Environmental Leader Self-Certification Workbook

Lodging Businesses With Fewer Than 20 Rooms

Updated: January 2013

MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION
17 State House Station | Augusta, Maine 04330-0017
www.maine.gov/dep | (800) 452-1942

Maine's Environmental Leader Certification
Lodging Businesses

BECOME AN ENVIRONMENTAL LEADER
AND RECEIVE FREE BENEFITS

Become a certified Environmental Leader in the lodging sector and receive **free benefits**:

- Environmental Leader logo to display at your property and use for advertising (web site, literature, decals, etc.).

- A listing on the Maine Tourism Association and Maine Office of Tourism web sites and for members, a listing on the Maine Inn Keeper's Association website, all of which identify your business as Maine certified environmentally preferable.

- A listing on a brochure available at the Maine Visitor's Centers.

- Free on-going technical assistance from Maine Departmental of Environmental Protection on how to continue to reduce environmental impact while saving money.

How the program works:

1. Complete the 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 the Maine DEP Environmental Leader Program Manager or a Regional Office Director. .

   Maine DEP contact numbers:
   Central Maine Regional Office tel: 800-452-1942
   Eastern Maine Regional Office: tel: 888-769-1137
   Northern Maine Regional Office: tel: 888-769-1053
   Southern Maine Regional Office: tel: 888-769-1036

   Maine lodging businesses range from 1 room to 300 rooms, this workbook is designed to be a resource for businesses under 20 rooms. Please understand that not all of the items in the workbook are necessary; none of them are mandatory; 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, no matter what size business you operate.

2. Calculate your estimated score by adding up all of the checked boxes (a minimum of 5 of the 10 categories must be used).

3. Send completed workbook to:

   Environmental Leader Program
   Maine Departmental of Environmental Protection
   17 State House Station
   Augusta, ME 04333-0017

4. Your workbook will be reviewed and receive a final score.

   You do not need to have 100 points to participate in this program. Free technical assistance is available from Environmental Leader Program to help any business achieve more points, regardless of point total. Low cost recommendations will be given to help businesses achieve more points.

   If your business scores 100 points (with initiatives in a minimum of 5 of the 10 categories), your business qualifies for an automatic certification from the state for 2 years. In two years you will need to increase the point total to 130 points to be eligible for a free re-certification.

   ******If your business scores fewer than 100 points, contact Environmental Leader Program Manager or Regional Director for free technical assistance and low cost recommendations for additional points.*

5. Upon final scoring of the workbook, you will be sent an official letter detailing your point total and possible low cost recommendations. You will also receive an electronic Environmental Leader logo that you can begin using for marketing and advertising purposes.

6. The Environmental Leader Program Manager will randomly select businesses for verification appointments through out the year. These visits will be scheduled and not “unannounced”.

Self-Certification Workbook – under 20 rooms

(final score subject to finalization)

400+ total available points

Only 100 points necessary for automatic certification

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

Business name: _____

Address: _____

_____

Contact person: _____

Phone number: _____

ph	crt	tri	lo
as	mt	ml	sc

Boxes for DEP use only

Business web address: _____

Number of rooms: _____ Email (for electronic logo) _____

ADMINISTRATIVE

✓ **Adopt and display an environmental policy. Samples are at back of workbook.** ☐**10 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 employees.** Sample is at back of workbook ☐**Up to 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 <u>OR</u> tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content <u>OR</u> tree-free fiber content.** ☐**3 Points**

- ********Attach description from packaging and brand********

✓ **Computer disks and ink jet cartridges are recycled.** ☐**2 Points**

- *Method:*

Page point total:

HOUSEKEEPING

✓ **Use cleaners and detergents that are environmentally preferable, readily biodegradable and do not contain certain chemicals. Some commonly used chemicals to avoid are listed below, however this list is incomplete and other chemicals may have environmentally preferable alternatives.**

- **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 cellusolve**
- **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

Describe which product brands are used and for which purpose.

glass cleaner:_____ ☐**2 Points**

floor cleaner:_____ ☐**2 Points**

bathroom cleaner:_____ ☐**2 Points**

all purpose/ counter top cleaner:_____ ☐**2 Points**

other:_____ ☐**2 Points**

✓ **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** ☐**2 Points**
- **nonylphenol ethoxylate (NPE) or nonionic surfactants** ☐**2 Points**

laundry detergent: _____

✓ **Ozone washing machines (which use no hot water).** *Type and model:* ☐**10 Point**

✓ **Use of Professional Wet Cleaning for guest garment cleaning services (either on or off site).** ☐**2 Points**

✓ **Use of Professional Wet Cleaning for hotel cleaning services such as uniforms and linens (either on or off site).** ☐**2 Points**

Page point total:

WASTE MANAGEMENT

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

Common areas only ☐ **2 Points**

Common areas and guest rooms ☐ **5 Points**

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

Paper_____ ☐ **2 Points**

Cardboard_____ ☐ **2 Points**

Glass_____ ☐ **2 Points**

Metal _____ ☐ **2 Points**

Plastic _____ ☐ **2 Points**

Television sets and how many?_____ ☐ **5 Points**

Mattresses are they recycled and if so who does it and how?_____ ☐ **5 Points**

Universal Waste (State Law)- required by Maine law

✓ **Store fluorescent lamps and CRT's (computer monitors and televisions) stored in a central accumulation area. Send YEARLY to a consolidation or recycling facility. This is a LEGAL obligation for all businesses within the state of Maine. Points will be awarded with proof of proper disposal of this type of waste.**

☐ **in compliance**

☐ **need compliance assistance, please**

DEP will provide you with free assistance to ensure your business is in compliance, if needed.

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 Maine to dispose of Hazardous Waste and Universal Wastes properly.

If you need further assistance complying with this law, please contact the Environmental Leader Program Manager to assist you.

Page point total:

LANDSCAPING

✓**State law.** ☐**required**

Notification to employees and customers (signage) if pesticide spraying has occurred.

For a reference to this state law see:

http://www.maine.gov/agriculture/pesticides/chapter_26/index.htm

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

Describe pesticides used inside the building(s):

✓ **Use of Green Shield certified Pest contractor for IPM:** ☐**5 Points**

Name of certified contractor:

✓ **Organic (non-chemical) fertilizers used when fertilizers are needed.** ☐**3 Points**

✓ **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).** ☐**3 Points**

✓ **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.** ☐**5 points**

✓ **No sprinkler system, hand watered only when needed** ☐**3 Points**

Page 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 ☐**5 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**

Page 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 (Contact Environmental Leader Program Manager).	☐**5 Points**
Other:_____	

✓ **Other swimming pool options**

- **Insulated pool covering (thermal blanket) to keep heat in when not in use** ☐**3 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**

Page point total:

GUEST AND STAFF ROOMS

✓ **Guests requests to have sheets changed in an effort to reduce energy use and detergent waste.**
- *Every 3 nights* ☐ **2 Points**
- *More than three nights* ☐ **5 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* ☐ **5 Points**
- *shampoo and conditioner* ☐ **10 Points**
- *other: please specify* _____ ☐ **Points negotiable**

✓ **Use amenities that:**
- *List all ingredients* ☐ **1 Point**
- *Do not contain palm oil* ☐ **1 Point**
- *Do not test on animals* ☐ **1 Point**

Brand/ manufacturer:

✓ **Donate unused soap to Clean the World** ☐ **3 Points**
www.cleantheworld.org

✓ **Pillow card places 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**
- ********Attach documentation to receive points for this********

Page 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**
	Less than 2.5 gpm showerheads	☐ **5 Points**

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 become certified "Environmental Leaders"** ☐**3 Points Per business**

- *Describe:*

✓ **Solicit guest feedback on environmental performance** ☐**5 Points**

- *Describe:*

Page point total:

KITCHEN and FOOD

✓ **Purchase food grown from local farms as much as possible.** ☐**Up to 5 Points**

- *Describe which farms or businesses are used and give an estimated percentage of local food that is purchased or percentage of food budget.*

_____

_____

For lodging businesses with restaurants:

Participation in the state Environmental Leader restaurant certification will add an additional 5 points to your lodging certification. Please contact the Environmental Leader Program Manager to assist you or download application at: ☐**5 Points**

http://www.maine.gov/dep/assistance/greencert/restaurant.html

✓ **Establish a program to compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed.** ☐**5 Points**

*Where does it go? (Required to receive points)*_____
Estimate of quantity?

✓ **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**

Paper cups are preferred over plastic. ☐**1 Point**

✓ **High Temperature (low flow) dish machine (as opposed to low temperature dish machines that use more chemicals). Must also be low flow.** *List type:* ☐**5 Points**

✓ **Donate food to soup kitchen.** *Describe:* ☐**2 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**

Page Point total:

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 (incentives are available for this from Efficiency Maine).**

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** ☐**Up to 5 Points**

# of CFL's_____

✓ **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)** (incentives are available for this from Efficiency Maine).

# of exterior_____ Locations: ☐**Up to 2 Points**

# of interior_____ Locations: ☐**Up to 2 Points**

✓ **Install high efficiency "Energy Star" appliances** (incentives are available for this from Efficiency Maine).

90%- 100% of property ☐**2 Points**
10% - 90% of property ☐**1 Point**

- *Describe types of products used and where*

✓ **LED or electroluminescent exit signs through out 100% of the property.** ☐**3 Points**
approx # _____

Page point total:

ENERGY continued.

✓ **Low E or thermapane windows.**

95 - 100% of property ☐**10 Points**

75%- 95% ☐**5 Points**

50 - 75% of property ☐**2 Points**

✓ **Vending Machines**

No outside vending machines ☐**5 Points**

Vending Misers on vending machines. **approx # _____** ☐**up to 5 Points**

✓ **Natural light substituting for electrical light, or use of the daytime dimming sensor** (incentives are available for this from Efficiency Maine). *Describe:* ☐**Up to 5 Points**

✓ **Hybrid vehicle for business.** ☐**10 Points**

✓ **Solar hot water system for domestic hot water (not pool).** ☐**50 Points**

✓ **Use solar panels or wind turbines to generate electricity.** ☐**20-75 Points**

✓ **New boiler or furnace.** *Year installed:* ☐**5 Points**

✓ **Purchase zero emission electricity.**

http://apps3.eere.energy.gov/greenpower/buying/buying_power.shtml?state=ME ☐**Up to 50 Points**

# of kilowatt hours_____

Type of purchase (Renewable Energy Credits, Green Tags, Direct purchase)

✓ **Energy Management System**

Occupancy based, fully automated to set back to energy saving levels when unoccupied. ☐**50 Points**

With door switches ☐**75 Points**

✓ **Contact Efficiency Maine for a :**

Walk Through Analysis ($250) ☐**3 Points**

Energy Survey & Analysis ($500) ☐**5 Points**

Scoping Audit ($800) ☐**10 Points**

http://www.efficiencymaine.com/at-work/for-small-business/energy-audit-program

Page point total:

STORMWATER MANAGEMENT

✓ **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 <u>only dry cleaning methods</u> (e.g. sweeping with a vacuum sweeper) to clean up or prevent the discharge of pollutants**

Four times per year ☐ **2 Points**
Once per month ☐ **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:

OTHER INITIATIVES (points negotiable)

✓ **Green Meetings and Conferences.** ☐**Points negotiable**

✓ **Other environmental certifications and awards.** ☐**Points negotiable**

✓ **What did we miss??** ☐**Points negotiable**

Do you have other activities or initiatives you feel you should be awarded points for? Use a separate sheet of paper if necessary and estimate how many points you feel it is worth.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Add up points and enter the total……

100 points is an instant certification. For recertification, 130 points is required for an automatic re-certification. If less contact the Maine DEP Environmental Leader Program Manager or Regional Director for help with activities or initiatives that provide additional points (see page 3 for phone numbers).

Total Points

ADDITIONAL ASSISTANCE

Sample Policy Statements:

This is up to you as it really is a marketing question. From the DEP standpoint, we want you to have enough initiatives in place to reduce the business' environmental impact to demonstrate 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. Below are some examples of what other lodging businesses have done:

The Midway Country Lodging
ENVIRONMENTAL POLICY
Certified by the state of Maine as an environmental Leader.
Our lodging practices include welcoming our guests while providing comfortable, home-like accommodations along with protecting and preserving our environment to the best of our ability.

The Blue Hill Inn Environmental Policy
The Blue Hill Inn enthusiastically supports the developing concepts of eco-tourism, sustainable triple bottom line business practices, and green lodging practices. The inn has been awarded the Environmental Leader designation in recognition of efforts made at the inn, including using environmentally friendly cleaning supplies and light bulbs, purchasing organic food and composting kitchen scraps, and recycling all waste possible.

The Inn By the Sea Environmental Policy

Luxury comes naturally at Inn by the Sea with a unique approach to hospitality inspired by our natural coastal surroundings. We are committed to both outstanding hospitality and environmental preservation. We strive to blend luxury, service and an exceptional guest stay with sustainability, minimizing the impact of hotel operations with of eco friendly initiatives and an appreciation of all things local.

Delectable dining at Sea Glass celebrates Maine fare, guests are surrounded by indigenous garden which provide food and habitat for wildlife, and our rooms are cleaned with non-toxic, Green Seal product. Room amenities are natural, in recycled bottles and displayed on recycled glass trays. Our sheet and towel program helps protect the endangered monarch butterfly. We safeguard the earth’s resources through reforestation, energy and water conservation; we recycle and use post consumer paper products. Our cardio room has recycled rubber floors, our spa recycled sheet rock walls and bamboo towels, and we heat with the Inn with biofuel and the pool with solar panels. We recognize the value of our community by supporting local charities.

We are cautious not to sacrifice style or comfort in our commitment to guests to blend exceptional hospitality with environmental preservation. Ask the concierge for a complete list of our eco friendly initiatives at the heart of our culture at Inn by the Sea.

Preserve, protect and inspire.

Surrounded by the beauty of Maine’s pristine coast, located on an unspoiled sandy beach, and adjacent to a wildlife sanctuary, Inn by the Sea has long been dedicated to protecting and preserving its natural environment. Recognized as a leader in the greening of the hospitality movement, the Inn is a designated Wildlife Habitat, one of the first hotels certified by Maine’s Department of Environmental Protection as a “Green Lodging,” and proud recipient of a Legislative Sentiment as An Environmental Leader.

Inn by the Sea takes eco-friendliness a step beyond its commitment to sustainable business practices by engaging guests with whimsical and educational classes to pass on the eco-friendly message. Weekly seminars

and garden tours are offered on the Inn's 5 acres of indigenous seaside gardens, teaching guests how to plant for wildlife, while children in bug costumes learn about their eco systems from a bug's view point in the summer "Bug's Life" series. The Inn helps environmentally-conscious couples plan unique *White weddings in green* and, for the corporate traveler, responsible green meetings.

Sample Commitment Letter:

ABC lodging business is participating in the Maine DEP Environmental Leader Program. Please join us in trying to reduce our environmental impact by signing below:

_____

_____

_____

_____

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

Energy and Resource Tracking (additional points!)

Business activity (has your business increased or decreased?)
Please enter a percentage (estimates are acceptable)_____%

Category	2004	2005	2006	2007	2008	2009	2010	2011	2012
Pounds (or yards) of waste* **									
Pounds or yards of recycled material* **									

**** = Businesses may need to be creative in tracking waste and recycling. If your hauler will not give you amounts by weight, try coming up with your own method to determine amounts and describe how you do it, like making an estimation of how full a dumpster is before it is emptied or how many bags are generated before disposing of them.**

kWh of electricity used									
Gallons of fuel (oil) used									
Gallons of fuel(propane) used									
Cubic feet or Therms of natural gas used									
Gallons of water used									

Page Point total:

2 points awarded for data entered into a specific category as far as you can go back.
A completed category requires 2009 and at least one other year filled in for comparison purposes.