



Iowa Department of Economic Development *Sustainability Policy*

The Iowa Department of Economic Development will revise operations and programming to ensure its programs, policies, and initiatives are environmentally conscious in promoting sustainable practices in communities and preserving the environment.

IDED's Sustainability Statement: The Iowa Department of Economic Development will *Learn* sustainable and environmentally friendly strategies to create sustainable, vibrant communities and businesses and *Leave* future generations a better place to live, work and raise a family in Iowa.

Food/Beverage, Catering/Lodging/Conferences/Exhibition

- Utilize teleconferencing when possible by using the Iowa Communications Network or webinar system. Consider saved expense as well as impact on environment.
- Use a "sign-up" for meals on conference registration to let you know what meals each person will be attending. This will reduce food waste – and your costs.
- Provide attendees water stations instead of bottled water.
- Seek out local food suppliers when appropriate.
- Give your delegates reusable coffee mugs at the start of the conference.
- Provide recycling bins for plastic, glass, metal and paper.
- Offer sustainable containers, dishware, silverware, cloth napkins and cloth table coverings; avoid packaged single-serving condiment packets, disposable straws, coffee stirrers; use items that are recycled material and/or biodegradable.
- Offer bulk drink containers instead of bottled beverages.
- IDED wants to be culturally sensitive and offer appropriate meal choices for a particular audience.
- Donate leftover food to a local food bank or soup kitchen.
- Provide re-usable centerpieces, decorations and display materials. These items may be in demand by local schools or charitable organizations.
- Examine catering options, including Targeted Small Businesses, that have been surveyed to identify their green policies.
- Before planning, notify event participants (planning committee, organizers, caterers) of IDED's Sustainability Statement. Research and choose event location that exercises sustainable practices.
- Create reusable event signage.
- Use recycled material for display booths and re-use material for future exhibits.
- Use cloth table coverings for the registration and exhibitor display tables.
- Choose a site centrally located, accessible to public transportation or is within walking distance to restaurants and hotel accommodations.
- Suggest planners leave a positive environmental legacy. For example, make an event out of an area clean-up or tree planting for delegates.

Energy Conservation and Recycling Efforts

- IDED employees turn off all of the lights in their offices at the end of each work day.
- Shut off computers and other small appliances when leaving at the end of the day.
- Recycle plastic, glass, metal and paper in break rooms, all conference rooms and all offices.
- Printing and copying only on 100% post-consumer, recycled-content paper.
- Evaluate life cycle costs and environmental impact when procuring all items.
- Sustainability Policy is part of new employee orientation.
- Printers and copiers are defaulted to the duplex option.
- All printing and copying is double-sided.

Green Meetings

- Utilize teleconferencing/videoconferencing when possible by using the Iowa Communications Network or webinar system. Consider saved expense as well as impact on environment.
- Use email, phones and webinars for correspondence instead of paper.
- Research and choose event locations that exercise sustainable practices.
- Choose a centrally located site, accessible to public transportation or within walking distance to restaurants and hotel accommodations.
- Suggest planners leave a positive environmental legacy. For example, make an event out of an area clean-up or tree planting for delegates.
- Recycle paper, metals, glass and plastics.
- Provide recycling bins for plastic, glass metal and paper.
- Circulate and post public notices, meeting agendas, events and brochures on IDED's calendar of events and on electronic postcards when appropriate.
- Include only pertinent information in handouts; use 100% post-consumer, recycled-content paper; print on both sides.
- Consider featuring speakers on the topic of "green meetings" and other green related topics.
- Encourage and provide conference attendees information to support carpooling.
- Collect nametag holders after events for re-use.
- Use white board with markers in conference rooms to reduce paper use during meetings
- Encourage PowerPoint presentations; post reference materials on the web.

Note: The Department will make a conscious effort to promote green initiatives and use the most sustainable measures.