# **A “Zero Waste” checklist for training courses**

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| **Planning** | **Yes** | **No** |
| Gain support for the “Zero Waste” initiative from leadership, course organizers and partners. |  |  |
| Nominate a team leader to oversee the “Zero Waste” initiative. |  |  |
| Discuss the “Zero Waste” objectives with venue staff, catering staff, suppliers and other contractors. |  |  |
| Devise a system to measure or record the amount and type of waste generated. For example, using scales to weigh waste or counting the number of bin bags. |  |  |
| Communicate with participants before the course to explain that it will be “Zero Waste.” Inform them of the sustainability initiatives to be implemented and suggest ways they can help. |  |  |
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| **Course Materials** | **Yes** | **No** |
| Reuse any materials leftover from previous courses. For example, stationery, lanyards, nametag holders, props and signage. |  |  |
| Encourage course participants to bring their own stationery such as pens and notebooks. |  |  |
| Any new materials produced for the course are designed so that anything leftover can be reused. For example, avoid date- or place-specific branding. |  |  |
| Any new materials produced for the course are sourced from local suppliers. For example, t-shirts or printed handouts. |  |  |
| New materials are supplied with minimal packaging and where possible, this packaging can be returned to the suppliers to be reused. For example, transport boxes or bubble wrap. |  |  |
| Any new materials that are non-essential to the course are made optional for participants to collect. For example, maps or promotional brochures. Anything leftover can be reused for the next course. |  |  |
| Digital versions of course program, maps, reading materials and other resources are made available prior to the course, for participants to download and use on their devices. |  |  |
| Any documents to be produced are designed to minimize the amount of paper needed. |  |  |
| Printed handouts are printed in black and white, double-sided on recycled paper. |  |  |
| Where possible, printed materials are sourced from local printers that use eco-friendly materials such as recycled paper and non-toxic, vegetable-based inks. |  |  |
| At the end of the course any leftover materials are collected to be reused. |  |  |
| Any leftover materials that cannot be reused are recycled, repurposed or donated to local groups. |  |  |
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| **Food** | **Yes** | **No** |
| The catering staff supplying food are aware of the “Zero Waste” objective and understand their role to help limit and sort any waste generated by the course. |  |  |
| The exact number of course participants and any dietary requirements are collected prior to the course and communicated with food caterers. |  |  |
| The food supplied is in season and sourced from local markets. |  |  |
| Meals with less meat are offered. |  |  |
| Food is served buffet-style so course participants only take what they have appetite for. |  |  |
| The food supplied has minimal or recycled packaging, or packaging that is compostable, biodegradable or recyclable. |  |  |
| Reusable plates, cutlery and glassware are provided, or if not available, biodegradable alternatives are supplied. |  |  |
| There is clear signage to help separate food waste (compost), recycling and landfill. |  |  |
| There is a water station available for course participants to refill their water bottles. |  |  |
| Any leftover food can be taken home by course participants or donated to local charities. |  |  |
| **Venue** | **Yes** | **No** |
| The venue staff are aware of the “Zero Waste” objective and understand their role to help limit and sort any waste produced. |  |  |
| The venue has responsible waste disposal practices. |  |  |
| The event space is the appropriate size for the number of course participants, so that energy is not wasted cooling or lighting a space that is too large. |  |  |
| Where appropriate, natural light and passive cooling measures such as windows or fans can be used, instead of air-conditioning or fluorescent lighting. |  |  |
| Any essential equipment is sourced or hired locally. |  |  |
| Any essential equipment is used in energy-efficient mode and turned off when not in use. |  |  |
| Regular announcements are made during the course to remind participants to think about the materials they are using and how they might limit their waste. |  |  |
| There is clear signage to encourage “Zero Waste” behaviour. For example, reminders to switch off lights, indicating different bins and water refill stations. |  |  |
| Cotton towels are provided, which can be washed and reused many times. Alternatively, paper towels are collected and recycled. |  |  |
| Whiteboards and markers are used instead of butcher’s paper. |  |  |
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| **Transport & accommodation** | **Yes** | **No** |
| The accommodation and venue are within walking distance, or there is public or shared transport available. |  |  |
| Public or shared transport is used for site visits. |  |  |
| Course participants are provided with information about amenities that are walking distance from their accommodation and the venue. For example, public transport, restaurants, grocery stores, pharmacies and attractions. |  |  |
| Course participants are encouraged to share transport or use public transport during the course. |  |  |
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| **Evaluation** | **Yes** | **No** |
| The amount of waste generated during the course is measured or recorded in some way. |  |  |
| Notes and photos are taken during the course to record what worked well and what didn’t. |  |  |
| Survey the course participants during the course. For example:   * Is the “Zero Waste” message clear? * Are they taking action to reduce their waste during the course? * What changes could be made? |  |  |
| Survey the course participants after the course. For example:   * Was the “Zero Waste” message clearly understood? * What did they do to reduce their waste? * Is there anything that could be done better next time? |  |  |
| Record any costs for waste removal, recycling and composting. |  |  |
| Record any cost savings. For example from supplying less stationery, or reduced printing and food packaging. |  |  |
| Communicate the “Zero Waste” achievements, such as cost savings or the amount of waste diverted from landfill, with the course organizers, participants, suppliers and venue staff. This is an important way to acknowledge their valuable efforts and encourage future “Zero Waste” initiatives. |  |  |