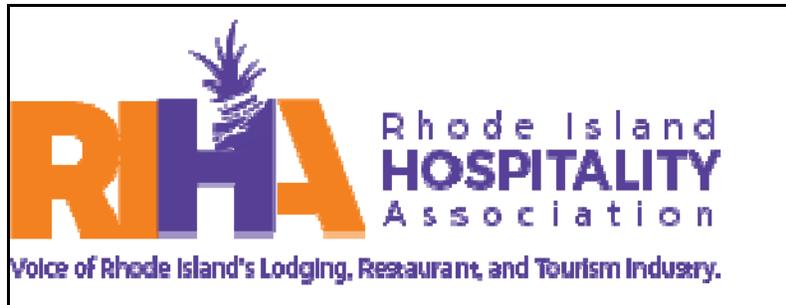


# Rhode Island Green Hospitality Certification Program

## Self-Certification Workbook



The Rhode Island Hospitality Association and the Rhode Island  
Department of Environmental Management present the:

## Green Restaurants Workbook

August 2019

# Rhode Island Green Hospitality Program Certification for the Restaurant Industry



**BECOME A RHODE ISLAND GREEN  
HOSPITALITY CERTIFIED  
RESTAURANT AND RECEIVE  
THESE BENEFITS**



Become a Rhode Island DEM Green Hospitality Certification Program participating restaurant and receive these **benefits**:

- A Rhode Island DEM Green Hospitality Certification plaque framed and ready to display at your property. Frame made of 90% recycled plastic.
- Rhode Island DEM Green Hospitality Certification logo and decal to use for advertising (website, literature, decals, etc).
- A listing on the Rhode Island Hospitality Association, Providence Warwick Convention and Visitors Bureau, DEM, and Discover Newport websites. Your business will be identified as Rhode Island DEM certified.
- Free on-going technical assistance from Rhode Island DEM on how to continue to reduce environmental impact while saving money.

## **Partners in the Rhode Island DEM Green Hospitality Program are:**

Rhode Island Hospitality Association  
Providence Warwick Convention & Visitors Bureau  
Discover Newport  
Johnson and Wales University

## 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. For RIHA members, you will be awarded with a sustainability award that will be presented to you at the RIHA annual meeting. More information will be provided to you once you are certified. If you are not a RIHA member, you will receive a certification from DEM in addition to receiving all the benefits mentioned on the previous page.

The program is divided up into two tiers of certification. The two-tier certification program will foster continuous improvement in sustainability. The first tier is shown in the following workbook. Before being certified in the Tier II workbook, DEM will evaluate your performance in the Tier I workbook and make a recommendation.

## Steps to completing the Tier 1 workbook:

Complete the Green Restaurants Self-Certification Tier 1 Workbook by checking off all the initiatives that your restaurant is currently undertaking. If you need assistance filling out the workbook, please contact Ann Battersby at DEM's Office of Customer and Technical Assistance at 401-222-4700 ext. 7284. Please see full contact information below. Please visit the DEM's GreenCertification Program for Restaurant's website at:  
<http://www.dem.ri.gov/programs/customertech/green-cert-programs/green-restaurant.php>

It is not necessary to complete all of the items in the workbook to become a green certified restaurant. The workbook is a comprehensive list of the many different ways to generate points. There are plenty of opportunities to reach points in both Tier 1 and Tier 2. Employing all of the initiatives in the following workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

1. The following workbook can be completed and submitted online. You may also email, fax, or mail a hard copy to the address shown below.

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

Telephone: (401) 222-4700  
Contacts: Ann Battersby ext. 7284  
Email: [Ann.battersby@dem.ri.gov](mailto:Ann.battersby@dem.ri.gov)  
Fax: 401-222-3810

2. 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. You must score at least 100 points for automatic certification.
3. Two years after the initial certification, you must be re-certified. For **recertification**, you must complete the workbook again. **Every 2 years your**

**points must increase by 25.** There is a total of 322 possible points in the Tier 1 workbook.

4. A Tier II workbook is available after you have reached a certain number of points in Tier 1. The Tier II workbook contains Best Management Practices that focus less on restaurant operations and more on sustainable use of the restaurant property. For example, the Tier 2 focuses more on grounds and landscaping and energy use. If you can easily meet the 322 points in Tier 1 and wish to go straight to a Tier 2 certification, please contact DEM using the contact info listed on page 3.
5. 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.
6. Upon final scoring of the workbook, you will be sent an official letter and certificate from the DEM detailing your point total and possible low-cost recommendations. If you are a member of RIHA, you will be contacted by RIHA to arrange finalization of certification.
7. 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.

# Green Restaurant Self-Certification Workbook

322 total available points  
Only 100 points necessary for automatic certification  
80 points or less for provisional certification

Restaurant name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Telephone number: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Facility Telephone Number (for Certified Facilities List): \_\_\_\_\_

Approx. Meals/customers served per day: \_\_\_\_\_ Approximate Square footage: \_\_\_\_\_

## Section 1: Administrative

Adopt and display an environmental policy. **5 points**  
*Attach a copy of the written environmental(sustainability) policy.*  
*Describe where it is displayed to employees and customers*

Create an environmental Task Force or team and meet at least quarterly. **10 points**  
*Attach meeting dates and attendees for past 3 meetings*

Sustainability "Commitment Letter" signed by all employees. *Attach copy of document.* **5 points**

Property shall use 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. **5 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. **5 points**

Ink jet cartridges, computer disks are recycled. **5 points**  
*Method of recycling:* \_\_\_\_\_

## Section 2: Chemical Use and Safety

Cleaners used in kitchens and restaurants are becoming increasingly safer for the environment. However, there are still **many products** on the market that pose a threat to human health and the environment.

The list of green cleaners is too numerous to list. We ask that you please **check off points below** if you are using cleaners that are certified under the following programs. There is a link listed below for more information on these programs. You will be able to identify your cleaners as certified by these programs by reading the label on the bottle or package. It should be clearly indicated. **Please write the product name of your cleaner in the space provided.**

Green Seal Cleaners

<https://www.greenseal.org/products-services/>

10 points

Eco Logo

<http://www.ecolabelindex.com/ecolabel/ecologo>

10 points

Design for the Environment (DfE) and Safer Choice

<https://www.epa.gov/saferchoice>

10 points

### **Harmful Cleaners**

Below is a list of the most commonly used cleaners that are known to be harmful to human health and the environment. Please look at this list below and determine if you use any of these cleaners. There are a total of 13 cleaners listed.

**Please give yourself points if you DO NOT Use any of these cleaners.**

10 points

#### Commonly Used Harmful Cleaners

- 1) Chlorine bleach
- 2) Phosphates
- 3) Ethylene diamine tetraacetic acid or ethylene dinitrilotraacetic acid (EDTA)
- 4) Nitriлотriacetic acid (NTA)
- 5) Monoethanolamine (MEA)
- 6) 2-butoxyethanol or ethylene or diethylene glycol monomethyl ether (DEGME)
- 7) Alkylphenol ethoxylates (APE)
- 8) Dibutyl phthalate (DBP)
- 9) Nonylphenol polyethylene oxide (NPEs)

- 10) Nonylphenol monoethoxylate (NPOs)
- 11) Perfluorooctane Sulfonate (PFOS)
- 12) Perfluorooctanoic Acid (PFOA)
- 13) Phthalates

Please list any cleaners that you use that are listed above. This will provide us with information so that we may assist you in finding chemical alternatives.

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In order to protect worker health, you must have a documented operating procedure for mixing of chemical concentrates and protective gear. This will include a details regarding protective gear to be worn, such as goggles and gloves. This procedure should be implemented in all areas that are cleaned, such as bathrooms and kitchens. **Please give yourself points for having a documented procedure for cleaning.** 2 points

### **Section 3: Plastics and Recycling**

Plastic pollution is dangerous to the health of our oceans and ocean species, contributes to climate change, and is a major component of unsightly litter both on our lands and on our beaches. Through an Executive Order on July 2018, Governor Gina Raimondo directed the Rhode Island DEM to develop stronger policies to reduce the use of plastics and single-use disposables. By engaging with business through our Green Hospitality programs, we can advocate for sustainable practices that can educate businesses on recycling and encourage single plastic use reduction. As part of this effort, we encourage your business to perform any of the following Best Management Practices (BMPs).

Please check all that apply. Please check off points if you utilize any of these BMPs at your restaurant.

Please give yourself points if you are a member of the Rhode Island Hospitality Association (RIHA) **and** take part in their “Ask First” Campaign to reduce and eliminate the use of single-use plastic straws. Please document that you take part in the “Ask First Program”. 8 points  
 This can be in the form of a company policy. If you are not aware of this program please see the following link for more information: <https://www.rihospitality.org/riha/HOME>.

**Please check off all the re-usable items you use in your restaurant operations (back of the house and in-house dining):**

Napkins	N/A	3 points
Hand towels in restrooms	N/A	3 points
Coffee Filters	N/A	3 points
Piping Bags	N/A	3 points
Pastry Boxes	N/A	3 points

Pan Liners	N/A	3 points
Straws	N/A	3 points
Linens	N/A	3 points
Trays	N/A	3 points

**Single Use Plastic Reduction BMPs**

Only offer Paper “to-go” containers (instead of Styrofoam) that contains 50-100% post-consumer recycled paper	N/A	3 points
Paper cups that contain 50-100% post-consumer recycled paper (not plastic) are used for take -out beverage containers	N/A	3 points
Paper straws are used for take-out beverages	N/A	3 points
Reusable utensils for dine- in customers	N/A	3 points
Reusable dishes for dine- in customers	N/A	3 points
Reusable glasses/mugs for dine- in customers	N/A	3 points

**For Cafeterias**

Reusable dishes for dine-in customers	N/A	3 points
Reusable utensils and glasses for dine-in customers.	N/A	3 points
Reusable dishes for dine- in customers	N/A	3 points

**Commercial Recycling**

Commercial recycling is required by state law for businesses that have 50 or more employees. Some cities and towns require commercial recycling. Commercial recycling is regulated by the Rhode Island Department of Environmental Management Rules & Regulations for Reduction & Recycling of Commercial and Non-Municipal Residential Solid Waste (aka Commercial Recycling Regulations). Please indicate on the following page which items you are currently recycling.

If it is not listed below, then it must go into the trash. If you need clarification about what can and cannot be recycled, please see the following link in the Rhode Island Resource Recovery Webpage (<http://www.rirrc.org/recycling-composting-disposal/what-to-recycle-in-your-bin-cart>). **These items CANNOT be recycled in Mixed Use Recycling Programs in Rhode Island:** 1) Sticker or contact paper,

**Here is a list of Acceptable Items in the Mixed-Use Recycling program. Please indicate if you recycle these items and give yourself points.**

Cardboard/paper (flattened)	3 points
Paper Cartons	3 points
Metals (lids, cans, aluminum foil)	3 points
Rigid plastics such as containers or cups	3 points
Glass bottles and jars (no drinking glasses)	3 points
Flexible plastics such as cling wrap and bags (no plastic bags)	3 points

The following items cannot be recycled in the mixed-use recycling program:

1) Wet strength paper or cardboard (frozen items, paper cups for coffee or soup, parchment or wax paper, powdered detergent boxes). 2) No coated foil (yogurt tops, juice pouches, candy wrappers) 3,) Plastic containers that are less than 2 in diameter or less than 5 gallons, 4) No plastic containers that crinkle or tear (plastic seedling trays), 5) No plastic containers labeled compostable or biodegradable.

**Here is a list of Basic Recycling BMPs. Please give yourself points if you follow these.**

Bins are kept sheltered from, rain or snow	3 points
Keep recycling loose in bins, DO NOT keep in plastic bags or paper bags	3 points
Flatten boxes and cut down pieces to 3 X 5X 1 in pieces	3 points
Keep paper flat	3 points
Keep paper sheets intact	3 points
Rinse containers	3 points

Keep plastic caps and tops on containers when putting in recycling bins **3 points**

Do not put broken glass in recycling. **3 points**

### **Recycled Content of Packaging and Materials**

Please indicate if you purchase products that contain recycled content. Indicate which products you use and list their product name in the space provided.

BPI certified or 100 % Bio-based (plastics) **5 points**

Contains 10-49% pre-consumer recycled content for plastic **5 points**

Contains 50-100% pre-consumer recycled content for plastic **5 points**

Contains 10-49% post-consumer plastic **5 points**

Contains 50-100% post- consumer plastic **5 points**

Contains 10-39% post-consumer waste (PCW) **5 points**

Contains 40-69% post-consumer waste (PCW) **5 points**

Contains 70-89% post-consumer waste (PCW) **5 points**

Contains 90-100 % post-consumer waste **5 points**

Post-consumer recycled paper **5 points**

### **Waste Management Outside Building**

Proper trash receptacles with lids are placed outside business entrance **4 points**

Keep areas outside your business free of trash and debris	4 points
Recycling containers are placed outside the entrance	4 points

### **Section 4: Environmental Education**

Maintain environmental information (display, brochure) for customers and staff with current information on what your business is doing to reduce environmental impact. Can include tips and solicit suggestions from customers.	2 points
Available to staff only	4 points
Available to staff and customers	8 points
<i>Describe display:</i> _____	
Menus inform customers where food is coming from	5 points
Collaborations with other businesses AND/OR encouraging other businesses to obtain Green Certification.	15 points

### **Section 5: Food Sources and Food Waste**

There is a big incentive to buy local. You can support your local agricultural communities by buying your produce, meat, poultry, fish, and dairy from local farms. Local food is defined as food grown within 100 miles from your restaurant location or grown in your state. Please indicate how much food in each category you buy local.

**Produce**

0%	0 points
10% - 20%	2 points
20% - 80%	6 points
80% - 100%	10 points

**Non produce items ( both food and beverage items)**

0%	0 points
10%-20%	2 points
20%-80%	6 points
80%-100%	10 points

**Provide Fair Trade Items on your menu**

<https://www.fairtradecertified.org/>

**8 points**

**Eggs from Local Farms**

**0%**

**0 points**

10% - 20%

**2 points**

20% - 80%

**6 points**

80% - 100%

**10 points**

**Fish**

0 %

**0 points**

10% - 20%

**2 points**

20% - 80%

**6 points**

80% -100%

**10 points**

**Beef**

0 %

**0 points**

10% - 20%

**2 points**

20% - 80%

**6 points**

80% - 100%

**10 points**

**Pork**

0 %

**0 points**

10% - 20%

**2 points**

20% - 80%

**6 points**

80% - 100%

**10 points**

**Poultry**

**0 %**

**0 points**

10% - 20%

**2 points**

20% - 80%

**6 points**

80% - 100%

**10 points**

**Food Waste**

Recycle grease. Grease can be recycled into biodiesel. A specific vendor would need to be retained to collect grease and oil. Please name vendor below.

15 points

Compost food waste generated at restaurant by utilizing a separate trash collecting bin for food waste only. Bins should be appropriately labeled and removed via a food waste hauler.

15 points

Please provide name of food waste hauler\_\_\_\_\_

\_\_\_\_\_

Track how much food waste is collected to calculate metrics. Please describe your process of tracking food waste.

15 points

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Donation of Excess Food**

The MEANS Database operated by the RI DOH is a database designed to notify food pantries and soup kitchens of wholesome, excess food available from nearby grocers, food retailers, processors and restaurants. Food producers can select the amount and type of food you're looking to give; breads, produce, prepared foods, and more. It's easy to use the website to donate, help your community, and earn tax incentives. Best, it's all free! Please see link below for more detail.

15 points

<https://www.meansdatabase.org/ri/>

**Submittal of checklist.**

Please hit the submit button shown below when you are done filling out the checklist. This is automatically submitted to DEM. We will review your checklist and contact you after we have received your submittal. Thank you for your participation in the Green Restaurant Program. We look forward to working with you!!