need assistance filling out the workbook, please call the Department of Neighborhood and Environmental Programs at (410) 263-7946. Please see contact information below.

*Please understand that it is not necessary to complete all of the items in the workbook to become a Certified Annapolis Environmental Steward. The workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.*

*Know that this list is not exhaustive. There are more environmental initiatives out there than we can ever list. We will attempt to update the list of initiatives on an annual basis. If you have an idea for an initiative we might want to include, email it to: [SustainableAnnapolis@Annapolis.gov](mailto:SustainableAnnapolis@Annapolis.gov). We will consider every suggested initiative we receive although we cannot promise that they will all be included*

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the Department of Neighborhood and Environmental Programs:**

**City of Annapolis  
Department of Neighborhood and Environmental Programs  
160 Duke of Gloucester Street  
Annapolis, Maryland 21401**

Telephone: (410) 263-7946  
Contacts: Jeanna Beard      [JBeard@annapolis.gov](mailto:JBeard@annapolis.gov)  
              Rob Savidge        [RSavidge@annapolis.gov](mailto:RSavidge@annapolis.gov)

4. Your workbook will be reviewed by the Department of Neighborhood and Environmental Programs. **There is no charge to participate in this program.**

First time participants need to have 65 points in order to receive certification as an Annapolis Environmental Steward. **Technical assistance is available at no charge from the Department of Neighborhood and Environmental Programs to help any business achieve more points, regardless of point total.** Wherever possible, low cost recommendations will be given to help businesses achieve more points.

Events not able to meet the initial 65 points necessary for certification may reapply at any time. Certifications are valid for two years from the date of award. To recertify after the initial two years, events must receive 100 points. The most current workbook available must be used to recertify. Recertification is valid for two years.

5. Upon final scoring of the workbook, we will meet with you to verify your score and to offer some advice about recommendations to increase your score. An official notice of certification will allow you to display the Sustainable Annapolis Environmental Steward logo.

# Annapolis Environmental Stewardship Certification for Special Events

The Annapolis Environmental Stewardship Certification Program is a part of the Department of Neighborhood and Environmental Program's Sustainable Annapolis initiative - a program to reduce the city's carbon footprint and to protect and improve the environmental health of our business districts, neighborhoods and watersheds.

The Annapolis Environmental Stewardship Certification for Special Events is for any event interested in becoming an Annapolis Environmental Steward. The workbook is a comprehensive checklist that includes categories from many fields that lead to environmental sustainability. Within each category, several criteria are mentioned with an allocated point value to be added together to create a cumulative score. For example, points will be awarded for a wide range of efforts including: waste management, installing energy efficient systems, conserving water, and more.

	<b>Special Event</b>
<b>Minimum Points Needed</b>	65
<b>Total Points Available</b>	410

The workbook is used as a way to reduce the city's carbon footprint and as an educational tool for business managers and staff to be able to 1) reduce their greenhouse gas emissions; 2) improve the health of Chesapeake Bay 3) increase environmental awareness; and 4) to save money by using less energy. Workbook items link to websites that can be used to find out more information on how to get points for that item. Add up all of the points from your initiatives in each category to see your total score.

# Annapolis Environmental Stewardship Certification Workbook for Special Events

65 points needed  
410 points available

Event name: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Event Sponsors: \_\_\_\_\_

Event Organizer name \_\_\_\_\_

Address (for organizer): \_\_\_\_\_

\_\_\_\_\_

Address of event: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Will there be catering or food vendors?       Catering       Food Vendors

OFFICE USE ONLY:

Date of Certification:

## SECTION 1: ADMINISTRATIVE

<p>✓ <b>Adopt and display an environmental policy.</b>  Environmental Policies are a great way to let your employees, guests and vendors know what your environmental priorities are. An environmental policy, signed by the event's top organizers and sponsors, should be furnished to all event attendees. Environmental Policies typically contain commitments to continual improvement, prevention of pollution and compliance with environmental regulations. Maintain environmental information for guests and staff with current information on what your event is doing to reduce its environmental impact. Mention tips and solicit suggestions from guests. Include information on tents, brochures &amp; flyers, and/or room cards.</p> <p><i>Attach a copy of the written environmental policy.  Describe the location where it is displayed and made visible to employees and guests:</i></p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> <b>Mandatory</b>
<p>✓ <b>Train staff through facilitated learning opportunities.</b>  Professional development and other training activities should emphasize environmental awareness, integration to curriculum, and instructional strategies. For more information, please contact our office.</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Recognize staff and vendors for their environmental stewardship.</b>  Creating visual and vocal praise for those who implement environmental best practices encourages others to do the same. Displays of their achievements and projects are shared with the community and within the institution.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. Eliminate paperwork by switching to electronic format.</b>  This saves paper. At conferences, print double-sided documents if printing is necessary.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Participate in or sponsor voluntary environmental restoration projects or other community efforts to reduce environmental impacts.</b>  For help in finding an organization, please contact our office for assistance.</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Communicate through email rather than using paper memos or traditional mail.</b>  For conferences, provide an online registration system for attendees to use. Publish the registration brochure online only. At most, send a postcard with the date steering attendees to a Web site.</p>	<input type="checkbox"/> <b>3 Points</b>

<p>✓ <b>Event uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content <u>OR</u> tree-free fiber content.</b></p> <p><i>Attach description from packaging and brand</i></p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Eliminate unwanted or duplicate mailings to reduce paper waste.</b>  Visit <a href="http://www.stopjunkmail.org">www.stopjunkmail.org</a> and <a href="http://www.catalogchoice.org">www.catalogchoice.org</a> to reduce unwanted mail. Use <a href="http://www.nationalchangeofaddress.com">www.nationalchangeofaddress.com</a> to eliminate outdated addresses from your mailing lists, and visit <a href="http://www.junkfax.org">www.junkfax.org</a> to eliminate junk faxes from being sent to your fax machines.</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Created a comprehensive inventory of all materials to avoid over-ordering.</b>  Preventing over-ordering is a simple way to cut spending and reduce waste. (source: <a href="http://www.epa.gov/waste/nonhaz/municipal/pubs/bus-guid/intro.pdf">http://www.epa.gov/waste/nonhaz/municipal/pubs/bus-guid/intro.pdf</a>)</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Use vegetable- or water-based inks for printing.</b>  Using an ink from a renewable resource (as opposed to conventional petroleum-based inks) is a better option for environmental stewardship practices. According to a Portland, Oregon Green Purchasing case study, renewable resource inks are cost competitive to conventional inks and switching will be cost-neutral. (source: <a href="http://portlandoregon.gov">portlandoregon.gov</a>) For more information, visit <a href="http://portlandoregon.gov/omf/index.cfm?a=157997&amp;c=44701">http://portlandoregon.gov/omf/index.cfm?a=157997&amp;c=44701</a></p>	<input type="checkbox"/> <b>3 Points</b>
<b>Section 1: Administrative Category point total:</b> _____	

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## SECTION 2: ENERGY

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<p>✓ <b>Generators are run on bio-diesel.</b>          Bio-diesel can be used in traditional diesel engines. Using bio-diesel can result in a quieter generator with fewer harmful emissions.</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Purchase carbon off-sets (renewable energy credit, green tags, etc.)</b>          Learn more by visiting Stockholm Environment Institute, Carbon Offset Research and Education initiative, at <a href="http://www.co2offsetresearch.org/">http://www.co2offsetresearch.org/</a></p> <p style="text-align: center;"><i>Quantity</i> _____</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Don't leave doors or windows open when heat or air conditioner is on.</b>          You may think leaving a door open is good for business, but it wastes a lot of energy - especially in the summer time when the air conditioner is blowing. When a door or window is open on a hot day, all of the energy used to keep the indoors cool is lost, and the air conditioner has to work harder to maintain a cool temperature.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Computers, cash registers, and other electronic equipment are turned off at the end of the business day or are set to revert to an energy-saving mode.</b>          Join the Energy Star Low Carbon IT Campaign to pledge to reduce the energy consumed by computers and monitors. Visit <a href="http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_low_carbon">http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_low_carbon</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Generate energy (including electricity) using solar panels, wind turbines and/or geothermal heat pumps. (Select one.)</b>          There are incentives and programs administered by the Maryland Energy Administration that will aid in the implementation of alternative energy initiatives. For more information, visit <a href="http://energy.maryland.gov/incentives/business/">http://energy.maryland.gov/incentives/business/</a></p> <p style="text-align: center;"> <b>76%-100% of total energy</b>  <b>26%-75% of total energy</b>  <b>10%-26% of total energy</b> </p>	<input type="checkbox"/> <b>50 Points</b> <input type="checkbox"/> <b>25 Points</b> <input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Electronic equipment such as computers and registers are Energy Star certified.</b>          ENERGY STAR is the trusted, government-backed symbol for energy efficiency helping us all save money and protect the environment through energy-efficient products and practices. Products can earn the ENERGY STAR label by meeting the energy efficiency requirements set forth in ENERGY STAR product specifications.  <a href="http://www.EnergyStar.gov">www.EnergyStar.gov</a></p>	<input type="checkbox"/> <b>3 Points</b>

<p>✓ <b>Outdoor lights are off during the daytime and after event hours.</b>          Ensure that vendors and event lighting is off during the daytime and after event hours. In cases where security is a concern, utilize motion sensing lights.</p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Production lights and cameras turned off when not in use.</b>          These are often left on overnight, when turning them off can save energy.</p>	<input type="checkbox"/> <b>2 Points</b>
<b>Section 2: Energy Category point total:</b> _____	

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### SECTION 3: WASTE MANAGEMENT

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<p>✓ <b>Provides recycling at the event for patrons and vendors.</b>          Containers must be labeled and accessible to patrons and vendors. Vendors can often produce a significant amount of waste, often in the form of cardboard packaging that is recyclable.</p>	<input type="checkbox"/> <b>Mandatory</b>
<p>✓ <b>Litter is picked up at the end of each day.</b>          Due to the importance and amount of water around the city, help us keep our waterways clean by picking up any litter produced by the event</p>	<input type="checkbox"/> <b>Mandatory</b>
<p>✓ <b>Provides composting at the event for patrons and vendors.</b>          Containers must be labeled and accessible to patrons and vendors. A significant amount of compostable waste is generated by food vendors and can be captured with a composting program.</p>	<input type="checkbox"/> <b>20 Points</b>
<p>✓ <b>Patrons are encouraged to recycle and compost rather than littering or throwing away items.</b>          Making recycling and compost bins readily available and easily accessible in high-visibility areas will help your event earn points.</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Plastic bags are not offered at the event.</b>          When purchasing or receiving goods, merchandise, and other materials, patrons are not given plastics bags.</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Reusable bags are offered to patrons.</b>          Reusable bags have handles and are specifically designed and manufactured for multiple reuse and are made of cloth, fiber, other machine washable fabric, or durable plastic that is at least 2.25 millimeters thick.</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Disposable materials used at the event are recyclable or compostable.</b>          This applies to items such as plates, utensils, brochures, and bags.</p>	<input type="checkbox"/> <b>5 Points</b>

<p>✓ <b>Buy goods in bulk rather than pre-packaged items to reduce the amount of packaging waste. Preference is given to packaging that is recyclable and post-consumer recycled material.</b></p> <p>For example, beverages, cleaning supplies, food, and other items are often individually wrapped. Bulk food can be served in larger containers with serving utensils. Buying goods in bulk can reduce the amount of packaging used by these products.</p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Donate items to charity that have been in the Lost &amp; Found for a period of time.</b></p> <p>Create an event policy that tells attendees and employees what you do with found articles. Consider donating old linens and unused amenities as well. To find a charity of your choice, visit <a href="http://www.charitynavigator.com">www.charitynavigator.com</a>.</p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>If smoking is allowed, ash trays are provided.</b></p> <p>It can take a cigarette butt seven years to decompose. If there are significant numbers of them, their filters can discharge chemicals into nearby waterways.</p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Dumpster plugs are in place and closed such that no liquids will leak from the container. Trash is stored in such a way that no liquid leaks into the storm drain. Containers are kept closed at all times.</b></p> <p>★ <i>Note: Annapolis City Code 21.64.300 states: "All trash and refuse shall be stored in self-enclosed trash storage areas. These trash storage areas shall be located either within the establishment or within the structure on which the establishment is located, or shall consist of a properly screened and maintained dumpster on the property on which the establishment is located"</i></p>	<input type="checkbox"/> <b>1 Point</b>
<b>Section 3: Waste Management Category point total:</b> _____	

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## SECTION 4: WATER QUALITY & CONSERVATION

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<p>✓ <b>Natural surfaces are protected and restored to original conditions.</b></p> <p>Surfaces covered with grass can get trampled and killed by large numbers of patrons. If weather is wet, unprotected areas or areas with little grass may get muddy and discharge sediment into nearby storm drains and waterways. Sediment-laden water will block out sunlight and prevent it from reaching sub aquatic vegetation. Once the vegetation dies and decomposes, this can lead to dead zones in the water that have very low oxygen levels.</p> <p>Any disturbed areas should be restored to their original conditions. Muddy areas may need to have top soil be reapplied, followed with an application of seed and straw. Sodding areas is another alternative.</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Waste water is collected and hauled off site.</b></p> <p>Waste water from kitchen practices can be collected and recycled For more information on how water is recycled, visit <a href="http://www.epa.gov/region9/water/recycling/">http://www.epa.gov/region9/water/recycling/</a></p>	

<p>✓ <b>A broom, rather than a hose, is used to clean sidewalks, driveways, patios and other impermeable surfaces.</b>          Make sure to pick up the swept-up waste and put it in a trash can, not the gutter. Sweeping the waste into the gutter only adds to the pollution in the Chesapeake Bay. Remember, <i>“Only rain down the drain!”</i></p>	<input type="checkbox"/> <b>2 Points</b>
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**For more information on how to conserve water and use it effectively, visit <http://www.epa.gov/nps/chap3.html>**

**Section 4: Water Conservation Category point total: \_\_\_\_\_**

**SECTION 5: TRANSPORTATION**

<p>✓ <b>Use a fleet of hybrid or alternative fuel vehicles.</b>          Cars that perform well and produce the least air pollution and greenhouse gas emissions are listed here: <a href="http://www.epa.gov/fueleconomy/basicinformation.htm">http://www.epa.gov/fueleconomy/basicinformation.htm</a></p> <p style="text-align: center;"><b>5 Points per vehicle. Up to 40 points total</b>  <b># hybrid/alternative fuel vehicles _____</b></p>	<input type="checkbox"/> <b>10 points</b>
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<p>✓ <b>A program is in place to encourage employees and guests to use alternate transportation such as buses, walking, biking, or to drive alternative fuel vehicles.</b>          Examples: provide bus shelters to encourage the use of public transportation, give special parking privileges to those who drive hybrids, incentives to use public transportation and/or bike to work.          For more information, visit <a href="http://www.annapolis.gov/Government/Departments/Transportation/CleanCommute.aspx">http://www.annapolis.gov/Government/Departments/Transportation/CleanCommute.aspx</a></p> <p><b>Describe:</b> _____</p>	<input type="checkbox"/> <b>5 Points</b>
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<p>✓ <b>We perform regular maintenance of cars and other vehicles.</b>          Tires should be properly inflated and checked frequently. Check oil levels approximately every 3000 miles. Keep track of your average miles-per-gallon by calculating:</p> <p style="text-align: center;">_____ Miles-per-gallon = _____ Miles driven ÷          _____ Gallons of gas used</p> <p>For maintenance information, visit <a href="http://www.edmunds.com/maintenance/select.html">http://www.edmunds.com/maintenance/select.html</a></p>	<input type="checkbox"/> <b>5 Points</b>
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<p>✓ <b>Incentives are given to employees/volunteers who carpool.</b></p> <p><b>Describe:</b> _____</p>	<input type="checkbox"/> <b>5 Points</b>
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✓ <b>Provide bike racks to encourage biking.</b>	<input type="checkbox"/> <b>5 Points</b>
✓ <b>We have a program in place to encourage customers and employees to park in City parking garages and use the Circulator Trolley.</b> Parking in a City garage is cheap and easy, and using the Circulator Trolley is free. <a href="http://www.annapolis.gov/Government/Departments/Transportation/Circulator.aspx">http://www.annapolis.gov/Government/Departments/Transportation/Circulator.aspx</a>	<input type="checkbox"/> <b>5 Points</b>
✓ <b>A program is in place to encourage customers and employees to park at the Navy-Marine Corps Memorial Stadium parking lot and take the shuttle into town.</b>	<input type="checkbox"/> <b>5 Points</b>
✓ <b>Our employees' carbon footprint is offset from flying and/or commuting.</b> For more information on your carbon footprint, visit <a href="http://www.carbonfund.org/site/pages/how_it_works">http://www.carbonfund.org/site/pages/how_it_works</a>	<input type="checkbox"/> <b>5 Points</b>
<b>Section 5: Transportation Category point total:</b> _____	

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## SECTION 6: LIGHT POLLUTION

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✓ <b>Reduce the light pollution emitted from our outdoor lighting by addressing glare, spillover, and sky glow.</b> Reduce glare by positioning adjustable lights downward, reduce spillover by installing fully shielded lights, and reduce sky glow by installing fixtures that have the light bulb tucked into the luminaire housing. Ineffective lighting creates nuisances and safety hazards for the community, drivers, and aviators. Taking these actions keeps the light shining only on their intended areas, reducing wasted energy. In addition, wildlife can experience disorientation from excess illumination and are attracted to or repulsed by glare, which affects foraging, reproduction, communication, and other critical behaviors (sources: <a href="http://www.windows.ucar.edu">www.windows.ucar.edu</a> , <a href="http://www.indiana.sierraclub.org">www.indiana.sierraclub.org</a> , <a href="http://www.alabama.sierraclub.org">www.alabama.sierraclub.org</a> , Ecological Light Pollution. <i>Front Ecol Environ</i> 2004; 2(4): 191–198)	<input type="checkbox"/> <b>10 Points</b>
<b>Section 6: Light Pollution Category point total:</b> _____	

## SECTION 7: MERCHANDISE AND TRANSACTIONS

### Sell local items and materials as much as possible.

Selling products from local vendors, manufacturers, crafters, and artists has many benefits to the environment and the consumer: Less fossil fuel is expended towards packaging and transporting; It supports the local economy – more money goes to the artist, designer, and/or manufacturer (which supports local employment rates) instead of suppliers, processors, and marketers; It is more honest – since the source is local, we know the quality of the product. Please provide documentation.

✓ **Percentage of our merchandise vendors are certified as Annapolis Environmental Stewards:**

- 76%-100%**
- 51%-75%**
- 25%-50%**

- 10 Points**
- 4 Points**
- 2 Points**

For a list of certified businesses, go to [www.SustainableAnnapolis.com](http://www.SustainableAnnapolis.com)

✓ **Percentage of our items: (Select one.)**

**made or created by a manufacturer or artist within a 100 mile radius**

- 76%-100%**
- 51%-75%**
- 25%-50%**
- 10%-24%**

- 20 Points**
- 15 Points**
- 10 Points**
- 5 Points**

**made or created by a manufacturer or artist within a 300 mile radius**

- 76%-100%**
- 51%-75%**
- 25%-50%**
- 10%-24%**

- 15 Points**
- 10 Points**
- 5 Points**
- 3 Points**

✓ **Percentage of items sold made from sustainable and/or recycled materials:**

**(Select one.)**

“Sustainable” can have a lot of different definitions, but sustainable materials are the raw materials that are produced with minimal long-term effect on the environment. Being aware of what your products are made from is a step in the right direction. By asking the manufacturer or trader specifically about the products will allow you to become more knowledgeable about your products and who you’re buying from. Please attach documentation.

- 76%-100%**
- 51%-75%**
- 25%-50%**
- 10%-24%**

- 20 Points**
- 15 Points**
- 10 Points**
- 5 Points**

<p>✓ <b>Installed two-sided receipt printers.</b> Two-sided thermal receipt printing has become popular with the development of several different brands of printers creating choices for consumers. Two-sided receipts can cut paper cost and waste in half, less energy being consumed by paper production and distribution, as well as less waste disposal, air emissions and wastewater. For more information on the impact of two-sided receipts, see the following article: <a href="http://www.reuters.com/article/pressRelease/idUS125858+11-Mar-2009+BW20090311">http://www.reuters.com/article/pressRelease/idUS125858+11-Mar-2009+BW20090311</a> For more on brand information, type in “two-sided thermal receipt printers” into a search engine.</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Don't use plastic bags.</b> Use alternatives to plastic bags for customers such as paper or sell reusable shopping bags.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Staff/vendors always asks customers if they want a bag with their purchase.</b> Give incentives to customers that won't take a bag or who use their own reusable bags to hold their merchandise. According to an EPA study, the United States generated 1.14 million tons of paper bags and 4.19 million tons of plastic bags in 2007 alone. That year, 4.53 million tons of the paper and plastic bags were discarded in landfills or can be found flying around. (source: epa.gov)</p>	<input type="checkbox"/> <b>2 Points</b>

**Section 7: Merchandise & Transactions Category point total:** \_\_\_\_\_

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## SECTION 8: AIR QUALITY

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<p>✓ <b>Establish a smoke-free policy.</b> Providing a designated area with proper disposal containers outside for smokers will allow for a reduction in carbon monoxide, offensive odors, and clean-up procedures.</p> <p>Cigarette filters are made of a fibrous material called cellulose acetate that takes many years to decompose. Improper disposal, flushing, or “flicking” the finished cigarette on the ground will eventually lead to our storm drains and the Chesapeake Bay. This “marine debris” is harmful to many plants and animals in the environment. According to the Ocean Conservancy’s International Coastal Cleanup 2009 report, cigarette filters, cigar tips, and tobacco packaging accounted for almost 38% of the marine debris collected in the United States. (sources: epa.gov, oceaconservancy.org, ers.usda.gov)</p> <p>For more information on marine debris, visit <a href="http://www.epa.gov/owow/oceans/debris/factsheet_marinedebris.html">http://www.epa.gov/owow/oceans/debris/factsheet_marinedebris.html</a> <a href="http://www.oceanconservancy.org/pdf/A_Rising_Tide_full_lowres.pdf">http://www.oceanconservancy.org/pdf/A_Rising_Tide_full_lowres.pdf</a></p>	<input type="checkbox"/> <b>10 Points</b>
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<p>✓ <b>No Idling policy for all vehicles, including vendor trucks. Have “No Idling” pick-up and drop-off zones.</b></p>	<input type="checkbox"/> <b>5 Points</b>
<p>Instead of running their vehicles to generate electricity, vendors plug their vehicles into an electrical socket. Idling a car for more than 10 seconds burns more fuel than stopping and restarting the car. Idling also releases toxic fumes like sulfur oxides, ground-level ozone, and nitrogen oxides which are detrimental to human health. (sources: www.drivewiser.ca, www.nrdc.org)</p>	

**Section 8: Air Quality Category point total:** \_\_\_\_\_

## SECTION 9: FOOD

<p>✓ <b>Percentage of our food vendors are certified as Annapolis Environmental Stewards:</b></p>	<input type="checkbox"/> <b>10 Points</b> <input type="checkbox"/> <b>4 Points</b> <input type="checkbox"/> <b>2 Points</b>
<p align="center">76%-100% 51%-75% 25%-50%</p>	
<p>✓ <b>Patrons are encouraged to visit a restaurant that is certified as an Annapolis Environmental Steward.</b></p>	<input type="checkbox"/> <b>10 Points</b>
<p>For a list of certified restaurants, go to <a href="http://www.SustainableAnnapolis.com">www.SustainableAnnapolis.com</a></p>	
<p>✓ <b>Food waste is collected for composting.</b></p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Percentage of our food:</b></p>	
<p><b>coming from farms within a 100 mile radius</b></p>	
<p align="center">76%-100% 51%-75% 25%-50%</p>	<input type="checkbox"/> <b>10 Points</b> <input type="checkbox"/> <b>4 Points</b> <input type="checkbox"/> <b>2 Points</b>
<p><b>coming from farms within a 300 mile radius</b></p>	
<p align="center">76%-100% 51%-75% 25%-50%</p>	<input type="checkbox"/> <b>5 Points</b> <input type="checkbox"/> <b>3 Points</b> <input type="checkbox"/> <b>1 Points</b>
<p><b>carrying organic certification</b></p>	
<p align="center">76%-100% 51%-75% 25%-50%</p>	<input type="checkbox"/> <b>10 Points</b> <input type="checkbox"/> <b>7 Points</b> <input type="checkbox"/> <b>5 Points</b>

<p>✓ <b>Support Maryland wineries, distilleries, and breweries by purchasing their products.</b>  <a href="http://www.marylandwine.com/wineries">http://www.marylandwine.com/wineries</a>  <a href="http://www.marylandbeer.org/default.asp?ild=HILHG">http://www.marylandbeer.org/default.asp?ild=HILHG</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Leftover food is provided to food pantries/soup kitchens.</b>  <a href="http://www.afoodbank.org/">http://www.afoodbank.org/</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Send waste cooking oil and grease for reuse to a recycling facility. Please provide documentation with application.</b> Visit MD Recycles for businesses  <a href="http://www.mdrecycles.org/recyclingDirectory.asp?sec=sevicesUnused">http://www.mdrecycles.org/recyclingDirectory.asp?sec=sevicesUnused</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Use recyclable plastic or paper containers for take-out orders <u>instead</u> of Styrofoam.</b>  Styrofoam is neither biodegradable nor recyclable, so choosing recyclable materials is a key component in becoming an Environmental Steward.</p>	<input type="checkbox"/> <b>Mandatory</b>
<p>✓ <b>Serving containers and utensils are made of at least 30% post consumer recycled content.</b>  Plastic serving utensils can be recycled. If paper plates are used, they can be composted with other food wastes.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Provide alternative to single-use beverage containers.</b>  Alternatives could include washable mugs or cups. Participants can be encouraged to bring their own mugs to use for drinks during the event.</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Incorporate vegetarian, gluten-free, and/or allergen-free food section(s) into the menu/food vendor list.</b>  Catering companies can be informed to include foods meeting various diet restrictions (such as gluten-free, vegetarian, and allergen-free). At events that have food vendors, make sure that a few vendors provide for the same diets. Gluten-free diets do not contain foods made from grains such as wheat, barley and rye. For more information on what contains gluten, please visit  <a href="http://digestive.niddk.nih.gov/ddiseases/pubs/celiac/#examples">http://digestive.niddk.nih.gov/ddiseases/pubs/celiac/#examples</a>  Allergen-free menu choices should be widely varied to accommodate for the most common food allergies including: egg, dairy, peanut, shellfish, soy, and tree nut. For information on tree nuts, please visit  <a href="http://www.lpch.org/diseasehealthinfo/healthlibrary/allergy/treenut.html">http://www.lpch.org/diseasehealthinfo/healthlibrary/allergy/treenut.html</a></p>	<input type="checkbox"/> <b>3 Points</b>

**Section 9: Food Category point total:** \_\_\_\_\_

Section 1. Administrative Category point total	_____
Section 2. Energy Category point total	_____
Section 3. Waste Management Category point total	_____
Section 4. Water Quality & Conservation Category point total	_____
Section 5. Transportation Category point total	_____
Section 6. Light Pollution Category point total	_____
Section 7. Merchandise and Transactions Category point total	_____
Section 8. Air Quality Category point total	_____
Section 9. Food Category point total	_____

✓ **Other activities to reduce environmental impact: *(Points negotiable up to 10 points)***  
**If you have an idea about something to be included in our next edition, please email us at [SustainableAnnapolis@Annapolis.gov](mailto:SustainableAnnapolis@Annapolis.gov). We will consider all suggestions although we will not promise that they will be included.**

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<b>Add up ALL points, and enter the total.....</b>	_____
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