

Green Considerations	POSITIVE ENVIRON. IMPACT	EXTENT OF COST SAVINGS	EASE OF IMPLEMENTATION	VISIBILITY FACTOR	PRIORITY
Develop and implement a waste reduction action plan, including an awareness program for employees					
Compost organic waste where feasible					
Separate waste streams at source to facilitate reuse, recycling and proper disposal					
Implement a co-ordinated program to reduce the use of paper by switching to electronically-based communication					
Landscaping					
Purchase organic landscaping supplies and services					
Manage the risk to human health and the environment, including risk assessment and techniques for containment, mitigation and remediation					
Ensure that the topsoil used is not mined, but obtained in an environmentally acceptable manner					
Use natural pesticides and fertilizer					
Donate leftover trees and plants to a tree planting program or charitable institute					
Solicit the services of local youth groups to help clean up after a public event and donate to them all bottles and cans that can be returned for deposit					

* EcoLogo products are those which bear the EcoLogo symbol (three birds formed into a maple leaf) signifying that they meet or exceed environmental stewardship criteria as set out by Environment Canada's Environmental Choice Program. Information on the Environmental Choice Program is available from www.terrachoice.ca/ecologo.htm

Note: This Planner was adapted from the *Green Conferences Checklist* of Environment Canada.