



# ConServe Knoxville

Inspiring Eco-Friendly Dining

**Completed applications can be mailed, faxed, or scanned and emailed.**

**City of Knoxville, Solid Waste Division, 400 Main Street, Knoxville, TN 37902**

**Fax: (865) 215-2420 Email: swamericorps@knoxvilletn.gov Phone: (865) 215-2872**

**We will review your application and schedule an on-site verification visit. Please be prepared to show evidence or documentation for all practices.**

Business Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

# of employees at this location. \_\_\_\_\_ Our business \_\_\_ owns our location. \_\_\_ leases our location.

**The following list contains the requirements necessary to participate in the ConServe Knoxville program.**

General Requirements	Already In Practice (✓)	Recently Implemented for Program Certification (✓)
We are located in within the limits of the City of Knoxville.		
Have an environmental policy statement that outlines the organization’s commitment to sustainability. The policy should address sustainability, waste reduction, and education of employees. A sample policy is available on the ConServe Knoxville Resources page.		
Eliminate the use of expanded polystyrene (Styrofoam) in break rooms, food/beverage to-go ware, packaging materials, and during any company events.		
Plastic straws are distributed only upon request.		
Use only recyclable or biodegradable to-go containers.		



Eliminate the use of individually wrapped plastic utensils and individually wrapped sets of utensils. Always ask before providing to-go bags, straws, receipts, utensils, napkins, and condiment cups or packets.		
Reusable dishware, utensils, and cups are provided for customers and employees when dining in.		
New employees are informed about ConServe Knoxville program protocols and best practices during new-hire training.		
A system is in place to gather employee feedback, comments, and suggestions to assess and improve sustainability actions at work.		

**Certification requires that at least 6 of the flexible requirements are completed. Space is included at the bottom of the list to allow you to add any additional sustainable measures implemented at your restaurant. These will be considered and reviewed for possible additional points.**

<b>Flexible Requirements (Each action is worth 1 point. You must complete at least 6 of these.)</b>	<b>Already In Practice (✓)</b>	<b>Recently Implemented for Program Certification (✓)</b>
For establishments with both to-go and dine in food service, always ask if meal is “for here or to go” before using disposable ware.		
Eliminate individual, single-use bottles of water for employees and customers.		
Offer an incentive to customers who bring their own reusable coffee mugs, to-go dishes, or bag.		
Sustainability practices are communicated to customers through menus, displays, website, etc.		
Use paper bags that have a post-consumer content of at least 30%.		
Adjust ice machines to produce only what is needed.		
Donate excess food to shelters, food banks, or organizations that accept food scraps for animals.		
Eliminate paper hand towels by installing air hand dryers in restrooms.		

Select products shipped with less packaging or in returnable, reusable or recyclable containers. If yes, please provide proof during the certification walk-through.		
Use remanufactured copier toner cartridges.		
Electronic alternatives to paper are used whenever possible (invoicing, payroll, orientation materials, emailing receipts, etc.).		
Set up a program for Front of House recycling, including at a minimum, providing sorting containers and customer-friendly signage for each container that reflects items accepted in your area.		
Switch from individual condiment packets (e.g., salt, pepper, sugar, ketchup) to refillable/reusable containers when dining in.		
Provide recycling container(s) for recyclables for both wait/bussing and kitchen staff.		
Purchase or print menus on paper with at least 30% post-consumer waste recycled content.		
Purchase office/copy paper with at least 30% post-consumer waste recycled content.		
Either eliminate all straws, or switch to reusable/washable straws.		
Specials are listed on a chalk/white board or shared verbally rather than printed.		
Be an EAT REAL certified restaurant.		
Be a Slow Food certified restaurant.		
Join the Get Food Smart TN certification.		
Sustainable catering practices are offered to customers (minimal packaging, buffet style serving, etc.).		
Offer flexible portions (i.e. smaller portions, half-sizes).		
Make side dishes and free appetizers (i.e. bread, chips & salsa) optional for your customers.		
Actively encourage use of appropriately sized take-out containers.		



**Thinking Outside the Box:** *Please list any additional sustainability initiatives implemented at your restaurant, to be considered for additional points.*

<b>Owner/Manager's Signature</b>	<b>Signature:</b> _____ <b>Date:</b> _____	<b>Total Measures Completed #</b> _____
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**Goal Setting:**

Set a sustainability goal to work on during the coming year. Include your goal, intermediate steps and a target date.

**Challenges:**

Let us know any challenges that you have faced while becoming Conserve Knoxville Certified.



**Concerns:**

Let us know any concerns that you have about the program.

**Suggestions:**

Let us know any suggestions you have to help improve the process.

**Bring your friends:**

Let us know other restaurants we should contact about being ConServe Knoxville Certification.

