

# Zero Waste Caterer Guidelines



**A “Zero Waste” event requires all materials to be reused, recycled, or composted at the end of the event. Thank you for your commitment to UC Berkeley’s goal to achieve Zero Waste by 2020.**

## PLANNING

The caterer is responsible for coordinating with the facility manager and ensuring that all event materials (packaging, decorations, and dining ware) are reusable. They can be recyclable or compostable only if no feasible alternative exists. Please adhere to the following guidelines:

- Drop off and pick up reusable dining ware and cutlery before and after the event.
- Provide clean cloth napkins and tablecloths that are reusable and washable.
- Purchase food and other event items in bulk and with minimal packaging.
- Use reusable water dispensers instead of disposable water bottles.
- Ensure that all food labels and other decorations are reusable or printed on recycled paper.
- Ensure that all food is provided in variable portion sizes (half sandwiches, half bagels, or mini muffins).
- Provide a sign next to dining ware with the catering company name and sentences similar to: “All of our dining ware is reusable/compostable/recyclable” and, “We are proud to be an approved UC Berkeley Zero Waste Caterer.”
- Plan for leftover food to be donated, or provide paper compostable to-go boxes for attendees to use if desired. These boxes must be made available and offered to attendees. Metrics are provided for how much food is donated, if any.
- Provide information on your official website that contains information about Zero Waste Catering options.



**ZERO WASTE BY 2020**

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## SERVING MATERIALS

All serving materials must be reusable.

- All items are reusable including plates, bowls, dining ware, glasses, mugs, tablecloths and napkins.
- If disposables must be used, all cups, plates and napkins must be paper-based and compostable.
- Food is served in buffet style or on plates. No boxed meals can be provided for events where food is consumed in the venue.
- Coffee, tea, and water are available in reusable dispensers. Condiments are provided in dispensers rather than individual packets.
- Utensils and compostable ware must be certified compostable by the [Biodegradable Products Institute \(BPI\)](http://BiodegradableProductsInstitute.com). We recommend using Vegware ([www.vegwareus.com](http://www.vegwareus.com)) or World Centric ([www.worldcentric.org](http://www.worldcentric.org)). Contact Cal Zero Waste at 510-642-3759 or at [zerowaste.berkeley.edu](http://zerowaste.berkeley.edu) for additional help and information if needed.



I have read and agree to the requirements stated above and will proudly follow these guidelines as an approved UC Berkeley Zero Waste Caterer.

Caterer Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Owner/Manager Name \_\_\_\_\_  
Owner/Manager Signature \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Annual Review Date (to be filled out by Cal Zero Waste staff): \_\_\_\_\_

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