

# Rhode Island Hospitality Green Certification Self-Certification Workbook



## Green Hotel & Lodging Businesses

August 2011



# Rhode Island Hospitality Green Certification for the Hospitality & Tourism Industry



**BECOME A RHODE ISLAND  
HOSPITALITY GREEN CERTIFICATION  
PROGRAM PARTICIPATING FACILITY AND  
RECEIVE THESE BENEFITS**



Become a Rhode Island Hospitality Green Certification Program participating facility in the lodging sector and receive these **benefits**:

- A Rhode Island Hospitality Green Certification plaque, mounted on Forest Stewardship Council certified sustainable wood, to display at your property.
- Rhode Island Hospitality Green Certification logo to use for advertising (website, literature, decals, etc).
- A listing on the Rhode Island Hospitality & Tourism Association, Rhode Island Tourism Division and the DEM websites, which identify your business as Rhode Island certified as environmentally preferable.
- Recognition of certification in AAA Rhode Island guidebook.
- Free on-going technical assistance from Rhode Island Department of Environmental Management on how to continue to reduce environmental impact while saving money.



## **Partners in the Rhode Island Hospitality Green Certification Program for the Hospitality & Tourism Industry**

Rhode Island Department of Environmental Management  
Rhode Island Hospitality Association  
Providence Warwick Convention & Visitors Bureau  
Newport Convention & Visitors Bureau  
Rhode Island Tourism Division

## How the program works:

This program is a partnership between the RI Department of Environmental Management (DEM) and the RI Hospitality Association (RIHA). The DEM will score your workbook, offer technical assistance, and approve you for certification. The DEM will notify RIHA of your successful completion of the workbook. RIHA will then contact you to complete certification and provide you with certification documentation. Awards are presented at an annual breakfast held in the Spring. (A fee may be applied to defray cost to RIHA).

1. Complete the Green Hotels & Lodging Self-Certification Workbook by checking off all of the initiatives that your facility is currently undertaking. If you need assistance filling out the workbook, please call DEM's Office of Technical & Customer Assistance at (401) 222-6822. Please see contact information below. Also, please visit the Hospitality Green Certification Program webpage at <http://www.dem.ri.gov/programs/benviron/assist/grncert/index.htm> for more information and resources.

It is not necessary to complete all of the items in the workbook to become a certified Lodging Facility; the workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the DEM's Office of Technical & Customer Assistance.**

**Rhode Island Departmental of Environmental Management  
Office of Customer & Technical Assistance  
235 Promenade Street  
Providence, RI 02908-5767**

Telephone: (401) 222-4700

Contacts:           Ronald Gagnon           Ext. 7500  
                          Joe Antonio               Ext. 4410

4. Your workbook will be reviewed and receive a final score by DEM's Office of Technical & Customer Assistance. If the requisite number of points is reached, your business is eligible for a two year certification.

**Hotels with restaurants** must score at least **120 points** for automatic certification.

**Hotels without restaurants** must score at least **100 points** for automatic certification.

5. Two years after initial certification, you must be re-certified. For **recertification**, you must complete the workbook again and increase your point total to at least **150 points for hotels with restaurants** and **130 points for hotels without restaurants**.
6. If your business does not achieve the requisite points your business is eligible for a **provisional certification**, which includes all the benefits of a fully certified business provided

you agree to accumulate the remainder of the points within an agreed upon time frame. There are many low to no cost ways to accumulate points that the DEM can suggest.

7. Upon final scoring of the workbook, you will be sent an official letter from the DEM detailing your point total and possible low cost recommendations. You will then be contacted by the Rhode Island Hospitality Association (RIHA) to arrange finalization of certification.
8. The DEM Office of Customer & Technical Assistance will randomly select businesses for verification appointments throughout the year. These visits will be scheduled and not unannounced.

# Lodging Certification Workbook

(final score subject to finalization by the DEM)

**700+ total available points**

**Only 100 points necessary for automatic hotel certification, 120 points for hotels w/ restaurants**

(initiatives must be in place in a minimum of 5 of the 10 categories)

**Qualify for provisional certification with less than 100 points**

**130 or 150 points required for re-certification**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email (for electronic logo) \_\_\_\_\_

Number of rooms: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Seating capacity (restaurant): \_\_\_\_\_

## ADMINISTRATIVE OFFICES

- ✓ **Adopt and display an environmental policy.**  7 Points
  - \*\*\*\*\**Attach a copy of the written environmental policy.*\*\*\*\*\*
  - *Describe where it is displayed to customers and communicated to employees:*
  
- ✓ **Create an environmental team/ task force and meet at least quarterly.**  3 Points
  - \*\*\*\*\**Attach meeting dates and attendees for past 3 meetings.*\*\*\*\*\*
  
- ✓ **Commitment letter signed by all employees.** See Additional Information at the end of the workbook for details.  10 Points
  - \*\*\*\*\**Attach copy of document*\*\*\*\*\*
  
- ✓ **Property uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content OR tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content OR tree-free fiber content.**  3 Points
  - \*\*\*\*\**Attach description from packaging and brand*\*\*\*\*\*
  
- ✓ **Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. (This often cuts down amount of paper used by 20%)**  1 Point
  
- ✓ **Computer disks and ink jet cartridges are recycled.**  1 Point
  - *Method:*
  
- ✓ **Night audit report electronic submission (not printed).**  3 Points

**Estimated category point total:**

## HOUSEKEEPING

✓ **Use cleaners and detergents that are readily biodegradable and do not contain certain chemicals. Some of the chemicals to avoid that are commonly used are listed below, however this list is not the complete list and awarding of points is subject to the workbook scorer:**

- chlorine bleach
- phosphates
- ethylene diamine tetraacetic acid or ethylene dinitrilotraacetic acid (EDTA)
- nitrilotriacetic acid (NTA)
- monoethanolamine (MEA)
- 2-butoxyethanol or ethylene glycol monobutyl ether (EGBE) or butyl cellulose
- 2-Methoxyethoxy ethanol or diethylene glycol monomethyl ether (DEGME)
- Alkylphenol ethoxylates (APE)
- Dibutyl phthalate (DBP)

Or use “Green Seal, EcoLogo” cleaning materials throughout property.

<http://www.greenseal.org/findaproduct/i&icleaners.cfm>

[http://www.ecologo.org/en/certifiedgreenproducts/?category\\_id=21#21](http://www.ecologo.org/en/certifiedgreenproducts/?category_id=21#21)

*Describe which product brands are used and for which purpose.*

glass cleaner: \_\_\_\_\_

floor cleaner: \_\_\_\_\_

bathroom cleaner: \_\_\_\_\_

all purpose/ counter top cleaner: \_\_\_\_\_

other: \_\_\_\_\_

2 Points

2 Points

2 Points

2 Points

2 Points

Disinfectants are not considered environmentally preferable but are required by law to be used in some areas. The RI Department of Environmental Management encourages businesses to use disinfectants only where absolutely necessary and to ensure disinfectants are used minimally by training staff and by having a written procedure or policy for what gets disinfected and how to do it. *Disinfectants should always be used with goggles and gloves.*

✓ **Have a documented Standard Operating procedure for what gets disinfected and how it gets disinfected** \*\*\*\*\*Attach a copy of the written policy\*\*\*\*\*

2 Points

✓ **Use laundry detergents that are biodegradable, do not contain:**

- Phosphates
- nonylphenol ethoxylate (NPE), or nonionic surfactants

2 Points

2 Points

laundry detergent: \_\_\_\_\_

✓ **Ozone washing machines (which use no hot water).** *Type and model:*

10 Points

✓ **Use of Professional Wet Cleaning (as opposed to dry cleaning) for guest garments, uniform and linen cleaning services (either on or off site).**

2 Points

*Which service?* \_\_\_\_\_

✓ **Use of PERC-free dry cleaning for guest garments, uniform and linen cleaning services.** *Which service?* \_\_\_\_\_

1 Points

## Estimated category point total

## WASTE MANAGEMENT

- ✓ **Rhode Island Annual Recycling Report – required by state law for businesses with over 50 employees**

(Note: go to [https://www.ri.gov/DEM/recycling/report/get\\_information](https://www.ri.gov/DEM/recycling/report/get_information) Need ID Number & PIN to login -Click “Need login information?” on the report’s front page, for assistance to obtain)

**Recycling rate increase** (*attach a copy of Report Summary*)

Recycling rate (%) in 2009 \_\_\_\_\_

Recycling rate (%) in 2010 \_\_\_\_\_

up to 10 Points

(NOTE: **Recycling is required by state law**, in accordance with DEM Rules & Regulations for Reduction & Recycling of Commercial & Non-Municipal Residential Solid Waste (Commercial Recycling Regulations))

- ✓ **Distribute recycling bins throughout the hotel and the dormitories for use by the employees and guests in order to recycle soda cans, food cans, newspapers, glass, and plastics.**

**Bins in common areas and guest rooms**

5 Points

*Describe recycling procedures. Who performs it, how often, can customers segregate waste.:*

**Paper** \_\_\_\_\_

**Cardboard** \_\_\_\_\_

**Glass** \_\_\_\_\_

**Metal** \_\_\_\_\_

**Plastic** \_\_\_\_\_

**Mattresses and how many ?** \_\_\_\_\_

1 Point

1 Point  
 2 Points

2 Points  
 2 Points

5 Points

## WASTE MANAGEMENT, CONTINUED

### Universal Waste (State Law)- **required by state law**

- ✓ Store used batteries, pesticides, electronic devices, mercury-containing equipment and fluorescent lamps in a central accumulation area. Send (at a minimum) YEARLY to a consolidation or recycling facility. This is a LEGAL obligation for all businesses within the state of Rhode Island. Points will be awarded with proof of proper disposal of this type of waste.

in compliance

**Universal Waste (State Law)- required by state law**

✓ **Store used batteries, pesticides, electronic devices, mercury-containing equipment and fluorescent lamps in a central accumulation area. Send (at a minimum) YEARLY to a consolidation or recycling facility. This is a LEGAL obligation for all businesses within the state of Rhode Island. Points will be awarded with proof of proper disposal of this type of waste.**

**in compliance**

**Documented Standard Operating Procedure to ensure conformance with this legal obligation: \*\*\*\*\*Attach a copy of the written policy\*\*\*\*\***

**2 Points**

Conformance to the initiative above is expected as it is a legal obligation for all businesses in Rhode Island to dispose of Hazardous Waste and Universal Wastes properly.

## LANDSCAPING

✓ **Pesticide spraying notification (indoors and out)**  2 points  
**Notification to employees and customers (signage) if pesticide spraying has occurred.**

✓ **Practice integrated pest management (IPM) techniques to treat pest problems**  up to 3 Points  
**inside facility**

**outside facility**

- *Describe techniques used*
- 
- 

up to 3 Points

✓ **Environmentally preferable or non-toxic chemicals used for landscaping, turf management purposes or site maintenance when possible?**  1 point for each

Please check and indicate brand if applicable:

fertilizers

pesticides

herbicides

de-icing

✓ **Vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc) from parking lots and driveways etc.**  2 Points  
*Describe buffer zone and how it is maintained*

✓ **Native species on grounds (need less water to maintain).**  2 Points

✓ **Mulch grass clippings rather than bagging them.**  3 Points  
(Grass clippings contain 4% nitrogen and act like a time release fertilizer when they are returned regularly to the soil)

✓ **Automatic sprinkler systems with moisture sensors preventing sprinklers from coming on when it is raining or just after it has already rained. Should apply 1 inch of water per week in one or two waterings.**  4 Points

✓ **No sprinkler system, hand watered only when needed**  2 Points

**Estimated category point total:**

## MAINTENANCE

✓ Purchase paint products with “low” VOC or “no” VOC content.

Interior Flat paint: less than 50 g/l VOC content

5 points

Exterior Flat paint: less than 100 g/l VOC content

2 points

- Describe brand of paint and VOC content and percent purchased:
- **How many gallons have been purchased or used?**

Interior: \_\_\_\_\_

Exterior: \_\_\_\_\_

✓ Reducing impact from carpeting

Dry carpet cleaning system

3 points

Non carpeted flooring for rooms.

3 points

Non carpeted flooring for common areas.

3 points

Estimated category point total:

## SWIMMING POOL AND SPA

### ✓ Swimming pool or spa water treatment

- Use non-stabilized chlorine (no cyanuric acid) or bromine for indoor pool or spa  2 Points
- Automatic chlorine or bromine feeder (alternative to inputting manually)  3 Points
- Phosphate free shock or stain control chemicals  3 Points
- Salt chlorine generator  7 Points
- Phosphate control chemicals to reduce use of chlorine to improve air and water Quality.  5 Points
- Other: \_\_\_\_\_  Points Negotiable

### ✓ Other swimming pool options

- **No pool**  5 Points
- **Insulated pool covering (thermal blanket) to keep heat in when not in use**  1 Points
- **LED lighting inside pool**  5 Points  
(A 70-watt LED fixture produces approximately the same amount of light as a 450-watt incandescent fixture, but with savings of nearly 85 percent in the amount of energy consumed. Initial capital costs are approximately double (\$500 per LED fixture, as opposed to \$250 for an incandescent), but the LED lights will provide 55,000 hours of light compared to 3,800 hours for an incandescent, so the changeover is well worth the investment.)
- **Solar heating system for pool**  10 Points

**Estimated page point total:**

## GUEST AND STAFF ROOMS

- ✓ **Guests request to have sheets changed in an effort to reduce energy use and detergent waste.**
  - *Every 3 nights*
  - *More than three nights* 2 Points  
 3 Points
  
- ✓ **Guests required to request to have towels changed in an effort to reduce energy use and detergent waste.**  3 Points
  
- ✓ **Use refillable amenity dispensers rather than individual containers for shampoo, conditioner, soap, lotion in guest rooms.**
  - *shampoo*
  - *shampoo and conditioner*
  - *shampoo, conditioner and others: please specify \_\_\_\_\_* 5 Points  
 10 Points  
 Points negotiable
  
- ✓ **Use amenities that:**
  - *List all ingredients*
  - *Do not contain palm oil (palm oil plantations cause deforestation and threaten endangered species)*
  - *Do not test on animals* 1 Point  
 1 Point  
 1 Point
  
- ✓ **Donate unused soap**  1 Point
  
- ✓ **Pillow card placed on pillow signed by the cleaning staff about cleaning products used to clean room.**  5 Points
  - *\*\*\*\*\*Attach a copy to receive points for this\*\*\*\*\**
  
- ✓ **Donate unused toilet paper rolls instead of throwing away.**  2 Points
  - *Describe procedure:*

**Estimated category point total:**

## WATER CONSERVATION

✓ Any existing showerheads, faucets, and aerators that exceed these flow rates shall be on a schedule for replacement within 2 years. Toilets shall be replaced in conjunction with major room renovations. (Higher flow toilets may be exempt from the flow rate requirement if the plumbing infrastructure will not adequately function with lower flow rates).

approx# of rooms: \_\_\_\_\_ have 2.2 gpm faucets OR aerators installed in faucet  1 Points

approx# of rooms: \_\_\_\_\_ have 1.6 gpf toilets  1 Points

have 1.28 gpf toilets  5 Points

approx# of rooms: \_\_\_\_\_ have 2.5 gpm showerheads  3 Points

have less than 2.5 gpm showerheads  5 Points

✓ Automatic shut off sinks installed in common area restrooms.  2 Points

✓ Waterless urinals OR fractional low flow flush in common area restrooms.  5 Points

✓ Water for irrigation is sub-metered.  1 Point

Estimated category point total:

## ENVIRONMENTAL EDUCATION

- ✓ **Maintain environmental information (display, brochure, etc) for guests and staff with current information on what your business is doing to reduce environmental impact. Can include tips and solicit suggestions from customers.**
  - **\*\*\*This is separate from posting the environmental policy and from pillow cards\*\*\***
    - *Describe display:*

Up to 10 Points
  
- ✓ **Collaborations with other businesses AND/OR encouraging other businesses to obtain Green Certification**
  - *Describe:*

3 Points Per business
  
- ✓ **Solicit guest feedback on environmental performance**
  - *Describe:*

5 Points
  
- ✓ **Supply Pocket Seafood Guides to staff or post a sustainable seafood guide in the kitchen/employee area. Must be updated once per year. You may download them from <http://www.edf.org/page.cfm?tagID=1540> or [www.montereybayaquarium.org/cr/seafoodwatch.asp](http://www.montereybayaquarium.org/cr/seafoodwatch.asp)**

5 Points
  
- ✓ **Menus inform customers where food is coming from**
  - *\*\*\*\*\*Attach copy of sample menu\*\*\*\*\**

Up to 10 points

**Estimated category point total:**

## KITCHEN

- ✓ **Establish a program to compost organic kitchen wastes**

5 Points

Where does it go? (Required to receive points) \_\_\_\_\_  
Estimate of quantity?

Prep food?

Waste customer food?

How much in pounds?

- ✓ **Grow herbs and flowers for use in kitchen and hotel.**

2 Points

- ✓ **Elimination of Styrofoam:**

**Reusable dishware and silverware (instead of Styrofoam)**

5 Points

**Paper “to-go” containers (instead of Styrofoam)**

1 Point

1 Point

**Paper cups are preferred over plastic.**

- ✓ **High Temperature dish machine (as opposed to low temperature dish machines that use more chemicals). Must also be low flow. List type:**

5 Points

- ✓ **Low flow pre-rinse spray valve for pre cleaning dishes (must be less than 1 gal/ min)**

5 Points

- ✓ **Aerators on sinks in kitchen**

1 Point

- ✓ **Donate leftover food. Describe:**

2 Points

- ✓ **Send waste vegetable (cooking) oil to a facility for the production of biodiesel fuel.**

1 Point

Which facility?

How many gallons?

**Estimated Category Total**

## FOOD

### ✓ Fruit and Vegetables

Percentage of fruits and vegetables on the menu are organic?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

At the height of the season (or most at any given time), what percentage of produce items on the menu come from Rhode Island or within 250 miles of the restaurant?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

### ✓ NON- produce food items (food and beverage items)

Provide fair trade items on the menu

2 Points

At the height of the season (or most at any given time), what percentage of NON-produce food items on the menu come from Rhode Island or within 250 miles of the restaurant?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

### ✓ Eggs

Percentage of eggs on the menu are organic?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

Percentage of eggs on the menu are from cage free chickens?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

Percentage of eggs on the menu come from Rhode Island or within 250 miles of the restaurant?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

## FOOD Continued

✓ **Seafood and shellfish**

**Percentage of seafood comes from Rhode Island or Massachusetts waters?**

- |           |                                   |
|-----------|-----------------------------------|
| 10%-20%   | <input type="checkbox"/> 1 Point  |
| 20%-80%   | <input type="checkbox"/> 2 Points |
| 80%- 100% | <input type="checkbox"/> 5 Points |

**Serve only the “Best Choice” fish from the current Environmental Defense Fund or Monterey Bay Aquarium guides.**  5 Points

**Serve only the “Best Choice” and “Ok Choice” fish (no “Worst Choice”) fish from the current Environmental Defense Fund or Monterey Bay Aquarium guides.**  2 Points

✓ **Meat**

**What percentage of available meat products are certified organic?**

- |           | Poultry                           | Pork                              | Beef                              |
|-----------|-----------------------------------|-----------------------------------|-----------------------------------|
| 10%-20%   | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  |
| 20%-80%   | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points |
| 80%- 100% | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points |

**What percentage are certified as humanely raised?**

- |           |                                   |                                   |                                   |
|-----------|-----------------------------------|-----------------------------------|-----------------------------------|
| 10%-20%   | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  |
| 20%-80%   | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points |
| 80%- 100% | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points |

**What percentage were raised in Rhode Island or within 250 miles of the restaurant?**

- |           |                                   |                                   |                                   |
|-----------|-----------------------------------|-----------------------------------|-----------------------------------|
| 10%-20%   | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  |
| 20%-80%   | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points |
| 80%- 100% | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points |

## FOOD Continued

### ✓ Dairy

Growth hormone (rBst) free?  
20%-80%  
80%- 100%

What percentage comes from Rhode Island or within 250 miles of the restaurant?  
10%-20%  
20%-80%  
80%- 100%

### Milk

1 Point  
 3 Points

1 Point  
 2 Points  
 5 Points

### Cheese and other dairy products

1 Point  
 3 Points

1 Point  
 2 Points  
 5 Points

## Energy

- ✓ Guest room lighting shall be energy-efficient (compact fluorescent bulbs to T-8 fluorescent) **OR** on a schedule for replacement with energy-efficient lighting. The first lights replaced shall include lights typically on for 24 hours (e.g., hallways, exit signs, lobby lights, etc.), followed by lights typically on for 8+ hours (e.g., restrooms, staff offices, meeting rooms, etc.). All indoor lights not currently energy-efficient shall be part of a 5-year replacement schedule. Lighting fixtures that are clearly historic in nature or specialty light fixtures (e.g., display or accent lighting) may be exempt from this requirement if compatible options are not available.

95% to 100% of the property  
approx # of CFL's \_\_\_\_\_

Avg. CFL's per room \_\_\_\_\_

5 Points

50% to 95% of property  
approx # of CFL's \_\_\_\_\_

Avg. CFL's per room \_\_\_\_\_

3 Points

25% to 50% of the property  
approx # of CFL's \_\_\_\_\_

Avg. CFL's per room \_\_\_\_\_

1 Point

- ✓ Efficient products for lobby and hallway lighting. *Describe:*

# of CFL's \_\_\_\_\_

Up to 5 Points

- ✓ Programmable on/off timers and/or sensors shall be used for lighting and HVAC in low traffic and low occupancy areas (e.g., back of the house, corridors, meeting rooms, storage rooms, equipment rooms, parking lots)

# of exterior \_\_\_\_\_ Locations:

Up to 2 Points

# of interior \_\_\_\_\_ Locations:

Up to 2 Points

- ✓ Install high efficiency "energy star" appliances

90%- 100% of property  
10% - 90% of property

2 Points

1 Point

- Describe types of products used and where

## ENERGY continued

- ✓ LED or electroluminescent exit signs through out 100% of the property.  
approx # \_\_\_\_\_  3 Points
- ✓ Low E or thermapane windows.  
75%- 100%  5 Points  
50 - 75% of property  2 Points
- ✓ Vending Misers on vending machines. approx # \_\_\_\_\_  Up to 10 Points
- ✓ Natural light substituting for electrical light, or use of the daytime dimming sensor  
*Describe:*  Up to 5 Points
- ✓ Hybrid vehicle for business.  10 Points
- ✓ Hand dryer instead of paper towels in common bathrooms (Dyson Airblade or Xlerator models preferred). *List how many and type:*  3 Points for each
- ✓ Solar hot water system for domestic hot water (not pool).  50 Points
- ✓ Use solar panels or wind turbines to generate electricity. Amount or size of unit:  20-75 Points
- ✓ New boiler or furnace. *Year installed:*  5 Points
- ✓ Purchase renewable electricity with National Grid's Green Up program.  
[https://www.nationalgridus.com/narragansett/business/energychoice/3\\_renewable.asp](https://www.nationalgridus.com/narragansett/business/energychoice/3_renewable.asp)  Points Negotiable  
% Electricity from a Green Up provider \_\_\_\_\_
- ✓ Demand control ventilation for conference rooms and lobby.  15 Points
- ✓ Contact National Grid/RISE Engineering for a free energy audit  7 Points

**Estimated category point total:**

## HEATING VENTILATION A/C (HVAC)

✓ **Routine maintenance performed. Filters changed regularly.** \*\*\*\*\* Attach dates of last 3 filter change\*\*\*\*\*;  **3 Points**

*Use of pleated Merv 8 rated filters required for points. No metal mesh filters.*

✓ **Economizers ensured to be working properly.**  **Up to 5 Points**  
*# of economizers and dates of last time each was checked\_\_\_\_\_*

✓ **Install high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater.**  **10 Points**

✓ **New furnace or boiler.** Date\_\_\_\_\_  **1 Point**

✓ **Segregated heat zones.** Numbers of zones:  **Points negotiable**

✓ **Fans with humidity sensors in bathrooms.**  **Points negotiable**

✓ **Individual PTAC units (package terminal air conditioner)**

**PTAC units cleaned yearly?**  **1 Point**

**If chemicals are used to clean them ensure that chemicals and waste water from cleaning are collected in waste water system (NOT into a storm drain)?**  **2 Points**

**No chemicals used to clean units.**  **3 Points**

**Estimated category point total:**

# STORMWATER MANAGEMENT

Visit <http://ristormwatersolutions.org/> for more information

✓ Written policy prohibiting discharges to storm drains and removing accumulated fluids from the parking lot  2 Points

✓ Storm drains stenciled identifying their drainage to water bodies  2 Points

✓ Facility has a outside trash receptacles:  1 Point

Number: \_\_\_\_\_

✓ Facility has cigarette butt disposal receptacle(s):  1 Point

Number: \_\_\_\_\_

✓ Storm drain catch basins in parking lot are cleaned out entirely on an annual basis  5 Points

*Date of last cleaning:*

*Next scheduled cleaning:*

*Where is this information located and how is it communicated:*

✓ Facility uses only dry cleaning methods (e.g. sweeping with a vacuum sweeper) to clean up or prevent the discharge of pollutants

Four times per year  
Once per month

2 Points

4 Points

✓ Stormwater/polluted runoff management and/or structural treatment systems in place

Catch basin insert (sponge for oils or grease)  
Absorbents (drop inlet pillows)

5 Points  
per unit

Tree box  
Porous Pavement  
Rooftop Greening  
Bio-retention (rain garden) areas  
Wet Ponds  
Installed infiltrators

up to 10  
Points  
per system

**Estimated page point total:**

## GREEN CONFERENCES AND MEETINGS

(not for internal meetings, but intended for conferences held at your facility by outside organizations)

### Administrative/registration

- ✓ Communicate via e-mail rather than traditional mail or memos.
- ✓ Use an online registration system.
- ✓ Provide participants opportunity to recycle conference materials.
- ✓ Print on recycled paper with vegetable-based ink.
- ✓ Publish the registration brochure online only. At most, send a postcard with the date steering attendees to a web site.
- ✓ Do not hand out a conference bag. If you must have a bag, make sure it is constructed out of recycled materials.

### Food and Consumables

- ✓ Use of local food as much as possible, describe:
- ✓ Compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed.
- ✓ Print on recycled paper with vegetable-based ink.
- ✓ Serve items such as cream and sugar in bulk containers.
- ✓ Provide water in pitchers instead of bottled water.
- ✓ Use re-usable cups, plates, utensils. No disposables.
- ✓ Donate consumable items to a local food bank.
- ✓ Use cloth instead of paper napkins and cutlery instead of plastic utensils.

**Number of initiatives in place for each conference:** \_\_\_\_\_

**Number of conferences held per year:** \_\_\_\_\_

### Point calculator

	5-9 initiatives	10-13 initiatives	14 initiatives
1-4 meetings per yr.	1 pt	3 pts	5 pts
5-10 meetings per yr.	3 pts	6 pts	9 pts
> 10 meetings per yr.	5 pts	10 pts	15 pts

*Please provide documentation to be awarded points*

Estimated category point total: \_\_\_\_\_

## Energy and Resource Tracking

This section is designed to help you track your waste generation, energy usage and water usage. The emphasis of this section is to find value in tracking these aspects of your business.

If you have had an increase, please do not get discouraged from using this section, but describe why the increase occurred (expansion, more customers, etc.) and if there was a decrease, please describe what you attribute the decrease to.

***Business activity (has your business increased or decreased?)***

***Please enter a percentage (estimates are acceptable) \_\_\_\_\_ %***

**Year:                      2008                                      2009                                      2010**

	2008	2009	2010
<b>kW hours of electricity used</b>			
<b>Gallons of fuel (oil) used</b>			
<b>Gallons of fuel (propane) used</b>			
<b>Cubic feet or Therms of natural gas used</b>			
<b>Gallons of water used</b>			

**Page Point total:**

**3 points awarded for data entered into a specific category as far as you can go back.**

**A completed category requires last year and at least one other year filled in for comparison purposes.**



## ADDITIONAL ASSISTANCE

### MEASUREMENT (sample)

**Business activity (has your business increased or decreased?)**

**Please enter a percentage: 30 % (estimates are acceptable), and describe the reason for the change:**

\_\_\_\_\_ Successful marketing of our green initiatives! \_\_\_\_\_

Year:	2008	2009	2010
kW hours of electricity used	14,786	15,124	12,456
Gallons of fuel (oil) used	10,765	11,234	9,654
Gallons of fuel (propane) used			
Cubic feet or Therms of natural gas used			
Gallons of water used	34,987	36,543	28,765

**Page Point Total: 9**

**3 Categories had at least two years of data recorded (Pounds (or yards) of waste, kW hours of electricity used, Gallons of fuel (oil) used, and Gallons of water used). Since it is 3 points per completed Category, the total number of points for this page comes to 9.**

## Policy Statements:

This is up to you as it really is a marketing question. From the Department of Environmental Management standpoint, we want you to have enough initiatives in place to reduce the business' environmental impact and to demonstrate that you are going about your efforts systematically rather than in an unorganized fashion. Short and sweet and to the point makes a great policy statement although some businesses like to elaborate on their policy statement. This is fine too.

## Sample Commitment Letter:

ABC lodging business is participating in Rhode Island's Green Hospitality Certification program. Please join us in trying to reduce our environmental impact by signing below:

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etc, etc...add more lines if needed. Employees shouldn't be forced to sign, if some employees don't want to, that is fine, simply have as many that are willing to sign the letter and submit with your workbook

## Sample Stormwater Policy:

Our parking lots and travel ways have several storm drains to divert the flow of water and prevent dangerous situations that can arise from flooding. These drains protect our stores as well our customers and associates.

Maintaining these storm drains not only ensures the safety of our customers and associates, but also the safety of the environment. Proper maintenance ensures that hazardous pollutants do not enter the water supply, ground water, or streams creating an environmental threat to our community.

To maintain the effectiveness of these drains and to minimize our footprint on the environment the following steps will be followed regularly;

- The operations manager in charge will visually inspect and remove debris from drain grates when entering and exiting the building and or during a lot inspection.
- The drains will be inspected monthly as part of the safety committee inspections.
- The drains are to be maintained on an annual basis by a contracted company.
- A log for parking lot inspections will be available at the service desk.
- **Nothing is to be dumped into the drains by any employee, contracted employee or customer.**

