

# Green Procurement Policy Guide



## *Make buying green part of your daily routine.*

A green procurement policy demonstrates your commitment to sustainability by considering the impact of purchasing decisions and minimizing negative impacts on the environment.

### Getting Started

To begin, use the tips and ideas in this toolkit to choose the areas that require healthier, environmentally-friendly alternatives.

Household cleaners, toiletries and food services are great places to start cleaning up your act. Research alternatives, ask questions and understand how products and services may negatively impact human health and the environment.

Implementing your policy will become second nature as you find reliable “green” products and services that are suitable for your bed and breakfast.

### Creating Your Policy

Keep your green procurement policy brief, and sign and date the document at the bottom. Proudly display your green procurement policy on appropriate marketing and promotional materials like your website, social media channels and print materials.

Consider the following guidelines to help you write your green procurement policy:

When possible, we:

- Consider all stages of a product's life cycle: production, distribution, consumption and disposal.
- Purchase products that are durable, reusable, recyclable and/or compostable.

- Purchase products that are sustainably produced and contain post-consumer recycled content.
- Purchase products that are non-toxic, biodegradable and have natural ingredients.
- Purchase products that minimize toxins, pollution and hazards to people and the environment.
- Purchase products that conserve water, energy and reduce carbon emissions.
- Seek alternative solutions to existing cleaning methods.
- Seek local products and services before looking outside the province and/or country.
- Seek product vendors that reuse or recycle products at the end of their useful life through “take-back” or Extended Producer Responsibility programs.

*TIP: Be aware of **greenwashing**: the act of misleading consumers regarding the environmental practices of a company or the environmental benefits of a product or service. Read labels, ask questions and investigate companies to ensure you select the products with the least negative impact.*

## Benefits of a Green Procurement Policy

- Reduces waste going to the landfill.
- Reduces your carbon footprint.
- Offers potential cost savings.
- Improves public image by demonstrating your commitment to the health and safety of the environment and your guests.
- Creates an opportunity to influence positive change by sharing policies with other businesses.
- Contributes toward creating a demand for more sustainable products.

When purchasing items, look for ‘green’ certifications such as:



Cradle-to-cradle  
[www.c2ccertified.com](http://www.c2ccertified.com)



Energy Star  
[www.energystar.nrcan.gc.ca](http://www.energystar.nrcan.gc.ca)



Forest Stewardship Council  
[www.fsc.org](http://www.fsc.org)



Green Guard  
[www.greenguard.org](http://www.greenguard.org)



Green Seal  
[www.greenseal.org](http://www.greenseal.org)



Ecologo  
[www.ul.com](http://www.ul.com)

## Helpful Tips

<p>Around the B&amp;B</p>	<ul style="list-style-type: none"> <li>■ Use natural, biodegradable and non-toxic cleaning products such as baking soda and vinegar.</li> <li>■ Make your own cleaning rags by cutting up old bed sheets and towels.</li> <li>■ Purchase plant-based biodegradable laundry detergent or make your own.</li> <li>■ Seek materials and products that conserve water, energy and reduce carbon emissions when doing renovations or upgrades.</li> <li>■ Purchase low or zero VOC paints.</li> </ul>
<p>In the Office</p>	<ul style="list-style-type: none"> <li>■ Replace office supplies only when all other options have been used.</li> <li>■ Purchase office supplies in bulk and with little packaging.</li> <li>■ Choose office supplies made from recycled content.</li> <li>■ Purchase 100% post-consumer recycled printer paper.</li> <li>■ Use soy-based ink for printing.</li> </ul>
<p>In the Kitchen</p>	<ul style="list-style-type: none"> <li>■ Purchase local food with little or no packaging.</li> <li>■ Purchase supplies in containers that can be reused.</li> <li>■ Purchase organic and fair-trade coffee, teas and food.</li> <li>■ Rent dishware and cutlery for special events and occasions, instead of purchasing disposable options.</li> <li>■ Look for compostable cutlery and dishware (typically corn-based) if disposable options are necessary. Note: items must be added to a compost bin to decompose properly.</li> <li>■ Provide cloth napkins to guests.</li> <li>■ Seek paper products made from 100% post-consumer recycled paper, if necessary.</li> </ul>
<p>In the Guest Rooms</p>	<ul style="list-style-type: none"> <li>■ Invest in bedding and linens that are made from chemical-free, natural and sustainable materials such as organic cotton, bamboo and hemp.</li> <li>■ Consider buying good quality, used furniture.</li> <li>■ Outfit guest bathrooms with low-flow showerheads and low-flush toilets.</li> <li>■ Purchase toilet paper that is made from 100% post-consumer recycled paper.</li> </ul>
<p>Around the Garden</p>	<ul style="list-style-type: none"> <li>■ Purchase natural fertilizers, such as compost, instead of chemical products.</li> <li>■ Grow plants from seed instead of purchasing plants in plastic pots.</li> <li>■ Purchase native and hardy plants for your garden that will stand up to weeds, pests and weather.</li> </ul>