

# Environmental Leader Self-Certification Workbook



## Restaurants



Updated: July 2013

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

# Maine's Environmental Leader Certification Restaurant Businesses

## BECOME AN ENVIRONMENTAL LEADER AND RECEIVE FREE BENEFITS

Become a certified Environmental Leader in the restaurant sector that recognizes your efforts and practices to reduce your operation's impact to the environment, and receive **free benefits**:

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

Central Maine Regional Office - tel: 207-287-8550, 800-452-1942 (contact is Roy Krout)

Eastern Maine Regional Office - tel: 888-769-1137

Northern Maine Regional Office - tel: 888-769-1053

Southern Maine Regional Office - tel: 888-769-1036

This workbook is designed to be a resource for businesses. 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 recognize efforts and 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 (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

Attention: Roy Krout

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 the Environmental Leader Program Manager 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 110 points to be eligible for a free re-certification.

*\*\*\*\*\*If your business scores fewer than 100 points, contact the 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, as appropriate. 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 a visit throughout the year. These visits will be scheduled and will not be "unannounced" and are intended to further the efforts of this voluntary program.

# Self-Certification Workbook - Restaurants

(final score is subject to confirmation)

**400+ total possible available points**

**Only 100 points necessary for initial certification**

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

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

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

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

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

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

Business web address: \_\_\_\_\_

ph	crt	tri	lo
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as	mt	ml	sc
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Boxes for DEP use only

Number of tables: \_\_\_\_\_

Numbers of meals per day served, on average: \_\_\_\_\_ % served 'on-site' versus 'take out' \_\_\_\_\_

Number of full time employees (FTEs) : \_\_\_\_\_

## ADMINISTRATIVE OFFICES

✓ **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 employees and customers:*

\_\_\_\_\_

\_\_\_\_\_

✓ **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.** 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 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*

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

- *Method: \_\_\_\_\_*

**Page point total:**

## CLEANING CHEMICALS

✓ 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, Design for the Environment” cleaning materials throughout property. Additional information on cleaners may be found at:

<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)

<http://www.dfe/pubs/projects/formulat/formpart.htm>

*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

Disinfectants are not considered environmentally preferable but are required by law to be used in some areas. The Environmental Leader Program 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.

✓ Have a documented Standard Operating Procedure for disinfection. This should include use of safety equipment per the manufacturer’s recommendations.

**\*\*Attach a copy of the written policy\*\***

Restroom

2 Points

Kitchen (cutting boards, counters, etc.)

2 Points

Silverware

2 Points

**Page point total:**

# WASTE MANAGEMENT

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

Paper \_\_\_\_\_  2 Points

Cardboard \_\_\_\_\_  2 Points

Glass \_\_\_\_\_  2 Points

Metal \_\_\_\_\_  2 Points

Plastic \_\_\_\_\_  2 Points

✓ **Establish a program to compost food scraps and organic kitchen discards 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?

Prep food

Waste customer food

How much in pounds?

## Universal Waste (State 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.**

required

**Documented Standard Operating Procedure to ensure conformance with this legal obligation:**

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:**

## MAINTENANCE AND 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](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:**

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

1 point

Please check if applicable:

fertilizers  
pesticides  
herbicides  
de-icing

✓ **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:

**Reduce impact from carpeting**

Dry carpet cleaning system

3 Points

Non carpeted flooring for dining areas

3 Points

Non carpeted flooring for common areas

3 Points

**Page point total:**

## MAINTENANCE AND LANDSCAPING - continued

✓ For heating oil tanks:

Number of fiberglass and/or secondary containment (i.e. double-wall or double-bottom, etc.) tanks \_\_\_\_\_  3 Points

Completed “Is Your Tank In Shape?” checklist for each tank?  
[www.maine.gov/dep/waste/publications/kisyourta.html](http://www.maine.gov/dep/waste/publications/kisyourta.html)  3 Points

Annual heating system servicing included tank integrity inspection(s) by qualified technician.  3 Points

✓ Vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc.) from parking lots and driveways, etc..  
*Describe buffer zone and how it is maintained:*  3 Points

✓ Native species on grounds (need less water and fertilizer to maintain).  3 Points

✓ Grow herbs and flowers, etc., for use in kitchen and restaurant.  Points negotiable

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 outside trash receptacle(s):**  **1 Point**  
*Number: \_\_\_\_\_*
- ✓ **Facility has cigarette butt disposal receptacle(s):**  **1 Point**
- ✓ **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**  

<b>Four times per year</b>	<input type="checkbox"/> <b>2 Points</b>
<b>Once per month</b>	<input type="checkbox"/> <b>4 Points</b>
- ✓ **Stormwater/polluted runoff management and/or structural treatment systems in place**  

Catch basin insert (sponge for oils or grease) Absorbents (drop inlet pillows)	<input type="checkbox"/> <b>5 Points per unit</b>
Tree box Porous Pavement Rooftop Greening Bio-retention (rain garden) areas Wet Ponds Installed infiltrators	<input type="checkbox"/> <b>up to 10 Points per system</b>

**Page point total:**

## Energy

- ✓ **Indoor 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).
- 90% to 100% of the property**  
approx # of CFL's or LED's \_\_\_\_\_  15 Points
- 50% to 90% of property**  
approx # of CFL's or LED's \_\_\_\_\_  3 Points
- 25% of the property**  
approx # of CFL's or LED's \_\_\_\_\_  1 Point
- ✓ **LED or electroluminescent exit signs.**  
approx # \_\_\_\_\_  3 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 restaurant, corridors, meeting rooms, storage rooms, equipment rooms, parking lots)** (incentives are available for this from Efficiency Maine).  5 Points
- Describe types of timers or sensors used and where:
- ✓ **Install high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater** (incentives are available for this from Efficiency Maine).  10 Points
- ✓ **Variable speed hood vent**  5 Points
- ✓ **Low E or thermopane windows.**
- 75 - 100% of property**  10 Points
- 50 - 75% of property**  5 Points
- ✓ **Natural light substituting for electrical light, or use of the daytime dimming sensor** (incentives are available for this from Efficiency Maine)  5 Points
- ✓ **Solar hot water system.**  50 Points
- ✓ **Use solar panels or wind turbines to generate electricity.**  20-75 Points

Page point total:

# ENERGY continued

✓ Purchase zero emission electricity.

[http://apps3.eere.energy.gov/greenpower/buying/buying\\_power.shtml?state=ME](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)

✓ New furnace.

Year installed:

5 Points

✓ Inventory all motors and pumps. *Attach document with motor nameplate information*

5 Points

✓ Demand control ventilation for conference rooms and lobby.

15 Points

✓ Contact Efficiency Maine for a :

Walk Through Analysis

3 Points

Energy Survey & Analysis

5 Points

Scoping Audit

10 Points

<http://www.energymaine.com/at-work/for-small-business/energy-audit-program>

Page point total:

## APPLIANCES

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

*Describe types of products used and where:*

- **Dishwasher**

**5 Points**

- **Refrigerators**

**5 Points**

- **Fryers**

**5 Points**

- **Other???**

**5 Points**

- ✓ **Ice making**

**No ice making**

**5 Points**

**Energy Star labeled ice maker**

**3 Points**

**Water cooled** \_\_\_\_\_

or

**Air cooled** \_\_\_\_\_

**1 Point**

**3 Points**

**Page point total:**

## KITCHEN

✓ **Substitution of Styrofoam® products:**

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

✓ **Low flow pre-rinse spray valve for dish washer (.6 gallons per minute).**

5 Points

✓ **Aerators on sinks in kitchen**

1 Point

✓ **Use of Professional Wet Cleaning (as opposed to dry cleaning) for restaurant cleaning services such as uniforms and linens (either on or off site).**

2 Points

✓ **Donate unused/surplus food to soup kitchen, food bank or other charitable organization.**

2 Points

*Identify:* \_\_\_\_\_

**Page point total:**

## RESTROOMS

✓ **Use the following water conserving fixtures or retrofits:**

2.2 gpm faucets and aerators, or lower

2 Points

1.6 gpf toilets, or lower

1 Point

1.28 gpf toilets, or lower

3 Points

Dual flush toilets

5 Points

✓ **Men's restrooms include waterless urinals OR fractional low flow flushes**

Number of urinals and fractional gpm: \_\_\_\_\_

5 Points  
per unit

✓ **Automatic shut off faucets for sinks installed.**

2 Points

✓ **Hand soap that either has a full list of ingredients or is third party certified environmentally preferable (Green Seal, EcoLogo, or Design for the Environment).**

3 Points

✓ **Hand dryer instead of paper towels in common bathrooms (Dyson Airblade or Xlerator models preferred). *List how many and type:***

3 Points  
per unit

**Page point total:**

## ENVIRONMENTAL EDUCATION

- ✓ Menus inform customers where local food is coming from (specific farms or locations of producers in Maine or Gulf of Maine may be included. See link for sample:  Up to 10 points

<http://www.cafemiranda.com/wp-content/uploads/2010/12/Supper-Menu-June-2013.pdf>

\*\*\*\*\*Attach copy of sample menu\*\*\*\*\*

- ✓ 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\*\*\*

Available to staff only

3 points

Available to staff and customers

10 points

- Describe:

- ✓ Emphasize local, Maine-made and environmental education products.

Points negotiable

- ✓ Encourage other businesses to become certified “Environmental Leaders”

3 Points Per business

- Describe:

- ✓ Collaborations with other businesses, fund raisers etc.

3 Points Per activity

- ✓ Solicit customer feedback on environmental performance

5 Points

Page point total:

# FOOD

## ✓ Fruit and Vegetables

Provide organically raised fruit and vegetable items on the menu (and identify as such)

2 Points

At the height of the "growing" season (or most at any given time), what percentage of produce items on the menu come from Maine 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 non-produce organic items on the menu

2 Points

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 Maine 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

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

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

Page point total:

## FOOD continued

### ✓ Seafood and shellfish

At the height of the season (or most at any given time), percentage of seafood comes from Gulf of Maine?

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

Maine shrimp is prioritized as an alternative to other shrimp.

*Highlighted, describe:*

5 Points

Non- net shrimp is prioritized.

5 Points

### ✓ Meat

Poultry

Pork

Beef

What percentage of available meat products are certified organic?

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

1 Point

1 Point

1 Point

2 Points

2 Points

2 Points

5 Points

5 Points

5 Points

What percentage are certified as humanely raised?

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

1 Point

1 Point

1 Point

2 Points

2 Points

2 Points

5 Points

5 Points

5 Points

What percentage were raised in Maine or within 250 miles of the restaurant?

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

1 Point

1 Point

1 Point

2 Points

2 Points

2 Points

5 Points

5 Points

5 Points

### ✓ Dairy

Milk

Cheese and other dairy products

Growth hormone (rBst) free?

- |           |                                   |
|-----------|-----------------------------------|
| 20%-80%   | <input type="checkbox"/> 1 Point  |
| 80%- 100% | <input type="checkbox"/> 3 Points |

1 Point

1 Point

3 Points

3 Points

What percentage comes from Maine or within 250 miles of the restaurant?

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

1 Point

1 Point

2 Points

2 Points

5 Points

5 Points

Page point total:

## Optional: Energy and Resource Tracking (worth 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	2013
----------	------	------	------	------	------	------	------	------	------	------

Pounds (or yards) of waste***										
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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										
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Gallons of fuel(propane) used										
-------------------------------	--	--	--	--	--	--	--	--	--	--

Cubic feet or Therms of natural gas used										
--	--	--	--	--	--	--	--	--	--	--

Gallons of water used										
-----------------------	--	--	--	--	--	--	--	--	--	--

**2 points awarded for data entered into a specific category as far as you can go back.  
A completed category requires 2012 and at least one other year filled in for comparison purposes.**

**Page Point total:**

## OTHER INITIATIVES (points negotiable)

✓ Other environmental certifications and awards received, earned.

Points negotiable

✓ What did we miss??

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.

Points negotiable

**Add up points and enter the total.....**

---

Total Points

***100 points qualifies for an instant certification. 110 points is required for the first recertification and rises to 130 points for the second recertification. If your total points are less than the required minimum, please 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).***

***Thank you for your participation!***

## 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 Environmental Leader certified businesses have done:

#### **The Thirsty Whale Environmental Policy**

The Thirsty Whale has been certified by the State of Maine as an Environmental Leader. We are committed to reducing our impact to the environment and maintaining sustainable practices. We have adopted many policies that, we feel, will achieve these goals.

At the immediate level:

- Increase awareness of environmental policies to our staff
- Minimize pollution and waste and operate recycling procedures
- Recycle glass, cardboard, plastic, cans, cooking oil, light bulbs, paper
- Utilize BPA free receipt paper
- Properly dispose of hazardous materials such as CFL bulbs, computer accessories, etc.
- Utilize recyclable materials whenever possible such as paper to-go container instead of plastic and recycled paper in our offices.
- Whenever possible utilize environmental cleaning products

In the long term:

- We have installed a solar hot water heating system that will offset approximately 9800 lbs. of CO2 emissions from fossil based sources.

We welcome any suggestions and ideas to help us improve our environmental impact.

#### **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 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 steams 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.**

## Sample Commitment Letter:

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

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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

## References, Web Sites to further assist in your efforts:

**1) Take Simple steps and choose WaterSense Labeled products to save water. WaterSense is an Environmental Protection Agency (EPA) partnership program: [www.epa.gov/watersense](http://www.epa.gov/watersense).**