



Ecopurchasing in Hotels and Motels: Offices¹

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EcoPurchasing guidelines will assist hotel and motel purchasing managers reduce the volume and toxicity of wastes generated in **OFFICES**.

To successfully reduce disposal costs, conduct a departmental audit to determine the types and volumes of wastes generated for disposal. Plan your EcoPurchasing program by targeting specific products or materials which contribute the greatest volume and/or weight to the waste stream or which create disposal problems. Establish short and long term departmental goals for waste reduction and implement appropriate EcoPurchasing strategies.

Reduce waste by:

- using a centrally-placed or electronic bulletin board for messages instead of making multiple copies of memos
- shredding office paper and using it to package shipments
- reusing polystyrene peanuts or other shipping material
- making double sided copies
- purchasing white office paper fax machines
- decreasing the number of hard copies of documents by establishing a central filing system to store documents on computer disks
- using electronic mail for correspondence when possible
- reusing obsolete forms and stationary for drafts and memo pads
- reusing envelopes and folders for routing in-house mail and correspondence
- printing directly on envelopes to eliminate non-recyclable labels
- using reusable mugs for coffee instead of disposable cups
- using staff routing slips when sharing information in-house

1. This document is from the series *Ecopurchasing in Hotels and Motels* from the Florida Energy Extension Service, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: October 1993.

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Produced by the Florida Energy Extension Service, Florida Cooperative Extension Service and the United States Environmental Protection Agency, Region IV, in cooperation with the Florida Department of Environmental Protection and the Florida Hotel and Motel Association. The Florida Energy Extension Service receives funding from the Florida Energy Office, Department of Community Affairs and is operated by the University of Florida's Institute of Food and Agricultural Sciences through the Cooperative Extension Service. The information contained herein is the product of the Florida Energy Extension Service and does not necessarily reflect the view of the Florida Energy Office.

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- purging mailing lists to reduce returned mail
- eliminating fax cover sheets by using a rubber stamp designed for fax use
- offering newspapers in centrally located places such as lobbies, restaurants, and news stands rather than distributing them to each guest room to reduce the volume of discarded newspapers and plastic bags
- combining office supply orders from various departments; ordering in bulk reduces packaging waste and saves time, energy, and money
- charting the shelf life of items (i.e., toner, correction fluid) and purchasing only the needed quantity
- requesting that vendors avoid excessive boxes, bags, and wrappings when shipping to your property
- collecting short pencils to send to schools
- shipping typewriter and computer ribbons and printer cartridges to a recycler
- planning a surplus garage sale so employees have the opportunity to purchase office equipment and furniture, etc. before giving it to a waste exchange and/or nonprofit organization
- recycling cardboard boxes
- reducing junk mail by sending each solicitor a postcard requesting that they remove your hotel's address from their mailing list; reuse their original mailing label for your return address

Note: For personal mail only, write to Mail Preference Service, Direct Marketing Association, P.O. Box 9008, Farmingdale, NY 11735, requesting they remove your name from their mailing lists.

Reduce hazardous waste by purchasing:

- non-toxic inks
- unbleached and chlorine-free papers
- nontoxic, biodegradable correction fluid

- equipment that does not require batteries
- rechargeable batteries for communication radios

Support recycling by purchasing:

- paper products made from recycled paper (i.e., letterhead, envelopes, computer, copier, fax, and laser papers, calculator and cash register tapes, file folders, note pads, and legal pads)

Note: use the recycling symbol on letterhead, envelopes, and other printed materials to inform the public about your environmental commitment.

- recycled offset papers and cardstocks for pocket folders, table tents, business cards, and guest cards
- file boxes, clipboards, binders, and computer diskettes made from recycled materials
- furniture, carpet, carpet padding, trash cans, and recycling containers made from recycled plastic
- bulletin boards and floor mats made from recycled tires
- plain envelopes with water-based adhesives which dissolve during the recycling process; avoid window envelopes with plastic inserts
- uncoated vs. coated, glossy papers when printing hotel promotional materials; check locally for information on paper recycling
- remanufactured toner cartridges for office machines (i.e., copiers, laser printers, fax machines, typewriters, cash registers, and ATM machines)
- refillable pens and pencils rather than throwaways
- services from contractors, printers, graphic artists, and other subcontractors who use recycled products and recycle at their business sites

While all avoided use and reuse saves energy in manufacturing, distribution, and disposal, more direct savings come from purchasing office equipment that is energy efficient. For example, computers are now available that use 60% less energy when idling.

Similarly, there are energy efficient copy machines, printers, fax machines, and office refrigerators. Remember, for each one thousand kilowatts of electricity saved, seventeen hundred pounds of emission into the air are avoided.

In summary, when you purchase new office equipment, ask about their energy efficiency. See the section entitled Energy Efficient Equipment.