



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

December 6, 2013

To: All Concessionaires at Chicago O'Hare and Midway International Airport

Re: Green Concessions Policy

As you know, the Chicago Department of Aviation (CDA) adopted a new Green Concessions Policy on March 28, 2013. This policy is intended to provide our concessionaires with guidance and standards for providing a more customer-friendly environment and experience that is healthier for passengers, employees and the environment.

We know that you are working hard to ensure that you have fully implemented this policy by the end-of-year deadline. All concessionaires were required to submit a compliance plan for this policy by June 1; however, many of the plans we received were incomplete at the time of submission.

All concessionaires must update your plans to reflect any changes that have occurred since your original submission no later than December 31, 2013. This plan will serve as your concession's final compliance document and may be made available to the public upon request. As such, the plan must be complete and comprehensive.

This letter serves to clarify several points of the policy, and is a reflection of the feedback we have received from many of you since adopting the policy, as follows:

- **Certification of bio-based, biodegradable plastic for disposable utensils, take-out and trash bags:** Pursuant to Items 1-3 in the CDA Green Concessions policy, bio-based, biodegradable plastic for disposable utensils, take-out and trash bags must meet one or more of the following standards:
 - ASTM D 6400;
 - ASTM D 6868;
 - Biodegradable Products Institute (BPI); or
 - Cedar Grove
- **Time extension for hot cup lids:** CDA has met with many concessionaires and industry experts and has learned about the significant limitations in the market for hot cup lids that meet the standards listed above. As CDA does not intend to impose an unreasonable hardship on its tenants, we are granting a six month time extension for this policy requirement.
- **Sustainable Foods:** Pursuant to Item 6 in the policy, "sustainably sourced foods" may include foods harvested within 250 miles of Chicago. CDA is modifying this requirement such that by cost, 20% of foods are sustainably sourced by 2015 and 30% by 2016.
- **Green Cleaning Products:** All green cleaning products must meet one or more of the following standards, with the exception of food service sanitizer products required by federal, state, and or local Public Health Codes:

- GreenGuard
- Green Seal
- Ecologo
- **Collection of Surplus Food:** CDA strongly encourages the donation of all surplus food that meets federal, state, and or local Public Health Code, not only pre-packaged food as described in the policy. CDA has made arrangements for collection of surplus food by the Food Donation Connection in two locations at ORD. Each concessionaire must first coordinate directly with the Food Donation Connection (steve.dietz@foodtodonate.com) first, so that they can provide collection receptacles and set up your tax deduction account.
 - Concessionaires located in the H/K Food Court can drop surplus food (in certified bins only) to Prairie Tap by 7:00 AM each morning; HMS Host will collect food from this location and deliver it to their commissary for pickup by the Food Donation Connection's local partner, the Pacific Garden Mission.
 - Other concessionaires may drop surplus food (in certified bins only) to the CDA owned cooler in the caged keycard area located at Post 7. To apply for a keycard, please contact one of the CDA staff listed below.

Alternatively, concessionaires may donate surplus to the USO located in the mezzanine of the Rotunda building in Terminal 3.

- **Green Airplane Certification:** All concessionaires must pursue a Green Airplane rating of "Leader" beginning in 2014, and must fill out the Sustainable Airport Manual checklist for Concessions and Tenants – Operations & Maintenance. The checklist can be downloaded at <http://www.airportgoinggreen.org/documents/CDA-SAMv3.0-ConcessionsTenants.pdf>, Page 268.

Effective December 31, 2013, all concessionaires are required to be in full compliance with CDA's Green Concessions Policy. If a concessionaire feels it will not be able to meet a particular aspect of the policy by December 31, it must explain in writing why it cannot comply, and must provide an alternate schedule for compliance as part of its plan, described above.

Beginning January 1, 2014, the CDA will begin to conduct audits of concessionaire activities to review compliance with CDA's Green Concessions Policy and accompanying "CDA Guide to Green Concessions Operations". Any tenant or concessionaires found not to be in full compliance, as determined at the sole discretion of the CDA, will be subject to financial penalties, and may not receive extensions to their lease agreements.

For additional information or outreach assistance, concessionaires should contact:

Amy Malick, Deputy Commissioner, Sustainability 773-686-6726 amy.malick@cityofchicago.org
 Tiffany Green, Deputy Commissioner, Concessions 773-462-7327 tiffany.green@cityofchicago.org

We will keep challenging ourselves and capitalize on opportunities to make our airports even greener, and I appreciate your diligence to lead by example in the global aviation industry and beyond.

Sincerely,



Amy Malick
 Deputy Commissioner