

US EPA ARCHIVE DOCUMENT

Arizona Hotel & Lodging Association's Certified Green Self-Certification Workbook



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Arizona Certified Green Lodging Program

BECOME A GREEN LODGING PROVIDER AND RECEIVE COUNTLESS BENEFITS

- Approved use of AzHLA's Certified Green Lodging logo for marketing (website, literature, decals, etc).
- A listing on the AzHLA, AZ Office of Tourism and Arizona Department of Environmental Quality websites identifying your business as AzHLA Green Certified: www.letsgoarizona.com; www.azhla.com and www.arizonaguide.com; and www.azdeq.gov.
- Complimentary listing and highlight for Green Certification in the next available printing of the Official State Visitors Guide, distributed to more than 100,000 potential visitors.
- Knowing that your business is doing what it can to be more environmentally sustainable in your community.
- Measuring the environmental benefits that result from the steps your business takes to qualify and maintain qualification under this program.
- Allowing AzHLA and its associates to let your guests know that you are committed to protecting the environment.
- Preferred status with companies looking for Hotels practicing Corporate Responsibility.

Partners in the AzHLA Certified Green Lodging Program:

- Arizona Office of Tourism
- Arizona Tourism Sustainability Council
- Arizona Tourism Alliance
- Arizona Department of Environmental Quality

How the program works:

1. Complete the self-certification workbook by checking off all of the initiatives that your facility is currently undertaking. It is available as a fillable Word document or a PDF file. If you need assistance filling out the Workbook, please call AzHLA at (602) 604-0729. Also, please visit the Green Certification Program webpage at www.azhla.com for more information and resources.
2. **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.
3. Calculate your estimated score by adding up all points in each section in the table at the end of the workbook.
4. Send the Compliance Agreement Page and Payment for Workbook Review and Annual Certification to AzHLA:
 - \$100 for properties up to 150 rooms
 - \$200 for properties 150-500 rooms
 - \$500 for properties with 500+ rooms
 - Non-member properties incur an additional \$500 fee per category
5. Send completed copies of the workbook preferably by e-mail, mail (double-sided copy) or fax to:

Arizona Hotel & Lodging Association
1240 E. Missouri Ave.
Phoenix, AZ 85014
Telephone: (602) 604-0729 Fax: (602) 604-0769
Contacts: Debbie Johnson, djohnson@azhla.com
Kristen Jarnagin, kjarnagin@azhla.com
6. Your workbook will be reviewed and will receive a final score.

If your business scores 150 points or more, you qualify for an automatic certification from AzHLA for two years (requiring annual payment renewals). In two years, you will need to show active initiative of sustainability improvements totaling 200 or more points to be eligible for a re-certification.

If your business scores less than 150 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. Low cost recommendations will be given to help businesses achieve more points.
7. Upon final scoring of the workbook, you will be sent an official letter detailing your point total and possible low cost recommendations. The official notice of certification will allow you to display the Certified Green logo on a banner, flag, sticker or your letterhead and marketing materials.
8. AzHLA will enlist a third party inspector for program verification. The independent inspector will randomly select businesses for verification appointments throughout the year. These visits will be scheduled and not “unannounced”. Visits may require the independent inspector to spend the night to review management and staff activities. Participating businesses agree as part of the program to provide one night’s lodging in a standard, non smoking room for this purpose at no cost to the inspector or AzHLA. Reservation should be provided at the time the visit is scheduled. Inspectors will not visit the business more than once during a certification period, unless requested by the business or to certify a hotel that did not qualify on the first inspection.

Self-Certification Compliance Agreement

500+ total available points

Only 100 points necessary for automatic certification

Qualify for provisional certification with less than 100 points

Business name: _____

Facility name (if different): _____

Address: _____

Contact person: _____

Telephone number: _____

E-mail Address _____

Facility Telephone Number (for Certified Facilities List): _____

Number of Rooms: _____

I hereby apply for participation in the Arizona Hotel and Lodging Association's **Certified Green Lodging** Program. By applying I agree to:

1. Comply with all state and federal environmental laws and regulations at this facility
2. Self-disclose any environmentally-related enforcement actions taken against this facility.
3. Direct my employees to comply with all state and federal environmental laws and regulations at this facility.
4. Immediately cease claiming to be a **Certified Green** Lodging participant if AzHLA and/or the independent inspector determine that my facility does not comply or I have not paid the annual fees as outlined. I agree to return any and all evidences of certification and not to display any outdated certification materials.
5. Provide one standard lodging room at my business for overnight evaluation during any year of my certification at no charge to the independent inspector provided I qualify for acceptance into the program.

Printed Name/Title Signature

Section 1. Commitment to comply with environmental laws 2 Points

Self disclosure of environmental related enforcement actions:

Have you been the subject of a civil enforcement action within the past three (3) years or a criminal action within the past five (5) years? Yes No

If yes, provide the following: the identity of the Regulatory Agency and briefly describe the nature of the violation; the date the regulatory agency closed their action; and the steps taken to prevent the reoccurrence of the violation.

Please mail this signed cover page along with payment to:

Arizona Hotel & Lodging Association
Attn: Certified Green Lodging Program
1240 E. Missouri Ave.
Phoenix, AZ 85014

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NOTE: Hotels and motels are subject to inspection by the state and/or local health departments. Participation in the state Certified Green Lodging Program does not impact, nor provide any preference in the health related inspections.

Self-Certification Workbook

Instructions for filling out the Workbook

- The Workbook has 15 Sections. It is not necessary to fill out every space in each section. You only need to complete sections or parts of sections where you may be eligible for points.
- Point values are set to zero. If you want to claim points for the initiative, delete the 0 in the field and enter your points. If you do not want to claim points, simply leave the value set to 0.
- Do not take points for initiatives that you don't have (e.g., you can't take points under HVAC because you use natural ventilation in a seasonal setting and don't provide air conditioning.)
- Some initiatives have points that are labeled "Negotiable". You may enter a point value that you think you should receive. It will be reviewed by AzHLA and the Inspector if applicable.
- Use the Description space to add comments or add required information about the initiative.
- Total your points for each section. At the end of the Workbook, you will find a table for adding up the points in each section and a total for all sections.

Section 2: Administrative Offices

#	Initiative	Max Points Allowed	Enter Your Points	Description
2.1	Adopt and display an environmental policy that commits to pollution prevention; waste reduction and recycling; and energy and resource conservation. Attach a copy of the written environmental policy. Describe where it is displayed to customers and communicated to employees.	10	0	
2.2	Create an environmental team/ task force, that is responsible for planning and monitoring your environmental programs, and that meets at least quarterly. Attach meeting dates and attendees for past 2 meetings.	10	0	
2.3	Develop and follow a schedule to review (at least annually) your operational procedures and improve your environmental performance	10	0	
2.4	Property uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content <u>OR</u> tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content <u>OR</u> tree-free fiber content. Attach description from packaging and brand.	3	0	
2.5	Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional.	3	0	
2.6	Cut up used office paper for note pads.	2	0	
2.7	Computer disks and ink jet cartridges are recycled.	2	0	
2.8	Other. Please describe.	Negotiable	0	
2.9	Add up your points for Section 2: Administrative Offices		0	

Awareness Waste Management

Section 3: Housekeeping

Use cleaners and detergents that are readily biodegradable and do not contain NTA (Nitrilotriacetic Acid), Chlorine Bleach or Phosphates.

FACTS & RESOURCES

- Institutional users now report that, in general, green cleaners are cost competitive and perform just as well as their conventional counterparts.
- Green cleaners are cost competitive.
- Using green cleaning chemicals can actually produce additional savings when other benefits are taken into account. Switching to green cleaners, for example, can help reduce the more than \$75 million a year U.S. institutions spend to address the chemical-related injuries of custodial workers.
- Use a Material Safety Data Sheet (MSDS), a form containing data regarding the properties of a particular product or substance, and contains comprehensive information including toxicity and health effects, to assist in switching to less hazardous chemicals. They can be obtained through various web sites including MSDS Search <http://www.msdssearch.com>.

Green Seal: <http://www.greenseal.org/findaproduct/index.cfm>

EcoLogo: http://www.ecologo.org/en/certifiedgreenproducts/?category_id=21#21

#	Initiative	Max Points Allowed	Enter Your Points	Description
3.1	Describe which product brands are used and for which purpose. Answer question 2.1a-2.1d OR 2.2.			
3.1a	Glass Cleaner	2	0	
3.1b	Floor Cleaner	2	0	
3.1c	Bathroom Cleaner	2	0	
3.1d	All Purpose Cleaner/Counter Top Cleaner	2	0	
3.2	Use of "Green Seal" or "EcoLogo" certified cleaning materials throughout property.	10	0	
3.3	Laundry detergent. Use laundry detergents that are biodegradable, do not contain nonylphenol ethoxylate (NPE) or nonionic surfactants. Please describe.	5	0	
3.4a	Purchase supplies in bulk and avoid single-use type products. In particular, efforts should be made to use highly concentrated cleaning products that are dispensed through portion control equipment and to substitute reusable pump sprays for aerosol cans.	3	0	
3.4b	Work with vendors to take back and properly dispose or recycle unused samples, off-spec materials, excess stock and/or expired stock.	5	0	
3.4c	Make a list of hazardous compounds (chlorinated, toxic, flammable, etc.) to avoid buying and using. Use the list to guide purchases. Select low hazard alternatives.	10	0	
3.5a	Ozone washing machines. Enter type and model in the description.	5	0	
3.5b	Install water efficient washing machines and energy efficient dyers.	5	0	
3.6	Other. Please describe.	Negotiable	0	
3.7	Add up your points for Section 3: Housekeeping		0	

Section 4: Waste Management

#	Initiative	Max Points Allowed	Enter Your Points	Description
4.1	Questions 4.1a-4.1b. Distribute recycling bins throughout the lodging facility for use by the employees and guests in order to recycle soda cans, food cans, newspapers, glass, and plastics.			
4.1a	Common areas only	2	0	
4.1b	Common areas and guest rooms	5	0	
4.2	Questions 4.2a-4.2f. Describe recycling procedures: Who performs it, how often, can customers segregate waste.			
4.2a	Paper	2	0	
4.2b	Glass and metal food and beverage containers	2	0	
4.2c	Scrap Metal	2	0	
4.2d	Plastic	2	0	
4.2e	Television sets. Enter number per year in the description.	5	0	
4.2f	Mattresses. Enter number per year in the description.	5	0	
4.3	Universal Waste: Store old or burned out fluorescent lamps (tube style), CFL's (compact fluorescent lamp bulbs), and CRT's (computer monitors and televisions) in a central accumulation area. Send YEARLY to a consolidation or recycling facility.	5	0	
4.4	Other. Please describe.	Negotiable	0	
4.5	Add up your points for Section 4: Waste Management		0	

Waste Management

Section 5: Landscaping and Maintenance

Minimize use of pesticides, fertilizers and irrigation water on lawns and in gardens. Practice integrated pest management (IPM) techniques to treat pest problems both inside and outside. Plant low-input and sustainable grasses and ornamental plants that demand less fertilizer and pesticide use. Use pesticides as a last resort and when needed use the least toxic products that pose the lowest risk of exposure to people and animals. Use slow release or timed-release nitrogen fertilizer products. Use phosphorus free fertilizers unless a soil test indicates need or planting a new lawn or over seeding. Do not plant invasive plant species, use native or non-invasive, non-native plants to reduce the potential for natural habitat degradation.

#	Initiative	Max Points Allowed	Enter Your Points	Description
5.1	Use native plantings to reduce water and chemical fertilizers and herbicides.	5	0	
5.2a	Automatic sprinkler systems with moisture sensors so watering only when needed (i.e., no water after it rained).	5	0	
5.2b	Inspect irrigation systems at least monthly for leaks and repair all broken or defective sprinkler heads/nozzles, lines and valves.	5	0	
5.3	Use vegetative buffers to protect water bodies (streams, ponds, lakes, etc.) with an emphasis on native plants.	2	0	
5.4	Eliminate chemicals in the gardens, and use botanical controls such as organic insecticides, fertilizers and biocides and/or integrated pest management (IPM) techniques to treat fungus and insect problems.	5	0	
5.5	Question 5.5a-5.5b: Purchases of paint products with volatile organic compounds (VOCs contribute to ground level ozone). Labels describe VOC content and lower VOC products should be purchased where available. Describe brand of paint and VOC content and percent purchased.			
5.5a	Interior Flat paint: less than 50 g/l VOC content. Enter how many gallons used in the description.	5	0	
5.5b	Exterior Flat paint: less than 100 g/l VOC content. Enter how many gallons used in the description.	5	0	
5.6	Maximize stockpiling and storage of excess paint and paint products in storage, reusing or donating usable paint, and recycling/disposing unusable material.	2	0	
5.7	Do you mulch grass clippings rather than bagging them? (Grass clippings contain 4% nitrogen and act as a time release fertilizer when they are returned regularly to the soil.)	2	0	
5.8	Other. Please describe.	Negotiable	0	
5.9	Add up your points for Section 5: Landscaping and Maintenance		0	

Water Conservation Pollution Prevention Waste Management

Section 6: Heating, Air Conditioning and Ventilation (HVAC)

#	Initiative	Max Points Allowed	Enter Your Points	Description
6.1	Routine maintenance performed. Filters changed regularly. Attach dates of last 3 filter changes.	1	0	
6.2	Variable speed/ frequency drives installed on motors (not running motors at full speed all the time). Describe how many and when the replacement took place:	2 per VFD	0	
6.3	Economizers ensured to be working properly. Number of economizers and date last checked:	Up to 5	0	
6.4	Install high-efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater	Up to 10	0	
6.5	New furnace. Enter year in the description.	Negotiable	0	
6.6	Electronic Thermostats in Guest Rooms to regulate temperatures between guests.	10	0	
6.7	Air conditioning is monitored throughout common areas and meeting space to be kept comfortable at the highest temperature possible.	Negotiable	0	
6.8	Cooling towers use non-chemical treatment.	Negotiable	0	
6.9	Other. Please describe.	Negotiable	0	
6.10	Add up your points for Section 6: HVAC		0	

Energy Conservation

Section 7: Guest and Staff Rooms

#	Initiative	Max Points Allowed	Enter Your Points	Description
7.1	Offer guests the option of not having sheets or towels changed daily in an effort to reduce energy and water use and detergent waste.	5	0	
7.2	Pillow card placed on pillow signed by the cleaning staff about cleaning products used to clean room. Attach a copy to receive points for this.	5	0	
7.3	Use cruelty-free amenities that do not contain: sodium lauryl ether sulfate, parabens, formaldehyde, mineral oil, petroleum derivatives, and animal-based products. Name and brand of product:	3	0	
7.4	Use refillable amenity dispensers rather than individual containers for shampoo, conditioner, soap, lotion in guest rooms.	Up to 10	0	
7.5	Recyclable Key cards. Enter type in the description. Or metal keys that are reused for each guest.	3	0	
7.6	Other. Please describe.	Negotiable	0	
7.7	Add up your points for Section 8: Guest and Staff Rooms.		0	

Water Conservation Awareness Waste Management

Section 8: Swimming Pools and Spas

A 70-watt LED fixture produces approximately the same amount of light as a 450-watt incandescent fixture, but with savings of nearly 85 percent in the amount of energy consumed. Initial capital costs are approximately double (\$500 per LED fixture, as opposed to \$250 for an incandescent), but the LED lights will provide 55,000 hours of light compared to 3,800 hours for an incandescent, so the changeover is well worth the investment.

#	Initiative	Max Points Allowed	Enter Your Points	Description
8.1	Question 8.1a-8.1h: Indoor swimming pool or spa water treatment.			
8.1a	Non-stabilized bromine (no hydantoins) for indoor pool/spa only	1	0	
8.1b	Use non-stabilized chlorine (no cyanuric acid) for indoor pool/spa only	2	0	
8.1c	Calcium hypochlorite (calhypo) instead of sodium hypochlorite	3	0	
8.1d	Calhypo with electronic monitoring	5	0	
8.1f	Non-chlorine shock chemicals	3	0	
8.1g	Salt chlorine generator	10	0	
8.1h	Other. Please describe.	Negotiable	0	
8.2	Questions 8.2a-8.2d: Outdoor swimming pool or spa water treatment.			
8.2a	Calcium hypochlorite (calhypo) instead of sodium hypochlorite	3	0	
8.2b	Calhypo with electronic monitoring	5	0	
8.2c	Salt chlorine generator	10	0	
8.2d	Other. Please describe.	Negotiable	0	
8.3	Questions 8.3a-8.3d: Other swimming pool options.			
8.3a	Solar heating system	10	0	
8.3b	Insulated pool covering (thermal blanket) to keep heat in when not in use	3	0	
8.3c	LED lighting inside pool (See note at the beginning of this Section.)	5	0	
8.3d	Other. Please describe.	Negotiable	0	
8.4	Add up your points for Section 7: Swimming Pool and Spa		0	

Pollution Prevention Energy Conservation

Section 9: Water Conservation

#	Initiative	Max Points Allowed	Enter Your Points	Description
9.1	Any existing showerheads, faucets, and aerators that exceed these flow rates shall be on a schedule for replacement within 2 years. Toilets shall be replaced in conjunction with major room renovations. (Higher flow toilets may be exempt from the flow rate requirement if the plumbing infrastructure will not adequately function with lower flow rates.)			
9.1a	Enter approximate number of rooms that have 2.2 gpm faucets and aerators in the description.	Up to 5 points	0	
9.1b	Enter approximate number of rooms that have 1.6 gpf toilets in the description.	Up to 5 points	0	
9.1c	Enter approximate number of rooms that have 2.5 gpm showerheads in the description.	Up to 5 points	0	
9.2	Automatic shut off sinks installed in common area rest rooms.	2	0	
9.3	Have your local water utility or a water conservation service conduct a water audit of your facility to help identify water conservation opportunities at your business, including use of Water Sense products and services. Auditor: _____ Date: _____	10		
9.4	Regularly check for water leaks in your facility and repair. If use is unusually high, check fixtures for leaks and read your meter during off hours to detect involuntary consumption.	5		
9.5	Other. Please describe.	Negotiable	0	
9.6	Add up your points for Section 9: Water Conservation.		0	

Water Conservation

Section 10: Education

#	Initiative	Max Points Allowed	Enter Your Points	Description
10.1	Maintain environmental information (display, brochure, etc) for guests and staff with current information on what your business is doing to reduce environmental impact. Can include tips and solicit suggestions from customers. This is separate from posting the environmental policy and from pillow cards. Describe display.	Up to 10 points	0	
10.2	Other. Please describe.	Negotiable	0	
10.3	Add up your points for Section 10: Education.		0	

Awareness

Section 11: Kitchen and Food

Purchase food grown from local farms as much as possible. For more information, visit www.localfirstaz.com.

Note: Organic certification refers to meeting the standards in place in the USDA National Organic Program.

#	Initiative	Max Points Allowed	Enter Your Points	Description
11.1	Percentage of your Fruits, Vegetables and Beans from AZ Farms: 10-25% = 2 points 25-75% = 5 points 75-100% = 10 points	Up to 10 points	0	
11.2	Percentage of Eggs, Chicken, Beef, Pork or Other Meats from AZ Farms: 10-25% = 2 points 25-75% = 5 points 75-100% = 10points	Up to 10 points	0	
11.3	Percentage of your Milk, Cheese or Other Dairy Products from AZ Farms: 10-25% = 2 points 25-75% = 5 points 75-100% = 10 points	Up to 10 points	0	
11.4	Grow herbs and flowers for use in kitchen and hotel.	2	0	
11.5	High temperature dish machine (as opposed to low temperature dish machines that use more chemicals). Must also be low flow. List type in the description.	7	0	
11.6	Percentage of your Fruits, Vegetables and Beans that carry Organic certification: 10-25% = 1 points 25-75% = 3 points 75-100% = 5 points	Up to 5 points	0	
11.7	Percentage of Seafood that aligns with sustainable seafood recommendations from the Monterey Bay Aquarium (Seafood Watch), Chef's Collaborative, or Audubon Society sustainable seafood programs? 10-25% = 2 points 25-75% = 4 points 75-100% = 6 points	Up to 6 points	0	
11.8	What percentage of salmon is wild (vs. farm raised)? 10-25% = 1 points 25-75% = 3 points 75-100% = 6 points	Up to 6 points	0	
11.9	Establish a program to compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed.	5	0	
11.10	Eliminate the use of Styrofoam food containers in food service including "to-go" orders and reduce the amount of plastic containers and utensils, except where absolutely necessary. Paper cups are preferred over plastic.	5	0	
11.11	Donate food to soup kitchen/charity. Describe:	Up to 10	0	
11.12	Send waste vegetable (cooking) oil for reuse to a facility under a Solid Waste Beneficial Use Determination, for the production of biodiesel fuel.	5	0	
11.13	Other. Please describe.	Negotiable	0	
11.14	Add up your points for Section 11: Kitchen and Food		0	

Pollution Prevention Awareness Waste Management

Section 12: Energy

Indoor lighting shall be energy-efficient (compact fluorescent bulbs or 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.

#	Initiative	Max Points Allowed	Enter Your Points	Description
12.1	Lighting (See note above). For question 12.1a-12.1c, estimate the % of property that has compact fluorescent lighting (CFL).			
12.1a	90% to 100% of the property: Enter approximate number of CFLs in the description	10	0	
12.1b	50% to 89% of property: Enter approximate number of CFLs in the description	5	0	
12.1c	25% to 49% of the property: Enter approximate number of CFLs in the description	1	0	
12.2	Programmable on/off timers and/or sensors for lighting and HVAC in low traffic/occupancy areas (e.g., back of house, corridors, meeting/storage rooms, etc.) Please describe.	Up to 5 points	0	
12.3	Install high efficiency "Energy Star" appliances. Describe types of products used and where. Answer 12.4a OR 12.4b based on % of Energy Star appliances on the property.			
12.3a	Energy Star appliances on 90% - 100% of property	5	0	
12.3b	Energy Star appliances on 10% - 90% of property	2	0	
12.4	LED or electroluminescent exit signs throughout 100% of the property. Enter approx number in the description.	5	0	
12.5	Low E or thermopane windows. Answer 12.7a, 12.7b OR 12.7c based on % of thermopane windows.			
12.5a	Low E or thermopane windows on 75 - 100% of property	10	0	
12.5b	Low E or thermopane windows on 50%- 75% of property	5	0	
12.6	Vending Misers on vending machines. Enter approximate number in the description.	Up to 5 points	0	
12.7	Natural light substituting for electrical light, or use of the daytime dimming sensor. Describe:	Up to 5 points	0	
12.8	Hybrid vehicle for business and/or utilizing an idle-reduction program for buses and coaches.	Up to 10	0	
12.9	Solar hot water system (for domestic hot water, not pool).	50	0	
12.10	Use solar panels, fuel cells or wind turbines to generate electricity. Enter amount or size of unit in the description and the percentage of electricity used from the alternate sources.	20-75	0	
12.11	Purchase clean electricity. Enter kilowatts purchased. Get information for providers at: www.azha.com/green .	Up to 50 points	0	
12.12	Purchase carbon off sets (renewable energy credit, green tags, etc.). Enter quantity in the description.	Negotiable	0	
12.13	Other. Please describe.	Negotiable	0	
12.14	Add up your points for Section 12: Energy		0	

Section 13: Sense of Place

#	Initiatives	Max Points Allowed	Enter Your Points	Description
13.1	Feature Arizona-made furnishings or artwork in guestrooms	5	0	
13.2	Feature Arizona-made furnishings or artwork in common areas.	5	0	
13.3a	Offer Arizona-specific tours or attractions for guests (e.g. historical tours, storytelling, lectures, cooking classes, spa treatments, etc.)	Up to 10	0	
13.3b	Use low-emission or alternative fuel vehicles to transport guests	3	0	
13.3c	Provide bicycles or the opportunity to walk to nearby tours or attractions.	3	0	
13.4	Offer locally grown/made items in property gift shop/boutique	3	0	
13.5	Give back to the local community (e.g. toy drives, sponsor walks, donate charitable auction items, etc.)	2	0	
13.6	Feature Arizona-specific architecture or property design	5	0	
13.7	Other Sense of Place features or programs	Negotiable	0	
13.4	Add up your points for Section 13: Other Initiatives		0	

Awareness

Section 14: Other Initiatives

#	Initiatives	Max Points Allowed	Enter Your Points	Description
14.1	Other environmental certifications and awards.	Negotiable	0	
14.2	Other activities to reduce environmental impact.	Negotiable	0	
14.3	Add up your points for Section 13: Other Initiatives		0	

Section 15: Conferences and Green Meetings

Note: This section is not for internal meetings but intended for conferences held at your facility by outside organizations.

To calculate your points for this section: Count the number of yes responses (your initiatives) below. Find that number in the Calculation Table at the end of Section 14. Find the point value based on the number of meetings you have per year. For example if you have 7 initiatives and hold 5-10 meetings/yr, you would enter 3 in the right hand column. Please provide documentation to be awarded points.

#	Initiative	Enter Yes or No	Description
15.1	Administrative/ registration.		
15.1a	Communicate via e-mail rather than traditional mail or memos		
15.1b	Offer an online registration system		
15.1c	Have electronic meeting signage vs. printed		
15.1d	Provide participants opportunity to recycle conference materials.		
15.1e	Provide notepads from recycled paper		
15.1f	Offer Voluntourism or Community Based Teambuilding programs for attendees to give back		
15.1g	Provide local artisans for group gifts or awards.		
15.1h	Provide groups with unique local speakers on their topic to lessen travel emissions.		
15.2	Food and Consumables.		
15.2a	Use of local food as much as possible. Describe:		
15.2b	Compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed		
15.2c	Serve items such as cream and sugar in bulk containers		
15.2d	Provide water in pitchers or water coolers instead of bottled water		
15.2e	Use re-usable cups, plates utensils, no disposables		
15.2f	Donate consumable items to a local food bank		
15.2g	Use cloth instead of paper napkins and cutlery instead of plastic utensils		
15.3	Other. Please describe.		

Calculation Table. Find your points For Section 15: Green Meetings and Conferences:

#	Initiatives	Meetings/Year	Meetings/Year	Meetings/Year	Total Points
	(Count Yes responses)	1-4 meetings/ yr	5-10 meetings/ yr	10 + meetings/ yr	Enter one value only
15.4a	5-9 initiatives	1 pt	3 pts	5 pts	0
15.4b	10-13 initiatives	3 pts	6 pts	10 pts	0
15.4c	14 + initiatives	5 pts	9 pts	15 pts	0
15.5	Add up your points for Section 14: Conferences and Green Meetings				0

Waste Management Awareness Pollution Prevention

Estimated Score By Section
 Note: Final score is determined by the Office of Pollution Prevention Program Manager

SECTION	SELF SCORE	DEP FINAL SCORE
Section 1: Self Certification Compliance Agreement	0	
Section 2: Administrative Offices		
Awareness		
Waste Management		
Total Points for Administrative Offices	0	
Section 3: Housekeeping		
Pollution Prevention		
Water Conservation		
Total Points for Housekeeping	0	
Section 4: Waste Management	0	
Section 5: Landscaping and Maintenance		
Water Conservation		
Pollution Prevention		
Waste Management		
Total Points for Landscaping and Maintenance	0	
Section 6: Heating, Ventilation and Air Conditioning (Energy)	0	
Section 7: Guest and Staff Rooms		
Water Conservation		
Awareness		
Waste Management		
Total Points for Guest and Staff Rooms	0	
Section 8: Swimming Pools and Spas		
Pollution Prevention		
Energy		
Total Points for Swimming Pools and Spas	0	
Section 9: Water Conservation	0	
Section 10: Education (Awareness)	0	
Section 11: Kitchen and Food		
Pollution Prevention		
Awareness		
Waste Management		

Total Points for Kitchen and Food	0	
Section 12: Energy	0	
Section 13: Sense of Place (Awareness)	0	
Section 14: Other Initiatives	0	
Awareness		
Pollution Prevention		
Waste Management		
Energy		
Water Conservation		
Total Points for Other Initiatives	0	
Section 15: Conferences and Green Meetings		
Waste Management		
Awareness		
Pollution Prevention		
Total Points for Conferences and Green Meetings	0	
Total Estimated Points	0	

DRAFT

GREEN IMPACT SUMMARY

Please summarize the environmental benefits of the green measures you have implemented. You can calculate or estimate the environmental measures based on your knowledge and records. PLEASE indicate the units of measure you are using. Not all categories are expected to apply to your business. These measures will allow us to demonstrate to others how much the Arizona Certified Green Lodging Program is helping to protect the environment.

POLLUTION PREVENTION	
How much hazardous, flammable, and chlorine-containing chemicals do you use now?	
How much hazardous, flammable, and chlorine-containing chemicals did you use, prior to switching to more environmentally friendly chemicals?	
How many aerosol cans did you replace with refillable sprayers?	
How much low hazard (non-chlorinated, low toxicity, highly biodegradable and low flammability) cleaners do you use now?	
How much low hazard (non-chlorinated, low toxicity, highly biodegradable and low flammability) cleaners did you use before you implemented pollution prevention practices?	
ENERGY CONSERVATION	
How much energy reduction have you measured or estimated from your HVAC and evaporative cooling systems?	
How much energy reduction do you estimate from lighting, appliances, and other electrical equipment?	
WATER CONSERVATION	
How much water do you use now?	
How much water did you use, prior to switching to more environmentally friendly practices?	
How many and what percent of your guests participate in the optional Linen Reuse Program?	
WASTE REDUCTION	
How much glass do you recycle?	
How many wood pallets do you recycle?	
What amount of used alkaline/carbon, nickel cadmium and lithium batteries do you recycle (handled as Universal Waste)?	
What amount of plastics do you recycle?	
What amount of packaging (e.g. bubble wrap, foam peanuts) do you recycle or reuse?	

How much office paper do you recycle?	
What amount of aluminum cans do you recycle?	
How much cardboard do you recycle?	
How much newspaper do you recycle?	
How much scrap metal do you recycle?	
Buy Recycled	
What amount of recycled office supplies do you buy, and what is the percent of post-consumer content?	
What amount of recycled paper towels, tissues, etc. do you buy, and what is the percent of post-consumer content?	
What amount of recycled boxes and paper bags do you buy, and what is the percent of post-consumer content?	
What amount of recycled or used utility bins and drums do you buy?	
What amount of recycled or used garbage pails and garbage bag do you buy, and what is the percent of post-consumer content?	
Other Reductions – Please describe.	