TRUE

TECHNICAL GUIDANCE FOR EVENTS

VERSION 1.0
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Green Business Certification, Inc. (GBCI)
Washington, DC

OVERVIEW

This document, "TRUE Technical Guidance for Events," is intended to be used by projects that would like to certify an event as a TRUE Zero Waste Event. The information outlined below offers technical guidance on how to achieve event certification using the TRUE Rating System. This document should be used in conjunction with the most current version of the TRUE Rating System.

Certification Scope

An event is defined as a public or private organized gathering of people at a predetermined time and place (such as conferences, festivals, entertainment or sporting events, etc.). The physical project boundary for TRUE certification is defined as the boundary of all event activities and operations within a site. Aspects of the event occurring in separate physical locations may be included in the certification scope and total square footage, according to the same boundary definition. Areas of the event cannot be excluded to create boundaries in unreasonable shapes for the sole purpose of achieving certain credits. The entire duration of the event, including set up and tear down, must be included in the project scope. There is no minimum or maximum event size; any event can be certified so long as TRUE requirements can be met. The current Rating System does not certify the event owner or their products or services as Zero Waste.

Events applying for certification adhere to the same definition of Zero Waste, diversion calculation method, and acceptable diversion methods listed in the TRUE Zero Waste Rating System and technical guidance documents or addenda. The same material scope is also applied to events, with the clarification that the certification is intended for materials generated for disposal or diversion by event operations and attendees. The event must be able to quantify its waste separate from other events or operations occurring in the same space that are not a part of the event scope.

Certification Process

The certification process for events is the same as outlined for facilities in the TRUE Rating System and process section of the Guide to Certification, with some key differences outlined below.

Registration

- The fees for certifying an event differ from the fee structure for facilities. Please visit the TRUE website or contact us for more information on fees.

- Registration must be complete, all registration and certification fees paid, and the submission received (narratives and documentation) a minimum of 4 weeks in advance of the event start date. For events outside of the United States, a 6-week minimum is applied.

Application & review

- The TRUE review phase timelines are the same as for a standard TRUE project, but the entire length of the review process may take an additional 1-2 months longer than a standard facility, due to the need for the project to compile final data and documentation post-event. Recurring events receiving multiple certifications are also subject to a different review process - see the final bullet below.

- In comparison to standard facilities, much of the required data and some documentation may need to be submitted after the event has occurred. The initial submission may center more on intent and documentation rather than actions completed, as the event must occur for the actions to be completed.

- The minimum and maximum points and certification level point ranges have been adjusted, as not all credits are applied to events. The following section provides the point ranges and applicable certification levels for an event pursuing TRUE certification.

- For multi-day events, the assessment will occur on a day of regular, full scale event activity. Some events may require multi-day assessments.

- Certification is awarded for a one-time occurrence of an event. If an event occurs on a recurring schedule and certification is desired for each recurring event, then the event must register and submit for certification each time the event occurs. In such cases, repeat events may get subsequent events certified again using a streamlined review process, without an on-site assessment and without resubmitting some of the initial documentation. The initial application and documentation submittal and the review will occur post-event. Submissions must be received within 3 months of the event. Contact GBCI for details.

Post-certification

- Events are not subject to annual certification maintenance requirements post-event, as they are one-time occurrences.

- The required case study may be submitted just once for repeat events.

TRUE Zero Waste Event Scorecard

TRUE Event Certification Levels	Points
Certified	27-32
Silver	33-39
Gold	40-54
Platinum	55-69

KEY
AG= additional guidance
Y= refer to guidance in the next section in addition to the TRUE Rating System.
N= no additional guidance or adaptation, refer to TRUE Rating System.
N/A= not applied to events.

Redesign (4 points)		Points	AG
Credit 1	Right size collection containers and service levels	1	Y
Credit 2	Restructure solid waste collection agreements for zero waste	1	Y
Credit 3	Review all 9 points of generation	1	Y
Credit 4	Complete review of supply chain	1	Y

Reduce (5 points)		Points	AG
Credit 1	Document materials reduced by commodity	1	Y
Credit 2	Implement tracking programs to eliminate waste before it occurs	1	N
Credit 3	Adopt a goal to reduce the overall size/amount of product packaging	1	Y
Credit 4	Go paperless for at least one major office function	1	Y
Credit 5	Set all printers to duplex print	1	Y
Credit 6	Practice grass-cycling for all mowed surfaces	0	N/A
Credit 7	Reduce yard trimming waste through native landscaping or xeriscaping	0	N/A

Reuse (6 points)		Points	AG
Credit 1	Develop systems that emphasize reuse	1	N
Credit 2	Document pallet and shipping container reuse	1	N
Credit 3	Implement reusable transport containers	1	N
Credit 4	Establish program to reuse office supplies and materials	0	N/A
Credit 5	Use reusable/durable food service ware	1	N
Credit 6	Donate all food safe for human consumption	1	N
Credit 7	Participate in animal feed program for inedible food	1	N

Compost (Re-earth) (4 points)		Points	AG
Credit 1	Collect compostables separately from other materials	1	N

Compost (Re-earth) (cont.)		Points	AG
Credit 2	Compost, digest or reuse yard trimmings	0	N/A
Credit 3	Compost food scraps and/or soiled paper on-site	1	N
Credit 4	Compost food scraps and/or soiled paper off-site	1	N
Credit 5	Utilize/reuse compost or mulch onsite	0	N/A
Credit 6	Implement other process technologies for organic materials	1	N
Credit 7	Use compost from site for on-site food production	0	N/A

Recycle (3 points)		Points	AG
Credit 1	Meet highest and best use for 80% of materials by weight	1	N
Credit 1.2	Meet highest and best use for 100% of materials by weight	1	N
Credit 2	Determine end markets for recycled commodities	1	N

Zero Waste Reporting (3 points)		Points	AG
Credit 1	Document diversion by commodity or waste	1	Y
Credit 2	Track financial data for diversion and waste disposal	1	Y
Credit 3	Generate climate impact report using the U.S. EPA WARM Model	1	Y
Credit 4	Become an active participant of the U.S. EPA Waste Wise Program	0	N/A

Diversion (5 points)		Points	AG
Credit 1	Diversion is 90.1-94.9%	1	Y
Credit 2	Diversion is 95%-96.9%	1	Y
Credit 3	Diversion is 97%-98.9%	1	Y
Credit 4	Diversion is 99-99.9%	1	Y
Credit 5	Diversion is 100%	1	Y

Zero Waste Purchasing (8 points)		Points	AG
Credit 1	Adopt an Environmentally Preferred Purchasing (EPP) guideline or policy	1	Y
Credit 2	Include preference for durable goods in EPP policy or guideline	1	N
Credit 3	Give preference to sustainably produced paper and wood products	1	N
Credit 4	Identify EPP items in purchasing catalogs	0	N/A
Credit 5	Track purchase of environmentally preferred products	1	N
Credit 6	Give preference to used, refurbished, and/or remanufactured goods	1	N
Credits 7.1 - 7.3	Any additional EPP practice(s)	3	N

Leadership (5 points)		Points	AG
Credit 1	Adopt zero waste goal at upper management level	1	Y
Credit 2	Review monthly diversion activities with upper management	1	Y
Credit 3	Encourage and incentivize employee participation	1	N
Credit 4	Take responsibility for company products and packaging	0	N/A
Credit 5	Require vendors to take responsibility for products and packaging	1	N
Credit 6	Promote zero waste in the community utilizing upper management personnel	1	Y

Training (8 points)		Points	AG
Credit 1	Provide zero waste goal/policy to all employees	1	N
Credit 2	Incorporate zero waste into employee orientation	1	N
Credit 3	Communicate with employees about zero waste activities quarterly	1	Y
Credit 4	Clearly label all collection receptacles	1	N
Credit 5	Train purchasing agents	1	N
Credit 6	Include zero waste in evaluation process and/or bonus structure	1	Y
Credit 7	Dedicate at least one person for zero waste leadership role	1	Y
Credit 8	Provide all employees access to zero waste training	1	N

Zero Waste Analysis (5 points)		Points	AG
Credit 1	Conduct annual physical waste audit	1	N
Credit 2	Analyze results of annual waste audit and implement recommendations	1	Y
Credit 3	Complete annual physical audit of recyclables	1	N
Credit 4	Add rejected recyclables back into waste stream documentation	1	Y
Credit 5	Engage employees in waste audit and/or analysis	1	Y

Upstream Management (4 points)		Points	AG
Credit 1	Work with vendors to eliminate non-recyclable packaging	1	Y
Credit 2	Give preference to vendors who embrace zero waste goals	1	Y
Credit 3	Request vendors use 100% recyclable packaging	1	Y
Credit 4	Request vendors redesign products for reuse and recycling	1	Y

Hazardous Waste Prevention (4 points)		Points	AG
Credit 1	Properly handle hazardous materials	1	N
Credit 2	Save records for at least 3 years	0	N/A
Credit 3	Reuse or recycle universal waste	1	N
Credit 4	Reduce the use of hazardous chemicals/materials	1	N
Credit 5	Collect universal wastes from employees and/or customers	1	N

Closed Loop (2 points)		Points	AG
Credit 1	Require a minimum of 30% post-consumer recycled content for office paper	1	Y
Credit 2	Require a minimum of 20% post-consumer recycled content for janitorial paper products	1	N
Credit 3	Purchase compost from a local source	0	N/A
Credit 4	Ensure material remains in local markets and comes back on site	0	N/A

Innovation (3 points)		Points	AG
Credit 1	Participate in upcycling programs	1	N
Credit 2	Commit to reduce total discards annually	1	Y
Credit 3	Implement innovative waste reduction activity	1	N

TECHNICAL GUIDANCE

Most TRUE minimum program requirements (MPRs) and credits are applicable to events without any changes. This includes the intent, requirements, potential strategies and submittal documentation. However, some of the MPRs and credits have been adapted or completely eliminated for the TRUE Rating System to be applicable to events. This document includes specific technical guidance on these adaptations and eliminations. Please review this guidance in addition to referring to the scope and credit sections in the TRUE Rating System.

The following represents alterations that are applied to all MPRs and credits:

- "Facility" or "project" is replaced with "event."

- "Employee" is replaced with "event staff, volunteers, and/or event organizers."

- "Customers" is replaced with "attendees."

- In the TRUE Rating System, "vendors" are defined as suppliers, or third-party organizations that sell/furnish goods, services, or materials to the event.

- All credit requirements are applied to actions and policies of the project owner and/or event owner. If the requirements are not applicable to these parties, but are occurring due to actions by exhibitors, the venue, concessionaires, and/or vendors providing services to the event (catering, technical, etc.), those actions will be considered so long as they are occurring directly related to the event itself and result in reduced waste. The credit narrative must explain why the requirements are not applicable to the project or event owner but are applicable to other parties. Some variations to this guidance may apply, which are identified in the credit-specific guidance in the following sections.

- If the event is being held in a venue that has achieved TRUE certification, any credits applied to events in this document that are not achievable to the project or event owner may be awarded if the certified venue achieved the same credit. In this case, the event must comply with the above guideline regarding actions achieved by other participants. The event must meet all MPRs on its own.

- Any requirements regarding baselines are eliminated for one-time or first-time events. Repeat or ongoing events that have never been TRUE certified must comply with baseline requirements providing data from any previous occurrence of the same event. If the event was TRUE certified in a past occurrence, that data will be considered as the baseline data and no additional information needs to be submitted.

- For one-time or first-time events, all requirements regarding actions that are annual, monthly, quarterly, or within the last 12 months are revised to the action being completed once during or after the event. Requirements for repeat events will differ depending on the MPR or credit. Please refer to the guidance in the following sections.

Technical Guidance: Minimum Program Requirements

Minimum Program Requirement	Additional Guidance for Events
Company or project seeking certification has a Zero Waste policy in place.	Event seeking certification has a Zero Waste policy in place.
Project has achieved an average 90% or greater overall diversion from landfill, incineration (WTE), and the environment for solid, non-hazardous wastes (referred to as "materials" herein) for the most recent 12 months. Diverted materials are reduced, reused, recycled, composted and/or recovered for productive use in nature or the economy.	- Diversion performance for the most recent 12 months does not apply. The entirety of the event (including set up and break down) must achieve a 90% or greater diversion rate by weight. - Diversion activity must comply with the acceptable materials and diversion methods in the requirements language and TRUE Rating System. - The event must be able to quantify its waste separate from other events or operations occurring in the same space that are not a part of the event scope. - The same required documentation displaying weight data and documentation from service providers or the venue verifying weights must be provided. Please see the entry for Zero Waste Reporting Credit 1 in the TRUE Rating System. - If available for multi-day events, data separated by day is preferred. If direct weights are not obtained using a scale, documentation verifying weights and service levels should include dates of service to verify all days of the event were included. Agreements, weight tickets, receipts, reports, or letters are acceptable. - Reuse of structural elements of the event is out of scope and should not be included in waste generation data or in diversion calculations. However, if any of these are discarded for any reason, it should be included. Examples include but are not limited to: tents, stages, footings, and other structures. - Other items that are rented, or stored and repeatedly reused, (furniture, décor, etc.) should only be included in weight data and diversion calculations if: - It is discarded and becomes a part of the events' waste stream. - It was a previous standard practice that the item was disposed of after each.
Project meets all federal, state/provincial and local solid waste and recycling laws and regulations. Project complies with all air, water and land discharge permits required for collection, handling or processing of materials.	No additional guidance or adaptation.

Project has data documenting a base year of waste diversion data, and measurements since the base year that adjust for changes in size, type and nature of business.	Use any previous occurrence of the same event as a baseline. If the event was TRUE certified in a past occurrence, that data will be considered as the baseline data and no additional information needs to be submitted to meet the MPR. If it is a one-time or first-time event, this requirement is not applied.
Project does not exceed a 10% contamination level for any materials that leave the site.	No additional guidance or adaptation.
Project submits 12 months of waste diversion data to GBCI annually to keep the certification current.	This requirement is not applied to events.
Company submits a case study of Zero Waste initiatives.	Event submits a case study of Zero Waste initiatives specific to the strategies of each event.

Technical Guidance: Credits

Redesign	
Credit	**Additional Guidance for Events**
Redesign Credit 1: Right size collection containers and service levels	- The required evaluation of the containers must take place before submittal for certification review. - The required periodic review and adjustments of containers should take place during the event. The strategy for these reviews must be submitted in the narrative and documentation pre-event and then updated post-event to describe the actions completed. - Include collection bins in the event space and/or back of house service provider bins, as applicable, in the narrative and documentation. - Bins from all days or phases of the event must be included. - Refer to the credit entry in the TRUE Rating System for further requirements.
Redesign Credit 2: Restructure solid waste collection agreements for Zero Waste	Changes to existing waste collection or bin types at the venue to facilitate increased diversion qualify. Arranging for new service that did not exist at the venue previously or increasing service for the purpose of reducing waste or increasing diversion qualifies. Refer to the credit entry in the TRUE Rating System for further details.
Redesign Credit 3: Review all 9 points of generation	Conduct a review of materials in all points of generation for the event meeting credit requirements (does not need to use the 9 points outlined in the TRUE Rating System). Identify the points of generation in the narrative. For repeat events, the review should be conducted for each event.
Redesign Credit 4: Complete review of supply chain	For repeat events, the actions must be completed at the first event certified. The review does not have to be repeated at subsequent events if the related waste reduction action(s) is still occurring. Refer to the credit entry in the TRUE Rating System for further requirements.
Reduce	
Credit	**Additional Guidance for Events**
Reduce Credit 1: Document materials reduced by commodity	Use any previous occurrence of the same event, before implementing the reduction action, as a baseline. If it is a one-time or first-time event, calculate reduction against an alternative scenario where the reduction action(s) has not taken place. Refer to the credit entry in the TRUE Rating System for further requirements.

Reduce (cont.)	
Credit	**Additional Guidance for Events**
Reduce Credit 2: Implement tracking programs to eliminate waste before it occurs	• No additional guidance or adaptation.
Reduce Credit 3: Adopt a goal to reduce the overall size/amount of product packaging	• The written packaging reduction goal(s) can be provided for inbound and/or outbound packaging, as applicable. • Data on baseline size and amount of packaging is required for repeat events but not required for one-time or first-time events. Any previous event before implementing the packaging reduction strategy may be used as the baseline, including past TRUE certified events. • If required actions are satisfied by anyone other than the project or event owner, the reduction goal and implementation strategy must still come from the project or event owner. • Inbound and/or outbound packaging must be directly related to the event's operations and associated waste generation. • Refer to the credit entry in the TRUE Rating System for further requirements.
Reduce Credit 4: Go paperless for at least one major office function	Any event function that has gone completely paperless may be used.
Reduce Credit 5: Set all printers to duplex print	The credit applies to all printers on-site during the event. If not applicable, printers being used ahead of the event may be used for the credit so long as the paper materials being printed are being used during the course of the event.
Reduce Credit 6: Practice grass-cycling for all mowed surfaces	This credit is not applied to events.
Reduce Credit 7: Reduce yard trimming waste through native landscaping or xeriscaping	This credit is not applied to events.
Reuse	
Credit	**Additional Guidance for Events**
Reuse Credit 1: Develop systems that emphasize reuse	No additional guidance or adaptation.
Reuse Credit 2: Document pallet and shipping container reuse	All pallets and/or shipping containers reused must be tracked and documented. At minimum, the total number and weight reused at the event must be provided, but data broken down by day is preferred if available. Refer to the credit entry in the TRUE Rating System for further requirements.
Reuse Credit 3: Implement reusable transport containers	No additional guidance or adaptation.

Reuse (cont.)	
Credit	**Additional Guidance for Events**
Reuse Credit 4: Establish program to reuse office supplies and materials	This credit is not applied to events.
Reuse Credit 5: Use reusable/durable food service ware	No additional guidance or adaptation.
Reuse Credit 6: Donate all food safe for human consumption	No additional guidance or adaptation.
Reuse Credit 7: Participate in animal feed program for inedible food	No additional guidance or adaptation.
Compost	
Credit	**Additional Guidance for Events**
Compost Credit 1: Collect compostables separately from other materials	No additional guidance or adaptation.
Compost Credit 2: Compost, digest or reuse yard trimmings	This credit is not applied to events.
Compost Credit 3: Compost food scraps and/or soiled paper on-site	No additional guidance or adaptation.
Compost Credit 4: Compost food scraps and/or soiled paper off-site	No additional guidance or adaptation.
Compost Credit 5: Utilize/reuse compost or mulch onsite	This credit is not applied to events.
Compost Credit 6: Implement other process technologies for organic materials	No additional guidance or adaptation.
Compost Credit 7: Use compost from site for on-site food production	This credit is not applied to events.
Recycle	
Credit	**Additional Guidance for Events**
Recycle Credit 1: Meet Highest and Best Use for 80% of materials by weight	No additional guidance or adaptation.
Recycle Credit 1.2: Meet Highest and Best Use for 100% of materials	No additional guidance or adaptation.
Recycle Credit 2: Determine end markets for recycled commodities	No additional guidance or adaptation.
Zero Waste Reporting	
Credit	**Additional Guidance for Events**
Zero Waste Reporting Credit 1: Document diversion by commodity or waste	See guidance on MPR #2 and #4.

Zero Waste Reporting (cont.)	
Credit	**Additional Guidance for Events**
Zero Waste Reporting Credit 2: Track financial data for diversion and waste disposal	- Provide the best available costs and/or revenues from diversion activities, as applicable. Data broken down by day is preferred if available. If not available, indicate in the narrative why it was not available and provide total costs and/or revenues across the entire event instead. - Provide the overall net if revenues were obtained. Including data on savings is encouraged but is not required. - If detailed information on expense amounts and types is not available, expense totals only will be accepted so long as documentation is provided from 3rd parties (such as the venue or any outside event managers) confirming the totals. Indicate why the detailed data was not available in the narrative. - Estimates are accepted if actual financial data is not available. The methodology used to estimate the data must be included in the narrative or documentation. Indicate why the actual data was not available in the narrative. - Baseline data is required for repeat events but not required for one-time or first-time events. Baseline financial data should be for the same event as baseline diversion data for MPR #4 and Zero Waste Reporting Credit 1. If the event was TRUE certified in a past occurrence, that data will be considered as the baseline data and no additional information needs to be submitted to satisfy the baseline requirement. - Refer to the credit entry in the TRUE Rating System for further detail.
Zero Waste Reporting Credit 3: Generate climate impact report using the U.S. EPA WARM Model	For events outside the U.S., submit a similar tool or report meeting credit intent.
Zero Waste Reporting Credit 4: Become an active participant of the U.S. EPA WasteWise program	This credit is not applied to events.
Diversion	
Credit	**Additional Guidance for Events**
Diversion Credits 1.1-1.5	See guidance on MPR #2 and #4.

Zero Waste Purchasing	
Credit	**Additional Guidance for Events**
Zero Waste Purchasing Credit 1: Adopt an Environmentally Preferred Purchasing (EPP) guideline or policy	If purchasing is not applicable to the project or event owner, purchasing of items or materials used at the event by exhibitors, the venue, concessionaires, and/or vendors providing services may be utilized so long as the EPP policy is created by the project or event owner. Indicate in the narrative why purchasing is not applicable to the project or event owner. Refer to the credit entry in the TRUE Rating System for further requirements.
Zero Waste Purchasing Credit 2: Include preference for durable goods in EPP policy or guideline	No additional guidance or adaptation.
Zero Waste Purchasing Credit 3: Give preference to sustainably produced paper and wood products	No additional guidance or adaptation.
Zero Waste Purchasing Credit 4: Identify EPP items in purchasing catalogs	This credit is not applied to events.
Zero Waste Purchasing Credit 5: Track purchase of environmentally preferred products	No additional guidance or adaptation.
Zero Waste Purchasing Credit 6: Give preference to used, refurbished, and/or remanufactured goods	The credit only applies to acquiring or purchasing items or materials for the first time that are used, refurbished, and/or remanufactured. Reuse or rental of used items does not apply for this credit but may be recognized by credits in Reuse category.
Zero Waste Purchasing Credit 7.1-7.3: Any additional EPP practice(s)	No additional guidance or adaptation.
Leadership	
Credit	**Additional Guidance for Events**
Leadership Credit 1: Adopt Zero Waste goal at upper management level	The adopted goal must be specific to the event and must be created by the project or event owner. For repeat events, the goal can span across all events, but it is not required. Refer to the credit entry in the TRUE Rating System for further requirements.
Leadership Credit 2: Review monthly diversion activities with upper management	The requirement is applied during or post-event and must occur with leadership from the project or event owner to discuss event-specific diversion.
Leadership Credit 3: Encourage and incentivize employee participation	No additional guidance or adaptation.
Leadership Credit 4: Take responsibility for company products and packaging	This credit is not applied to events.
Leadership Credit 5: Require vendors to take responsibility for products and packaging	No additional guidance or adaptation.
Leadership Credit 6: Promote Zero Waste in the community utilizing upper management personnel	"Upper management representative" is replaced by "event organizers."

Training	
Credit	**Additional Guidance for Events**
Training Credit 1: Provide Zero Waste goal/policy to all employees	In addition to event staff, volunteers, and/or event organizers, the Zero Waste goal or policy must be distributed to vendors, sponsors, exhibitors, and/or speakers to ensure total participation.
Training Credit 2: Incorporate Zero Waste into employee orientation	No additional guidance or adaptation.
Training Credit 3: Communicate with employees about Zero Waste activities quarterly	At minimum, the submitted action must include event staff from all phases of the event. Communications to attendees is encouraged but is not required. Refer to the credit entry in the TRUE Rating System for further detail.
Training Credit 4: Clearly label all collection receptacles	No additional guidance or adaptation.
Training Credit 5: Train purchasing agents	No additional guidance or adaptation.
Training Credit 6: Include Zero Waste in evaluation process and/or bonus structure	This credit applies to the performance evaluation process and/or monetary incentives for the project owner, event owner, and/or event staff. If not applicable, performance evaluations and/or monetary incentives for exhibitors, the venue, concessionaires, and/or vendors providing services that meet credit requirements will be considered. Indicate in the narrative why it is not applicable to the project or event owner.
Training Credit 7: Dedicate at least one person for Zero Waste leadership role	The credit requirements must be satisfied by the project or event owner only. Refer to the credit entry in the TRUE Rating System for further requirements.
Training Credit 8: Provide all employees access to Zero Waste training	No additional guidance or adaptation.
Zero Waste Analysis	
Credit	**Additional Guidance for Events**
Zero Waste Analysis Credit 1: Conduct annual physical waste audit	The waste audit must occur during normal or peak event activity. Refer to the credit entry in the TRUE Rating System for further requirements.
Zero Waste Analysis Credit 2: Analyze results of annual waste audit and implement recommendations	• If it is a one-time event, recommendations can be general to any type of future event the project or event owner will plan. • Implementation of recommendations are only applied to repeat events that were previously TRUE certified. • Refer to the credit entry in the TRUE Rating System for further requirements.
Zero Waste Analysis Credit 3: Complete annual physical audit of recyclables	The recycling audit must occur during normal or peak event activity. Refer to the credit entry in the TRUE Rating System for further requirements.

Zero Waste Analysis (cont.)	
Credit	**Additional Guidance for Events**
Zero Waste Analysis Credit 4: Add rejected recyclables back into waste stream documentation	• In waste audit reporting for Zero Waste Analysis Credit 2, include recommendations for additional redesign, outreach, education, or training to reduce rejected recyclables at events. • Repeat events that were previously TRUE certified and achieved this credit must meet this part of the requirement to earn the credit again. • Refer to the credit entry in the TRUE Rating System for further requirements.
Zero Waste Analysis Credit 5: Engage employees in waste audit and/or analysis	The credit requirements can be met by engaging event staff or attendees.
Upstream Management	
Credit	**Additional Guidance for Events**
Upstream Management Credit 1: Work with vendors to eliminate non-recyclable packaging	The requirements can also apply to shipping into the event and items that will be distributed to attendees.
Upstream Management Credit 2: Give preference to vendors who embrace Zero Waste goals	In addition to suppliers, project or event owners can complete credit actions using exhibitors, the venue, concessionaires, and/or vendors providing services. Refer to the credit entry in the TRUE Rating System for further requirements.
Upstream Management Credit 3: Request vendors use 100% recyclable packaging	The requirements can also apply to shipping into the event and items that will be distributed to attendees.
Upstream Management 4: Request vendors redesign products for reuse and recycling	The requirements can also apply to items that will be distributed to attendees.
Hazardous Waste Prevention	
Credit	**Additional Guidance for Events**
Hazardous Waste Prevention Credit 1: Properly handle hazardous materials	No additional guidance or adaptation.
Hazardous Waste Prevention Credit 2: Save records for at least 3 years	This credit is not applied to events.
Hazardous Waste Prevention Credit 3: Reuse or recycle universal waste	No additional guidance or adaptation.
Hazardous Waste Prevention Credit 4: Reduce the use of hazardous chemicals/ materials	No additional guidance or adaptation.
Hazardous Waste Prevention Credit 5: Collect universal wastes from employees and/or customers	No additional guidance or adaptation.

Closed Loop	
Credit	**Additional Guidance for Events**
Closed Loop Credit 1: Require a minimum of 30% post-consumer recycled content for office paper	Other types of office paper can be included, for example name badge inserts.
Closed Loop Credit 2: Require a minimum of 20% post-consumer recycled content for janitorial paper products	No additional guidance or adaptation.
Closed Loop Credit 3: Purchase compost from a local source	This credit is not applied to events.
Closed Loop Credit 4: Ensure material remains in local markets and comes back on-site	This credit is not applied to events.
Innovation	
Credit	**Additional Guidance for Events**
Innovation Credit 1: Participate in upcycling programs	Innovation Credit 1: Participate in upcycling programs
Innovation Credit 2: Commit to reduce total discards annually	Innovation Credit 2: Commit to reduce total discards annually
Innovation Credit 3: Implement innovative waste reduction activity	Innovation Credit 3: Implement innovative waste reduction activity

ABOUT TRUE

TRUE (Total Resource Use and Efficiency) Zero Waste certification is used by projects to define, pursue and achieve their zero waste goals, cutting their carbon footprint and supporting public health. TRUE is administered by Green Business Certification Inc. (GBCI)

ABOUT GBCI

GBCI is the premier organization independently recognizing excellence in green business industry performance and practice globally. Established in 2008, GBCI exclusively administers project certifications and professional credentials and certificates within the framework of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) green building rating systems, as well as the PEER standard for power systems, the WELL Building Standard, the Sustainable SITES Initiative (SITES), EDGE (Excellence in Design for Greater Efficiencies), TRUE Zero Waste certification, Investor Confidence Project (ICP) for energy efficiency retrofits, RELi for resilient design and the GRESB benchmark, which is used by institutional investors to improve the sustainability performance of the global property sector. Through rigorous certification and credentialing standards, GBCI drives adoption of green business practices, which fosters global competitiveness and enhances environmental performance and human health benefits.