

Betty Ford Alpine Gardens

Sustainability Handbook



The policies in this handbook support Betty Ford Alpine Gardens' staff and volunteers in creating an organizational culture of sustainability and stewardship while fulfilling the criteria of the Actively Green business certification program.

Betty Ford Alpine Gardens is one of the world's premier specialized botanical gardens. Located in the small resort town of Vail, Colorado which attracts a global audience for its skiing and outdoor recreation, Betty Ford Alpine Gardens is the highest elevation botanical garden in the world situated at 8,200' (2,700 m) in the central Rocky Mountains. The Gardens attracts more than 200,000 visitors annually to see its unique collection of alpine and mountain plants collected from around the world.



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Business Plan

Regulatory Compliance

Licensing & Permitting

Betty Ford Alpine Gardens (the Gardens) attests that we have obtained legal approval to conduct business within Eagle County. We have acquired our general business license by registering our business with Eagle County Government, and have in our possession physical evidence of this claim, as represented by our tax registration certificate, which also serves as our general business license.

For the purposes of maintaining our Sustainable Business Certification with the Actively Green Program at Walking Mountains Science Center, we acknowledge that the declaration we have provided above must be notarized and signed by our Executive Director on a triennial basis.

Please reference our notarized Disputes Affidavit regarding this matter, which has been signed by our Executive Director and will be re-notarized on a triennial basis.

Disputes

The Gardens acknowledges that some business disputes are an inevitable and unavoidable cost of operating our business specifically, while others can be avoided by taking necessary regulatory precautions. We have taken all necessary regulatory precautions for our business, as determined through our efforts to reach compliance with all state and/or federal laws relevant to our business. The Gardens attests that we have no outstanding disputes at this time.

We understand that maintaining compliance is a necessary legal precaution to avoid future disputes that may be brought upon our business, and that our declaration of no outstanding disputes must be maintained and must be notarized and signed by Executive Director on a triennial basis, in order to maintain our Sustainable Business Certification with the Actively Green Program at Walking Mountains Science Center.

Please reference our notarized Disputes Affidavit regarding this matter, which has been signed by our Executive Director and will be re-notarized on a triennial basis.

Fair Labor

The Gardens will provide a safe and secure working environment, respect labor rights and will not discriminate based on race, sex, religion, pregnancy, health status or political affiliation and pays a legal wage. The company does not permit employment or contracting of the services of minors under the age of 14. The company will not commercially, sexually or otherwise exploit women, children, adolescents, minorities, and other vulnerable groups.



Please reference our notarized Fair Labor Affidavit regarding this matter, which has been signed by our Executive Director and will be re-notarized on a triennial basis.

Ethics Policy

The Gardens will treat employees and clients with respect and fairness, will not tolerate sexual harassment. Please note how your business will achieve these goals and measure its success (e.g., through feedback mechanisms, focus groups, etc.).

Please reference our notarized Ethics Policy Affidavit regarding this matter, which has been signed by our Executive Director and will be re-notarized on a triennial basis.



Vision, Mission & Values

Our Vision

Betty Ford Alpine Gardens is the leading global advocate for alpine environments.

Our Mission

To Protect the Alpine Environment through education, conservation and living plant collections.

Values

Excellence –we are committed to a standard of excellence in all we do.

Impact –we create, develop and improve our gardens and our programs with the over-riding purpose of profoundly affecting people’s understanding and behaviors.

Inspiration –our gardens will be inspirational because we show the uniqueness and beauty of alpine plants and habitats.

Integrity –we believe that internally and externally our actions must be of the highest ethical standards.

Expertise –we achieve our goals and our local and national standings through our scientific expertise in horticulture, education and conservation.

Relevance –we must be vigilant that our programs are always relevant and inclusive to our many stakeholder communities.

Green Team

The Gardens has a designated Green Team with two co-chairs and other staff represented from each of the program departments. The Green Team meets monthly, at a minimum, and is responsible for overseeing and coordinating the organization’s sustainability management and initiatives and Sustainability Action Plan.

Green Team Chair: Ellen Lorenz

- Responsibilities include:
 - o Tracking, data collection and input. Normalization and reporting
 - o Program implementation and upkeep
 - o Sustainability planning and maintaining collaboration with sustainability networks

Green Team Co-Chair: Colin Lee

- Responsibilities include:
 - o Maintenance and material purchases for the Gardens aligns with our policies
 - o Tracking
 - o Assist with trash, recycling and compost

Green Team Members: Emily Griffoul, Nicola Ripley, Nanette, Kuich, Melissa Ebone

- Responsibilities include:
 - o Ensuring the strong future of each department and maintaining the organization to be the best version of itself
 - o Bringing new ideas for the organization and departments
 - o Engaging the public and fostering relationships to continue conservation work



Sustainability Policy

The Gardens is committed to sustainability of the Eagle Valley community; of the surrounding alpine ecosystem and environment; and of the contiguous region's tourism economy, of which all local businesses rely on quite significantly. We value the ecological, economic, and cultural health of our community and our valley. Therefore we strive to engage our participants, visitors, and employees in environmental stewardship and learning about the surrounding mountain environment. We also encourage our participants, visitors, and employees to participate in local cultural and educational opportunities that enrich our community's sense of well-being. The Gardens' uses a Sustainability Action Plan to set goals and guide our progress and we create an Annual Sustainability Report to communicate and celebrate our successes.

Business Code of Conduct

We expect our employees to commit to sustainability among all three pillars - community, environment, and economy - as our business has, in order to: actively contribute to progress we make as a company toward meeting high-level sustainability goals; engage with and enrich our ability to continuously improve; and participate in the development, assessment and revision of sustainability goals specific to our business operations and needs.

Sustainability Action Plan

At the Gardens we are committed to sustainability and the "triple bottom line" approach including: environmental sustainability, financial sustainability, and social equity. We integrate sustainability into our management and facility operations and into our interactions with visitors and guests. We are a socially and environmentally responsible organization and therefore we address what we can control through our operations, and we influence what we can't control by considering the extended supply chain when we purchase from and contract with vendors. We consider natural and cultural heritage in our operations, as well as socio-economic equality and human rights. We incorporate quality, health and safety of our employees and guests, as well as risk and crisis management into our reporting and into how we operate as a business moving forward.

The Gardens is committed to incorporating sustainability into our business operations, and plans to monitor our overall sustainability performance by reporting on our management of waste, water, energy, CO₂ emissions, transportation and chemicals. We also commit to monitoring and reporting on our annual improvements, as well as sustainability goals and achievements at least every three years.

Our Green Team has a primary objective to focus on sustainability planning and continuous improvement on our sustainability performance overall. To effectively do this, the Green Team will meet annually to discuss goals and objectives moving forward into each year, and will acquire re-certification every three years.

The Gardens plans to monitor our sustainability performance by assigning different Green Team roles to various responsibilities. Standard operating procedures for monitoring and improving each aspect of our sustainability have been described in detail below, with each of the six Environmental Management sections having its own specific set of procedures. These will ensure our greater consistency, efficiency and accountability among our Green Team and in our sustainability reporting.



High Level Sustainability Objectives & Goals

- Strive to reduce water, electricity and energy usage by at least 5% annually. Increase waste diversion by at least 5% annually.
- Find a way to reduce commuting emissions not limited to carpool days or flexible schedule to allow for bus commuting. Create an incentive or reward.
- Solidify a major stakeholder relationship with an outside-of-the-organization sustainability collaboration by 2024. Identify a stewardship initiative.
- Communicate more effectively the Gardens internal initiatives. This includes sharing involvement and data from citizen science projects, signs including sustainability facts and programs and increasing the reach of alpine environment conservation stories.
- Research and determine a water conservation plan for outdoor water features. Complete any work to upgrade these features.

Sustainable Destination Development

Betty Ford Alpine Gardens will make every effort to ensure the company's activities do not jeopardize the provision of basic services such as food, water, energy, healthcare, or sanitation, to neighboring communities nor do they adversely affect local access to livelihoods, including land and aquatic resource use, right-of-way, transport, and housing. Please see our signed and notarized, legally binding affidavit from the Executive Director.

Betty Ford Alpine Gardens has established feedback mechanisms for the community to make comments and voice any concerns. These issues and/or instances are addressed by the Operations Manager and all staff through visitor feedback surveys, post-program debriefs, field observations, and Google, TripAdvisor and other review services. Visitor comments made directly to the front desk are recorded into a shared file. At weekly staff meetings, the team acknowledges the feedback, celebrates the successes, addresses the areas that need attention and determines how to make improvements in order to ensure the guest experience and maintain consistency, quality and alignment with the organization's mission.



Environmental Management

I. Waste Management

Betty Ford Alpine Gardens plans to monitor each of our three waste streams by measuring each systematically. The table below specifies this methodology.

Waste Stream →	Trash	Recycling	Compost
Weekly Data Collection Time	*collect this data before it is taken to the Ford Park trash dumpster to be picked up by Honey Wagon	*collect this data before it is taken to the Ford Park trash dumpster to be picked up by Honey Wagon	*collect this data before it is taken to the Honey Wagon Organics locked drop site by the Vail municipal building
Green Team Member Responsible for Data Collection	Ellen/Colin	Ellen/Colin	Ellen/Colin
Description of Data Collection Method	*Make tally on Waste Tracking Log located in the workshop. 1 tally = 30 gallons/1 trash bag	*Make tally on Waste Tracking Log located in the workshop. 1 tally = 14 gallons/1 bin	*Record amount on Waste Tracking Log located in the workshop. Compost can = 20 gals bucket = 5 gals

Waste Reduction Policy & Pledge

Betty Ford Alpine Gardens is committed to limiting our environmental impact by reducing waste through reuse, recycling and composting. Staff members are familiar with recycling policies and procedures and are capable of instructing guests and visitors about how to use our recycling system. The Gardens knows that waste is effectively reduced through behavioral changes, recorded as our Waste Reduction Standard Operating Procedures, which we expect our staff to engage in.

Betty Ford Alpine Gardens will track and report the total amount of recyclables, compostables, and total waste generated, on a quarterly basis at a minimum. The total waste diverted and the total waste to landfill will be normalized against the most appropriate factor. With a baseline established, The Gardens will determine and enact the best procedures to reduce waste, recorded in our Waste Reduction Action Plan.

Waste Reduction Standard Operating Procedures

Routine operational practices, key everyday tasks and particular day-to-day behaviors our employees are expected to adhere to, in order to collectively contribute to our reduction and diversion of waste, are listed below.

- Recycling bins are accessible and well labeled in the following locations: staff kitchen, back office, and exhibit room. These bins are emptied into the blue bins located in the Alpine Workshop, which each have a volume of 14 gallons.
 - Staff will monitor the amount of recycled waste from the blue bins to track this type of waste in relation to the amount of waste we divert from landfills.
 - Labeling on all recycling bins is updated whenever there are local changes.

- Compost bins are accessible and well labeled in the following locations staff kitchen and large metal bins during events and programming. These bins are emptied into the gray compost can located in the Alpine Workshop, which has a volume of 20 gallons.
 - Staff will monitor the amount of composted waste from the gray bins, to track this type of waste in relation to the amount of waste we divert from landfills.
 - Labeling on all compost bins is updated whenever there are local changes.
- Paper that does not need to be shredded should be disposed of in the recycling bins located in the kitchen, office or exhibit room. If paper is one-sided, it should be placed in the “Recycled Paper” drawer below the printer to be reused.
 - Paper that *does* need to be shredded should be shredded immediately or disposed of in the banker’s box located in the office closet to be taken to town hard-to-recycle event.
 - Because our waste hauler is a single stream recycling service provider, other paper products common to our business that can be recycled include envelopes, paper bags, newspaper, magazines, and greeting cards. Common paper products that *cannot* be recycled include small pieces of paper (< 3”x3”) tissues, paper towels, and coffee cups.
- Cardboard is broken down and tape and staples are removed before it is placed neatly in the larger recycling area, which is located in the Alpine Workshop. Green Team members then record the amount before taking to the Ford Park trash building to be recycled.
 - Because our waste hauler is a single stream recycling service provider, other cardboard products common to our business that can be recycled include shipping boxes, tissue boxes, and cracker-type boxes. Common cardboard products that *cannot* be recycled include greasy boxes and boxes with wax or plastic coating.
- General recyclable items – including plastic, glass and aluminum - are emptied, but not rinsed and are disposed of in the recycling bins.
 - Our single stream recycling service provider will accept plastic, glass, aluminum and steel containers marked with a recycling symbol that looks like a triangle.
 - Because our waste hauler is a single stream recycling service provider, other products common to our business that can be recycled include soup cans, soda cans, drink bottles, glass/plastic jars, and most food containers. Common products that *cannot* be recycled include clamshells, plastic bags, plastic wrap, and aerosol cans with any contents remaining.
 - Staff members do not rinse out containers, as this is not necessary and wastes water. Liquid and solid contents are, however, removed from containers before recycling.
- Compostable items are disposed of in the compost bins, located in the staff kitchen and workshop.
 - Compostable items accepted by our commercial compost facility include: food waste, meaning any organic waste, tissues, paper towels, greasy boxes, BPA certified plates, cups and flatware.
 - Items that are not accepted as compost by our waste hauler include food waste with stickers, paper towels with chemicals on them and non-BPA certified flatware.
- Hard-to-recycle items –including plastic film, household hazardous waste, corks and electronic waste – are collected in the sorted stacked bins located in the office closet.
 - Plastic film includes plastic bags, produce bags, cellophane and plastic wrap. Amount of film is recorded on the Waste Tracking Log in the Alpine Workshop and taken to the plastic film drop site at WalMart in Avon.



- Household hazardous waste includes batteries, ink cartridges and paint cans. Batteries and ink cartridges are recorded in Waste Tracking Log and taken to Vail’s Hard-to-Recycle event twice a year. Paint cans are taken to Sherwin Williams.
- Corks are recorded in the Waste Tracking Log and taken to a ReCork drop site –iTrip, located in the Slifer, Smith and Frampton building in Avon.
- Electronic waste includes computers, wires, light bulbs and all expired electronics. These are collected in the e-waste bin located in the Alpine Workshop. It is recorded on the Waste Tracking Log and taken to Vail’s Hard-to-Recycle event twice a year.

Waste Reduction Action Plan

Betty Ford Alpine Gardens has identified the following strategies for reducing waste produced by our business and has listed these below.

1. We will reduce the volume of waste headed for the landfill from our business by increasing the volume of recycled and composted waste. This will increase our diversion of waste from the landfill. We will do this in the following ways:
 - a. We will increase the volume of recycled waste by 5% every year.
 - i. We will eliminate our rate of contamination among recycled waste completely by education and examining our recycling stream.
 - b. We will increase the volume of composted waste produced by our business by 5% every year.
 - i. We will eliminate our rate of contamination among composted waste completely by education and examining our compost stream.
 - ii. We will perform plant and food orders meticulously to reduce our overall organic waste.
2. We will reduce the volume of waste headed for the landfill from our business by decreasing the amount of trash we produce. We will do so in the following ways:
 - a. We will increase the amount of total waste diverted from the landfill by at least 5% every year.
 - b. We will eliminate single-use items sold at our business, excluding snack items.
 - c. We will contact suppliers that use harmful or excessive packaging, and request they change their method or we will find a new supplier.
 - d. All plates, cups and flatware purchased will be compostable. Any drinks purchased for events will be recyclable aluminum or glass, eliminating plastic bottles from our facility.
 - e. We will find more ways to collect and recycle hard-to-recycle waste including the collection of chip bags and candy wrappers.
 - f. We will purchase in bulk when possible, not only to reduce CO2 emissions, but also to reduce waste associated with packaging.
 - g. In the next three years, 2023 – 2026. we will attempt to find alternatives for black plant pots that we receive in shipments by researching and encouraging the market. All black plant pots received from local suppliers will be returned for them to sanitize and reuse.

II. Water Use & Management



Betty Ford Alpine Gardens plans to monitor both our water usage indoor and for outdoor use, including irrigation by measuring each use systematically. The table below specifies this methodology.

	Indoor	Outdoor
Monthly Data Collection Time	End of day, last day of the month	End of day, last day of the month
Green Team Member Responsible for Data Collection	Ellen	Ellen
Description of Data Collection Method	Read the water meter; record on Water Management Log, subtract last month's reading for the monthly usage in gallons	Read the water meter; record on Water Management Log, subtract last month's reading for the monthly usage in gallons

Water Conservation Policy & Pledge

Betty Ford Alpine Gardens is dedicated to the efficient use of water, and we educate our staff on how to be more sustainable in this practice. The Gardens ensures that wastewater is effectively treated and reused only in a safe manner. The Gardens ensures that water is effectively reduced through behavioral changes, recorded as our Water Conservation Standard Operating Procedures, which we expect our staff to engage in.

Betty Ford Alpine Gardens will track water use on a monthly basis and record water use on a quarterly basis at a minimum. With a baseline established, The Gardens will determine and enact the best procedures to reduce water consumption, recorded in our Water Conservation Action Plan.

Water Conservation Standard Operating Procedures

Routine operational practices, key everyday tasks and particular day-to-day behaviors our employees are expected to adhere to, in order to collectively contribute to our conservation of water, are listed below.

- Staff use indoor fixtures responsibly and encourage visitors to do the same.
- Running toilets are turned off immediately and fixing them is high priority.
- Cleaning processes reflect our conservation efforts i.e. sweeping instead of mopping.
- Hand watering of the Alpine House and surrounding outdoor gardens is done regularly and never excessively. Saturation is checked beforehand to determine watering is necessary.
- When irrigation is turned on, the water and temperature sensors are on and will not water when unnecessary.
- To prevent the Alpine House from drying out quickly when temperatures are high and therefore needing more watering, doors are to be open with overhead fans running and the window tented treatment is maintained.
- When developing gardens, water-wise, native plants are selected with thoughtful water-efficient placement.
- Staff are encouraged to attend local workshops and seminars about water conservation and share in discussion of this topic to help in education and advancement of our conservation efforts. Our facility makes every effort in furthering this conversation including hosting related programming.



Water Conservation Action Plan

Betty Ford Alpine Gardens has identified the following strategies for conserving water consumed by our business and has listed these below.

1. We will conserve water use among our business by first analyzing our water use to better understand where any change we make will have the greatest impact.
3. We will conserve our **indoor** water use through education of both our staff and our visitors, technology and water fixture upgrades, as well as culture. All toilets will remain low-flow.
4. We will conserve our indoor water use by educating applicable staff.
5. We will conserve our indoor water use with technology and water fixture upgrades as applicable.
6. We will conserve our **outdoor** water use through communication with staff about water conservation education, technology and water fixture upgrades, as well as consideration of alternative strategies to reduce irrigation.
7. We will conserve our outdoor water use by communicating staff about water conservation education. Prioritizing education of these workers, we will express preference and interest in a water conservation-specific training for local landscaping and irrigation workers.
8. We will conserve our outdoor water use by upgrading water fixtures and features with new technologies. We will especially consider upgrading irrigation systems and closed-circle water features.
9. We will consider alternative strategies for reducing our water use by assigning various roles within our Green Team to research and dive deeper into other ideas and local opportunities.
10. We will promote education and encourage responsible use by including signage posted where running water is used: bathroom sinks, kitchen sink and workshop sink. These will serve as a daily reminder to attempt to use less water.

III. Energy Use & Management

Energy Use & Management Policy & Pledge

Betty Ford Alpine Gardens is dedicated to the efficient use of energy, and we educate our staff on how to be more sustainable in this practice. The Gardens will continually aim to reduce energy use, thereby reducing total energy consumption. The Gardens ensures that energy is effectively reduced through behavioral changes, recorded as our Energy Reduction Standard Operating Procedures, which we expect our staff to engage in.

Betty Ford Alpine Gardens will track energy use – both electricity and natural gas - on a monthly basis and record on at least a quarterly basis. With a baseline established, the Gardens will determine and enact the best procedures to reduce energy consumption, recorded in our Energy Reduction Action Plan.

Betty Ford Alpine Gardens plans to monitor each type of energy use, including renewables, natural gas, and electricity, by measuring each systematically. The table below specifies this methodology.

	Non-Renewable Electricity	Renewable Electricity	Natural Gas
Monthly Data Collection Time	*Energy used is part of Holy Cross' PuRe program	*Collected on the bill sent each month on the 15th	No use of natural gas



Green Team Member Responsible for Data Collection		Ellen	
Description of Data Collection Method		Holy Cross bill	

Energy Reduction Standard Operating Procedures

Routine operational practices, key everyday tasks and particular day-to-day behaviors our employees are expected to adhere to, in order to collectively contribute to our conservation of energy, are listed below.

- **Lighting**
 - Use daylighting when available. When this is the case, any unnecessary lights near windows should be turned off.
 - Turn lights out each time you leave a room. Encourage others to do this as well.
 - Ensure motion sensor lighting is properly working.
 - While working alone in the office, use lighting only in the area you are occupying.
- **Computers & Appliances**
 - Ensure each computer's power management settings are enabled, which will allow the computer to enter sleep mode (the monitor powers down) when not in use. *Note: screen savers do not save energy!
 - Convenience appliances such as personal coffee-makers, microwaves, toasters, space heaters, and fans all use additional energy from the baseline that the building uses, and therefore will not be permitted.
 - At the end of each work day, turn off computers and their monitors, printers, copiers, coffee-makers and other equipment that require a warm-up period. (Turn this equipment off sooner if no additional use is expected.)
- **Heating, Ventilation & Air Conditioning (HVAC) & Building Envelope**
 - Always ensure floor, wall, and ceiling vents are not blocked, and are free from clutter for proper and efficient ventilation.
 - If there is ventilation in an individual office, doors connecting individual offices to larger shared office space should be kept closed.
 - Staff who find gaps under doors to the exterior of the building (light is visibly shining under the door) and around windows should report this information to the Operations Manager for necessary replacement and/or repair.
 - During **summer** months, the ventilation system is functioning but air conditioning is not used.
 - Open windows or doors to the exterior of the building
 - During exceptionally hot days, cover windows by pulling shades down, as feasible, to help keep indoor spaces cooler.
 - At night, uncover windows by pulling shades up to help indoor spaces cool.
 - Adopt the following procedures during **winter** months to ensure our building envelope and heating, ventilation and air conditioning (HVAC) systems are operating as efficiently as possible.
 - When heating systems have been turned on in the winter, never open windows and/or doors. Instead, adjust thermostats and/or speak with a staff member of your business's maintenance crew.

- During the day, uncover windows from shades to help heat indoor spaces.
- At night, pull shades down to help keep building heat in.
- At the end of the day, close shades to reduce heat loss at night. Make sure to open these for natural warming in the mornings, especially for South-facing windows.
- Close shades down over holiday breaks to reduce heat loss at night.
- If possible, move staff desks or workstations away from drafty areas such as non-insulated walls and windows, as well as from cold surfaces such as tile floors. This will help reduce need for warming our office spaces further.
- The use of space heaters is prohibited. If staff feel inclined to use a space heater, they should bring an extra jacket or blanket to keep at their desk instead. You may also move closer to a floorboard heater.

Energy Reduction Action Plan

Betty Ford Alpine Gardens has identified the following strategies for reducing energy consumed by our business and has listed these below.

1. We will utilize our electric utility bill to determine monthly and annual energy usage, and to observe seasonal trends related to heating and cooling.
2. Green Team members will work with energy services contractors to explore and discuss opportunities for adjusting our heating, ventilation and air conditioning systems; building envelope; and lighting fixtures to more sustainably use energy, while ensuring all staff and guests are comfortable.
3. Stay up to date with Holy Cross Energy and informed on possible energy upgrades and add to our project list.
4. Maintain the use of only LED bulbs.

Renewable Energy Policy

Betty Ford Alpine Gardens is dedicated to the necessary transition of energy away from being fossil fuel-based, and we educate our staff on why this is important. The Gardens ensures that consideration for the purchase and/or acquisition of additional renewable energy is discussed where appropriate, and recorded in our Renewable Energy Standard Operating Procedures, which we expect to be followed.

Betty Ford Alpine Gardens will track renewable energy – both purchased and generated - on a monthly basis and record renewable energy use on a quarterly basis at a minimum. With a baseline established, the Gardens determine and enact the best procedures to increase renewable energy consumption, recorded in our Renewable Energy Action Plan.

Renewable Energy Action Plan

Betty Ford Alpine Gardens has identified the following strategies for increasing renewable energy usage and acquisition by our business, and has listed these below.

1. The Actively Green Sustainability Management System (SMS) and Smart Hub will be used to compile total monthly renewable energy consumption and generation. This will be cross checked with utility bills to ensure recording accuracy. This data will be used to observe seasonal trends related to heating



and cooling, analyze annual energy demand for renewable energy, and to find opportunities for increased renewable energy acquisition.

- a. In the next three years, 2023 - 2026 we will maintain our renewable energy consumption with the PuRe program.
2. Green Team members will meet with building designers and maintenance teams to ensure proper functioning of green building design features (e.g. heat load wall) and explore opportunities for adjustments and additions.
 - a. In the next three years, 2023 - 2026 we will aim to request and receive a quote for acquisition of renewable energy technology from two energy companies, and to share these proposals with upper management.
3. All staff will be encouraged to understand how renewable energy purchases and/or renewable energy generation for our buildings would work. We will encourage this by an all staff discussion, attendance at similar topic learning sessions and possibly a presentation from a representative.

IV. CO₂ Emissions

CO₂ Emissions Policy & Pledge

Betty Ford Alpine Gardens is dedicated to the accounting and reduction of CO₂ emissions related to our business's operation, as well as to the education of staff on sustainable practices in this area. The Gardens will continually aim to reduce CO₂ emissions. The Gardens ensures that CO₂ emissions are effectively reduced through behavioral changes, recorded as part of our CO₂ Emissions Reduction Standard Operating Procedures, which we expect our staff to follow.

Betty Ford Alpine Gardens will monitor the total emissions equivalent from all non-renewable energy sources, including employee commuting, and company vehicle operation annually; and record on at least an annual basis. With a baseline established, The Gardens will determine and enact the best actions to reduce CO₂ emissions, recorded in our CO₂ Emissions Reduction Action Plan.

CO₂ Emissions Reduction Standard Operating Procedures

Routine operational practices, key everyday tasks and particular day-to-day behaviors our employees are expected to adhere to, in order to collectively contribute to our reduction of CO₂ emissions, are listed below.

- Staff is encouraged to carpool when possible. If multiple staff members are traveling to a meeting off-site, you should do so by walking, biking, in-town bus or in one vehicle.
- If traveling to work by alternative method, a flexible schedule will be awarded to accommodate.
- The mechanical fleet including garden carts, leaf blower, trimmer, etc. are to remain fully electric.
- Travel into Vail Village for errands, mail, drop-offs or to the gift shop is done so by walking, bus or biking.
- Maintain the building being run purely by electricity.



CO₂ Emissions Reduction Action Plan

Betty Ford Alpine Gardens has identified the following long-term strategies and opportunities for reducing CO₂ emissions by our business’s operations, and has listed these below.

1. Total emissions equivalents related to non-renewable energy use will be calculated on an annual basis.
2. Annual analysis of this data will help our business determine the best action plans and operating procedures for Energy Management and Sustainable Transportation.
3. In the next three years, 2023 – 2026, we will do our best to set an informed emissions reduction goal for our business, which will effectively contribute to our community’s achievement of Climate Action Plan goals set in 2016 and updated in 2020.

V. Sustainable Transportation

Sustainable Transportation Policy & Pledge

Betty Ford Alpine Gardens is dedicated to the monitoring of vehicle mileage traveled and to the reduction of single-occupancy vehicle (SOV) travel related to our business’s operation, as well as to the education of staff on sustainable practices in this area. This encompasses employee commuting. The Gardens will continually aim to reduce SOV travel and ensures that this type of travel is effectively reduced through behavioral changes, recorded as part of our SOV Reduction Standard Operating Procedures, which we expect our staff to engage in.

Betty Ford Alpine Gardens will monitor the total mileage from all travel including employee commuting monthly and record on at least a quarterly basis. Monitoring will be done systematically. The table below specifies this methodology. With a baseline established, Betty Ford Alpine Gardens will determine and enact the best actions to reduce travel mileage, recorded in our Sustainable Travel Action Plan.

	Employee Commuting Mileage	Business Fleet Vehicle Mileage
Monthly Data Collection Time	*monitored weekly and recorded at the end of each month	No fleet vehicle
Green Team Member Responsible for Data Collection	Ellen	
Description of Data Collection Method	Commuter log; when an employee does not travel into work by personal vehicle, a tally is made. Tallies are multiplied by their roundtrip mileage and subtracted from total monthly commuting miles. Carpooling is marked with a dot signifying deduction of half their roundtrip commute being deducted.	



SOV Reduction Standard Operating Procedures

Key strategies and behavioral changes for employees and customers to help reduce SOV mileage are listed below

- Employees record their commuting mileage each month.
- Employees coordinate carpooling among themselves.
- Employees drive in volunteers during the winter months.
- Multiple staff members traveling to an off-site meeting is done in one vehicle
- If an employee is traveling into work by bus, their arrival and departure time will be flexible to allow for bus schedule accommodation.

Sustainable Transportation Action Plan

Betty Ford Alpine Gardens has identified the following ways and opportunities to understand vehicle mileage traveled of our business's operations, and reduce vehicle mileage traveled by our business generally. These are listed below.

1. Employee commuting mileage and frequency will be totaled in part to establish a CO₂ emissions baseline. Then, commuting mileage will be recorded on a monthly basis, and input into the SMS on at least a quarterly basis, to track reductions.
2. Fleet vehicles, garden golf carts, will remain powered by electricity and employees will be encouraged to use these vehicles necessarily and responsibly.
3. We encourage our employees to reduce SOV commuting mileage by using public transportation, carpooling, walking and biking via planning facilitation including flexible start/end time and shorter work days.
4. Betty Ford Alpine Gardens pledges to implement the following to support the reduction of transportation-related energy use and greenhouse gas emissions.
 - a. Customers are given options for arrival and departures using low impact;
 - b. Fuel efficient vehicles are rented, purchased, or leased where available;
 - c. Clients are advised to use public transport;
 - d. Bikes are available for client use; employees are rewarded for using alternative transportation to get to work (e.g., carpooling, walking, biking, using public transport) and telecommuting and/or flexible scheduling is offered;
 - e. The company has a policy to promote activities, tours and experiences that incorporate human powered travel.

VI. Chemical Management System

Chemical Use and Purchasing Policy & Pledge

Betty Ford Alpine Gardens strives to minimize the amount of harmful chemicals it introduces into the environment by using non-toxic and biodegradable cleaning products. The Gardens is dedicated to the monitoring of chemical and cleaning supplies purchased and to the education of staff on sustainable practices in this area. All employees have been trained in the safe and proper handling of chemicals, if applicable. The



Gardens also informs our visitors about the personal use of substances that can be considered harmful to the local environment (e.g. toxic sunscreens and insect repellants).

Betty Ford Alpine Gardens will continually aim to reduce these purchases and ensures that these types of purchases are effectively reduced through behavioral changes, recorded as part of our Chemical Use and Purchasing Standard Operating Procedures, which we expect our staff to engage in.

Our monitoring includes a log of all chemical and cleaning supplies purchased, with their biodegradability and toxicity also noted. These purchases are tracked and reported regularly. With a baseline understanding established, the Gardens will determine and enact the best strategies to reduce harmful chemical uses, as well as to properly manage harmful chemical disposal. These plans to improve our sustainability in this area are recorded in our Chemical Management System Action Plan.

Chemical Use and Purchasing Standard Operating Procedures

Key strategies and behavioral changes for employees and customers to help reduce harmful chemical use, purchases, and disposal are listed below.

- Employee onboarding and training includes review of chemicals which are approved and unauthorized to be used or purchased.
- A list of employees who have participated in chemical handling training during the last period is kept and uploaded in the SMS.
- An inventory of chemicals and their uses is compiled by Senior Horticulturist. It is reviewed and updated regularly. This inventory is uploaded to the SMS along with Material Safety Data Sheets (MSDS), which specify which chemicals are toxic.
- Purchase of harmful substances is minimized and substituted when available. Organic and biodegradable substances are always prioritized.
- Visitors are informed about personal use of substances which may be considered harmful to the local environment (such as home fertilizers and repellants).
- If ever using an outside cleaning service company, one that uses eco-friendly cleaning chemicals and supplies will service our facilities.

Chemical Management System Action Plan

Betty Ford Alpine Gardens has identified the following ways and opportunities to reduce harmful chemical use, purchases, and disposal by our business generally. These are listed below.

1. We will purchase only non-synthetic organic fertilizer to prevent harmful nitrogen release and runoff.
2. We will dispose all toxic chemicals and containers responsibly and correctly. Any harmful chemicals will be kept in a safe environment.
3. When possible, cleaning and other chemical purchases will be organic and/or biodegradable.



Supply Chain Management

Responsible Purchasing

Responsible Purchasing Policy & Pledge

Betty Ford Alpine Gardens strives for sustainable economic development through the support of local businesses and the purchasing of recycled, compostable, fair trade, local and organic products when possible. These products will be identified as those with recognized and credible certifications and/or labels (especially wood, paper, food, and products from the wild). The Gardens recognizes the need to avoid purchasing items that cause harm to the local environment, humans, and animals such as toxic paints, fuels, oils, paint removers, detergents, etc. No employee of the Gardens will purchase or sell any items made from threatened or endangered species. Additionally, locally owned and operated businesses and those with a sustainability or corporate responsibility certification will be preferred over others when possible and available. When not available or possible, sustainability performance and improvement over time will be considered. Guidelines for adhering to our Responsible Purchasing Policy & Pledge are recorded as part of our Responsible Purchasing Standard Operating Procedures, which we expect our staff to engage with.

Betty Ford Alpine Gardens is dedicated to the monitoring of recycled, compostable, fair trade, local and organic products purchased for each quarter. The Gardens will calculate or estimate eco-friendly products purchased as a percentage of the total products purchased each quarter. These purchases are tracked quarterly and reported at least quarterly. Monitoring will be done systematically. The table below specifies this methodology. With an understanding of our purchases, the Gardens will determine and enact the best strategies to improve purchases to support local economic development. These plans to improve our sustainability in this area are recorded in our Supply Chain Management Action Plan.

	Eco-Friendly Purchases	Total Purchases	% Eco-Friendly Purchases of Total Purchases
When List is Collected & Updated	*collect this data at time of purchase	*collect this data at the end of quarter	>80%
Green Team Member Responsible	Ellen	Ellen	
Storage Location & Management Method for Tracking Purchases	List is kept on a Google Doc which all applicable staff may update as necessary	List is kept on a Google Doc which all applicable staff may update as necessary	

Responsible Purchasing Standard Operating Procedures

Key strategies for employees and customers to help support local economic development are listed below.

- When price and quality are comparable, staff will be encouraged to purchase products locally when available (within a 100-mile radius of the organization) over importing from outside the region.
- The following procedures for purchasing specific materials will be followed by all applicable staff.



- Only 100 % post-consumer recycled copy paper will be purchased.
- Only BPA-certified compostable products will be purchased for one-time food service events.
- Only rainforest-certified coffee will be purchased.
- Biodegradable, non-toxic chemicals will be prioritized. All fertilizer will be organic and non-synthetic.
- **Products from the wild:** Betty Ford Alpine Gardens will not purchase or sell items made from threatened and endangered species.

Supply Chain Management Action Plan

Betty Ford Alpine Gardens has identified the following ways and opportunities to improve our purchasing decisions and support local economic development generally. These are listed below

1. Responsible purchasing and general product purchasing will be more accurately recorded in the Responsible Purchasing Tracking document.
2. A list of preferred and local vendors will be made available to applicable staff. Local vendors are also communicated to venue renters.



Community & Ecosystem Impacts

Giving Back Programs

Giving Back Pledge

Betty Ford Alpine Gardens believes that we should regularly support impactful organizations and our community. We commit to providing philanthropic materials to customers related to education, training, health & sanitation, protected areas, and/or climate change and encourage them to participate. The Gardens will also keep a record of the level and nature of our contributions.

Giving Back Contributions

In selecting service providers, preference is given to those companies that support socio-economic and conservation initiatives.

Regular contributions we make include those listed below.

- Full-time staff members are able to volunteer for another community non-profit during work hours.
- Materials such as the Colorado Gardener, Restore the Gore and Love Vail are provided to guests.
- Cross promotion of other environmental efforts and ways to participate is shared to our guests.
- Full-time staff members are encouraged to participate in efforts such as the Climate Action Collaborative, Sustainable Destinations, Eagle Valley Outdoor Movement, PTECH for high school students, etc.
- Staff members are involved in citizen science projects such as RiverWatch, Project Feederwatch, Budburst, etc.
- Annually, the Gardens provides all Eagle County third graders butterfly larva and hosts an all-day field day to teach students the life cycle and importance of pollinators.
- The outdoor botanic gardens, exhibits and Education Center are available to all guests free of charge.
- Protecting the alpine environment is part of our mission.



Customer Communications

Marketing

Participant & Visitor Education Regarding Sustainability

Betty Ford Alpine Gardens promotes the principles of sustainability and stewardship to our guests and visitors in the following ways: through interactions with employees, marketing messages, printed collateral, advertisements and website. The Gardens hosts sustainability-based programming such as exhibits and discussions on water, pollinators and sustainable landscaping.

Use of Feedback

Betty Ford Alpine Gardens collects and monitors customer feedback, satisfaction with their quality of experience and/or our company's sustainability performance. We have established the following system at a minimum to document and address the feedback received.

- Customer feedback survey.
- Record of the number of feedback forms returned annually as a percentage of the total transactions.
- Travel related review websites i.e. Yelp and Google

Responsible Travel

Customer, Guest & Visitor Education

Being surrounded by 2.3 million acres of the White River National Forest, including federally designated Wilderness Areas, Betty Ford Alpine Gardens recognizes its responsibility to value and protect our surrounding mountain landscapes and watersheds. Our business benefits from local ecosystem services such as clean air and water, healthy soils, regionally-sourced food and natural open spaces which draw our customers, guests, visitors and employees.

Betty Ford Alpine Gardens trains applicable staff to shares interpretive information related to responsible travel principles, which we expect to be applied in our surrounding area and related attraction sites. These trained staff follow international guidelines. We educate our customers, guests and visitors about appropriate behavioral conduct and visitor expectations when applicable, including that for respecting alpine wildlife, natural and cultural heritage, preservation of protected sites and responsible travel principles. Interpretive information that is shared with our guests will be provided as evidence of our commitment to responsible travel.

Buy Local

Local Community & Economic Development Pledge

Betty Ford Alpine Gardens supports long-term economic vitality in the Eagle Valley by encouraging participants, visitors, and employees to purchase products and services from local vendors. We also encourage our customers to patron other local businesses that are committed to sustainability.