



EARTHCHECK

# BENCHMARKING ASSESSMENT REPORT

ACCOMMODATION - BUSINESS HOTEL BENCHMARKING

**NOVOTEL MEXICO SANTA FE**  
MEXICO



REPORT DATE: 23 September 2011

Benchmarking Data Collection Period: 1 January 2010 – 31 December 2010

*The planet deserves more than half measures*

## OVERVIEW

This annual assessment of **Novotel Mexico Santa Fe** was undertaken against EarthCheck benchmarking indicators and checklists developed for EarthCheck and listed below.<sup>1</sup> They have been carefully selected to track performance in key areas of environmental and social performance impact. Their outcomes which are presented in this report are used by EarthCheck to evaluate whether the operation has reached the standards necessary to pass the benchmarking requirements, as stated in the EarthCheck Benchmarking Policy.<sup>2</sup>

	<b>Indicator Measure (Benchmark)</b>
<b>1</b> Policy	Policy is produced and in place
<b>2</b> Energy	Energy Consumption (MJ / Guest Night)
	Green Power (%) <sup>3</sup>
	Greenhouse Gas Emissions (Scope 1 and Scope 2) (kg CO <sub>2</sub> -e / Guest Night)
<b>3</b> Water	Potable Water Consumption (L / Guest Night)
	Recycled / Captured Water (%) <sup>3</sup>
	Water Savings Rating (Points)
<b>4</b> Waste	Waste Sent to Landfill (L / Guest Night)
	Recycled / Reused / Composted Waste (%) <sup>3</sup>
	Waste Recycling Rating (Points)
<b>5</b> Community	Community Commitment (%)
	Community Contributions Rating (Points)
<b>6</b> Paper	Paper Products Rating (Points)
<b>7</b> Cleaning	Cleaning Products Rating (Points)
<b>8</b> Pesticides	Pesticide Products Rating (Points)

<sup>1</sup> Refer to the EarthCheck Sector Benchmarking Indicator (SBI) document for more information. For frequently asked questions (FAQs) about benchmarking or specific help, please log on to 'My EarthCheck' and visit your EarthCheck Benchmarking software.

<sup>2</sup> To meet the requirements stipulated in the EarthCheck Company Standard, the benchmarks for all the submitted EarthCheck indicators need to be at, or better than, the Baseline level. Baseline and Best Practice performance levels are set with reference to the type of activity (registered sector/s) and appropriate national and international data which take into account social, geographical and climatic impacts.

First-time benchmarking operations that fail to meet the minimum requirements (Baseline performance or better) for up to two submitted EarthCheck indicators (with a third indicator within 10% of the Baseline level), will be permitted to pass benchmarking. The operation is however, given a maximum of 12 months to improve performance in at least one of the indicators to Baseline performance or better. If on the next submission this is not achieved without substantiated evidence that the situation was beyond the control of the operation (e.g., occurrence of a natural disaster), then the right to use the appropriate EarthCheck logo will be withdrawn.

As a standard policy, all EarthCheck indicators are continuously reviewed, along with the performance levels which operators have to achieve in order to meet the requirements of the Company Standard. This review takes into account "business-as-usual" changes in practices and equipment, and is used to update where appropriate Baseline and Best Practice levels.

<sup>3</sup> These indicators are for guidance only and do not affect the overall benchmarking evaluation.

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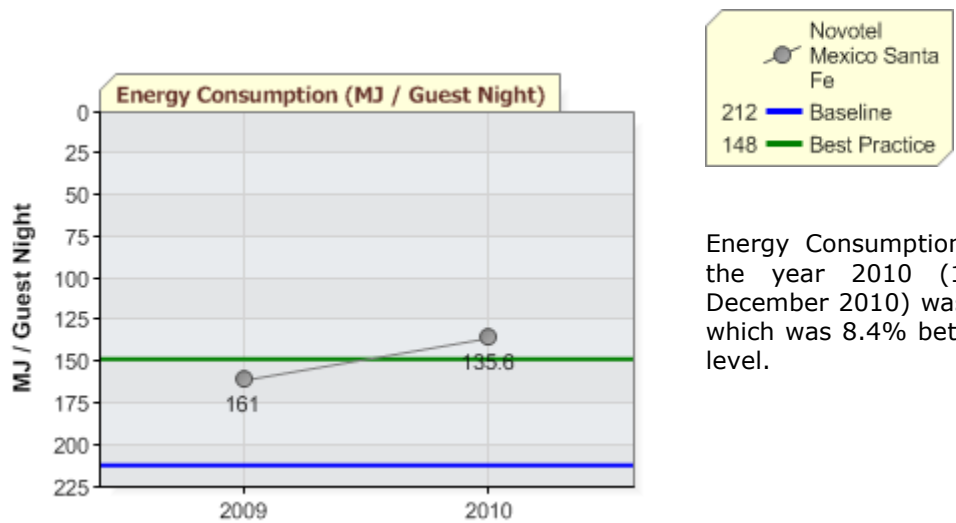
# ACCOMMODATION - BUSINESS HOTEL PERFORMANCE BENCHMARKS

**Current performance:** Below Baseline \* At or above Baseline ✓ At or above Best Practice ★

## 1. Policy ★

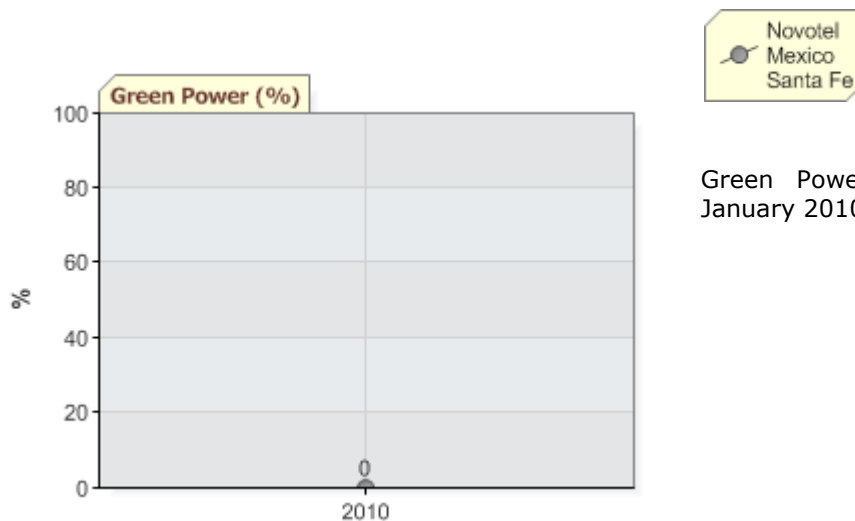
## 2. Energy

### Energy Consumption (MJ / Guest Night) ★



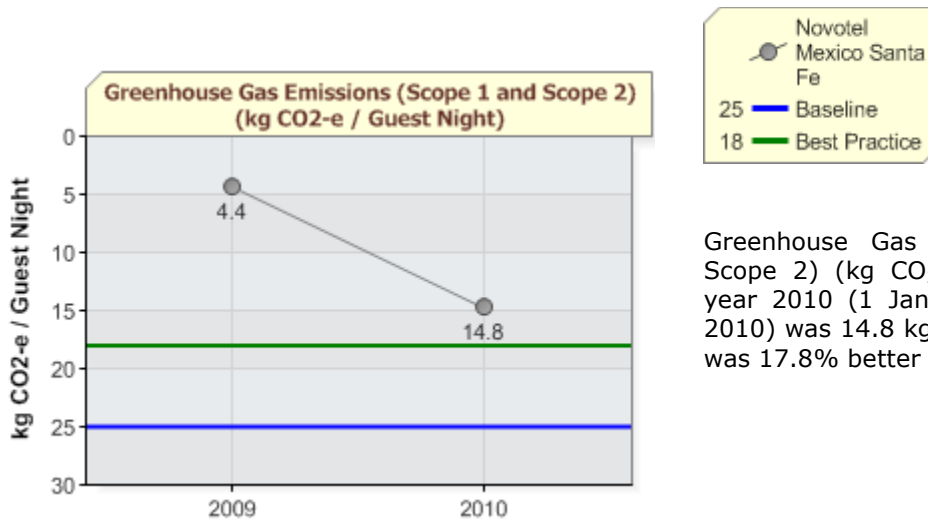
Energy Consumption (MJ / Guest Night) for the year 2010 (1 January 2010 – 31 December 2010) was 135.6 MJ / Guest Night, which was 8.4% better than the Best Practice level.

### Green Power (%)



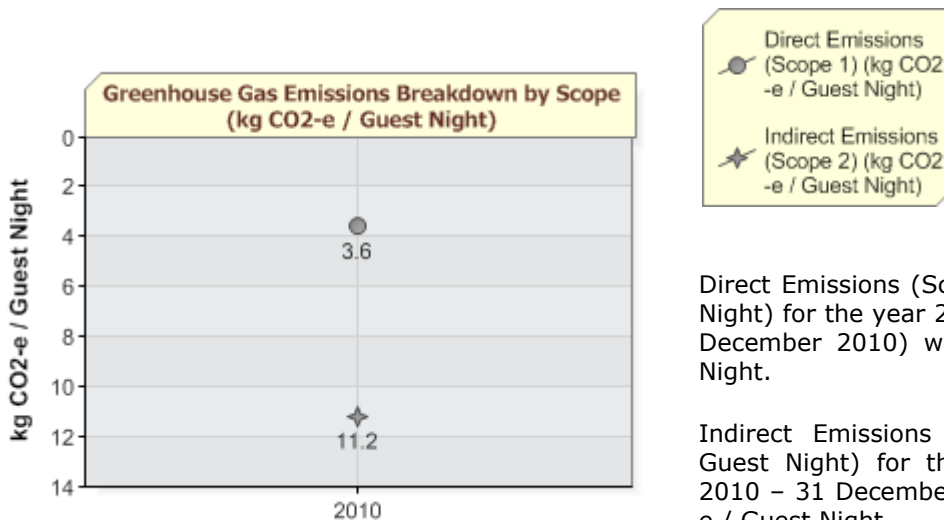
Green Power (%) for the year 2010 (1 January 2010 – 31 December 2010) was 0%.

## Greenhouse Gas Emissions (Scope 1 and Scope 2) (kg CO<sub>2</sub>-e / Guest Night) ★



Greenhouse Gas Emissions (Scope 1 and Scope 2) (kg CO<sub>2</sub>-e / Guest Night) for the year 2010 (1 January 2010 – 31 December 2010) was 14.8 kg CO<sub>2</sub>-e / Guest Night, which was 17.8% better than the Best Practice level.

## Greenhouse Gas Emissions Breakdown by Scope (kg CO<sub>2</sub>-e / Guest Night)



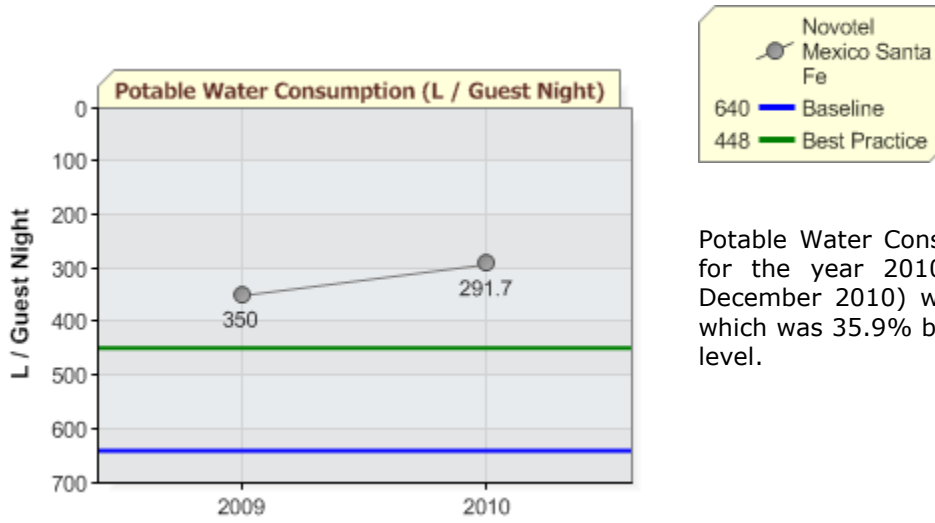
Direct Emissions (Scope 1) (kg CO<sub>2</sub>-e / Guest Night) for the year 2010 (1 January 2010 – 31 December 2010) was 3.6 kg CO<sub>2</sub>-e / Guest Night.

Indirect Emissions (Scope 2) (kg CO<sub>2</sub>-e / Guest Night) for the year 2010 (1 January 2010 – 31 December 2010) was 11.2 kg CO<sub>2</sub>-e / Guest Night.

<b>Direct Emissions (Scope 1)</b>							
<b>Stationary Fuel Combustion</b>							
Type	Quantity	Unit	Energy Consumption (MJ)	CO <sub>2</sub> Emission Estimate (t CO <sub>2</sub> -e)	CH <sub>4</sub> Emission Estimate (t CO <sub>2</sub> -e)	N <sub>2</sub> O Emission Estimate (t CO <sub>2</sub> -e)	Total Emission Estimate (t CO <sub>2</sub> -e)
Diesel	160	litres (L)	5820.5	0.4	0.001	0.001	0.4
Wood and wood waste	1950	kilograms (kg)	30420.0	0.0	0.2	0.04	0.2
LPG	806008	kWh	2901628.8	183.1	0.3	0.09	183.5
subtotal			2937869.3	183.5	0.5	0.1	184.2
<b>TOTAL</b>			<b>2937869.3</b>	<b>183.5</b>	<b>0.5</b>	<b>0.1</b>	<b>184.2</b>
<b>Indirect Emissions (Scope 2)</b>							
<b>Purchased Electricity</b>							
Quantity	Unit	% Green Power	Provider	Energy Consumption (MJ)	CO <sub>2</sub> Emission Estimate (t CO <sub>2</sub> -e)	CH <sub>4</sub> Emission Estimate (t CO <sub>2</sub> -e)	Total Emission Estimate (t CO <sub>2</sub> -e)
1104800	Kilowatt hour (kWh)	0	Mexico	3977280.0	569.3	0.4	570.5
subtotal				3977280.0	569.3	0.4	570.5
<b>TOTAL</b>				<b>3977280.0</b>	<b>569.3</b>	<b>0.4</b>	<b>570.5</b>
<b>Greenhouse Gas Emissions (Scope 1 and Scope 2)</b>							
<b>GRAND TOTAL</b>				<b>6915149.3</b>	<b>752.8</b>	<b>0.9</b>	<b>754.6</b>

### 3. Water

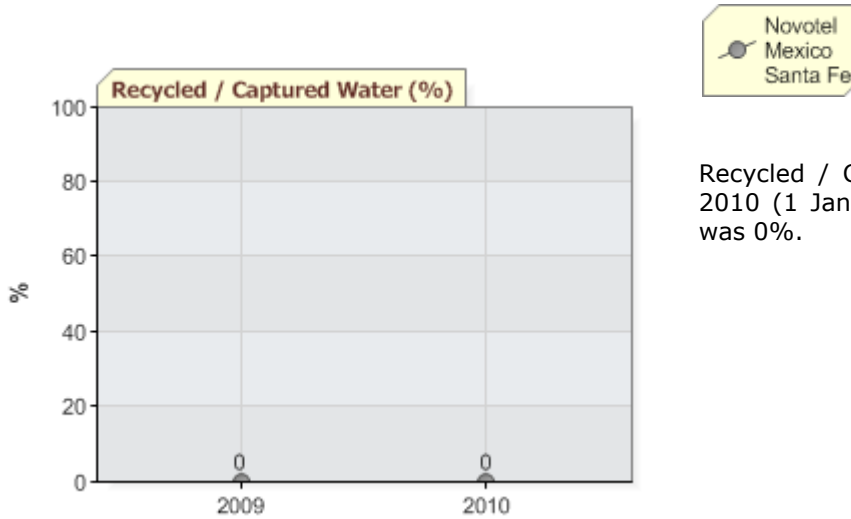
#### Potable Water Consumption (L / Guest Night) ★



Potable Water Consumption (L / Guest Night) for the year 2010 (1 January 2010 - 31 December 2010) was 291.7 L / Guest Night, which was 35.9% better than the Best Practice level.

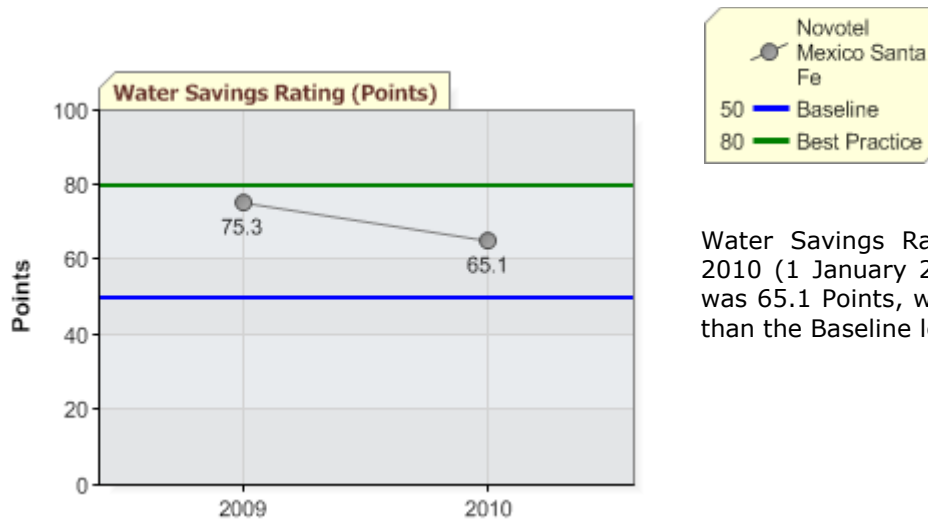
Quantity	Unit	Potable Water Consumption (kL)
14882	cubic metres	14882.0 kL
	<b>Totals:</b>	<b>14882.0 kL</b>

#### Recycled / Captured Water (%)



Recycled / Captured Water (%) for the year 2010 (1 January 2010 - 31 December 2010) was 0%.

## Water Savings Rating (Points) ✓

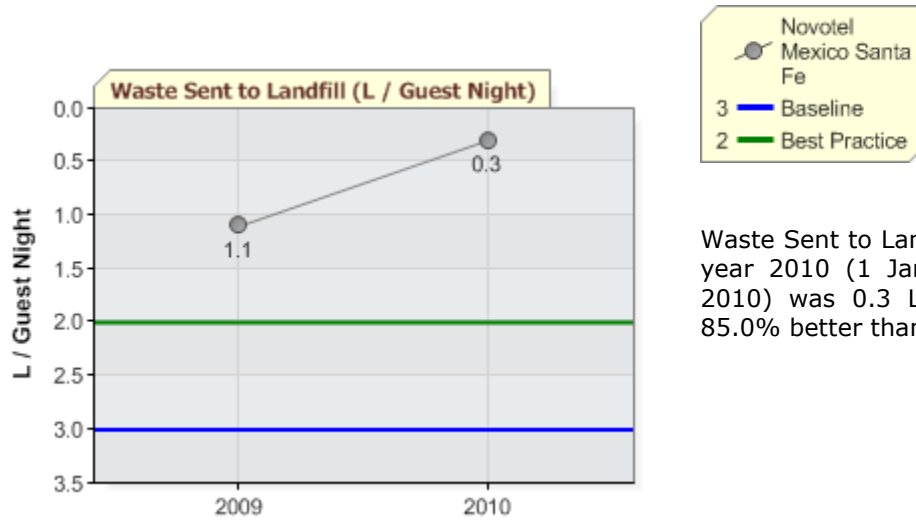


Water Savings Rating (Points) for the year 2010 (1 January 2010 - 31 December 2010) was 65.1 Points, which was 15.1 Points better than the Baseline level.

Water Savings Measures	Frequency / Percentage Rating	Water Savings Rating (Points)
Check for leaks	Every 2 weeks	88.9 Points
Low/dual flush toilets	80-99%	88.9 Points
Low flow tap fittings	80-99%	88.9 Points
Low flow shower fittings	80-99%	88.9 Points
Water sprinklers used after dark	0%	0.0 Points
Minimal irrigation landscaping	100%	100.0 Points
Use of recycle/grey/rain water	0%	0.0 Points
	<b>Overall Rating:</b>	<b>65.1 Points</b>

## 4. Waste

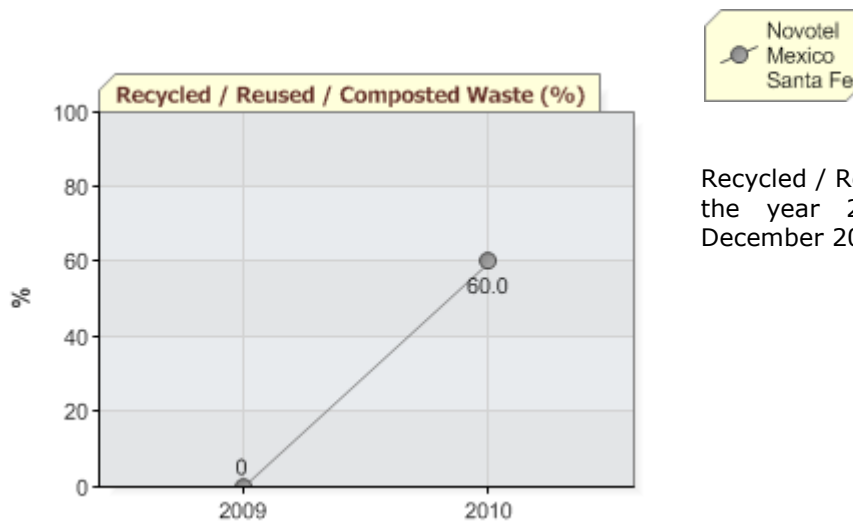
### Waste Sent to Landfill (L / Guest Night) ★



Waste Sent to Landfill (L / Guest Night) for the year 2010 (1 January 2010 - 31 December 2010) was 0.3 L / Guest Night, which was 85.0% better than the Best Practice level.

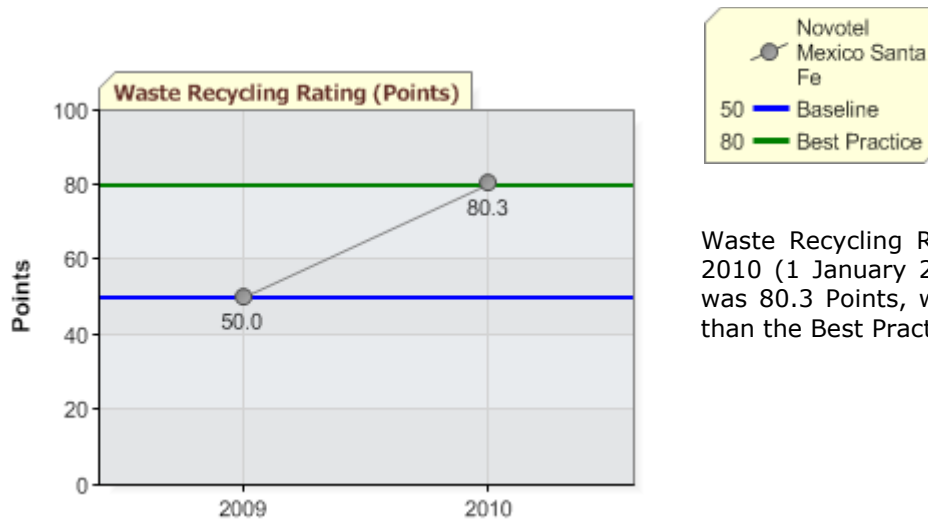
Quantity	Unit	Waste Sent to Landfill (m <sup>3</sup> )
4.3	tonnes (uncompacted)	14.3 m <sup>3</sup>
	<b>Totals:</b>	<b>14.3 m<sup>3</sup></b>

### Recycled / Reused / Composted Waste (%)



Recycled / Reused / Composted Waste (%) for the year 2010 (1 January 2010 - 31 December 2010) was 60.0%.

## Waste Recycling Rating (Points) ★

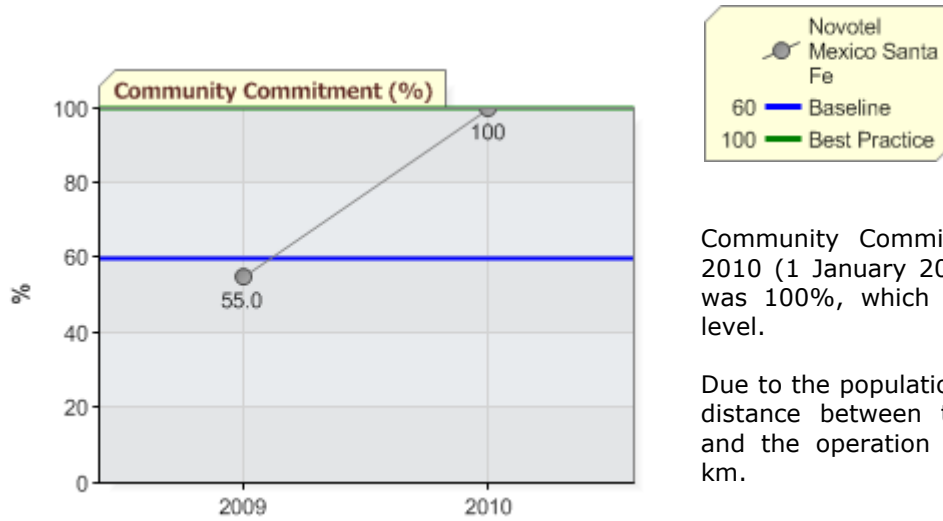


Waste Recycling Rating (Points) for the year 2010 (1 January 2010 – 31 December 2010) was 80.3 Points, which was 0.3 Points better than the Best Practice level.

Waste Recycling Measures	Frequency / Percentage Rating	Waste Recycling Rating (Points)
Glass	80-99%	88.9 Points
Paper/card	80-99%	88.9 Points
Iron & steel (ferrous metals)	60-79%	73.9 Points
Other metals (non-ferrous)	Not Relevant / Not Available	-
Plastics	100%	100.0 Points
Rubber	Not Relevant / Not Available	-
Green waste	Relevant / Not Available	50.0 Points
	<b>Overall Rating:</b>	<b>80.3 Points</b>

## 5. Community

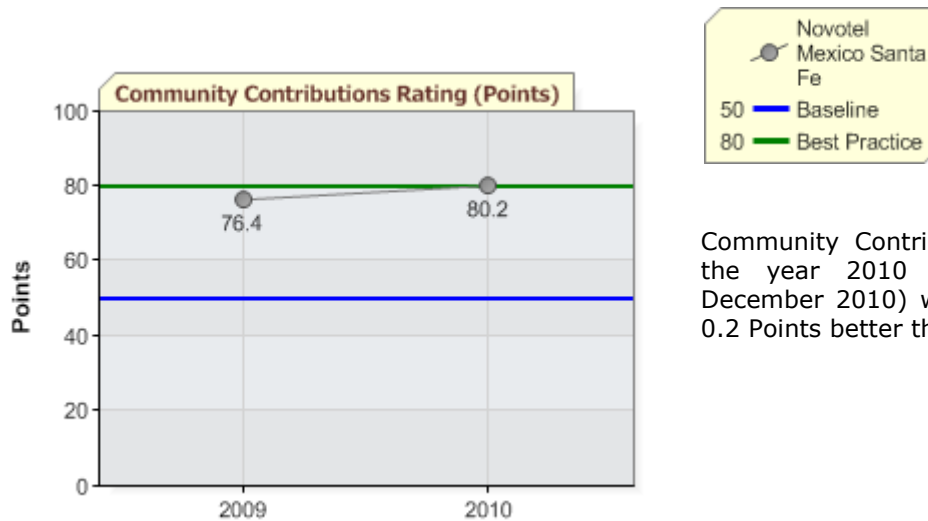
### Community Commitment (%) ★



Community Commitment (%) for the year 2010 (1 January 2010 - 31 December 2010) was 100%, which was at the Best Practice level.

Due to the population density of Santa Fe, the distance between the employees' residence and the operation has been adjusted to 50 km.

### Community Contributions Rating (Points) ★

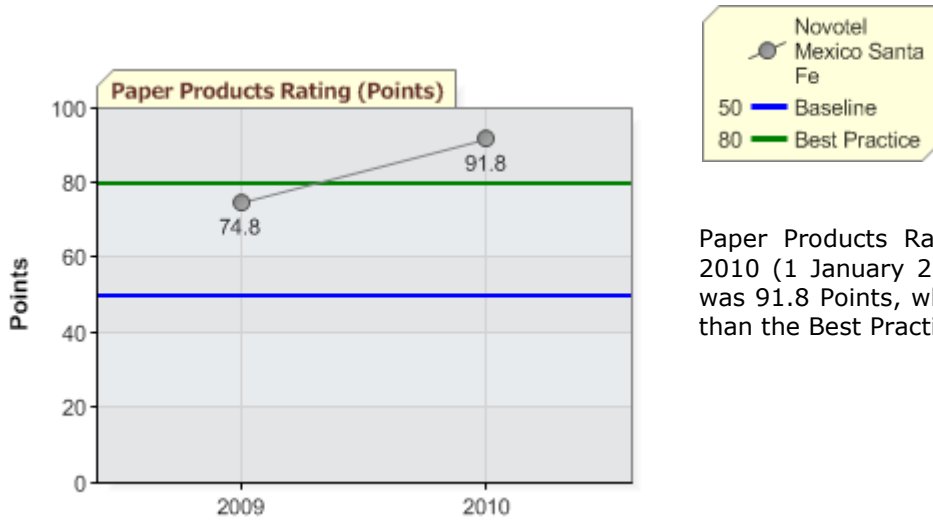


Community Contributions Rating (Points) for the year 2010 (1 January 2010 - 31 December 2010) was 80.2 Points, which was 0.2 Points better than the Best Practice level.

Community Contributions Measures	Frequency / Percentage Rating	Community Contributions Rating (Points)
Net income spent on sustainability programs	0.1% - 1.9%	54.0 Points
Perishable purchased goods that are of local origin	80-99%	88.9 Points
Service contracts given to local contractors	80-99%	88.9 Points
Staff received training on sustainability issues	80-99%	88.9 Points
	<b>Overall Rating:</b>	<b>80.2 Points</b>

## 6. Paper

### Paper Products Rating (Points) ★

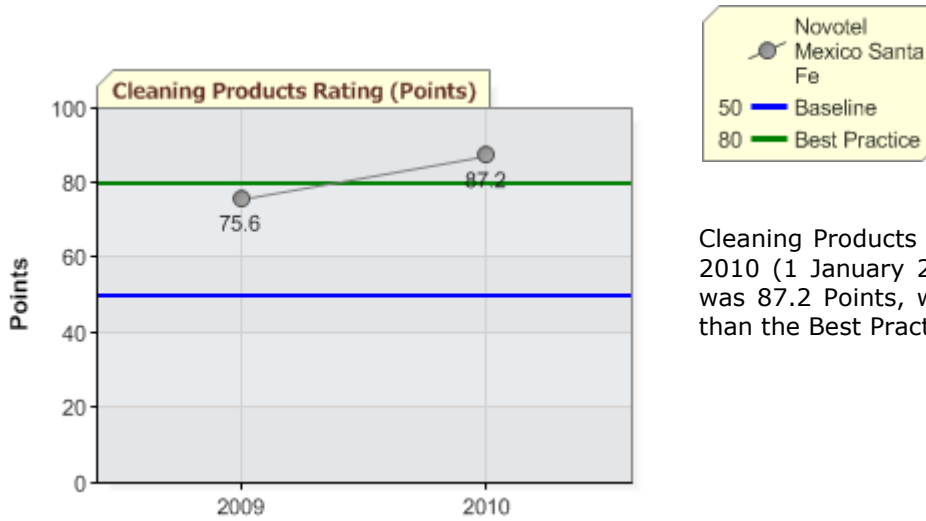


Paper Products Rating (Points) for the year 2010 (1 January 2010 – 31 December 2010) was 91.8 Points, which was 11.8 Points better than the Best Practice level.

Paper Products Measures	Frequency / Percentage Rating	Paper Products Rating (Points)
Office paper	100%	100.0 Points
Serviettes	20-39%	58.8 Points
Tissues	100%	100.0 Points
Toilet tissue	100%	100.0 Points
Paper towels	100%	100.0 Points
	<b>Overall Rating:</b>	<b>91.8 Points</b>

## 7. Cleaning

### Cleaning Products Rating (Points) ★

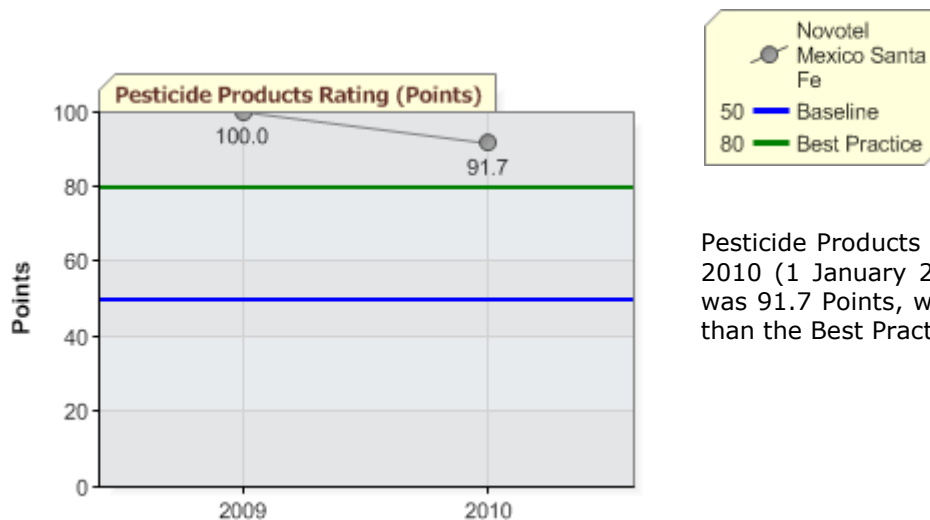


Cleaning Products Rating (Points) for the year 2010 (1 January 2010 – 31 December 2010) was 87.2 Points, which was 7.2 Points better than the Best Practice level.

Cleaning Products Measures	Frequency / Percentage Rating	Cleaning Products Rating (Points)
Hard floor cleaners	100%	100.0 Points
Carpet cleaners	60-79%	73.9 Points
Interior surface cleaners	100%	100.0 Points
External surface cleaners	20-39%	58.8 Points
Glass cleaners	100%	100.0 Points
Detergents	80-99%	88.9 Points
Personal hygiene	80-99%	88.9 Points
	<b>Overall Rating:</b>	<b>87.2 Points</b>

## 8. Pesticides

### Pesticide Products Rating (Points) ★



Pesticide Products Rating (Points) for the year 2010 (1 January 2010 - 31 December 2010) was 91.7 Points, which was 11.7 Points better than the Best Practice level.

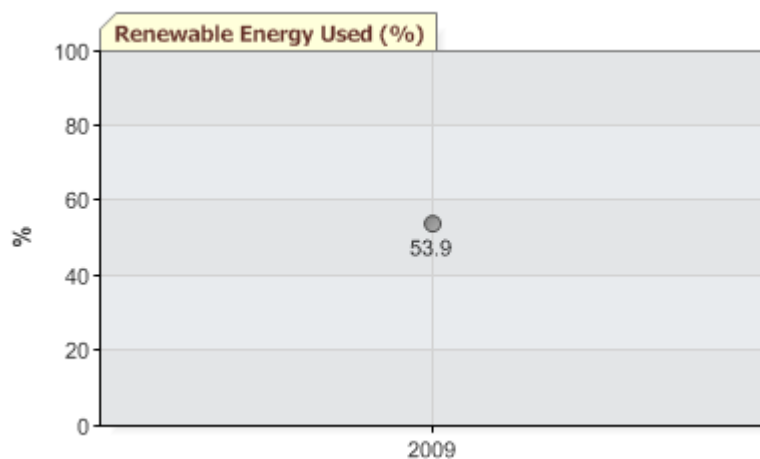
Pesticide Products Measures	Frequency / Percentage Rating	Pesticide Products Rating (Points)
Weed killers	100%	100.0 Points
Fungal killers	80-99%	88.9 Points
Rodent killers	80-99%	88.9 Points
Insect killers	80-99%	88.9 Points
	<b>Overall Rating:</b>	<b>91.7 Points</b>

## HISTORIC BENCHMARKING INDICATORS

### 1. Renewable Energy

Renewable Energy % is no longer a supplementary indicator; it is included here for historical reference.

#### Renewable Energy Used (%)



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*The supplied data has been compiled by **Novotel Mexico Santa Fe** in the prescribed manner, authorised by a senior executive of the company and submitted for an annual assessment.*

## CONCLUSION AND RECOMMENDATIONS

Congratulations, **Novotel Mexico Santa Fe** has passed the requirements to be recognised as an EarthCheck Benchmarked Accommodation - Business Hotel.

In addition to having a Sustainability Policy in place, eleven of the assessed EarthCheck indicators are at or above the Baseline level. From the benchmarking data provided, ten indicators, *Energy Consumption, Greenhouse Gas Emissions (Scope 1 and Scope 2), Potable Water Consumption, Waste Sent to Landfill, Waste Recycling Rating, Community Commitment, Community Contributions Rating, Paper Products Rating, Cleaning Products Rating and Pesticide Products Rating*, are at or above the Best Practice level, which is a world-class achievement to be very highly commended.

Improvements in all the EarthCheck indicators will not only help the environment, but can also help reduce operational costs. Due to the positive commitment that **Novotel Mexico Santa Fe** has demonstrated to the environment, the assessors are confident that they can maintain their very high standards and remain a leader in environmental performance. In line with EarthCheck Policy this would enable the **Novotel Mexico Santa Fe** to continue to meet the benchmarking requirements of the EarthCheck program.

## APPENDIX

### BENCHMARKING POLICY

A member benchmarking for the 2nd time is permitted to fall below Baseline in one (1) EarthCheck™ indicator (excluding supplementary EarthCheck™ indicators) with a 2nd EarthCheck™ indicator permitted to be within 10% of the Baseline level. **A member benchmarking for the 3rd time is not permitted to fall below Baseline in any EarthCheck™ indicators (excluding supplementary EarthCheck™ indicators), however, one (1) EarthCheck™ indicator may be within 10% of the Baseline level.**

### BENCHMARK REVIEW

As standard policy, all EarthCheck indicators are reviewed annually, along with the performance levels which operators have to achieve in order to meet the benchmarking requirements. This review takes into account "business-as-usual" changes in practices and equipment, and is used to update where appropriate Baseline and Best Practice levels.

The Benchmark Review was undertaken in August 2011. The following benchmarks were revised as part of the review:

#### *Mexico Business Hotels:*

##### Energy Consumption:

- Previous Baseline Level: 300 MJ
- Previous Best Practice Level: 210 MJ
- **Revised Baseline Level: 212 MJ**
- **Revised Best Practice Level: 148 MJ**

##### Greenhouse Gas Emissions:

- Previous Baseline Level: 39.6 kg CO2-e
- Previous Best Practice Level: 27.7 kg CO2-e
- **Revised Baseline Level: 25 kg CO2-e**
- **Revised Best Practice Level: 18 kg CO2-e**

##### Potable Water Consumption:

- Previous Baseline Level: 700 L
- Previous Best Practice Level: 490 L
- **Revised Baseline Level: 640 L**
- **Revised Best Practice Level: 448 L**

##### Waste Sent to Landfill:

- Previous Baseline Level: 4 L
- Previous Best Practice Level: 2.8 L
- **Revised Baseline Level: 3 L**
- **Revised Best Practice Level: 2 L**

### ACTIVITY MEASURE

The Benchmarking Assessors sought clarification with regards to the *Activity Measure*, as it was identified that the incorrect methodology was being used. The Benchmarking Assessors provided the following methodology:

## a) Guest Nights

To determine total Guest Nights, there are two primary areas that will need to be included; guests staying overnight and day guests, as illustrated in the below equation:

**Guest Nights:**

$$= [ \text{Total guests staying overnight} ] + \left[ \frac{\text{Total Day Guests}}{3} \right]$$

**Novotel Mexico Santa Fe** advised the following:

"1) Day Guest

Total the Day guests (people attending events) are: 18,904 /3 =6301 guest nights

2) Guests staying overnight

Total de Guest is: 44711 by period of 365 days

As Analyzed on the Total Guest Nights 44711+ 6301 = 51,012 Guest nights"

Based on this information the Benchmarking Assessors have updated the figure for *Activity Measure* to 51 012 Guest Nights.

This figure has been used throughout the benchmarking assessment.

## ENERGY CONSUMPTION

The Benchmarking Assessors sought clarification in regards to *Energy Consumption* as the initial figure was less than expected. Total *Energy Consumption* was derived from the following energy sources:

### Stationary Fuel Combustion

Fuel Type	Quantity	Unit	Energy Consumption	Total Emission Estimate (t)
Diesel	160	Litres	5 820.5	0.4

### Purchased Electricity

Quantity	Unit	% Green Power	Provider	Energy Consumption (MJ)	Total Emission Estimate (t)
1 104 800	kWh	0	Mexico	3 977 280.0	570.5

These sources produced a total of 3 983 100.5 MJ which equates to 89.1 MJ per Guest Night. Total *Greenhouse Gas Emissions (Scope 1 and Scope 2)* was 570 892.1 kg which equates to 12.8 kg per Guest Night.

**Novotel Mexico Santa Fe** advised the following:

"2. - Energy Consumption

I commented when we LPG consumption in 2010 and dry wood by mistake was not made in the report you pass the data to take in to account the numbers and you can help in assessing included.

Wood (dry) 1,950 kg  
LPG 806,008 kWh

Based on this information the Benchmarking Assessors have included wood (dry) and LPG sources in the figure for *Energy Consumption*. The revised sources for *Energy Consumption* can be found below;

#### Stationary Fuel Combustion

Fuel Type	Quantity	Unit	Energy Consumption	Total Emission Estimate (t)
Diesel	160	Litres	5 820.5	0.4
Wood and Wood Waste	1 950	Kilograms	30 420.0	0.2
LPG	806 008	kWh	2 901 628.8	183.5

#### Purchased Electricity

Quantity	Unit	% Green Power	Provider	Energy Consumption (MJ)	Total Emission Estimate (t)
8 523 551	kWh	0	Egypt	30 684 783.6	4 024.1

These sources produced a total of 6 915 149.3 MJ which equates to 135.6 MJ per Guest Night. Total *Greenhouse Gas Emissions (Scope 1 and Scope 2)* was 754 608.8 kg which equates to 14.8 kg per Guest Night.

#### WASTE SENT TO LANDFILL

The submitted value of 4.3 tonnes (4 300 kg) of waste (specified by the operator as uncompacted waste) has been converted into a volume by using the standard conversion of 1 kg (uncompacted waste) = 0.00333333 m<sup>3</sup> or 3.33333 L (i.e. 4 300 kg x 0.00333333 = 14.3 m<sup>3</sup> or 14 333.3 L). (If the waste is compacted, then the standard conversion is: 1 kg = 0.00153846 m<sup>3</sup> or 1.53846 L).

This equates to 0.3 L per Guest Night.

#### COMMUNITY COMMITMENT RATING

The Benchmarking Assessors sought clarification in regards to *Community Commitment* as the figure of 42.0% initially submitted for *Community Commitment* was less than expected. Due to the population density of Santa Fe the distance employees live from the operation has been updated to 50km. It was identified that the correct figure was 100% based on the following calculation:

$$\frac{\text{Number of employees living within 50km of the operation} + \text{employees living on-site}}{\text{Total number of employees}}$$

$$= \frac{64 + 19}{83}$$

$$= 1 \text{ or } 100\%$$

This figure was used throughout the benchmarking assessment.



EARTHCHECK

**Benchmarks Assessed by EarthCheck**

## SUMMARY OF SUPPLIED BENCHMARKING DATA

### Activity Measures

Guest Nights	51012
Area Under Roof	10188

### Supplied Benchmarking Data

#### Energy

##### Energy Consumption (MJ / Guest Night)

Supplied	6915149.3 MJ
Calculated	135.6 MJ / Guest Night
Baseline	212 MJ / Guest Night
Best Practice	148 MJ / Guest Night
Difference	8.4% better than the Best Practice level

##### Green Power (%)

Supplied	0%
Calculated	0%

##### Greenhouse Gas Emissions (Scope 1 and Scope 2) (kg CO<sub>2</sub>-e / Guest Night)

Supplied	754608.8 kg CO <sub>2</sub> -e
Calculated	14.8 kg CO <sub>2</sub> -e / Guest Night
Baseline	25 kg CO <sub>2</sub> -e / Guest Night
Best Practice	18 kg CO <sub>2</sub> -e / Guest Night
Difference	17.8% better than the Best Practice level

##### Direct Emissions (Scope 1) (kg CO<sub>2</sub>-e / Guest Night)

Supplied	184150.4 kg CO <sub>2</sub> -e
Calculated	3.6 kg CO <sub>2</sub> -e / Guest Night

##### Indirect Emissions (Scope 2) (kg CO<sub>2</sub>-e / Guest Night)

Supplied	570458.5 kg CO <sub>2</sub> -e
Calculated	11.2 kg CO <sub>2</sub> -e / Guest Night

#### Water

##### Potable Water Consumption (L / Guest Night)

Supplied	14882000.0 L
Calculated	291.7 L / Guest Night
Baseline	640 L / Guest Night
Best Practice	448 L / Guest Night
Difference	35.9% better than the Best Practice level

#### Recycled / Captured Water (%)

Supplied	0%
Calculated	0%

#### Water Savings Rating (Points)

Supplied	65.1 Points
Calculated	65.1 Points
Baseline	50 Points
Best Practice	80 Points
Difference	15.1 Points better than the Baseline level

#### Waste

##### Waste Sent to Landfill (L / Guest Night)

Supplied	14333.3 L
Calculated	0.3 L / Guest Night
Baseline	3 L / Guest Night
Best Practice	2 L / Guest Night
Difference	85.0% better than the Best Practice level

##### Recycled / Reused / Composted Waste (%)

Supplied	60.0%
Calculated	60.0%

##### Waste Recycling Rating (Points)

Supplied	80.3 Points
Calculated	80.3 Points
Baseline	50 Points
Best Practice	80 Points
Difference	0.3 Points better than the Best Practice level

#### Community

##### Community Commitment (%)

Supplied	100%
Calculated	100%
Baseline	60 %
Best Practice	100 %
Difference	at the Best Practice level

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## Community Contributions Rating (Points)

Supplied	80.2 Points
Calculated	80.2 Points
Baseline	50 Points
Best Practice	80 Points
Difference	0.2 Points better than the Best Practice level

## Paper

### Paper Products Rating (Points)

Supplied	91.8 Points
Calculated	91.8 Points
Baseline	50 Points
Best Practice	80 Points
Difference	11.8 Points better than the Best Practice level

## Cleaning

### Cleaning Products Rating (Points)

Supplied	87.2 Points
Calculated	87.2 Points
Baseline	50 Points
Best Practice	80 Points
Difference	7.2 Points better than the Best Practice level

## Pesticides

### Pesticide Products Rating (Points)

Supplied	91.7 Points
Calculated	91.7 Points
Baseline	50 Points
Best Practice	80 Points
Difference	11.7 Points better than the Best Practice level

## DETERMINATION OF BASELINE AND BEST PRACTICE LEVELS

### General

The values for the Baseline and Best Practice levels for each indicator are derived from extensive worldwide research into available and appropriate case studies, industry surveys, engineering design handbooks, energy, water and waste audits, and climatic and geographic conditions.

National and regional data for per capita energy use, greenhouse gas and other emissions, wastes to landfill and water consumption, where available provide background data for normalisation of the expected performance values for per customer or employee, and/or overall performance of an enterprise being benchmarked. They are used to gauge the regional or national situation and environmental performances that an enterprise is based in, and hence what are reasonable levels to expect the enterprise to achieve.

A benchmarking result at, or above, the Baseline level demonstrates to all stakeholders that the enterprise is achieving above average performance. A result below the Baseline level indicates that an enterprise can and should carry out actions that will make beneficial improvements in performance.

### Consideration of Climate

A major determinant of energy consumption in some sectors, primarily those centred on buildings such as accommodation, visitor centres and administration offices will be the dominant climatic conditions in which the enterprise is located. In general, to maintain the same level of indoor comfort, enterprises operating in hot or cold climates will consume more energy than those in temperate climates.

Similarly, it is recognised that in certain sectors a major determinant of potable water consumption will be the climate in which an enterprise is located, in particular those with large grounds and/or significant water-based facilities or activities. That is, enterprises located in hot climates are more likely to consume more potable water than equivalent ones located in cooler climates. Factors that are likely to lead to a higher level of potable water consumption, for example in the accommodation sector, include increased evaporation rates of swimming pools, personal bathing and irrigation demands of grounds. In consideration of this factor, Baseline and Best Practice levels can vary in relation to country location.

### Waste Sent to Landfill

The benchmark indicator used for Waste Sent to Landfill is given in litres as waste bins are usually calibrated by volume, and it has been found that the majority of operations do not have access to the weight of material disposed of. However, if a weight is supplied, standard factors are used to convert from weight (e.g., kilograms (kg)) to volume (e.g., cubic metres (m<sup>3</sup>) or litres (L)). These are: 1 kg (uncompacted waste) = 0.00333333 m<sup>3</sup> or 3.33333 L and 1 kg (compacted waste) = 0.00153846 m<sup>3</sup> or 1.53846 L.

Operations should make note of the level of compaction when submitting data for assessment by EarthCheck.

### Review of Performance Levels

The Baseline and Best Practice performance levels for EarthCheck indicators are continuously reviewed and are likely to change over time. This review by a team of international experts, takes into account "business-as-usual" changes in practices, equipment and facilities, as well as regulations and general improvement trends in performance and procedures. This review is used to update the levels of Baseline and Best Practice, and provides useful feedback to the user of the indicators.

The list below summarises the basic generic rules used to determine Baseline and Best Practice levels for EarthCheck indicators.

- If relevant enterprise sector specific case studies are not available for a type of activity in a designated region, then national averages will be used to ascertain the Baseline level. In this case, the Best Practice level will be set at a minimum of 30% better performance than the Baseline.
- If case study or national data are not available for a specific indicator, then the first enterprise that benchmarks will have its results set as 15% better than Baseline (i.e., half way between Baseline and Best Practice).