

Hotel Responsible Sourcing Checklist

Step 1: Review the [Priority Categories module](#) to understand how the categories were chosen by AHLA. Information on other non-priority categories including beef, dairy, coffee, tea and seafood can be found in the [Product Alternatives module](#).

Step 2: Review each Priority Category summary to understand the following:

- How hotels can take immediate action to responsibly source within each priority category
- Key environmental, social, and animal welfare impact areas
- State-level policies regulating purchasing in the category
- Consumer, investor and/or advocacy group demand for hotels to adopt more sustainable products
- Sustainable product alternatives
- Third-Party Sustainability Certifications
- Cost Considerations
- Government and/or corporate action

Step 3: Determine what Priority Category or Categories are most appropriate for the hotel to focus on starting with any that are currently regulated at the state or local level. See the Public Policies section within each Priority Category summary.

Once public policy requirements are understood, understand current and potential investor, guest and/or advocacy group (stakeholders) demands for switching to more sustainable products.

Step 4: With public policy requirements and stakeholder demands in mind, work with current and potential suppliers to determine availability of [alternative sustainable products](#) and estimated cost premiums. Reference the [Supplier Resources module](#) for guidance on how to communicate requirements to suppliers and insert requirements into new contracts.

Step 5: Before the sustainable products are integrated into hotel operations, educate staff on the new product attributes so they can use the products properly and answer potential questions from guests.