

Zero Waste Caterer Guidelines

Event Checklist



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 i.e. packaging, decorations, and dining ware are reusable, recyclable, or compostable.

- Drop off and pick up reusable dining ware and cutlery before and after the event.
- Provide clean cloth napkins and tablecloths.
- Purchase food and other event items in bulk and with minimal packaging.
- Use reusable water dispensers over individual 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 (ex. 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 compostable/reusable/recyclable.” and “We are proud to be a certified UC Berkeley Zero Waste Caterer.”
- Provide information on your official website that contains information about Zero Waste Catering options.



SERVING MATERIALS

All serving materials **must be** reusable if possible.

- All items are reusable including plates, bowls, dining ware, glasses, and mugs.
- Coffee, tea, and water are available in reusable dispensers.

SERVING MATERIALS (cont.)

- Sugar, honey, and creamer are available in dispensers, not individual packets.
- All tablecloths and napkins are reusable and washable.
- Food is served buffet style over individually boxed meals.



RECYCLABLES AND COMPOSTABLES

Recyclables and compostables are only acceptable when reusable materials are not an option. **Please note that styrofoam and single-use plastics #3, #4, #5, and #6 are NOT permitted at UC Berkeley Zero Waste Events.**

- Paper plates, bowls, or cups are acceptable if they are wax-lined.
- #1 or #2 recyclable or #7 PLA plastic** cups are acceptable alternatives to paper.
- Wood/Bamboo** chopsticks, dining ware, toothpicks, and cutlery are acceptable.
- Aluminum** foil, aluminum cans, and **glass** are acceptable.
- Wax paper, butcher paper, paper board, and cardboard are all acceptable and compostable.
- All compostable plastics **must be BPI certified.**

CANS & BOTTLES



PETE HDPE



Aluminum Foil



Cans



Glass



Plastic Bottles



ZERO WASTE BY 2020
reduce • reuse • recycle • compost



(510) 643-4612
recycle.berkeley.edu

COMPOST



Food Waste



Napkins



Compostable Cups and Lids



Compostable Plates and Utensils



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I have read and agree to the requirements stated above, and will proudly follow these guidelines as a certified UC Berkeley Zero Waste Event Caterer. My signature below indicates our commitment to UC Berkeley's goal of Zero Waste by 2020.

Catering Company _____ Phone Number _____

Website _____ Email _____

Owner/Manager Name _____ (please print clearly) _____ (signature) _____ (date)