



David L. Lawrence Convention Center

Environmental Sustainability Policy



Executive Statement

The David L. Lawrence Convention Center (DLCC) was completed in 2003 and envisioned being a sustainability oriented facility; standards are maintained for all practices, from air quality to waste management providing clients Green and sustainable events . These practices are governed by a set of sustainability policies. On a regular basis, green practices are evaluated against national standards and we publicly report our progress to our stakeholders.


The DLCC objective is to work green every day and to create a safe, healthy, and responsible work environment for all employees and guests. In addition, we strive to protect Pittsburgh's natural resources and support the city's environmental initiatives.

All staff and management, including full-time, part-time, union, and non-union employees, are expected to participate in, and help advance the DLCC's sustainability goals.

The following vision, objectives and goals for sustainability are endorsed by:



Tim Muldoon
General Manager,
David L. Lawrence Convention Center



Date

Communication

This Environmental Sustainability Policy has been created to communicate all of the David L. Lawrence Convention Center's green practices and policies that have been put in place for employees, management and all visitors of the facility. This Document is broken down into sections of Waste Management, Energy, Air Quality, Water, Procurement and Community Partners. Please let this document be a guide to help understand the culture and operations of the DLCC.

Waste Management

The core of the David L. Lawrence Convention Center's waste diversion program are the "Three Rs"—reduce, reuse, and recycle. This diversion program is used for all events as well as the day to day operations. By keeping useful materials out of landfills, recycling conserves natural resources and saves energy during the manufacturing process. It also reduces landfill-related pollution and the emissions of harmful gases such as methane.

Objectives : Recyclable materials are to be collected at sorting stations throughout the building. The main stations for visitors, located in the prefunction areas and exhibit halls, have three bins marked "Mixed Paper Only", "Cans/Bottles Only", and "Trash Only". Blue yard bins marked with a g1 sign are used to collect materials in the main halls, while recyclable packing materials are kept on the loading dock. Additional recycling bins are located in the administrative offices and loading dock shops. Batteries and handheld electronics are collected in separate bins in the East Lobby and in the administrative office break room. All recycling in the building is collected, sorted, and stored on the loading dock until it is hauled by the appropriate hauler. The building's recyclers are all located within ten miles of the building.

Leftover event materials such as boxed meals, notepads, pencils, and tote bags are to be donated to local organizations in need. The same "reuse first" principles and practices in administration offices are to be followed as well.

Employees are to

- Know where recycling bins are located and help attendees find them.
- Sort your waste materials into the correct bins.
- Suggest organizations which may be in need of donations.
- When in doubt, ask whether or not an item is recyclable.
- Use a refillable thermos instead of a paper cup.
- Reuse single-sided printouts as note paper.
- Print double-sided, and avoid printing unnecessary materials.

Commingled Recyclables

These materials are collected in bins marked "Mixed Paper Only," "Cans/Bottles Only," and in the yard bins in the main halls, and are then sent to Greenstar Recycling to be turned into new products.

- Plastics (labeled with numbers 1-7)
- Cans (aluminum, tin, and steel)
- Glass bottles (all colors)
- Paper (all colors, weights, and glosses)
- Cardboard
- Wood pallets and lumber

Compostable waste

During meals, these materials are collected in separate skirted bins located in the dining area. During large events, they may be separately sorted in the loading dock by dedicated composting staff. These materials are stored in a separate bin on the loading dock, and then sent to AgRecycle to be turned into organic compost used by local farms.

- All food waste
- Corn starch-based cups, servingware, and box lunches
- Food-contaminated paper, napkins, and cardboard containers
- During 100% compostable box lunch events, the entire box lunch can be composted

Donations

Collection areas for donation items are pre-planned on an event-by-event basis.

- Leftover meals – donated to Greater Pittsburgh Food Bank and Jubilee Soup Kitchen
- Event Giveaways – donated to various local organizations
- Used cooking oil – donated to be turned into biodiesel fuel

Non-Disposable / Off Site recyclables

These items *cannot* go in the trash.

- Lightbulbs – must be recycled through the Electrical Department
- Batteries and electronics – must be placed in designated collection bins
- Chemicals – must be disposed of in accordance to manufacturer instructions
- Wet paint – must be dried before disposal

Non- Recyclable

These items are *not* recyclable.

- Carbon paper, ceramics, plate (window) glass, photographs, styrofoam

Waste Management Goals

Waste Management goals are to continue managing event waste in a manner that will:

- protect the environment and public health
- conserve natural resources
- minimize landfilling and/or incineration, and reduce toxicity

Energy Management

The DLCC's mechanical and electrical systems were designed to reduce the energy consumption of convention activities. Saving energy lowers utility costs, but it also slows down the depletion of natural resources and shrinks our carbon footprint. Using less energy even improves air and water quality by eliminating the pollution which conventional energy generation creates.

The DLCC's energy conservation strategies have reduced the building's carbon footprint by about 25%, and have saved an accumulated \$1.5 million in utility costs.

The energy reduction plan consists of two major energy-saving systems that were designed and built directly into the building. The natural ventilation system is able to condition all six acres of main hall space without using any energy at all. The natural ventilation system is used during one in every four events each year, whenever the outdoor temperature is between 45 and 64 degrees. The skylights let natural daylight into the building; they reduce electric lighting consumption by 20-30%.

Energy savings are optimized by scheduling operations around events. Lights and HVAC are not to be in use during move-ins/move-outs unless conflicted with safety concerns. When a space is empty, its lights and air conditioning are to be kept off. Thermostats are adjusted based on the outdoor temperature. On very hot and very cold days, the darkening shades are used in the main

halls as extra insulation, to keep the building from gaining or losing too much heat. With these strategies energy performance are to remain efficient.

Employees are to

- Turn off lights when leaving a room, or when you see an empty room in passing.
- Dress with seasonal weather in mind.
- Shut down computers and other appliances, or use sleep mode when not in use

Air Quality

Indoor air quality directly affects the health of people in the building. At the DLCC, indoor air quality is maintained by instituting a comprehensive green cleaning program. As a result of the green cleaning program, indoor contaminants levels throughout the building are 50-85% lower than in most typical buildings.

The goal of this plan is to reduce indoor air quality problems resulting from day to day operations.

To prevent secondhand smoke, smoking is **prohibited** in all areas inside the building and along 10th Street. Smoking is allowed in designated exterior areas only, which are marked with aluminum "Smokers' Poles." High-efficiency filters are used in mechanical air systems to remove smog and pollutants before they enter the building.

Local no-idling ordinances shall be enforced. No idling for more than five minutes in any continuous 60-minute period. Title 35 P.S., Chapter 23B . Signage is placed throughout the venue along with appropriate training given to ensure effectiveness once a year. Events, Operations and security departments will be responsible for enforcing no-idling procedures. Departments will communicate procedures for oncoming trucks prior to arrival in loading docks or occupying any convention space.

Motorized equipment and vehicles powered by internal combustion engines must not be used within the facility apart from garages , front of loading docks ,load ins , load outs or in case of emergency .When powered equipment must be used, electric equipment (battery-powered or corded), instead of conventional gas-powered equipment, shall be used whenever practical. When practices are not practical proper air ventilation shall be flowed through space.

For equipment with two-cycle engines, models with advanced design features—such as direct fuel-injection engines and exhaust power valves—shall be used to reduce emissions, improve fuel efficiency, and decrease oil consumption compared to conventional two-cycle engines.

Low-impact cleaning methods that lessen chemical use, noise and user discomfort, and air pollution from powered equipment must be used in accordance with the DLCC's sustainable purchasing and green cleaning policies. Indoor chemical pollutants are reduced by using Green Seal certified, biodegradable, low-VOC, or even chemical-free cleaning products. These measures are intended to maintain a healthy and safe working environment.

Exterior maintenance practices are designed to reduce air pollution caused by powered equipment. Green cleaners and chemical-free cleaning methods are used on the windows and sidewalks to prevent introducing pollutants that might run into the river.

Employees are to

- Properly store and use all chemicals according to manufacturer recommendation. If you are unsure, consult your supervisor about a chemical or check the Safety Data Sheet (SDS) on file and accessible 24/7 inside the Security Control Room.
- Report any indoor air quality problems you encounter, such as chemical odors, air conditioning systems not working correctly when they're scheduled, or evidence of indoor smoking.
- Relay any indoor air quality-related complaints from visitors to the Event Manager or the Facility Manager so that they can be quickly remediated.

Transportation

Pollution could be greatly reduced by taking public transit or carpooling, or eliminated altogether by walking or biking.

Alternative transportation options also result in a lower carbon footprint. For example, taking the trolley reduces emissions by 58%, and taking a bus reduces emissions by 73% when compared to driving a car.

The DLCC's downtown location makes it easy to find lower-impact commuting options. Within a ten-minute walk are 28 bus lines, 3 trolley lines, and access to a 22-mile-long bike trail. Most visitors to the convention center walk or use public transportation to get around the city, eliminating a large part of their events' own environmental footprint.

Employee and Visitor recommendations

- Use the Port Authority's Trip Planner (www.portauthority.org/paac/SchedulesMaps/TripPlanner.aspx) or Google Transit (www.transit.google.com) to find public transportation options that work for you
- Carpool with a coworker who lives nearby
- Take advantage of a park-and-ride facility if commuting from far away

Water Conservation

At the DLCC, only one third of our water comes from the Pittsburgh Water and Sewer Authority, saving enough drinking water on average for 108 Pennsylvania households each year. To reduce impact on the municipal drainage system, the building operates an on-site wastewater treatment plant. All water in the building drains to this plant, where it undergoes a multi-step treatment process and is then recycled for flushing lavatories. The Building's restrooms are equipped with sensors and metered faucets which help reduce water use. The high-efficiency drip irrigation system on the South Terrace Green Roof also saves water.

For the 10th Street water feature, the cooling towers, and the irrigation system, we use water sourced directly from the aquifer below the building. For these uses, aquifer water requires less energy to transport and fewer chemicals to treat than drinking water.

Employees are to

- Be conscious when using water. Don't leave sinks running in break rooms or locker rooms.
- Report any sensors or fixtures which aren't working correctly to the Operations team.

There are three landscaped areas in the building planted with 75 different species of native and adaptive plants. Native species grow naturally in southwestern Pennsylvania, and adaptive species are low-maintenance plants that won't become invasive.

These types of plants provide food and habitat for birds and pollinating insects, which are important parts of the river ecosystem. The 11th Street landscaping, Riverfront Plaza, and the South Terrace Green Roof all help to restore habitat to the waterfront site.

By absorbing rainwater and filtering out pollutants, the plants also reduce harmful runoff into the river. Through natural processes, they remove smog from the air. Landscaped areas do not heat up on hot days, lessening the higher air conditioning costs and health issues that come with urban environments in the summer.

The landscape maintenance practices are followed by the green cleaning program standards. The plants are adapted to the local soil and climate, chemical fertilizers or excessive irrigation are not needed. Low-impact weeding practices are used instead of herbicides.

Procurement

This policy applies to the sustainable purchasing of products within the David L. Lawrence Convention Center's building and site management's control. The purchase of environmentally-friendly supplies such as those with recycled content or those which are locally purchased.

The Policy Goals

The goal of this policy is to purchase ongoing consumables in a manner that will:

- protect the environment and public health
- conserve natural resources
- minimize waste, including landfilling and incineration
- reduce toxicity

Sustainable Purchasing of Ongoing Consumables

The term "ongoing consumables" refers to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to: printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips, toner cartridges, and batteries. The David L Lawrence Convention Center's goal is that at least 40% of goods purchased (by cost) will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 50% rapidly renewable material (e.g., bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested and extracted and processed within 500 miles of the facility
- Consists at least 50% Forest Stewardship Council (FSC)-certified paper products
- Rechargeable batteries

The David L. Lawrence Convention Center acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. David Lawrence Convention Center requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this policy shall be construed as requiring David Lawrence Convention Center to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Sustainable purchasing of Durable Goods

The term "durable goods" refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adaptors, televisions, and furniture. The purchasing criteria for these products fall into the following two categories.

Electronics and Appliances

The David L. Lawrence Convention Center's goal is that at least 40% of goods purchased (by cost) will comply with one or more of the following criteria:

- Energy Star labeled products, when available
- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least bronze level)
- Equipment which replaces conventional gas-powered equipment, i.e. maintenance equipment and vehicles

Sustainable Purchasing

Adhesives and sealants comply with SCAQMD rules governing allowable VOC content

- Paints and coatings comply with Green Seal's GS-11 requirements governing VOC emission levels

The David L. Lawrence Convention Center acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. David Lawrence Convention Center requests that vendor(s) notify them of potential opportunities that would comply with the above specifications, as well as reduced packaging options.

Performance Evaluation

The David L. Lawrence Convention Center and/or vendor will record and track purchases on a monthly basis. The David L. Lawrence Convention Center personnel will report the purchases using the provided Materials Purchasing Worksheet.

Community Partners and Environmental Resources

Numerous local resources and community partners are also available specific to the City of Pittsburgh and Allegheny County. Many of them are also available online. Please refer to the list below.

Construction Junction (CJ) – When the David L. Lawrence Convention Center generates useable building materials we often donate them to Construction Junction. CJ is the region's only used building materials warehouse and retail outlet. CJ is located on 14 North Lexington Street Pittsburgh, PA 15208 . Contact Mike Gable , Executive Director . (412) 243-5025
<http://www.constructionjunction.org/>

Greater Pittsburgh Community Food Bank (GPCFB) – GPCFB's mission is to collect and distribute food for a network of food assistance agencies throughout Southwestern Pennsylvania. As one part of that mission, the Three Rivers Table program was established in 1988 to pick up prepared and perishable food donations and deliver them to nonprofit agencies nearby that serve meals to low-income clients. GPCFB is located at 1 North Linden Street, Duquesne, PA 15110. (412) 460 – 3663 <https://www.pittsburghfoodbank.org/>

Pennsylvania Resources Council (PRC) – PRC has extensive experience in public education initiatives, especially on topics including recycling, household hazardous waste, litter prevention, composting, and watershed awareness. 64 South 14th Street
(412) 488-7490 <http://prc.org/>

Pittsburgh Port Authority

For public transit maps and schedules, accessibility information, and options for bikers
(412) 442-2000
www.portauthority.org

Bike Pittsburgh

For biking info and tips

3410 Penn Avenue

(412) 325-4334

www.bike-pgh.org

Commute Info

For finding carpools, vanpools, and park and ride facilities

1-(888) 819-6110

www.commuteinfo.org

City of Pittsburgh Environmental Services

For information on recycling locations and special collection days

(412) 255-2773

www.city.pittsburgh.pa.us/pw/html/recycling.html

Pennsylvania Resources Council

For help with hard-to-recycle items

64 South 14th Street

(412) 488-7490

www.prc.org

● **On the Web**

Greenfirst

The DLCC's website for all our green programs

www.greenfirst.us

Buy Fresh Buy Local PA

For finding farmers' markets, restaurants, and stores that sell locally-produced food

www.buylocalpa.org

Project Green Heart

Sustainable plant tips from Phipps Conservatory

www.phipps.conservatory.org/project-green-heart

Green Seal

For finding environmentally-friendly products

www.greenseal.org

Care for Your Air

Resources from the EPA on maintaining a healthy indoor environment

www.epa.gov/iaq/pubs/careforyourair.html

● **Questions, Suggestions, and Comments**

Conor McGarvey, Director of Operations

(412) 475-1622

cmcgarvey@pittsburghcc.com