Green Procurement for Hotels

Saunders Hotel Group
Scot Hopps – Director of Sustainability
Key Elements

- Define Your Terms
- Define Your Goals
- Inform/Engage Vendors
- Timing is Everything
Define Sustainability

- What are your biggest environmental impacts?
- Don’t reinvent the wheel

**Process**

Where possible, sustainable purchasing decisions will favor:

- Products and services manufactured or grown locally and/or by companies that share SHG’s social and sustainable values
- Products whose reduced environmental impact is assessed based upon all stages of their life cycle.
Relevant to Your Operation

KPIs Based on Global Standards
- Global Reporting Initiative™
- NSF - The Public Health and Safety Company™
- GREENHOUSE GAS PROTOCOL
- LEED
- ISO
- ANSI - American National Standards Institute
- CDP - Driving Sustainable Economies

- ENERGY STAR
- HILTON

- USDA ORGANIC
- IHG

- Buy Local.
- TripAdvisor

- Fair Trade
- Wyndham Worldwide

- Green Seal
- Green Key Eco-Rating Program
- Green Hotels Association
- Marriot

- Light Stay
- Green Hotels Global

Under section 6002 of the Resource Conservation and Recovery Act of 1976 and FAR Subpart 23.4, procuring agencies are required to establish affirmative procurement programs for purchasing EPA-designated recycled materials. The act recommends that agencies expand the scope of their affirmative procurement programs to include environmentally preferable products and services. EO 13101, Section 7.7 (a) calls for a Strategic Plan to include the “direction and initiatives for agencies to acquire recycled products and environmentally preferable products and services.” Furthermore, Section 302 (b) (1) requires Agency Environmental Executives to “translate [this] Government-wide Strategic Plan into specific agency and service plans.”
Define your terms in a way that purchasers will understand

# Office, Administrative, and Guest Supplies

<table>
<thead>
<tr>
<th>Products</th>
<th>Things to Avoid</th>
<th>Best Practices</th>
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<tbody>
<tr>
<td>Paper Products</td>
<td></td>
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<tr>
<td>Printing Paper</td>
<td>Processed with chlorine or dyes</td>
<td>✓ Limiting the use of virgin raw materials</td>
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<tr>
<td>Notepads</td>
<td></td>
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<tr>
<td>File Folders</td>
<td></td>
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<tr>
<td>Printing</td>
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<tr>
<td>Printer Toner</td>
<td>Single-use toner cartridges</td>
<td>✓ Minimize or eliminate printed material (i.e. publish documents online)</td>
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<td></td>
<td></td>
<td>✓ Print exact numbers when possible</td>
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<tr>
<td></td>
<td></td>
<td>✓ Set all printers default to double-sided printing</td>
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<tr>
<td></td>
<td></td>
<td>✓ Gang-run printing (pairs print jobs which save time, money, paper, ink, and energy)</td>
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<td></td>
<td></td>
<td>✓ Purchase preference to remanufactured or refillable printer toner cartridges</td>
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<tr>
<td>Printer Ink</td>
<td>VOC petroleum-based ink (standard ink)</td>
<td>✓ Soy or vegetable based ink</td>
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Getting to Greener Choices – It’s not easy but it’s worth it!

Step 1
- Select GreenerOffice at the bottom of the officedeport.com homepage
- OR click picture to search through catalog

Step 2
- Shop by Category

Step 3
- Look for sustainability logos
- Look for Shades of Green rating

Shades of Green Rating System
- Light Green: Products that have at least one meaningful green attribute
- Mid Green: Products that have a high level of one or more meaningful green attributes
- Dark Green: Products with the highest level of one or more green attributes/labels

Logos to look for:
- Recycled
- Designed for Recyclability
- Chlorine-free
- Compostable

Leverage existing tools; Make the process comfortable
Define Your Goals

- Let those that will be purchasing be part of the process
- Consider how will you measure progress
- Sustainable options are not static
Saunders Hotel Group

Sustainable Purchasing Policy

Goal:
To reduce the environmental impacts of materials purchased for hotel & restaurant operations, maintenance, and building improvements while supporting companies who make efforts to reduce the lifecycle impacts of the products and services they provide. We strive to achieve 60% environmentally preferred purchases.
Inform Vendors

- Easiest part – they want to give you what you want
- Leverage bids/RFQs
- Create a vendor questionnaire or letter
- Healthy skepticism
Saunders Hotel Group Sustainability Index for Vendors:

(Please email responses to mmackenzie@ecological-solutions.net)

1. Have you created and made public your initiatives or strategies that address your company’s impact on the environment, your employees, and the communities in which you operate? If so, please attach.

2. Do you measure and/or report your sustainability efforts. Please explain.

3. Do you currently have specific programs in place to reduce your environmental impact? (i.e. Greenhouse Gas emissions, energy, water or waste). If so, what are they?

4. Do you purchase organic and/or local raw materials whenever possible? Do any of your products have a third-party certification for environmental benefits? Please explain.

5. Do you engage in community outreach, or support employee community involvement in any form? If so, how?

6. How are your employees involved in your sustainable efforts? Please describe the training and everyday practices.
**A Partnership and Sustainability**

**Property Specific Initiatives currently underway at Hampton Inn, Norwood, MA:**

- **Summer Annuals** – The summer annuals used at the Hampton Inn are Petunias, these flowers require less water than most summer annuals and do well in dry soils (less irrigation). All flower pots from annual plantings are recycled with the vendor we purchased the flowers from or in the recycling dumpster at our Waspole facility.

- **Pest and Disease Control** – Treating and monitoring for pest and disease in plant and turf and developing a comprehensive plan for treating and preventing disease. Examples include manually removing infected tree and shrub branches, aerating to prevent plant stress, monitoring moisture in soil, hand weeding spot treating for post-emergent control and monitoring and treating as needed only.

- **Irrigation** – Irrigate efficiently with a sound water policy and deliver practice. Irrigate only where needed, in the quantity needed at the proper time. Provide a healthy landscape with the least amount of water needed. This includes irrigation audit inspections and repairs when needed.

- **Pruning Techniques** – Proper pruning at the right time encourages natural growth allowing proper light enhancing the growth of the plant. This reduces stress and susceptibility to disease. Manage existing trees by thinning, structural pruning, eliminating damaged or hazardous limbs, take down and removal of diseased or hazardous trees. We will be hand pruning plantings such as Rhododendron minimizing powered equipment use.

- **Proper Planting** – Selecting the right plant for the location, considering size growth habit and the long term needs of the property. Native species specific to an area will require less water to become established. Property planting techniques will result in less initial stress and easier establishment allowing the plant to flourish. It is important to design and plant in harmony with the overall goal of the site. On any planting projects requested by client, Brickman will recommend drought tolerant, site specific plant material.

- **Recycle** – Recycle all natural debris, including leaves, grass, brush and stumps. This includes the use of “grass cycling” using mowing mowers returning nutrients to the soil lessening the use of fertilizers. We are currently using mulching decks at this site removing no grass from the site. All edging and leaves from this site are kept separate from trash and woody debris and taken to a composting facility. Any debris from lawn work is chipped and stockpiled to be reused as natural mulch.

**Equipment / Vehicle Initiatives**

- **Landscape Equipment** – We utilize emission compliant equipment that meets or exceeds EPA emission standards. All of our production equipment is turned over (purchased new) every two years. Our equipment is serviced weekly in our facility, property tuned equipment runs cleaner and is better for the environment. Our crews are currently operating propane powered mowing equipment at this site.

- **Production Equipment** – In 2008 we started phasing out all of our Diesel powered production vehicles (Trucks). Gasoline powered trucks have higher emission standards and regulations than Diesel powered engines.

- **Operation Manager Vehicles** – In 2008 operation a manager full size pickups were converted to 2WD Ford Ranger pickups to reduce fuel consumption.

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- **Management Vehicles** – In 2010 Brickman purchased 450 Toyota Prius Sedans. Latest records show that these vehicles are saving over 1,000 gallons of gasoline per year per vehicle.

- **Two Cycle / Two Stroke Equipment** – Hand held items that meet or exceed EPA and all current CARB levels. (California Air Resource Board).

- **No Idling Policy** – For trucks and equipment. (Company wide zero tolerance)

**Local Branch Initiatives (Massachusetts)**

- All exterior lights on timers.
- All interior offices have motion sensitive light switches.
- Split dumpster for recycling.
- Restrooms have low flow fixtures and air hand dryers.
- All light bulbs were recently replaced with low energy light bulbs.
- All office staff have a recycling bin in their office to recycle non-confidential paper.
- All confidential documents are recycled with a secure document management company.
We understand the value of differentiation at the point of purchase; trust that your suppliers will too, and tell them what is important to making your decision.
Timing is EVERYTHING

- Integrated into the overall goals
- Right place, right time
- If sustainability is an extra step, it won’t work, it won’t scale
Asking for sustainable options must be part of the management strategy.

**Side Chair Seat** – 100% Polyvinyl Chloride (PVC) free

**Ottoman Fabric** – sustainably grown wool finished under environmental standard ISO 14001, conserving energy, water and minimizing waste

**Bed Bolster Pillow Fabric** – rapidly renewable fiber content; GREENGUARD children and schools air quality certified

**Sofa Pillow Fabric** – developed based on Fabricuts environment plus standards

**Headboard, Bench and Ottoman** – 100% PVC free

**Furniture** – fabricated from kiln dried hardwood frames from SFI certified forests. The foam is 100% recycled content
Hurdles

- Too specific
- Limited resources
- Can’t be everywhere at once
- Can’t be an extra step

Successes

- Lenox room renovation
- Green power purchasing
- Service providers
- Front lines ‘get it’