

## Environmental Management Procedure (EMP) 4.4.6.5.3

### Subject: Green Meetings

1. Purpose: This EMP establishes the procedures for providing a sustainable event or meeting which will eliminate, reduce, or recycle waste. This EMP details installation Activities' actions to meet their green meeting responsibilities.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

3. References:
  - A. JBLE-I 32-101, Environmental Management
  - B. EMP Dictionary
  - C. EPA530-K-96-002 **It's Easy Being Green: Guide To Planning And Conducting Environmentally Aware Meetings and Events**
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Roles and Responsibilities:
  - A. The Mission Support Group Commander will:
    - (1). Provide overall guidance and direction for hosting sustainable and “green” meetings and events.
  - B. Commanders/Directors JBLE-Eustis Activities.
    - (1). Champion sustainable meetings and events within their Activity.
    - (2). Appoint the Activity Environmental Coordinator (AEC) to promote “green” meetings and events.
    - (3). Ensure Facility Coordinators work closely with their AECs.
    - (4). Ensure Activity personnel are aware of sustainable “green” meeting procedures.
    - (5). Take proper actions to conserve resources.
  - C. Director of Civil Engineering Division will:
    - (1). Provide overall management for hosting sustainable “green” meetings and events.
    - (2). CED/Environmental Element (CED/CEIE) will:
      - (a). Provide information to “green” meeting hosts.
      - (b). Ensure updates and discussion at the quarterly ESOH Council.

5. Procedures:

A. Activities will direct and encourage their team members to practice the following:

- (1). Use double-sided copying and printing when available.
- (2). Email or provide links for conference materials.
- (3). Provide prominently displayed and labeled recycle bins.
- (4). Provide reusable name badge holders.
- (5). Turn lights off when away from offices for extended periods of time and at the end of the duty day.
- (6). Turn off the following at the end of the duty day or when away for extended periods of time:
  - (a). PC monitors
  - (b). Printer
  - (c). Copiers
- (7). Reduce the amount of material printed and increase use of electronic media.
- (8). Limit travel and maximize video teleconference capabilities.
- (9). Use pitchers of water with reusable cups.
- (10). Serve hot beverages in reusable mugs/cups.
- (11). Select food and beverages for minimal packaging waste.
- (12). Serve food and beverages on washable china/utensils/napkins or using bio-based/compostable cafeteria ware.
- (13). Select food and beverages for organic or local varieties (where cost-effective and in-season).
- (14). Provide compost bins, if possible.