

Rhode Island Hospitality Green Certification Self-Certification Workbook



Green Restaurants

August 2011

Rhode Island Hospitality Green Certification for the Hospitality & Tourism Industry



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



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

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



Partners in the Rhode Island Environmental Leader 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 Restaurants 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 Customer & Technical 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 Restaurant; the workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the DEM's Office of Customer & Technical 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. You must score at least **110 points** for automatic certification.
5. Two years after initial certification, you must be re-certified. For **recertification**, you must complete the workbook again and increase your point total to at least **140 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.

Restaurant Self-Certification Workbook

600+ total available points

Only 110 points necessary for automatic certification

Qualify for provisional certification with less than 110 points

140 points required for re-certification

Business name: _____

Facility name (if different): _____

Address: _____

Contact person: _____

Telephone number: _____

E-mail Address _____

Facility Telephone Number (for Certified Facilities List): _____

Meals/customers served per day: _____ Square footage: _____

SECTION 1: ADMINISTRATIVE

✓ Adopt and display an environmental policy. 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. 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. 3 Points

- Attach description from packaging and brand

✓ Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. 2 Points

✓ Ink jet cartridges, computer disks are recycled.

- Method: _____ 2 Points

Section 1: Administrative point total: _____

SECTION 2: CLEANING CHEMICALS

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

- chlorine bleach
- phosphates
- ethylene diamine tetraacetic acid or ethylene dinitrilotetraacetic 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: _____

4 Points

floor cleaner: _____

4 Points

bathroom cleaner: _____

4 Points

all purpose/ counter top cleaner: _____

4 Points

other: _____

4 Points

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

✓ Have a documented Standard Operating Procedure for what gets disinfected and how it gets disinfected includes use of goggles and gloves (as required per the label).

Restroom

2 Points

Kitchen (cutting boards, counters etc)

2 Points

Silverware

2 Points

Section 2: Cleaning Chemicals point total: _____

SECTION 4: RESTROOMS

✓ Hand soap that is either Green Seal certified or has a full list of ingredients and is not “antibacterial”

- Name and brand of products

3 Points

✓ 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

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

3 Points
for each

Section 4: Restrooms point total _____

SECTION 5: LANDSCAPING AND MAINTENANCE

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

Please check and indicate brand if applicable:

fertilizers

pesticides

herbicides

de-icing

1 point for each

- ✓ **Practice integrated pest management (IPM) techniques to treat pest problems inside the restaurant.**

- *Describe techniques used inside the building(s).*

up to 5 points

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

- Interior flat paint: less than 50g/l VOC content
- Exterior flat paint: less than 100 g/l VOC content

5 points

5 points

- Describe brand of paint and VOC content

- How many gallons have been purchased or used

Section 5: Landscaping & Maintenance point total:

SECTION 6: WASTE MANAGEMENT

✓ **Rhode Island Annual Recycling Report –**

(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))

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

Paper _____

1 Point

Cardboard _____

1 Point

Glass _____

2 Points

Metal _____

2 Points

Plastic _____

2 Points

✓ **Food waste composting**

- Food prep waste only
- Food prep and customer leftover composting

3 Points

4 Points

Which composting facility? _____

SECTION 6: WASTE MANAGEMENT, Cont.

Universal Waste (State Law)- required by state law

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

in compliance

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

2 Points

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

need compliance assistance, please

If you need further assistance complying with this law, please contact RI DEM's Office of Customer & Technical Assistance to assist you.

Section 6: Waste Management point total:

SECTION 7: 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 (free energy audits and incentives are available from National Grid).
 - 90% to 100% of the property
approx # of CFL's or LED's _____ 5 Points
 - 50% to 90% of property
approx # of CFL's or LED's _____ 3 Points
 - 25% to 50 % of the property
approx # of CFL's or LED's _____ 1 Point

- ✓ LED or electroluminescent exit signs.
approx # _____ 2 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)
Describe types of timers or sensors used and where:

_____ 5 Points

- ✓ Low E or thermopane windows.
 - 75 - 100% of property 7 Points
 - 50 - 75% of property 5 Points

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

- ✓ Inventory all motors and pumps. *Attach document with motor nameplate information.* 7 Points

- ✓ New boiler or furnace. *Year installed:* 3 Points

- ✓ Natural light substituting for electrical light, or use of the daytime dimming sensor *Describe:* up to 5 Points

SECTION 7: ENERGY, Cont.

- ✓ **Solar hot water system.** **50 Points**

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

 20-75 Points

- ✓ **Contact National Grid/RISE Engineering for a free energy audit** **7 Points**

Section 7: Energy point total: _____

SECTION 8: 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.**

Available to staff only

3 Points

Available to staff and customers

10 Points

- *Describe display:*
-

- ✓ **Collaborations with other businesses AND/OR encouraging other businesses to obtain Green Certification**

3 Points
per business

Describe:

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

5 Points

- ✓ **Menus inform customers where food is coming from**

Up to 10
points

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

Section 8: Environmental Education point total: _____

SECTION 9: APPLIANCES

✓ **Install high efficiency “Energy Star” appliances**

Describe types of products used and where:

- **Dishwasher** **5 Points**

- **Ice Machine** **5 Points**

- **Refrigerators** **5 Points**

- **Fryers** **5 Points**

- **Variable Speed Vent Hoods** **5 Points**

- **Other???** **5 Points**

Section 9: Appliances point total: _____

SECTION 10: FOOD

✓ **Fruit and Vegetables**

Percentage of fruits and vegetables on the menu are organic?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

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

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

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

Provide fair trade items on the menu

2 Points

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

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

SECTION 10: FOOD, Cont.

✓ Eggs

Percentage of eggs on the menu are organic?

10%-20%

20%-80%

80%- 100%

1 Point

2 Points

5 Points

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

10%-20%

20%-80%

80%- 100%

1 Point

2 Points

5 Points

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

10%-20%

20%-80%

80%- 100%

1 Point

2 Points

5 Points

✓ Seafood and shellfish

Percentage of seafood comes from Rhode Island or Massachusetts waters?

10%-20%

20%-80%

80%- 100%

1 Point

2 Points

5 Points

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

5 Points

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

2 Points

SECTION 10: FOOD, Cont.

✓ Meat	Poultry	Pork	Beef
What percentage of available meat products are certified organic?			
10%-20%	<input type="checkbox"/> 1 Point	<input type="checkbox"/> 1 Point	<input type="checkbox"/> 1 Point
20%-80%	<input type="checkbox"/> 2 Points	<input type="checkbox"/> 2 Points	<input type="checkbox"/> 2 Points
80%- 100%	<input type="checkbox"/> 5 Points	<input type="checkbox"/> 5 Points	<input type="checkbox"/> 5 Points
What percentage are certified as humanely raised?			
10%-20%	<input type="checkbox"/> 1 Point	<input type="checkbox"/> 1 Point	<input type="checkbox"/> 1 Point
20%-80%	<input type="checkbox"/> 2 Points	<input type="checkbox"/> 2 Points	<input type="checkbox"/> 2 Points
80%- 100%	<input type="checkbox"/> 5 Points	<input type="checkbox"/> 5 Points	<input type="checkbox"/> 5 Points
What percentage were raised in Rhode Island or within 250 miles of the restaurant?			
10%-20%	<input type="checkbox"/> 1 Point	<input type="checkbox"/> 1 Point	<input type="checkbox"/> 1 Point
20%-80%	<input type="checkbox"/> 2 Points	<input type="checkbox"/> 2 Points	<input type="checkbox"/> 2 Points
80%- 100%	<input type="checkbox"/> 5 Points	<input type="checkbox"/> 5 Points	<input type="checkbox"/> 5 Points
✓ Dairy	Milk	Cheese and other dairy products	
Growth hormone (rBst) free?			
20%-80%	<input type="checkbox"/> 1 Point	<input type="checkbox"/> 1 Point	
80%- 100%	<input type="checkbox"/> 3 Points	<input type="checkbox"/> 3 Points	
What percentage comes from Rhode Island or within 250 miles of the restaurant?			
10%-20%	<input type="checkbox"/> 1 Point	<input type="checkbox"/> 1 Point	
20%-80%	<input type="checkbox"/> 2 Points	<input type="checkbox"/> 2 Points	
80%- 100%	<input type="checkbox"/> 5 Points	<input type="checkbox"/> 5 Points	

Section 10: Food points total: _____

SECTION 11: 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 outside trash receptacles.** 1 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 11: Stormwater point total: _____

SECTION 12: 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 12: Energy & Resource Tracking point total: _____

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 restaurant is participating in Rhode Island's Green Hospitality 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.**