



To become a Maryland Green Travel Partner, an applicant must self-certify that they are practicing certain environmental activities relative to their industry. Additionally, they must commit to strive to improve their environmental practices and report back annually.



Hilton Suites Oceanfront

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Management and Leadership

We use the following best management practices:

- **Environmental Team:** We meet monthly to discuss all aspects of the community and departments of the hotel to ensure we are on the same page and right track for sustainability.
- **Set Annual Goals:** • Focus upon our key environmental commitments: energy efficiency, CO2 reduction, water efficiency, waste reduction, renewable energy, and sustainable buildings and operations which includes building design & construction, hotel & corporate operations, chemical management, and purchasing • Train all of our staff on our environmental program and empower them to contribute and participate. • Ensure that environmentally friendly initiatives and tactics will impact the guest experience in a positive way • Set targets, measure, benchmark and continually improve our performance • Liaise with our suppliers and business partners to improve their environmental performance • Support environmental initiatives within the local community • Communicate our environmental achievements to our team members and guests • Ongoing review and assessment of our environmental program with annual reporting of progress to management and the Maryland Green Travel program.
- We have a purchasing policy to encourage the [purchase of environmentally-friendly products and services](#)
- **Environmental Restoration or Community Environmental Projects:** We participate in multiple ACT for Coastal Bays events and community clean ups for Maryland Coastal Bays, Earth and local community out reaches for environmental policy. We participate in the Humane Society aluminium recycling program and the Global Soap Project.

Waste Reduction

We use the following best management practices:

- Have a plan in place to reduce property waste
- Track overall waste bills and established baseline data for quantity of wastes produced

Guest Rooms

- Instruct housekeeping to save and reuse unopened items

Kitchen and Prep / Dining / Catering / Meetings and Events / Campground Snack Bar

- Donate excess food from events
- Use effective food inventory control to minimize waste
- Purchase locally grown produce and other foods
- Purchase [organic foods](#)
- Purchase [sustainably grown foods](#)
- Use disposable food service items are eco-friendly - *polystyrene is avoided*

Water Conservation

We use the following best management practices:

- Have a plan in place to reduce property water usage
- Track water bills and established baseline data on water usage and wastewater generation
- Perform preventative maintenance to stop drips and leaks
- Assessed production for water-conserving opportunities during cleaning procedures
- Use water-flow metering to discover leaks and areas of high use
- Offer water versus serving automatically
- Discourage water-based cleanup, ie. sweep first
- Defrost foods ahead of time in refrigerators to avoid the need for running-water defrost

Use or installed the following devices:

- low flow restrictors on faucets and showerheads

Have an effective landscape management plan which utilizes:

- native species
- drought tolerant species

Energy Efficiency

We use the following best management practices:

- Have a plan in place to reduce property energy usage
- Track overall energy bills and establish baseline energy usage
- Have had an energy audit to identify efficiency opportunities
- Have an energy management system in place to track and meter energy usage

Kitchen:

- Regularly evaluated existing ovens and other kitchen equipment for temperature settings and energy efficiency opportunities
- Confirmed that all refrigerator, freezer and oven gaskets provide a good seal, or replaced
- Routinely clean condenser coils on all refrigeration equipment

Lighting:

- Designed use of natural lighting
- Turn off lights in unoccupied rooms
- Use of directional, downward-facing, lighting in parking areas and other outdoor areas
- Use high efficiency compact fluorescent light bulbs in rooms, canned lighting or wherever possible
- Use high efficiency fluorescent ballasts and lamps - T-5's & T-8's
- Use [LED Exit Signs](#)
- Garage and outdoor lighting

Heating and Cooling:

- Have a high efficiency heating and air-conditioning HVAC system
- Regularly perform preventative maintenance on HVAC system
- Have programmable thermostats for each room and ensure they are properly adjusted
- Have a centrally controlled HVAC system that is activated only when occupied
- Have key-entry activated lighting and energy controls
- Keep office doors and windows closed if HVAC system is on

- If disposable containers are used, they are made from - bio-based materials, recycled content, and/or compostable material
- Use cloth napkins and tablecloths
- Use reusable dishware and glassware and minimize use of disposables
- Use non-bleached napkins and coffee filters
- Use menus and table placards as opportunity to communicate green activities
- Provide organic, local or sustainable food choices
- Use screen-based ordering systems

Registration / Office

- Use last-in/first-out inventory and effective labeling systems
- Use electronic, paperless registration
- Use electronic correspondence and forms
- Purchase from vendors and service providers with a commitment to the environment
- Encourage suppliers to minimize packaging and other waste materials
- Purchase recycled paper with a high percentage recycled content
- Make 2-sided copies / printed materials and avoid making extra copies
- Use recycled content paper for copies / printed materials
- Remove facility and staff names from junk mail lists when possible
- Reuse scrap paper for notes
- Reuse or donate shipping and packing supplies (peanuts, bubble wrap, etc.)
- Offer **Leave No Trace** tips and green travel education to guests
- Promote other green attractions, activities and Maryland Green Travel facilities

Retail

- Sell environmentally friendly products
- Sell sustainable, organic or local products

Buildings and Grounds

- Use **green cleaning chemicals**
- Dispense cleaning agents in bulk to reduce quantities used
- Purchase durable equipment and furniture
- Use latex paints that are low or no-VOC
- Reuse paint thinners
- Properly recycle and/or dispose of thinners and solvents - required by **EPA regulations**
- Perform preventative maintenance on all appliances, HVAC systems, plumbing and vehicles
- Use less toxic materials
- Use **Organic Farming Principals**
- Minimize the use of pesticides, herbicides, fungicides and fertilizers in landscaping
- Train staff effectively to use agrochemicals correctly and in proper applications
- Use a nutrient management plan that minimizes the use of fertilizers
- Use natural fertilizers instead of synthetics
- Use composted production materials for fertilizer

Our Innovative Ideas and Specifics in Waste Reduction:

- We participate in the global soap project and have converted vehicles in our company to run on vegetable oil and grease that is collected from the restaurant.

Recycling

- Recycling is done on site with local efforts, collected in the restaurants and pool decks.

We are recycling:

- Aluminium Cans
- Office Paper
- Printer and copy machine toner cartridges
- Food Wastes
- Food Composting
- Our property is located in an area where a comprehensive recycling program is not available and have developed a written explanation of the recycling opportunities that are provided

Recycling Vendor

- We recycle through the Humane Society and Stapled for office supplies.

We are not able to recycle certain items:

- Our city does not have a recycling program for general pick up of all recyclable materials.

Marked Recycling

- We have clearly marked recycling bins or provide convenient drop off locations

- Housekeeping closes blinds and resets optimal temperatures
- Have installed additional insulation

Energy Efficiency:

- **ENERGY STAR computers, appliances, office equipments etc.**
- Turn off all electrical items in unoccupied rooms when not in use or at the end of the day

Linen Service and Laundry

We use these best management practices:

- Provide optional linen service - Change linens only upon request
- Train staff on the process for optional linen service
- Have signage in each room explaining the linen reuse procedures
- **Track optional linen participation rate**
- Have **water - and energy-efficient washers and dryers**

Recycle Grease

We use the following best management practices:

- Filter the grease to prolong its life
- Use our grease to make **bio-diesel**

Our grease recycling vendor is:

- We recycle in house.

Minimize Disposable Food Service Items

We use the following best management practices:

- Use recyclable foodservice items and actively recycle them

Green Events

We use the following best management practices:

- Use ideas set forth in Maryland Green Travel's **Checklist for Planning Green Events**
- Support event planners who want to hold green events
- Include information on Green Events / Weddings / Meetings / Conferences in our marketing materials
- Train all event planner staff on green event techniques
- Provide visible recycling at all green events
- Minimize the use of disposable food service items
- Use electronic registration, correspondence and forms
- Use double-sided printing and copying
- Use recycled content paper and soy based ink
- Use green signage at the event

Other Green Practices

Transportation:

We use the following best management practices:

- **Minimize the Commute of our Employees** - We employee those living close and in our immediate area.
- **Addressing Efficient Business Travel** - Offering bus options and those who are able to car pool.
- **Increasing the Fuel Efficiency of our Fleet** - We are bio diesel for a majority of the vehicles.

For Guests:

- Encourage energy efficient vehicle usage
- Educate guests on the availability of mass transit

Measurable Results

By converting garage and out door lighting to LED, 9,832 kWh (80%) of electricity was saved in 2013.

Maryland Green Travel is a partnership between the Maryland Office of Tourism, the Maryland Department of the Environment, the Maryland Department of Natural Resources and the Maryland Tourism Coalition.

