

Rhode Island Hospitality Green Certification Self-Certification Workbook



**Green Hospitality Offices & Businesses
(Non-hotel/restaurant)**

January 2012

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 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 & Tourism 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 Hospitality Offices & Businesses (Non-hotel/restaurant) 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. 100 points qualifies your business for certification.
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.
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 **120 points**.
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.

Green Hospitality Offices & Businesses Self-Certification Workbook

600+ total available points

Only 100 points necessary for automatic certification

Qualify for provisional certification with less than 100 points

Business name: _____

Address: _____

Contact person: _____

Telephone number: _____

Email Address: _____

Facility Telephone Number (for Certified Facilities List): _____

Office Square Footage: _____ # Full time equivalent employees: _____

SECTION 1: EMPLOYEE PARTICIPATION

- ✓ Create an environmental team/task force and meet at least quarterly 10 Points
 - *Attach meeting dates and attendees for past 3 meetings*

- ✓ Commitment letter signed by all employees. *Attach copy of document.* 3 Points

- ✓ Sustainability bulletin board for posting tips and information about green practices, events and groups 3 Points

- ✓ Employee Commuting: up to 30 Points

% of employees who usually carpool _____

% of employees who usually use non-motorized transportation (i.e. walking, biking, kayaking) _____

% of employees who use mainly public transportation _____

- ✓ Assistance to employees for low emissions commuting (i.e. carpooling connections board, subsidized bus passes) 5 Points

- ✓ Employee incentives for low emissions commuting (i.e. department competitions) 5 Points

Section 1: Employee Participation Category point total: _____

SECTION 2: BUSINESS PRACTICES

✓ **Adopt and display an environmental policy.** 7 Points

- *Attach a copy of the written environmental policy.*
- *Describe where it is displayed to employees and clients:*

✓ **Electronic proposal/report submittal rather than mailing hard copy** 7 Points

- *Attach a copy of the environmental policy for proposals/contracts/reports.*
- *Describe where it is displayed to employees and customers:*

✓ **Electronic marketing (rather than mailing pieces)** up to 10 Points

✓ **Partnering with/supporting other “Green” businesses** 7 Points

✓ **Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. (This can cut down paper use by 20%)** 10 Points

✓ **Fax to e-mail system** 3 Points

Alternative fuel operating vehicle (i.e., bio-diesel, electric, hybrid, etc.)

✓ **Hybrid vehicle for business.** 15 Points

✓ **Comply with the Rhode Island Diesel Engine Anti-Idling Program requirements (RIDEM Air Pollution Control Regulation No. 45), especially hotel motor coaches picking up or dropping off passengers at T. F. Green Airport. The regulation prohibits the unnecessary idling of a diesel motor vehicle for more than five (5) minutes.** Required

Section 2: Business Practices Category point total: _____

SECTION 3: PURCHASING

✓ **Property shall use printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain:**

30% post-consumer recycled content

7 Points

100% post-consumer recycled content

20 Points

- *Attach description from packaging and brand*

✓ **Paper is certified by the Forest Stewardship Council (FSC)**

3 Points

✓ **For all printing done outside the office (i.e. business cards, brochures), paper has at least 30% recycled content**

up to 10 Points

✓ **Purchases of paint products with volatile organic compounds (contribute to ground level ozone); off-gassing potential shall be evaluated and lower VOC products purchased where available. (100% of all paint purchases = 10 points)**

The VOC content shall not exceed:

Interior Flat paint: 50 grams per liter (g/L)

5 points

Exterior Flat paint: 100 grams per liter (g/L)

5 points

- *Describe brand(s) of paint(s) and VOC content and percent purchased:*

✓ **Fair trade coffee/tea in break room**

2 Points

✓ **Purchase supplies in bulk and avoid single-use type products. In particular, efforts should be made to use highly concentrated cleaning products dispensed through portion control equipment, and to substitute reusable pump sprays for aerosol cans.**

3 Points

✓ **Outside cleaning service is a “Green” company**

5 Points

✓ **Use of “Green Seal” or EcoLogo” certified cleaning materials throughout property.**

Describe which product brands are used and for which purpose.

2 Points

- glass cleaner: _____ **2 Points**
- floor cleaner: _____ **2 Points**
- bathroom cleaner: _____ **2 Points**
- counter top cleaner: _____ **2 Points**
- dishwashing soap: _____ **Points**
- other: _____ **Negotiable**

Section 3: Purchasing Department Category point total: _____

SECTION 4: 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 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 office for use by the employee in order to recycle office paper, newspapers, cardboard, beverage cans, food cans, glass, and plastics.**

Common areas (copy center)

10 Points

Common areas (kitchen/break room)

3 Points

Individual work stations

7 Points

✓ **Corrugated cardboard is recycled**

Required

Business are required by RIDEM regulation to recycle this commodity

- *Describe recycling procedures. Who performs it, how often, waste types segregated*

Paper: _____

10 Points

Glass containers: _____

3 Points

Metal containers: _____

3 Points

Plastic containers: _____

3 Points

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**

in compliance

awarded with proof of proper disposal of this type of waste.

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

2 Points

✓ **Eliminate the use of Styrofoam food containers in office kitchen including coffee mugs and table ware. Paper cups are preferred over plastic.**

3 Points

✓ **Exclusively use reusable table ware (cups, plates, cutlery)**

10 Points

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

3 Points for each

Section 4: Waste Management Category point total: _____

SECTION 5: LANDSCAPING

- ✓ **Eliminate chemicals in the gardens and vegetated areas, and use botanical controls such as organic insecticides, fertilizers and biocides and/or integrated pest management (IPM) techniques to treat fungus and insect problems. Use native plantings to reduce water and chemical fertilizers and herbicides.** 5 Points

- *Describe which brands and products are currently being used.*
-
-

- ✓ **Use vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc), with an emphasis on native plants, and plants that don't require a lot of watering** 5 Points

- *Describe buffer zone, and how it is maintained*
-
-

- ✓ **Avoid landfilling of any leaf or yard wastes.** Required

This activity is only awarded 2 points because conformance to this is expected, as it is a legal requirement for all businesses in Rhode Island to recycle leaf and yard wastes

- *Describe treatment of leaf and yard wastes, including raked leaves, grass clippings, and tree limbs. This may include leaving grass clippings on the lawn, composting on-site, use of an off-site composting facility, and chipping tree limbs.*
-
-

- ✓ **Do you mulch grass clippings rather than bagging them?** 2 Points
(grass clippings contain 4% nitrogen and act like a time release fertilizer when they are returned regularly to the soil)

Section 5: Landscaping Category point total: _____

SECTION 6: WATER CONSERVATION

✓ Use the following water conserving fixtures or retrofits:

2.2 gpm faucets and aerators

2 Points

Automatic faucet shut offs

2 Points

1.6 gpf toilets

1 Points

1.28 gpf toilets

3 Points

Dual flush toilets

5 Points

Waterless urinals OR fractional low flow flush.

Number of waterless urinals and fractional gpm: _____

5 Points

Section 6: Water Conservation Category point total: _____

SECTION 7: Energy

IMPORTANT: Free energy audits are available to businesses through National Grid. The audit will include a report of recommended energy efficiency improvements, as well as information about available incentives. For more information, call National Grid at 1-800-332-3333, or visit <http://www.nationalgridus.com/narragansett/business/energyeff/energyeff.asp>.

✓ **Purchase and use of ENERGY STAR qualified equipment throughout facility**

- Computers (*How many?* _____) 7 Points
- Monitors (*How many?* _____) 7 Points
- Printers (*How many?* _____) 7 Points
- Copiers (*How many?* _____) 7 Points
- Refrigerator (*How many?* _____) 3 Points
- Microwave (*How many?* _____) 3 Points
- Other? _____ Points neg.

✓ **Use of laptops instead of desktops (A laptop uses a tenth the power of a desktop. Even when connected to a monitor, it uses half the power of a desktop)**

Laptops replacing desktops _____

Laptops with separate monitors _____

up to 15 points

✓ **Turn off equipment at night:**

- **Monitors** (*how many?* _____) 3 Points
- **Computers** (*how many?* _____) 3 Points
- **Printers** (*how many?* _____) 2 Points
- **Fax machines** (*how many?* _____) 2 Points

✓ **Indoor lighting shall be energy-efficient OR on a schedule for replacement with energy-efficient lighting.**

Up to 10 points

Describe type of efficient lighting and where it is used:

- ✓ LED or electroluminescent exit signs through out 100% of property.
approx # _____ 5 Points
- ✓ Programmable on/off timers and/or sensors shall be used for lighting and HVAC in low traffic and low occupancy areas 5 Points
- ✓ Install high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater. 5 Points
- ✓ Natural light substituting for electrical light, or use of the daytime dimming sensor. 5 Points
- ✓ Use solar panels or wind turbines to generate electricity. 20-75 Points
- ✓ Office has been “de-lamped” (see <http://www.emtfsask.ca/pdfs/t-delamp.pdf> for more information).
bulbs removed: _____ 10 Points
- ✓ Contact National Grid/RISE Engineering for a free energy audit 10 Points
- ✓ Purchase renewable electricity with National Grid’s Green Up program.
https://www.nationalgridus.com/narragansett/business/energychoice/3_renewable.asp
% Electricity from a Green Up provider _____ Points negotiable
- ✓ Purchase carbon off sets (renewable energy credit, green tags, etc.) Points negotiable
 - quantity _____

Section 7: Energy Category point total: _____

SECTION 8: 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 cigarette butt disposal receptacle(s).** 1 Points

✓ **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 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) 5 Points
Absorbents (drop inlet pillows) per unit

Tree box up to 10
Porous pavement Points per
Rooftop Greening system
Bio-retention (rain garden) areas
Wet Ponds
Installed infiltrators

Section 8: Stormwater point total: _____

SECTION 9: ENERGY & RESOURCE TRACKING (sample provided on last page)

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), and describe the reason for the change:

Year:	2008	2009	2010
kW hours 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			

3 points awarded for each completed Category. A completed category requires last year and at least one other year filled in for comparison purposes (see example on next page).

Section 9: Energy & Resource Tracking point total: _____

SECTION 10: OTHER INITIATIVES

✓ **Other environmental certifications and awards.**
 (such as the Green Seal Environmental Standard for Lodging Properties)

Points negotiable

✓ **What did we miss??**

Do you have other activities or initiatives you feel you should be awarded points for?

Points Negotiable

Use a separate sheet of paper if necessary and estimate how many points you feel it is worth.

Section 10: Other Initiatives point total: _____

Add up ALL points, and enter the total

_____ **Total Points**

- 100 points qualifies for an **automatic certification**.
- If you scored your business at less than 100 points, but are confident that you can obtain the remainder, or if you want free technical assistance and low cost recommendations to help you obtain the remainder, apply for the **provisional certification**, which allows your business to receive the same benefits as the automatic certification while you plan and work towards the accumulation of 100 points.

Thank you for your participation!

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 business is participating in Rhode Island's Green Certification 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

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 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.
- 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.**