

Arizona Lodging & Tourism Association's Certified Green Program Self-Certification Workbook



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Arizona Certified Green Lodging Program

BECOME A GREEN LODGING PROVIDER AND RECEIVE COUNTLESS BENEFITS

- Approved use of AzLTA's Certified Green Lodging certification stickers for marketing (website, literature, decals, etc.).
- A listing on the AzLTA website with an additional link on the Arizona Department of Environmental Quality's website which leads to the AzLTA website listing that identifies your business as AzLTA Green Certified: www.StayInAZ.com ; www.AzLTA.com ; <http://www.azdeq.gov/node/1901>; www.azdeq.gov.
- Driving the brand reputation of your business by showing that it is doing everything that it can to be more environmentally sustainable in your community.
- Measuring the environmental benefits that result from the initiatives that your business takes to qualify for and maintain certification within this program.
- Creating new opportunities for your business to work in tandem with other local businesses in order to boost engagement, reputation, and interconnection within the local community.
- Allowing AzLTA and its associates to let your guests know that you are committed to protecting the environment.
- Preferred status with companies looking for hotels that practice sustainability and maintain corporate social responsibility.
- Foster a "sense of place" with guests to make them want to keep returning to your business every year by showcasing and celebrating the captivating landscapes that are unique to Arizona.

Partners in the AzLTA Certified Green Lodging Program:

- Arizona Tourism Sustainability Council
- Arizona Department of Environmental Quality
- [American Automobile Association \(AAA\) Eco Program](#)
- Enhancements to the Certified Green Lodging Program are made possible by a successful grant award. The Students for Sustainable Lodging Project is coordinated within the guidelines of the ADEQ Pollution Prevention Program funded by the U.S. Environmental Protection Agency.

How the program works:

1. Read through the checklist and fill out the line items that reflect actions the hotel has already taken. If you need assistance filling out the checklist, please call AzLTA at (602) 604-0729. Also, please visit the Green Certification Program webpage at www.AzLTA.com for more information and resources.
2. Each of the five (5) sections has specified required actions; these are industry standards that all “green hotels” should have implemented. These required items must all be completed in order to enroll in the program and receive the baseline certification level.
3. To become a certified Green Lodging Facility you must complete the required credits and have a tangible goal for the hotel. In order to receive a higher rank within the program, hotels must have implemented a specified number of additional credits and set an annual goal which will be reviewed for completion. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.
4. Send the Compliance Agreement Page and Payment for Workbook Review and Annual Certification to AzLTA:

\$100 for properties up to 150 rooms

\$200 for properties 150-500 rooms

\$500 for properties with 500+ rooms

Non-member properties incur an additional \$500 fee per category

5. Questions regarding online registration can be directed to:

Arizona Lodging & Tourism Association

1240 E. Missouri Ave.

Phoenix, AZ 85014

Telephone: (602) 604-0729

Contact: Darryl Emerson, demerson@AzLTA.com

6. Your enrollment and registration documents will be reviewed by AzLTA and you will be notified of your program eligibility which is subject to a program verification through an audit.
7. AzLTA uses a third party inspector for program verification. The independent inspector will visit hotels by verification appointments held throughout the year. These visits will be scheduled in advance; there will be no “unannounced” visitations. Visits may require the independent inspector to spend the night to review management and staff activities. Participating businesses agree as part of the program to provide one night’s lodging in a standard, non-smoking room for this purpose at no cost to the inspector or AzLTA. Reservation should be provided at the time the visit is scheduled. Inspectors will not visit the business more than once per year, unless requested by the business or in order to provide certification to a hotel that did not qualify on the first inspection.
8. Once the checklist is completed by the hotels and an inspector has visited the location and verified that the information in the checklist is accurate, the supporting documents will go through a final review with AzLTA. You will then be sent an official notice of certification detailing your hotel’s official rank in the Green Lodging Program tiers. The official notice of certification will allow you to display the Certified Green emblem at your will, such as on a banner, flag, window, vehicle, counter, front desk, printed on your letterhead and marketing materials, etc.
9. Create Goals, that can be examined and tracked annually:
 - Energy: reduce energy consumption by _% by next year(s).
 - Water: reduce water consumption by _% by next year(s).

Solid Waste: Increase diversion by _%.

Solid Waste: Reduce solid waste generation by _%.

Renewable Energy: increase renewable energy investment

10. Conduct initial baseline audits of the hotel's energy use, water consumption, and waste generation. Audits can be conducted by your local resource management provider. Alternatively, you can utilize your preferred method of auditing (internal, third party, etc.) to obtain the quantitative data that is required for enrollment in the program. These numbers will help you track your hotel's progress through the duration of your enrollment in the program.

Energy: If you have not conducted a baseline energy audit prior to the time of enrollment, AAA offers a free commercial energy audit. Be aware that after running an energy audit, you will become eligible for substantial rebates provided by both APS and SRP.

Water: If you choose to have an audit conducted by an entity other than your service provider, consider contacting your city for water checkup services.

Waste: A general waste audit is required to understand the amount of waste generated by the hotel. Electing to complete a kitchen-specific waste audit will help identify the types of waste that are being generated and the causes that produce the majority of wasted food.

Self-Certification Compliance Agreement

Must perform all required implementations and set a goal
Higher levels require a number of additional credits

Business name: _____

Facility name (if different): _____

Address: _____

Contact person: _____

Telephone number: _____

E-mail Address _____

Facility Telephone Number (for Certified Facilities List): _____

Number of Rooms: _____

I hereby apply for participation in the Arizona Lodging & Tourism Association's **Certified Green Lodging** Program. By applying I agree to:

1. Comply with all local, state and federal environmental laws and regulations at this facility
2. Self-disclose any environmentally-related enforcement actions taken against this facility.
3. Direct my employees to comply with all local, state and federal environmental laws and regulations at this facility.
4. Immediately cease claiming to be a **Certified Green** Lodging participant if AzLTA and/or the independent inspector determine that my facility does not comply or I have not paid the annual fees as outlined. I agree to return any and all evidences of certification and not to display any outdated certification materials. I understand all payments are final and no refunds will be issued upon cancellation.
5. Provide one standard lodging room at my business for overnight evaluation during any year of my certification at no charge to the independent inspector provided I qualify for acceptance into the program.

Printed Name/Title Signature

Section 1. Commitment to comply with environmental laws

Self-disclosure of environmental related enforcement actions:

Have you been the subject of a civil enforcement action within the past three (3) years or a criminal action within the past five (5) years? ☐ Yes ☐ No

If yes, provide the following: the Regulatory Agency taking the action. Briefly describe the nature of the violation; the date the regulatory agency closed their action; and the steps taken to prevent the reoccurrence of the violation.

NOTE: Hotels and motels are subject to inspection by the state and/or local health departments. Participation in the AzLTA Certified Green Lodging Program does not impact, nor provide any preference in the health related inspections.

Data Reporting and Tracking:

Use this table to indicate current; usage, consumption, and generation of materials. If a line item is not applicable, write NA. Alternatively, if your tracking only encompasses overall usage, record using the “*Or Total*” line shown in that category. When filling out chemical usage, indicate how much of a solid chemical used in lbs and how much of a liquid chemical used in gallons. Do not double count. For example, if you used 500 lbs of solid laundry detergent and switched to a liquid laundry detergent and used 100 gallons of that, you would indicate 500 lbs and 100 gals of laundry detergent.

Solid Waste Generated		
	Amount Reported	
Total waste sent to landfill	lbs	
Chemical Usage		
	Amount Reported	
Laundry Detergent	lbs	gals
Dishwashing Detergent	lbs	gals
Carpet Cleaner	lbs	gals
Floor Cleaner	lbs	gals
Glass Cleaner	lbs	gals
General Purpose Cleaner	lbs	gals
Outdoor Pool Cleaner	lbs	gals
Indoor Pool Cleaner	lbs	gals
Furniture Polish	lbs	gals
Disinfectant	lbs	gals
Pesticide	lbs	gals
Herbicide	lbs	gals
Fertilizer	lbs	gals
Or Total	lbs	gals
Water Consumption		
	Amount Reported	
Water Used Indoor	gals	
Water Used Outdoor	gals	
Sub-metered Water Usage by Area (Empty rows provided for other areas)		
Landscape	gals	
Golf Course	gals	
Guest Rooms	gals	
Pool	gals	
Kitchen/Dining	gals	
	gals	
	gals	

	gals
Or Total	gals
Energy Usage	
	Amount Reported
Renewable energy portfolio	kWh
Electricity Used	kWh
Gasoline Used	gals
Diesel Oil	gals
Natural Gas Used	therms
Recycled Material	
	Amount Reported
Paper	lbs
Cardboard	lbs
Metal	lbs
Electronics/Appliances	lbs
Plastic	lbs
Construction and Demolition Debris	lbs
Electronic Waste	lbs
Universal Waste	lbs
Or total collected for Recycling	lbs
Composted Materials	
	Amount Reported
Food composted	lbs
Landscape clipping composted	lbs
Or Total	lbs
Donated Materials	
	Amount Reported
Food	lbs
Towels	lbs
Linens	lbs
Furniture	lbs
Mattress	lbs
TVs and other electrical equipment	lbs
Artwork	lbs
Bathroom amenities	lbs
Or Total	lbs

Self-Certification Workbook

Instructions for filling out the Workbook

- The Workbook has 17 Sections under 5 categories. It is not necessary to fill out every space in each section. You only need to complete required credits and additional credits that you have implemented.
- Do not check boxes for initiatives that you cannot implement (i.e., you can't take credits under HVAC because you use natural ventilation in a seasonal setting and don't provide air conditioning.)
- Use the Description space to add comments or add required information about the initiative.
- Total your additional credits to determine what tier you qualify for.

Ranks

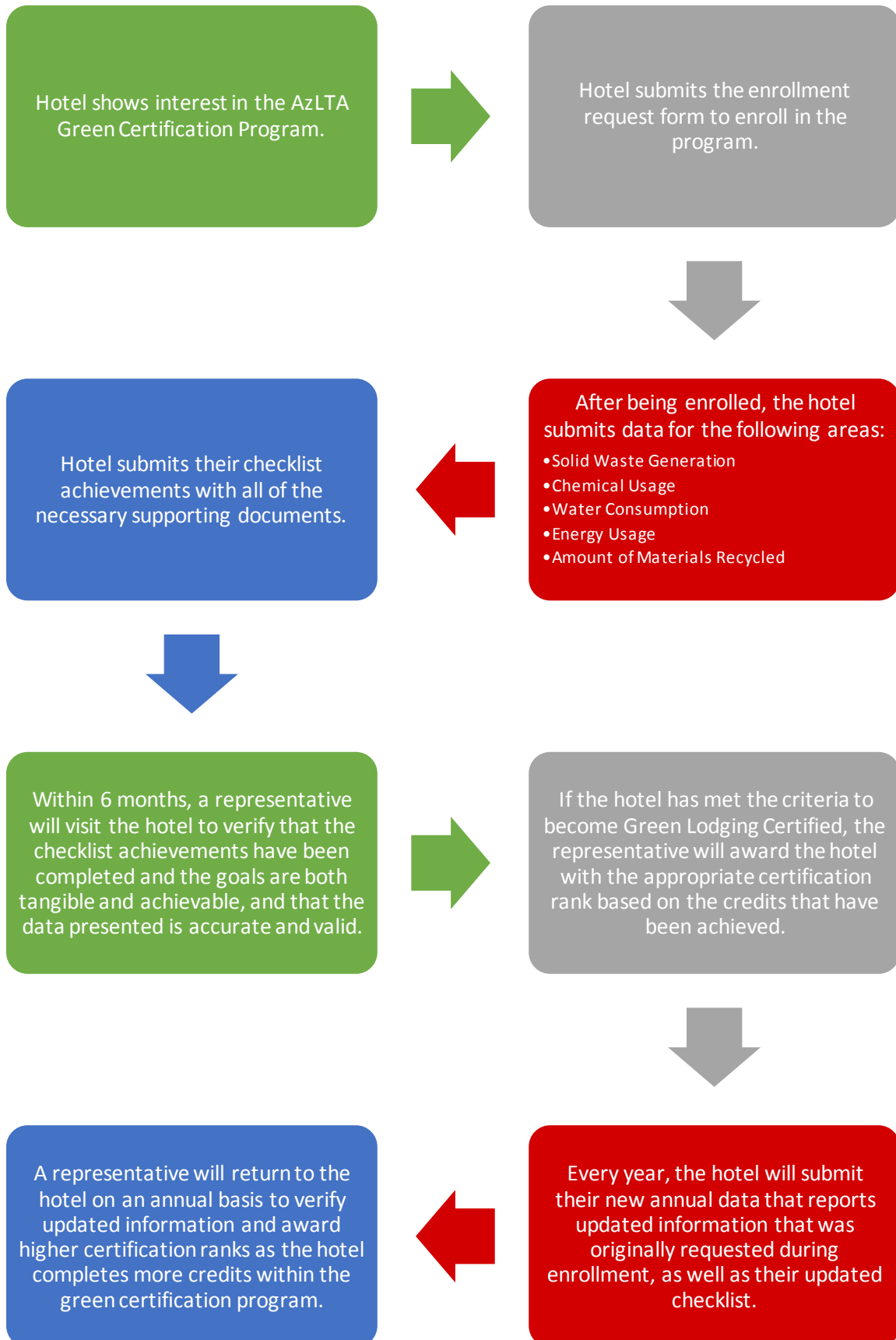
Starting Tier: Palo Verde (Trustee): Requirements + Goal

Middle Tier: Saguaro Bloom (Guardian): Requirements + # of Additions* per section + Goal

Highest Tier: Cactus Wren (Champion): Requirements + # of Additions* per section + Goal

*Every item is worth 1 credit unless otherwise noted.

Certification Process Flowchart



(1) Solid Waste

1A: General Solid Waste Reduction and Diversion

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required Credits	Required + 1 Additional Credits

Required:

Make double-sided printing and copying the default on all computers and printers.	1 credit
Replace paper office memos with email messages.	1 credit
Print marketing materials on paper that contains a minimum of 50% post-consumer waste recycled content.	1 credit
Provide guests with the multiple receipt options (i.e.: email, text message).	1 credit
Offer recycling for staff and for guests in common areas with clearly labeled bins next to trash cans. Clearly indicate what belongs in each – paper, beverage, plastic, metal, bottles, cans, etc.	1 credit
Keep records for the monthly or quarterly totals of donated and recycled materials, in order to measure effectiveness and provide evidence of tracking. ¹	1 credit
Electronic Waste: Send (at a minimum) yearly to a consolidation or certified recycling facility. ²	1 credit
Universal Waste: Store used batteries and mercury-containing equipment and fluorescent lamps in a central accumulation area. Send (at a minimum) yearly to a consolidation or certified recycling facility. ³	1 credit
Recycle ink and toner cartridges.	1 credit
Recycle aerosol cans if they are accepted by the local recycling program.	1 credit
Eliminate individual / single-use bottles of water for employees, guests, etc. unless the water is bottled on-site.	1 credit

Additional Credits:

Join the Environmental Protection Agency (EPA) Waste Wise program and participate. ⁴	1 credit
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1B: Kitchen and Dining Waste Reduction and Diversion

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 4 Additional Credits	Required + 8 Additional Credits

Required:

Minimize disposable foodservice items and maintain purchasing records listing the services and locations where disposable items are in use, providing justification for each use of disposable items. ¹	1 credit
Post informational signs at order-at-the-counter or buffet-style food service venues to encourage guests to order or take only the food they can consume.	1 credit
In the lunch/break room, replace disposables with permanent, in-house ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt and pepper, etc. to avoid the use of individual condiment packets.	1 credit
Have an “employee use” policy for leftovers.	1 credit
Be sure to keep track food donations on a monthly basis (at least).	1 credit
Prior to providing guests / diners with disposable items, ask for confirmation that they want and/or need them. Items such as napkins, straws, cutlery, to-go cups or boxes, and bags should still be an option, but not automatically included.	1 credit
Use paper or recyclable plastic “to-go” containers (instead of expanded polystyrene to-go containers).	1 credit

Install grease traps and empty regularly.	1 credit
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Additional Credits:

Create a comprehensive menu that includes made-to-order meals that are designed to avoid generating excess food waste. ²	1 credit
Donate excess pre-consumer food to food rescue organizations, local homeless shelters, food pantries or soup kitchens (covered under the Good Samaritan Law).	1 credit
Procure grains and other staples in bulk (i.e., rice, flour, salt) packaged in multi-walled paper bags, which can be recycled with your cardboard.	1 credit
Switch from individual condiment packets (ketchup, mustard, salt, pepper, etc.) to refillable bottles or dispensers. Refill from bulk containers.	1 credit
Use cloth napkins instead of paper napkins.	1 credit
Use reusable coasters for table tops and bars instead of napkins.	1 credit
Eliminate usage of plastic straws. If desired, substitute with a biodegradable options.	1 credit
Reduce plate waste (food left uneaten) by modifying menus and changing serving sizes and garnishes. Provide documentation of changes in size, portion, presentation, etc. before and after.	1 credit
Take the available quiz and develop a food waste reduction / donation plan utilizing the Hotel Food Waste Diversion Toolkit. ³	1 credit
Register for the EPA Food Recovery Challenge. ⁴	1 credit
Send waste cooking oil or vegetable oil to a facility for the production of biodiesel fuel. ⁵	1 credit
Join the National Restaurant Association Sustainable Executive Study Group for information and conference opportunities from industry experts. ⁶	1 credit

1C: Guest Room Waste Reduction and Diversion

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 1 Additional Credits	Required + 2 Additional Credits

Required:

Replace disposable cups and cutlery with durable in-house items for guest rooms, reception, and room services / service requests.	1 credit
Donate gently used towels and linens to shelters or nonprofits such as humane society. Document donations at least quarterly.	1 credit
Require laundry service to use reusable bags or baskets to transport dirty and clean linen.	1 credit
Incorporate a recycling bin in each room for recyclables and make its location known. Demonstrate the items are actually being recycled.	1 credit

Additional:

Use refillable amenity dispensers rather than individual containers for shampoo, soap, and conditioner in guest rooms, OR demonstrate that the individual containers chosen are the smallest practical size for the guests' length of stay AND packaged in recycled materials, using minimal amounts of packaging. ¹	1 credit
If upgrading, downsizing, or removing furniture, donate or sell any excess gently-used furniture, mattresses, TVs, and/or artwork to local furniture banks or other non-profits. Document at least quarterly.	1 credit
Install air hand dryers in all restrooms. In staff-only restrooms, you may elect to use cloth towels instead of paper towels or air hand dryers.	1 credit

Enroll in the Hotel Recycling Program through Clean The World (1 credit) or similar service and donate used amenities, such as bars of soap and bottled amenities, to be reprocessed and distributed to those in need (1 credit). ²	1 credit for enrollment 1 credit for continuous donation at least once every 6 months (max. 2 credits)
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1D: Landscape and Maintenance Waste Reduction and Diversion

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 1 Additional Credits	Required + 2 Additional Credits

Required:

If new trees and shrubs are to be planted, ensure that they are planted in areas that allow them to grow in the most natural way possible and with minimal pruning. ¹	1 credit
Implement “grasscycling.” Rather than disposing of grass clippings, leave them on the lawn. ²	1 credit
Any plant clippings that are collected should be delivered to an organics recycler or chipped to be used as mulch on site. Documentation of landscape management practices should be kept in an easy-to-find / convenient location.	1 credit
Old maintenance tools, including power tools (i.e., power screwdrivers, nail guns, saws, wrenches, etc.,) that are broken or outdated should be delivered to a certified recycler or scrap metal collection facility. ³ - In instances where power tools will not be accepted, remove and recycle the rechargeable batteries.	1 credit

Additional:

Utilize and incorporate recycled materials in landscape edging to prevent invasive plant species from negatively impacting property-maintained areas. ⁴	1 credit
Begin a composting initiative within the hotel. Use compost to enrich green areas and/or plants located in and around the hotel premises. ⁵	1 credit

(2) Energy

2A: Energy Conservation and Management

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required Credits	Required Credits

Required:

Set refrigerator temperature between 38°F and 41°F and freezer temperature between 10°F and 20°F.	1 credit
Set hot water heaters to standard 125-130°F.	1 credit
Create a plan and policy to estimate equipment replacement period and change to energy and water saving machinery ENERGY STAR, WaterSense, EPEAT Gold Certified equipment, be listed on the California Energy Commission database or hold other certification. ¹	1 credit
Use power management software and/or programs to automatically activate power management settings in computers, printers, and similar devices. ²	1 credit
Use the "Do-It-Yourself Energy Survey" to evaluate current operations and identify opportunities for energy savings. Properly leveraging this survey may help in obtaining qualified rebate programs or incentives. ³	1 credit

2B: Maintenance, Lighting, and HVAC Equipment

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 4 Additional Credit	Required + 9 Additional Credits

Required:

Implement a regular preventative maintenance (i.e., cleaning and changing of filters, cleaning of coils, air leak checks, clearing obstructions from air vents and intakes, etc.) schedule for heating, ventilating and air conditioning (HVAC) systems, in-room air conditioning units, and appliances for kitchen and laundry (for both the facility and the guests). This schedule should be appropriate for each type of equipment and intended to ensure proper operation to extend its life. ¹	1 credit
When needed replace T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or LED. ²	1 credit
Aside from T-8 or T-5 linear tubes, all remaining indoor lighting should be EnergyStar-certified energy efficient LED or CFL bulbs.	1 credit
Implement a replacement schedule for energy efficient indoor lighting if one does not already exist. ³	1 credit

Additional Credits:

HVAC Equipment	
When replacing HVAC equipment upgrade to models that have earned an ENERGY STAR seal or equivalent rating. ⁴	1 credit
Install and use occupancy sensors for HVAC consumption in unused or low-traffic areas.	1 credit
Install and use a programmable thermostat in common areas or shared public spaces that sets the temperatures for cooling to 78°F and heating to 68°F. Program the thermostat for hours when the facility is unoccupied with higher cooling temperatures and lower heating temperatures. ⁶	1 credit
Infrastructure	
Use window film where climate-appropriate.	1 credit
Increase building insulation to reduce demand on heating and air conditioning.	2 credits

Install a cool roof. ⁷	3 credits
Install a green roof. ⁸	3 credits
Lighting	
Install exterior lighting in parking areas and around the property that utilize photocell timers so that they only provide light when it is needed.	1 credit
Use programmable timers or occupancy sensors for interior lighting in low-traffic areas.	1 credit
Miscellaneous	
Use an insulated pool covering (thermal blanket) to keep heat in when not in use.	1 credit

2C: Renewable Energy

Palo Verde	Saguaro Bloom	Cactus Wren
No requirement	1 Credit	3 Credits

Additional Credits:

Use renewable energy for at least 25% of hotel's needs via certified Renewable Energy Certificates.	1 credit
Install a renewable energy project <u>on-site</u> , i.e. solar thermal heating, solar photovoltaic cells, which collectively generate at least 25% of the hotel's electrical needs will earn two (2) credits. <ul style="list-style-type: none"> - Generating at least 50% of the hotel's electrical needs through renewable energy project <u>on-site</u> will earn an additional one (1) credit. - Generating at least 75% of the hotel's electrical needs through renewable energy project <u>on-site</u> will earn an additional one (1) credit. 	Max. 4 credits
Be certified through the Center for Resource Solutions' Green-e Marketplace program. ¹	1 credit
Participate in the EPA's Green Power Partnership (1 credit). Be awarded Green Power Leadership award (2 credits). ²	Max. 3 credits
Install a solar heating system for swimming pool(s) and/or spa(s).	1 credit

(3) Water

3A: Water Conservation and Management

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required Credits	Required Credits

Required:

Regularly check for leaks and repair all broken or defective sprinkler heads / nozzles, drip meters, water pipes, valves, faucets, drain pipes, etc.	1 credit
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3B: Indoor Water Use Control

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 2 Additional Credits	Required + 4 Additional Credits

Required:

Ensure that washing machines, dryers, and dishwashers are filled to the recommended capacity for each cycle, and that the coolest effective water temperature is used.	1 credit
Install WaterSense labeled faucets and aerators or install faucets and aerators that have a flow rate that does not exceed 2.2 gallons per minute (gpm). ¹	1 credit
Install WaterSense labeled showerheads or install showerheads with a flow rate that does not exceed 2.5 gpm. ²	1 credit
Install low flow pre-rinse spray valve in kitchens for pre cleaning dishes (must be 1.28 gpm or less).	1 credit
Offer a towel reuse program within guest rooms. ³	1 credit
Clearly display signs that support taking shorter showers.	1 credit

Additional Credits:

Install automatic shut off sinks in common area restrooms.	1 credit
Install waterless urinals OR fractional low flow flush in common area restrooms.	1 credit
Install WaterSense labeled toilets or install toilets with a flow rate that does not exceed 1.6 gallons per flush (gpf). ⁴	1 credit
Adjust boiler and cooling tower blowdown rate to maintain total dissolved solids (TDS) at levels that are recommended by the manufacturers' specifications. ⁵	1 credit
Install and monitor a conductivity controller on the cooling tower if one does not already exist. ⁶	1 credit

3C: Landscape and Outdoor Water Conservation

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 2 Additional Credit	Required + 3 Additional Credits

Required:

Landscape with climate-tolerant plants. When new plants are added to exterior areas, plant only those species of trees and other vegetation that require minimal irrigation and maintenance. ¹	1 credit
Conduct landscape watering, where needed, in early morning or late evening in order to prevent evapotranspiration.	1 credit
Maintenance, optimization, and monitoring of irrigation equipment should be done on a regular basis and updated when needed. ²	1 credit
Install check valves to eliminate low head drainage.	1 credit

Additional Credits:

Implement irrigation practices that include water-saving procedures. The minimum requirements are: Using soaker hoses or drip irrigation for plant beds. Applying two to three inches of mulch for plants to retain water.	1 credit
Hard surfaces such as sidewalks, driveways, and parking lots should not be washed down with potable water. See Appendix for alternatives. ³	1 credit
Install rain shut-off devices or moisture sensors that prevent irrigation during rain. ⁴	1 credit
Water for irrigation is sub-metered. ⁵	1 credit
Replace sections of grass with drought-tolerant and/or native plants and/or incorporate xeriscaping design elements into existing landscape: Must cover at least 25% of total landscape surface area. (1 credit) For each additional 25% of surface area replaced, 1 credits will be earned (3 credits maximum). ⁶	Max. 4 credits

(4) Pollution Prevention

4A: Chemical and Hazardous Material Reduction

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 2 Additional Credits	Required + 4 Additional Credits

Required:

Accurately document inventory and storage of chemical products and safely dispose of chemical products. ¹	1 credit
Keep updated records for Inventory Control. ²	1 credit
Properly dispose of Hazardous Waste and/or unused chemicals. ³	1 credit
Practice integrated pest management (IPM) techniques to treat pest problems both indoors and outdoors. ⁴	1 credit
Provide guests with a door placard to place outside of their door to decline housekeeping service for the days/nights that it is displayed.	1 credit
Ensure that at least 50% of all products are Safer Choice, Green Seal, Ecologo or other certified environmentally preferable chemical products.	1 credit
Work with vendors / external suppliers to minimize product packaging. Use recyclable or reusable packaging, and take-back packaging.	1 credit
All Exterior Flat paint should contain less than 100 g/l VOC content by weight.	1 credit
All Interior Flat paint should contain less than 50 g/l VOC content by weight.	1 credit

Additional Credits:

Cleaning Services and Equipment	
Use onsite or offsite ozone laundry services. ⁵	1 credit
Use Professional Wet Cleaning (as opposed to dry cleaning) for guest garments, uniform and linen cleaning services (either on or off site).	1 credit
Landscape Procedures	
Use environmentally preferable chemicals in landscaping, turf management purposes, and/or site maintenance when possible.	1 credit
Pool	
Install an automatic chlorine or bromine feeder (alternative to inputting manually).	1 credit
Use phosphate free shock or stain control chemicals.	1 credit
Use ENERGY STAR pump or comparable efficient pumps and pool heaters. ⁶	1 credit

4B: Storm Water, Wastewater, and Run Off

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 1 Additional Credits	Required + 3 Additional Credits

Required:

Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing, and keep dumpster/parking areas clean.	1 credit
Avoid washing cars, equipment, floor mats, or other items where run-off water flows directly into the storm drain. Offsite fleet washing may conserve water and reduce water contamination. Seek out a facility that washes with recycled water.	1 credit
Keep a spill kit handy to catch and clean spills from hazardous materials, grease, or leaking vehicles. Make sure there is an adequate amount of absorbent materials to contain the largest possible spill.	1 credit

Additional Credits:

Install vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc.) from parking lots and driveways etc. ¹	1 credit
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Cut curbs to allow storm water to enter washes and planters. ²	1 credit
Label all storm water drains with “NO DUMPING” labels and/or signage.	1 credit
Have an outdoor ashtray or cigarette butt can for guests that smoke.	1 credit

4C: Emissions Reductions

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 4 Additional Credits	Required + 7 Additional Credits

Required:

Keep company vehicles well-maintained to prevent leaks and minimize emissions.	1 credit
Develop a plan and maintenance schedule for leak detection for refrigerants.	1 credit
Install bike racks to provide bike parking.	1 credit
Do not operate gasoline-powered lawn equipment during a High Pollution Advisory (HPA) day. ¹	1 credit
Implement a no-idling policy for all vehicles under control of the hotel (including deliveries).	1 credit

Additional Credits:

Fleet Vehicles	
Maintain an inventory of the company fleet. ²	1 credit
Develop a fleet greening plan. ³	2 credits.
Develop a plan that outlines strategies to reduce vehicle miles traveled (VMT). ⁴	1 credit
Landscape and Outdoor	
Trade-in or replace existing gas-powered lawn-mowers and snow-blowers for upgraded cost effective electric-powered models.	2 credits.
Transportation	
Offer a local shuttle service to and from nearby bus and/or light rail stops.	1 credit
Offer electric vehicle charging stations for visitors and employees driving electric vehicles.	1 credit
Promote alternative transportation methods by posting public transit route maps and incentivizing bicycle and rideshare commuting. ⁵	1 credit
Install a bike share docking station near the hotel.	1 credit
Provide loaner or rental bicycles to guests and employees.	1 credit
Provide transit subsidies to employees who use public transit.	1 credit
Provide preferred parking for car and vanpools.	1 credit
Indoor Air Quality	
When remodeling, use certified low emissions carpets and/or furniture. ⁶	1 credit

(5) Administrative and Management

5A: Administrative

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 1 Additional Credit	Required + 3 Additional Credits

Required:

Adopt and display an environmental policy. Describe where it is displayed to customers and communicated to employees. ¹	1 credit
Concierges and desk assistants should be trained to discuss environmental conservation efforts and sustainable practices with guest(s) when asked. ²	1 credit
Train staff on energy conservation procedures, environmental awareness efforts, and best-practices. ³	1 credit
Assign inventory ordering authority to one person to prevent shortages and surpluses that result from miscommunication or system entry error. If inventory is too vast for one person, consider delegating by area (i.e., kitchen, spa, laundry, maintenance, landscape, etc.)	1 credit

Additional Credits:

Property has a management system in place to ensure sustainable processes are regularly monitored and evaluated to improve environmental performance. ⁴	1 credit
Create an environmental team/task force which includes management and staff and meet at least quarterly. Alternatively, designate a Green Champion responsible for green initiatives. ⁵	1 credit
Acknowledge staff members who go above and beyond to support sustainability with awards or a recognition program. ⁶	1 credit

5B: Environmentally Preferable Purchasing (EPP)

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 2 Additional Credit	Required + 5 Additional Credits

Required:

When purchasing new laundry equipment, choose energy and water efficient versions, such as those rated by CEE or ENERGY STAR. ¹	1 credit
Purchase in bulk and avoid purchasing any single-use products when possible.	1 credit
Purchase copy, computer, and fax paper that contains a minimum of 50% post-consumer waste recycled content.	1 credit
Purchase letterheads, envelopes, and business cards that contain a minimum of 50% post-consumer waste recycled content.	1 credit
Purchase only Fair Trade, sustainably harvested, and/or organic coffee products.	1 credit

Additional Credits:

General	
If you have a spa onsite, work with the spa management to maintain and use at least 50% of spa products that have an Environmentally Preferable certification. ²	1 credit
For at least 25% of the kitchen food and beverage options, use USDA Certified Organic, sustainably harvested, and/or locally grown food products and beverages, as well as Fair Trade coffee. ³	1 credit for 25% 2 credits for 50%
When purchasing new electronics, choose only those that meet the EPEAT Gold certification standards. ⁴	1 credit
Eliminate the use of plastic bags. Instead, purchase paper bags, preferably made with 40% post-consumer waste recycled content.	1 credit

Cleaning and Sanitary Products	
Purchase and use sanitary paper products that are either environmentally-preferable or meet standard specifications. ⁵	1 credit per category (max. 2 credits)
Purchase and use laundry detergents that are biodegradable and do not contain: <ul style="list-style-type: none"> - Phosphates - nonylphenol ethoxylate (NPE), or nonionic surfactants 	1 credit
Dishwashing detergents should be concentrated and either environmentally-preferable or <u>non-phosphate, nontoxic, and biodegradable</u> .	1 credit

5C: Internal Meetings and Conferences

Palo Verde	Saguaro Bloom	Cactus Wren
Required Credits	Required + 2 Additional Credit	Required + 4 Additional Credit

Required:

Provide water in pitchers instead of bottled water.	1 credit
Recycle any paper that is used and recycle other used materials.	1 credit

Additional Credits:

If food or beverages are served, use only re-usable cups, plates, utensils. No disposables.	1 credit
Offer an online meeting booking system.	1 credit
Display presentations, data, charts, graphs, infographics, etc., with a projector rather than handing out paper copies.	1 credit
Allow employees to attend meetings through video call or virtual conference.	1 credit
Utilize paperless agendas and/or digital meeting minutes.	1 credit
Require that at least 75% of employees attending any and all off-site meetings are traveling via carpool.	1 credit

5D: Sense of Place

Palo Verde	Saguaro Bloom	Cactus Wren
No Requirements	2 Additional Credit	4 Additional Credits

Additional Credits:

Feature Arizona-made furnishings or artwork in guestrooms or common areas.	1 credit
Offer or promote Arizona-specific tours of attractions for guests (i.e. historical tours, storytelling, lectures, cooking classes, spa treatments, etc.).	1 credit
Create a policy that ensures hotel staff will inform guests about alternative methods of transportation (such as bike share or bike racks, public transportation, shuttles, etc.) upon their arrival.	1 credit
Offer locally grown/made items in the property gift shop/boutique.	1 credit
Give back to the local community by hosting events. ¹	1 credit
Feature Arizona-specific architecture or property design.	1 credit
Offer cultural and educational programs and activities. ²	1 credit

Certification Stickers

Each tier of certification will receive a different sticker that can be displayed on the hotel website and at the hotel. Below are rudimentary samples of what the stickers may look like. AzLTA can commission a designer to create a more polished and professional version.



Appendix

For more information on conducting audits and interpreting information see the resource table provided below.

Energy	American Automobile Association (AAA) Salt River Project (SRP) Arizona Public Service (APS) Tucson Electric Power (TEP)
Water	http://www.allianceforwaterefficiency.org/Water_Audit_Process_Introduction.aspx https://www.epa.gov/sites/production/files/2015-04/documents/epa816f13002.pdf
Waste	https://www.epa.gov/sites/production/files/2015-08/documents/r5_fd_wste_guidebk_020615.pdf http://thinkinggreen.wm.com/insights/conduct-waste-audit/ .

Reference Number	Definition / Training	Resources
Section 1 – Solid Waste		
1A: General Solid Waste Reduction and Diversion		
1A-01	<p>There are a number of ways to track and monitor waste and recycled or donated materials. Consider creating a spreadsheet organized by date of donation that contains the total number of items, type of items, and/or weight of items.</p> <p>Alternatively, consider purchasing a hanging scale or weight measuring device that can accurately track the materials being recycled or donated. Confirm the weight with the collection facility, as often times they will provide you with the gross weight of the items. Again, maintain these records in a spreadsheet or database.</p> <p>See Best Practices for Conducting a Waste Assessment</p>	https://www.pca.state.mn.us/sites/default/files/p-p2s6-18.pdf https://www.epa.gov/smm/best-practices-wastewise-participants#01
1A-02	<p>Types of E waste:</p> <ul style="list-style-type: none"> Appliances Computers and equipment Video Equipment Phones And other end of like electronics 	https://www.epa.gov/smm-electronics/certified-electronics-recyclers http://www.calrecycle.ca.gov/Electronics/WhatIsEwaste/
1A-03	<p>“Identify an area in your facility where universal waste lamps will be stored. This area should be away from high-traffic areas, should be clean, dry, and free of broken lamp debris, and should ideally have an independent air handling system to help minimize employee exposure to mercury in the event a lamp is broken.”</p>	http://legacy.azdeq.gov/environ/waste/hazwaste/download/ADEQ_FS-14-10.pdf
1A-04	EPA’s Wastewise program provides a platform for measuring waste management activities including	https://www.epa.gov/smm/wastewise

	donation and recycling, along with an opportunity for recognition.	
1B: Kitchen and Dining Waste Reduction and Diversion		
1B-01	Consider designing a spreadsheet to document vendors and products. Include the following sections in your spreadsheet: Vendor name(s) and product(s). Justification or reason for the product(s). Frequency at which products are purchased. Number of products that are purchased. Goal for consumption reduction or transition to non-disposable providers.	
1B-02		https://www.epa.gov/sustainable-management-food/tools-preventing-and-diverting-wasted-food
1B-03		https://hotelkitchen.org/about-toolkit/
1B-04		https://www.epa.gov/sustainable-management-food/food-recovery-challenge-frc
1B-05		http://www.tempe.gov/city-hall/public-works/water/tempe-grease-cooperative http://www.mesaaz.gov/home/showdocument?id=17439 https://www.afdc.energy.gov/uploads/publication/54762.pdf
1B-06	Consider subscribing to the National Restaurant Association's Conserve group to receive newsletters with tips and educational information about sustainability for businesses. Leverage the tools and information provided in the links to adapt strategies to your hotel's operations.	http://conserve.restaurant.org/ http://www.restaurant.org/Home https://www.restaurant.org/News-Research/Research/State-of-Restaurant-Sustainability
1C: Guest Room Waste Reduction and Diversion		
1C-01	If individual containers are used, ensure staff is trained and aware of the recycled material policy.	
1C-02		https://cleantheworld.org/
1D: Landscape and Maintenance Waste Reduction and Diversion		
1D-01		http://www.calrecycle.ca.gov/Organics/Landscaping/KeepGreen/Manage.htm#Trees https://plants.usda.gov/java/ http://aznps.com/

1D-02		http://www.calrecycle.ca.gov/Organics/Landscaping/KeepGreen/Manage.htm Refer to “Site Maintenance” section at: https://permanent.access.gpo.gov/lps122046/activities.pdf
1D-03	Contact your nearest power tool dealer or service center to see if they will recycle your tool for you. Some companies allow consumers to drop off their old power tools at one of their dealers or service centers to be properly disassembled and recycled. If the manufacturer won't recycle your tool, remove the rechargeable battery and recycle it separately. In most cases, a rechargeable battery is the most harmful part of the tool to the environment.	
1D-04		http://www.calrecycle.ca.gov/Organics/Landscaping/KeepGreen/BuyRecycled.htm Refer to “Site Planning” section at: https://permanent.access.gpo.gov/lps122046/activities.pdf
1D-05		Find a Composter: http://www.findacomposter.com/ http://www.calrecycle.ca.gov/Organics/Landscaping/KeepGreen/Compost.htm http://compostingcouncil.org/wp/wp-content/uploads/2010/09/Compost-and-Its-Benefits.pdf https://www.sandiego.gov/sites/default/files/legacy/environmental-services/pdf/miramar/CompostReducingWater.pdf https://www2.kcprofessional.com/media/224542323/P16-9298-0-00E-Compost_Guide_FINAL.pdf
Section 2 – Energy		
2A: Energy Conservation and Management		
2A-01		https://ww2.epeat.net/searchoptions.aspx https://www.energystar.gov/products https://fishnick.com/greenrestaurant/
2A-02		https://www.energystar.gov/products/office_equipment

		http://static.azdeq.gov/p2/p2_facilities_management.pdf https://www.energystar.gov/products/low_carbon_it_campaign/business_case http://www.appliances.energy.ca.gov/Quicksearch.aspx
2A-03	<p>Complete the “Do-It-Yourself Energy Survey” to help identify ways to save.</p> <p>Additionally, refer to potential rebate offerings.</p>	https://fishnick.com/about/services/sitesurveys/ https://www.tep.com/rebates/#commercial http://www.savewithsrpbiz.com/
2B: Maintenance, Lighting, and HVAC Equipment		
2B-01	<p>If you don’t already have one, consider developing an equipment planning protocol or replacement procedure.</p> <p>Consider the following:</p> <p>Type(s) of appliances / equipment.</p> <p>Life expectancy of appliances / equipment.</p> <p>Average usage (daily, or monthly, etc.) of appliances / equipment.</p> <p>Designate or select a model or unit ahead of time that will replace older units upon obsolescence.</p> <p>Bulk ordering for new units to reduce upfront expenses and shipping costs.</p>	https://extranet.who.int/lqsi/content/plan-purchasing-new-equipment-and-equipment-maintenance-annual-budget-planning http://static.azdeq.gov/p2/p2_maint_repair_EC.pdf
2B-02	<p>Any existing T12 bulbs should be replaced with T8 or T5 bulbs. The efficiency escalates as you descend in numeric order: T12 being the least efficient, T5 being the most efficient, and T8 falling in between.</p> <p>If possible, switch to LED lighting as the energy efficiency and cost savings are unparalleled.</p> <p>You may be eligible for rebates, check the DSIRE database and state incentives for renewables and efficiency measures.</p>	http://www.dsireusa.org/
2B-03	<p>All indoor lighting should be on a schedule for replacement with energy-efficient lighting, to be completed within two years from the first date of certification to this standard.</p> <p>Priority shall be given to the replacement of lights that are typically on for 24 hours/day (i.e., hallways, exit signs, lobby lights, etc.), followed by lights typically on for 8+ hours/day (i.e., restrooms, staff offices, meeting rooms, etc.).</p> <p>The property shall maintain records of all indoor lights that are not energy-efficient and their schedule for replacement.</p>	https://www.energystar.gov/sites/default/files/asset/document/purchasing_checklist_revised.pdf

	Be sure to dispose of replaced bulbs properly as many older bulbs, including fluorescents and other discharge lamps contain mercury. Take them to approved recycling centers or arrange for a pickup.	
2B-04		https://www.energystar.gov/products/heating_cooling/air_conditioning_central http://www.dsireusa.org/
2B-05		http://www.ahrinet.org/Homeowners/Save-Energy/Seasonal-Energy-Efficiency-Ratio.aspx
2B-06		https://www.energystar.gov/products/heating_cooling/smart_thermostats
2B-07		http://coolroofs.org/resources/home-building-owners
2B-08	Green roofs, also referred to as “living roofs” or “vegetated roof covers”, provide a number of benefits including: Ecologic: Carbon dioxide absorption. Urban Heat Island Effect reduction. Filtration of heavy metals and pollutants from the air. Binds dust particles. Reduce water runoff flow rates. Alleviate storm-water infrastructure systems. Economic: Reduce energy consumption from HVAC systems. Extend the life of the roof with enhanced membranes. Lower storm-water utility fees.	https://www.gsa.gov/portal/content/166443
2C: Investment in Renewable Energy		
2C-01		https://resource-solutions.org/programs/green-e/ http://www.dsireusa.org/
2C-02		https://www.epa.gov/greenpower/green-power-leadership-awards http://www.dsireusa.org/
Section 3 – Water		
3A: Water Conservation and Management		
3B: Indoor Water Use Control		
3B-01	Existing faucets and aerators that exceed 2.2 gpm shall be on a schedule for replacement to be completed within two years from the first date of certification to this standard.	https://www.epa.gov/watersense/watersense-label

3B-02	Existing showerheads that exceed this 2.5 gpm shall be on a schedule for replacement to be completed within two years from the first date of certification to this standard.	https://www.epa.gov/watersense/watersense-label
3B-03	Consider: Supplying hooks for laundry choice policy	
3B-04	Existing toilets that exceed 1.6 gpf shall be replaced in conjunction with major room renovations. The property shall maintain records of the schedule for these major renovations.	
3B-05		https://www.energystar.gov/products/heating_cooling/boilers https://energy.gov/sites/prod/files/2014/05/f16/steam9_blowdown.pdf
3B-06		https://energy.gov/eere/femp/best-management-practice-10-cooling-tower-management http://www.azwater.gov/AzDWR/StatewidePlanning/Conservation2/Technologies/TechHeating_Cooling.htm
3C: Landscape and Outdoor Water Conservation		
3C-01		http://www.amwua.org/plants/
3C-02		http://www.calrecycle.ca.gov/Organics/Landscaping/KeepGreen/Design.htm#Soil Refer to "Site Planning" section at: https://permanent.access.gpo.gov/lps122046/activities.pdf
3C-03	Consider alternatives such as sweeping, high-efficiency water brooms, or other options that minimize water use such as using a pressure washing machine with a ≤ 1.6 gpm high velocity spray nozzle.	
3C-04		https://www.epa.gov/watersense/irrigation-controllers http://www.saws.org/conservation/outdoor/RainSensors.cfm
3C-05	Sub-metering can be helpful for irrigation efficiency by measuring water usage on the land and eliminating the amount of overused and sent to sewers.	http://www.azwater.gov/AzDWR/StatewidePlanning/Conservation2/Technologies/Tech_Irrigation.htm

3C-06	Xeriscaping, as defined by the Environmental Protection Agency (EPA), is quality landscaping that conserves water and protects the environment.	http://static.azdeq.gov/p2/p2_xeriscape.pdf https://nepis.epa.gov/Exe/ZyPDF.cgi/200043WG.PDF?Dockey=200043WG.PDF Refer to “Planting” section at: https://permanent.access.gpo.gov/lps122046/activities.pdf
Section 4 – Pollution Prevention		
4A: Chemical and Hazardous Material Reduction		
4A-01	Create and manage a single document or single database that compiles the information pertaining to inventory and storage of chemical products. This will help identify areas of excessive waste where mitigation or prevention tactics can be implemented.	
4A-02		http://www.epa.ohio.gov/portals/41/p2/fact107.pdf
4A-03	Hotels/resorts will most likely be categorized as Very Small Quantity Generators (VSQG) of Hazardous Waste. These are the requirements for VSQGs: 1. Must identify if the waste is hazardous or not. Note: Most chemicals display hazardous characteristics. Therefore, most chemicals that are abandoned or expired, must be managed as a hazardous waste. For example, leftover or partially unused containers of bleach are considered a hazardous waste. 2. Cannot generate/create more than 100kg (220lbs.) of hazardous waste in a single month* 3. Cannot accumulate/store more than 1,000kg (2,200 lbs.) of hazardous waste at any given time.* 4. Must ensure proper disposal of hazardous waste. To ensure proper disposal, the hazardous waste must be transported and disposed of by a RCRA compliant company that is registered with an EPA ID number. * Maximum quantities are different for acutely hazardous wastes. For proper HW disposal, contact a qualified hazardous waste transporter that services your area. For any questions, contact ADEQ’s HW team.	http://azdeq.gov/programs/waste-programs/hazardous-waste-management
4A-04	Integrated Pest Management (IPM) focuses on pest prevention rather than counteractive pesticide use. The methodology of IPM involves taking an active role in monitoring the landscape.	https://www.epa.gov/managing-pests-schools/introduction-integrated-pest-management Refer to “Site Planning” section at: https://permanent.access.gpo.gov/lps122046/activities.pdf

4A-05	Ozone laundry can reduce water usage and energy consumption, which can ultimately save money on laundering services. It also improves the life and quality of the textile over the duration of its use.	https://americanlaundrynews.com/articles/study-pits-ozone-laundering-vs-traditional-methods
4A-06		https://www.energy.gov/energysaver/installing-and-operating-efficient-swimming-pool-pump https://www.energy.gov/energysaver/managing-swimming-pool-temperature-energy-efficiency https://www.energystar.gov/products/other/pool_pumps
4B: Storm Water, Wastewater and Run Off		
4B-01	Vegetative buffers are strips of land with permanent vegetation. These sections of land are designed to intercept stormwater runoff and also minimize soil erosion.	https://www.epa.gov/sites/production/files/2015-07/documents/2006_8_24_msbasin_symposium_session4-2.pdf
4B-02	Curb cutting for storm runoff into features such as planters are considered “green infrastructure” and “low impact development”. Simply contact your preferred contractor for the construction.	
4C: Emissions Reductions		
4C-01		http://legacy.azdeq.gov/enviro/air/prevent/download/ozone.pdf
4C-02	The fleet vehicle inventory must include: Make Model Model year Engine (hybrid, electric, diesel, gasoline) Fuel type Annual vehicle miles traveled Annual gallons of fuel type	
4C-03	Analyze operations to find the suitable fleet size, while considering low emission and alternative fuel vehicles. Consider smaller vehicles for optimal gas efficiency. And consider hybrid or electric golf carts, which have become increasingly popular for being more reliable, less costly, and producing less noise. Bike may prove to be a viable option for alternative use transportation for staff.	http://static.azdeq.gov/p2/p2_auto.pdf

4C-04	<p>Develop and implement a plan to reduce vehicle miles traveled (VMT). This plan should encompass the following components:</p> <p>A section detailing how you plan to reduce the fleet VMT (i.e., enforce carpooling, rideshare, etc.).</p> <p>A section detailing how you plan to create better opportunities and support for alternative transportation and/or public transportation (i.e., incentives, employee program or subsidy, carpooling incentives). Correct driving program to ensure the most fuel efficient routes.</p> <p>Ultimately, your VMT reduction plan should be tangible and the goals should be achievable and realistic. Consider taking a survey or brief questionnaire of your current staff to see how, when, and from where they commute in order to design a comprehensive plan that works best for you and your staff.</p>	
4C-05	<p>Display public transportation routes and options (shuttle, bus, light rail, metro) for your specific region in a place where it is easily visible to both guests and employees. Encourage your guests and employees to utilize alternative transportation. Consider implementing a volunteer program or rewards program for carpooling, such as preferred parking spaces, free car wash once a month for continuous and regular carpooling (at your discretion), or similar program.</p>	
4C-06	<p>Furniture and carpet certifications are Greenguard, and Level by BIFMA.</p> <p>A good place to find reputable ecolabels is Recommendations of Specifications, Standards, and Ecolabels for Federal Purchasing.</p>	<p>http://greenguard.org/en/manufacturers/manufacturer_indoorAirQuality.aspx</p> <p>http://www.levelcertified.org/</p> <p>https://www.epa.gov/indoor-air-quality-iaq/inside-story-guide-indoor-air-quality%23concerns</p> <p>https://www.p65warnings.ca.gov/sites/default/files/downloads/factsheets/formaldehyde_furniture_fact_sheet.pdf</p>
Section 5 – Administrative and Management		
5A: Administrative		
5A-01	<p>Consider the following process:</p> <p>Step 1: An introduction – Why are you and/or your hotel making a commitment to green initiatives and sustainable and responsible business practices? What purpose does it serve in terms of providing an experience for your guests and allowing your hotel to</p>	<p>http://www.greenhotelier.org/our-themes/community-communication-engagement/environmental-awareness-and-training/</p>

	<p>improve? Consider creation of a plan to reduce pollution.</p> <p>Step 2: The environment – What are the issues that you and/or your hotel currently face? How can hotel operations impact these issues? How can changing consumption rates and reducing waste at the source help your hotel save money and become more environmentally friendly?</p> <p>Step 3: Social issues – Doing what is right for your guests, your hotel, and the environment will ultimately lead you to a conclusion with sustainable business practices. Consider the type of atmosphere you want to create in your hotel and identify how that can be related to your green initiatives.</p> <p>***must upload a copy of Environmental Policy***</p>	
5A-02	<p>Concierges and Front Desk Assistants should be routinely trained, or at the very least, regularly informed of new sustainability practices and green initiatives.</p> <p>Consider including the following elements:</p> <p>Establishing a committee or “Green Team” comprised of staff that are responsible for overseeing the environmental awareness program.</p> <p>Setting an environmental mission and distinct purchasing targets.</p> <p>Signage and/or posters that showcase new sustainability accomplishments or achievements to guests and staff.</p> <p>Environmental preferences are incorporated into purchasing documents and discussions with vendors.</p> <p>Life-cycle costs of buying environmentally responsible products and services.</p> <p>Purchase and test potentially environmentally responsible products and services.</p>	http://www.nef.org.uk/service/behaviour-change/employee-engagement-training/environmental-awareness-training
5A-03	<p>In order to effectively train staff on environmental conservation and green initiatives within your business, it is important to raise awareness and implement a program that is centered on supporting these ideals. Use new employee orientation and/or annual training sessions to set aside time to explain the environmental policy and explain the different initiatives that the hotel is taking.</p>	
5A-04	<p>Plan events and or activities for staff to be exposed to environmental conservation efforts within the hotel in order to raise awareness. Coordinate workshops or</p>	

	establish a suggestion box in order to encourage staff to get involved with sustainable practices and environmental initiatives so that they feel valued and included in the efforts.	
5A-05	Consider establishing a committee or “Green Team” comprised of individuals that are willing and able to monitor and advocate sustainable practices and environmental efforts. List the names of Green Team members on a notice board. Give members a special badge or other means by which they can be easily identified. Encourage personal ownership of green initiatives within the hotel – ask for suggestions and foster an inclusive environment for idea creation.	
5A-06	Acknowledge staff member, considering the following: Recognition section in monthly newsletter Visible placard with employees photo Tangible gift or company discount	
5B: Environmentally Preferable Purchasing (EPP)		
5B-01	The Consortium for Energy Efficiency (CEE) identifies and rates the energy efficiency of certain products and places them into tiers based on those ratings. Use these resources in tandem or individually in order to identify potential equipment to be purchased.	https://www.cee1.org/content/frequently-asked-questions https://www.energystar.gov/products/appliances/clothes_washers https://www.epa.gov/greenerproducts https://sftool.gov/greenprocurement http://static.azdeq.gov/p2/p2_green_purchasing.pdf
5B-02	Retain purchasing records for all products. If you are unsure where to start, begin with a search on Good Guide. Seek out products that have a Good Guide rating of 6 or greater. These products pose lower health risks and have a lesser impact on the environment through their life cycle.	http://www.ewg.org/skindeep/#.WbbQLf6WYUk https://www.epa.gov/greenerproducts/recommendations-specifications-standards-and-ecolabels-federal-purchasing https://www.goodguide.com/#/
5B-03	Work with vendors and local shops to find and purchase food that works well for your operations and size while still serving your guests and your staff. Retain purchasing records for all products.	http://www.sciencedirect.com/science/article/pii/S2212267214001105 http://www.sustainabletable.org/254/local-regional-food-systems http://www.sustainabletable.org/566/where-can-you-find-sustainable-food
5B-04	“EPEAT®-registered products meet strict environmental criteria that address the full product lifecycle, from	https://www.epeat.net/

	energy conservation and toxic materials to product longevity and end-of-life management. EPEAT-registered products offer a reduced environmental impact across their lifecycles.” Retain purchasing records for all products.	https://ww2.epeat.net/searchoptions.aspx https://www.epa.gov/greenerproducts/electronic-product-environmental-assessment-tool-epeat
5B-05	Paper Napkins: minimum 50% post-consumer material. Paper Towels: minimum 50% post-consumer material. Toilet Paper: minimum 40% post-consumer material. Facial Tissues: minimum 15% post-consumer material. General Purpose Wipes: minimum 40% post-consumer material.	https://sftool.gov/greenprocurement/green-products/5/cleaning-products/1360/bathroom-tissue/0?addon=False https://sftool.gov/greenprocurement/green-products/5/cleaning-products/1362/paper-towels/0?addon=False https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products#03 http://www.greenseal.org/Portals/0/Documents/Standards/GS-1/GS-1_Ed6-1_Sanitary_Paper_Products.pdf
5C: Meetings and Conferences		
5B-01	***ALL credits in section 5C refer to meetings and conferences that <u>are held by</u> the hotel, staff, and/or employees <u>for</u> the hotel, staff, and/or employees – NOT external entities seeking to host a conference or meeting in the hotel***	https://www.epa.gov/p2/green-meetings http://www.greenhotelier.org/our-themes/community-communication-engagement/what-is-a-green-meeting/
5D: Sense of Place		
5D-01	Consider organizing, hosting, or participating in: Toy Drives Charitable Donations Community Outreach Programs Farmer’s Markets Artisan Markets Craft Fairs	
5D-02	Utilize your local environment, local cultures, or local initiatives to establish a connection between your hotel and the amenities or programs that surround it. For example, if your hotel is near the Grand Canyon, organize a program or activity that involves the cultural and/or historical significance of the Grand Canyon. If your hotel is located near great hiking and/or off-roading trails, organize or promote activities that support participating in the outdoor opportunities.	

	<p>Consider:</p> <p>Adding cultural experience activities</p> <p>Organizing events or activities that invite guests to interact with their local scenery</p> <p>Creating a guide of nearby activities and/or experiences that are offered consistently for guests to take part in.</p>	