A certification guidebook for

GS-55

Green Seal’s
Environmental Standard for

Restaurants and Food Services

GS-55 Standard, Edition 1, March 2014
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Introduction

The purpose of this guidebook is to guide restaurants and food services seeking Green Seal™ Certification under the Green Seal Standard for Restaurants and Food Services (GS-55) through the requirements of the standard. This guidebook does not replace the standard in defining the requirements for certification, and does not guarantee certification. Please refer to the full Green Seal Standard for Restaurants and Food Services for the complete certification requirements. See GS-55, Annex A, for definition of italicized terms, also included in this document.

Link: Greenseal.org/GS55.

In order to optimize the time needed to conduct the on-site evaluation of the property, Green Seal requires that properties submit appropriate and complete documentation prior to the on-site visit; electronic documents are preferred (e.g., PDF, Word, JPEG, Excel®, scanned originals, etc.). Templates are provided for easy submission of documentation (see samples on pages 58-77). Green Seal clients can download templates from the Green Seal Client Portal. These documents should provide proof that the requirements in the standard have been met (e.g., purchase orders, documented policies, photographic evidence). The auditor’s on-site evaluation will verify that the requirements of the standard are being implemented.

CERTIFICATION AND COMPLIANCE MONITORING EXPECTATIONS

Green Seal Certification is a process that ensures that a product or service meets rigorous performance, health, and environmental criteria. These criteria are listed as Green Seal Standards, such as GS-55 Standard for Restaurants and Food Services. Achieving certification of services helps operators back up their environmental claims and helps customers identify environmentally responsible hotels, restaurants, and cleaning services. Approximately 18 months after your certification site visit, you will have another site visit as part of the Green Seal monitoring program.

Monitoring your certified restaurant or food service is a requirement for continued participation in the Green Seal certification program. This periodic “check-in” helps you maintain the leadership that your brand has earned, and keeps the Green Seal strong as a credible marketing tool. Noncompliance identified during the on-site evaluation must be addressed within 120 days of the post-visit report. Remaining corrective actions that are outstanding more than 120 days may be considered grounds for termination with cause upon notification from Green Seal.
GUIDEBOOK FORMAT

Each of the sections in this guide corresponds to the criteria in the Green Seal Standard Restaurants and Food Services (GS-55) Edition 1.0, issued March 12, 2014. The criteria from GS-55 are addressed under the following topics:

INTENT
A brief explanation of the purpose for the specific criterion in GS-55

SUGGESTED IMPLEMENTATION
Suggested way(s) to achieve compliance with the criterion. Note: methods described in this document are presented as examples and may not be the BEST or ONLY way for your property to meet the criterion. These suggestions are not required as part of your documentation or to be shown during the on-site audit.

DOCUMENTATION NEEDED
Any documentation that is required to verify compliance will be listed. This is the documentation that is required to be submitted to the Project Manager prior to the on-site auditor visit.

ON-SITE AUDITOR VISIT
What the auditor may check during the on-site visit. The auditor may check additional items to verify compliance with particular criteria.
1.1 Property Specific Information

List details about the restaurant or food service, including address, year of construction, square footage, and number of staff.

INTENT
To gather basic information about the restaurant or food service

SUGGESTED IMPLEMENTATION
Obtain the necessary property details

DOCUMENTATION NEEDED
Complete template 1.1.

ON-SITE AUDITOR VISIT
Specific property details may be confirmed
1.2 Environmental Regulations Statement

Provide a statement that the restaurant has not violated any applicable environmental regulations in the past 6 months.

**INTENT**
To ensure that certified restaurants and food service operations do not have any current or recent environmental violations of applicable local, state, or federal regulations

**SUGGESTED IMPLEMENTATION**
Review property records to see if any applicable local, state, or federal environmental violations have occurred in the past 6 months

**DOCUMENTATION NEEDED**
If no violations have occurred, provide a statement on company letterhead, signed and dated by the general manager, that the restaurant has not violated any applicable environmental regulations in the past 6 months. If a violation has occurred, describe the incident and any corrective measures.
See template 1.2.

**ON-SITE AUDITOR VISIT**
Not applicable
1.3 Environmental Compliance Program

*Identify the environmental compliance personnel and/or provide description of environmental compliance program.*

**INTENT**
To ensure that certified restaurants have an environmental compliance program in place and/or environmental compliance personnel on staff. Restaurant personnel should be aware and understand what environmental laws and regulations are applicable.

**SUGGESTED IMPLEMENTATION**
Identify environmental compliance personnel in each area of the restaurant or describe the environmental compliance program. Environmental compliance personnel are usually professionals trained in regulatory rules and compliance and have responsibility for compliance at the restaurant.

**DOCUMENTATION NEEDED**
List environmental compliance personnel and their specific duties and responsibilities. If you do not have dedicated individuals on staff, please adequately describe your compliance program. If there is no existing compliance program, first identify the federal, state, and local regulatory requirements applicable to the restaurant. Then describe the actions you have taken to comply with applicable laws.

**ON-SITE AUDITOR VISIT**
Not applicable
2.0 ENVIRONMENTAL REQUIREMENTS

2.1 Purchases of Environmentally Responsible Food & Beverages

A restaurant must purchase a minimum amount of its food and beverages from sustainable sources, as detailed in the following subsections, in Annex A (where the italicized terms are defined), and in Annex B (Sustainably Sourced Food). This amount shall be calculated as a percentage of the total amount spent on purchases of food or beverages.

When food is purchased from a sustainable food supplier, the total invoice for that purchase may be counted toward the quota of food from sustainable sources. Food suppliers that do not meet the definition of a sustainable food supplier shall have each item on their invoices evaluated.
2.0 ENVIRONMENTAL REQUIREMENTS

2.1 Purchases of Environmentally Responsible Food & Beverages

2.1.1 Total Food Purchases

15% of all purchases of food and beverages shall be sustainably sourced or local.

INTENT
To minimize the human health and environmental impacts of food and beverages, such as those resulting from monoculture, pesticide use, and the transportation of food.

SUGGESTED IMPLEMENTATION
1. When purchasing food or adding new suppliers, restaurants should seek out food suppliers who have environmentally responsible food practices (as defined in Annex B), or who have food or beverages certified and/or nationally recognized by a third-party program.
2. Consider how far the food will have to travel and by what means. Will it come from a farm 100 miles away or 1000 miles away? Will the food have to be flown in and then trucked to you?
3. If possible, speak with potential suppliers about acquiring more local and sustainably sourced food.

The percentage is determined by data from any consecutive 3 months during the 12 months preceding the evaluation. Data from the same consecutive 3 months should be used to calculate the percentage for sections 2.1.1 (Total Food Purchases), 2.1.2 (Seafood), and 2.1.3 (Coffee and Tea).

In most cases, each item on a supplier’s invoice will be evaluated for sustainably sourced or local status, and those individual items will be calculated as a percentage of total food purchases. For invoices from a supplier that is certified or officially recognized by a third-party program (a sustainable food supplier), the total amount of that invoice will be calculated as a percentage of the total food purchases.

DOCUMENTATION NEEDED
- Invoices from three consecutive months of food purchases made during the past 12 months
- Data/documentation that confirms food and beverages are sustainably sourced or local
- If applicable, data/documentation from farms or suppliers to show they are a sustainable food supplier. Alternatively, supplier may complete template 2.1.1. See template 2.1.1

ON-SITE AUDITOR VISIT
Auditor may spot-check invoices and compare them to the food on site.
### 2.0 ENVIRONMENTAL REQUIREMENTS

### 2.1 Purchases of Environmentally Responsible Food & Beverages

#### 2.1.2 Seafood

<table>
<thead>
<tr>
<th>80% of seafood purchases shall be from --</th>
</tr>
</thead>
<tbody>
<tr>
<td>• species that are not listed on either of the following:</td>
</tr>
<tr>
<td>° the Monterey Bay Aquarium Seafood Watch® “AVOID” list</td>
</tr>
<tr>
<td>° the Blue Ocean Institute’s Seafood Guide “RED” list</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>• sources certified by the Marine Stewardship Council or an equivalent program, with documentation that the purchase is only from certified sources</td>
</tr>
</tbody>
</table>

**INTENT**
To minimize the human health and environmental impacts of seafood production, such as disease, pollution, and stressed seafood populations

**SUGGESTED IMPLEMENTATION**
1. Download the most recent versions of the Monterey Bay Aquarium Seafood Watch [here](http://www.seafoodwatch.org/cr/SeafoodWatch/web/sfw_factsheet.aspx?gid=49) and the Blue Ocean Institute’s Seafood Guide [here](http://blueocean.org/seafoods/)
2. Review the seafood currently being purchased and compare it to “Avoid” and “Red” seafood of the above lists
3. Determine if the seafood is certified by the Marine Stewardship Council [here](http://www.msc.org/) and purchased from certified sources
4. Adjust seafood purchases as necessary

**DOCUMENTATION NEEDED**
- Invoices from three consecutive months of seafood purchases made during the past 12 months
- Data/documentation that confirms seafood is not on the “Avoid” list nor the “Red” list
- Data/documentation that confirms seafood is certified by the Marine Stewardship Council or equivalent program with documentation that purchases are only from certified sources
  - [See template 2.1.2](#)

**ON-SITE AUDITOR VISIT**
Auditor may spot-check invoices and compare them to the seafood on site
2.0 ENVIRONMENTAL REQUIREMENTS

2.1 Purchases of Environmentally Responsible Food & Beverages

2.1.3 Coffee and Tea

50% of coffee and tea purchases shall be sustainably sourced or socially preferable.

INTENT
To reduce the environmental and human health impacts of coffee and tea, and encourage the fair treatment of farm workers.

SUGGESTED IMPLEMENTATION
Assess coffee and tea purchased for the restaurant. Where possible, consider replacing a mix of conventional coffee and teas with those from a sustainable food supplier or that are socially preferable.

DOCUMENTATION NEEDED
- Invoices from three consecutive months of coffee and tea purchases made during the past 12 months
- Data/documentation that confirms coffee and tea are sustainably sourced or socially preferable
  See template 2.1.3

ON-SITE AUDITOR VISIT
Auditor may spot-check invoices and compare them to the coffee and tea on site.
2.0 ENVIRONMENTAL REQUIREMENTS

2.1 Purchases of Environmentally Responsible Food & Beverages

2.1.4 Alcoholic Beverages

The selection of alcoholic beverages offered by the restaurant shall include at least one alcoholic beverage that is organic or locally packaged.

**INTENT**
To minimize the impacts of the production and transportation of alcoholic beverages on human health and the environment

**SUGGESTED IMPLEMENTATION**
If applicable, assess all alcoholic beverages purchased for the restaurant. If the restaurant does not currently serve an organic or locally packaged alcoholic beverage, then research other suppliers or vendors and determine whether or not an organic or locally packaged option can be purchased. Adjust purchases as necessary.

**DOCUMENTATION NEEDED**
- Invoices from 3 months of alcohol beverage purchases in the past 12 months
- Data/documentation about the beverage (brochure, website, etc.) that confirms that it is organic or locally packaged

**ON-SITE AUDITOR VISIT**
Auditor may spot-check invoices and compare them to the alcoholic beverages on site
2.0 ENVIRONMENTAL REQUIREMENTS

2.1 Purchases of Environmentally Responsible Food & Beverages

2.1.5 Tap Water

Tap water shall be available to customers.

INTENT
To promote the use of tap water. To minimize the impacts from the production and consumption of bottled water, and to reduce the amount of plastic bottles entering the waste stream.

SUGGESTED IMPLEMENTATION
Ensure tap water is available to customers as drinking water

DOCUMENTATION NEEDED
None

ON-SITE AUDITOR VISIT
Auditor will observe whether tap water is available and if it is served to customers
2.0 ENVIRONMENTAL REQUIREMENTS

2.2 Waste Reduction

2.2.1 Solid Waste Recycling

The restaurant shall recycle all types of materials for which recycling is available locally.

Clearly labeled sorting containers shall be placed next to trash containers in prominent locations, both in customer and staff areas, for the collection and storage of these materials.

An exception may be permitted if the restaurant can demonstrate that it is impractical to place recycling and trash containers next to each other.

INTENT

To ensure that properties have a recycling program in place in order to reduce the output of waste. To promote the recycling of materials in order to decrease the demand for virgin materials.

SUGGESTED IMPLEMENTATION

1. Determine what materials are collected by your local waste hauler(s), including metals, plastics, paper, and paperboard/cardboard. Other materials that should be considered for recycling include electronics, inkjet and toner cartridges, paint, batteries, and fluorescent bulbs.

2. If no in-house recycling system currently exists, begin by analyzing what materials are being generated at the restaurant or food service (i.e., mixed office paper, aluminum cans, batteries, etc.) and review local ordinances to determine what is required to be recycled.

3. Notify staff of specific actions needed in order to ensure that materials for recycling can be collected by the waste haulers. The process should describe how the material is collected, stored, kept separate from waste, and taken for recycling.

4. Ensure that staff knows where recycle bins are located.

DOCUMENTATION NEEDED

- A list of all of the materials that are being recycled
- If the restaurant or food service chooses not to place trash and recycling bins next to each other, an explanation of why it is not practical

See template 2.2.1

ON-SITE AUDITOR VISIT

The auditor will check to see that recycling bins are placed in appropriate areas and are clearly labeled. The auditor may also check the waste stream to see if recyclable materials are being improperly disposed of. The auditor may also check the larger collection bins or dumpsters outside.
2.0 ENVIRONMENTAL REQUIREMENTS

2.2 Waste Reduction

2.2.2 Fats, Oils, and Grease Recycling

Used frying oil and oil collected from grease recovery devices shall be recycled through a company that converts food oil and grease into a useful end product, where available.

INTENT
To minimize the impacts of fat, oil, and grease waste on human and environmental health, such as those associated with clogged sewer lines and the subsequent sewage backups and flooding. To make use of a reusable resource.

SUGGESTED IMPLEMENTATION
Research companies in your area that collect and recycle frying oil and oil from grease recovery devices and turn it into a useful end product, such as biodiesel or food additives.

DOCUMENTATION NEEDED
- Invoice or signed agreement from company that recycles frying oil or grease
- If the restaurant or food service does not recycle used cooking oil, explain why

ON-SITE AUDITOR VISIT
Auditor may check to see where used frying oil and oil collected from grease recovery devices are gathered for pick up or drop off to recycler.
2.0 ENVIRONMENTAL REQUIREMENTS

2.2 Waste Reduction

2.2.3 Composting

| All pre-consumer food waste shall be composted, where composting services are available and cost effective. |
| Clearly labeled sorting containers shall be placed in areas where compostable waste is collected and stored. |

INTENT
To minimize the impacts on human and environmental health from organic waste, such as those associated with the greenhouse gases that are generated by decomposing organic matter in landfills. To make use of a reusable resource.

SUGGESTED IMPLEMENTATION
1. Verify whether a municipal composting facility exists in your area
2. If no system currently exists, begin by analyzing the type of food waste materials generated at the property
3. Place compost bins where food waste is generated (e.g., kitchen, employee areas, operational areas)
4. Communicate to staff the procedure for composting materials. Procedures should describe how the material is collected, stored, kept separate from waste, and hauled away. See template 2.2.3.
5. If applicable, communicate to customers what materials are accepted (through posted signs or other communication methods)
6. If property is not able to compost or it is not cost effective to do so, other methods for reducing food waste, including food compactors/pulpers or food digesters, should be considered

DOCUMENTATION NEEDED
- A list of all of the materials that are being composted
- If the restaurant or food service elects not to compost materials based on the cost or availability of composting, justify why. This includes the waste hauler fee for landfill waste as compared to the waste hauler fee and cost of additional staff for collection of compost waste. Green Seal will be looking for exact, specific cost-effective calculations as acceptable justification for why a property is electing not to compost. See template 2.2.3

ON-SITE AUDITOR VISIT
The auditor will check to see that compost bins are available in kitchen areas and other areas where food is generated and that the compost bins are clearly marked. The auditor may also check the waste stream to see if compost materials are being disposed of and may speak with staff about the procedure for composting.
2.0 ENVIRONMENTAL REQUIREMENTS

2.2 Waste Reduction

2.2.4 Disposable Products

The operation shall eliminate the use of nonessential disposable products.

- Polystyrene packaging and cups shall not be used
- Plastic bags shall not be used. An exception may be made for trash can liners and takeaway
- All takeaway items shall be
  - made with recovered material
  - recyclable
  - compostable where composting is available
- Full-service operations shall not use disposable or single-use utensils or serving ware; an exception may be permitted for takeaway food
- Disposable napkins, utensils, and straws shall be available to customers upon request or from self-serve dispensers, where applicable
- Condiments shall be available to customers through self-serve dispensers, where applicable. Individual-use packets may be provided upon request.
- Restaurants shall not purchase waxed cardboard packaging for use in operations, unless it is accepted by a local composting service
- Transport packaging for food shall be reusable rather than single-use. Exceptions may be permitted for food packaging for delivery, drop-off services, or takeaway.
- Disposable paper products (excluding sanitary paper) shall be --
  - Environmentally preferable,
  - made from 100% recovered material, the minimum amount of post-consumer material outlined in the EPA Comprehensive Procurement Guidelines, and processed without chlorine,
  - 100% agricultural residue fiber

INTENT

To minimize the use of disposable food service items, to reduce the amount of waste that the restaurant generates, and to ensure that the disposable items that are used were made in a way that has minimal impacts on human and environmental health. To minimize the demand on nonrenewable resources, particularly petroleum-based resources.

SUGGESTED IMPLEMENTATION

1. Seek to eliminate all polystyrene packaging and cups
2. Determine whether individual-use packets can be offered instead of self-serve dispensers
2.0 ENVIRONMENTAL REQUIREMENTS

2.2 Waste Reduction

DOCUMENTATION NEEDED

• Data/documentation such as brochures or spec sheets confirming disposable paper products are environmentally preferable, or meet the requirements for agricultural residue fiber or recovered material, post-consumer material content and processed without chlorine

• Justification for the use of disposable products in the restaurant

See template 2.2.4

ON-SITE AUDITOR VISIT

Auditor will check to see if polystyrene packaging and cups are in use and look for plastic bags other than trash can liners and takeaway in use; self-serve condiment dispensers; reusable transport packaging; the use of waxed cardboard packaging; where disposable or single-use utensils are used; and whether paper products (excluding sanitary paper – requirements for sanitary paper are specified in section 2.3.3) and takeaway items meet the requirements of the standard. Auditor may also check the boxes of disposable items in storage to compare to documentation submitted.
2.0 ENVIRONMENTAL REQUIREMENTS

2.2 Waste Reduction

2.2.5 Food Donations

Food shall be donated on a regular basis, where local food donation programs are available.

Food that is suitable for consumption should not be composted or disposed of as solid waste.

Priority shall be given to donations for human consumption, followed by animal feed.

The donations shall comply with the requirements of the food donation program and measures shall be taken to prevent food contamination.

INTENT
To minimize the amount of food waste that is sent to the landfill and to help serve the public good

SUGGESTED IMPLEMENTATION
The restaurant or food service should seek out and contact area shelters or food banks to inquire whether they accept food donations, and research local regulations regarding food donation. Legal protection from potential liability may be offered by regulations such as the federal Emerson Good Samaritan Food Donation Act, which encourages food donations and offers protection from potential liability except in the case of gross negligence. (Pub.L. 104-210, 110 Stat. 3011, enacted October 1, 1996). The restaurant or food service may make some leftover food available for staff and donate some leftover food to food banks and shelters. Leftover food may also be incorporated into new dishes.

DOCUMENTATION NEEDED
• If food donation is possible, document the procedure for donating food, including the type of food that is accepted, the local food bank or shelter that will accept the food, and how the food will be delivered or picked up
• If food donation is not possible, list reasons why, including specific local regulation(s) (if applicable). If donation may be an option in the future, document and include as a future item for consideration

ON-SITE AUDITOR VISIT
Auditor will ask about procedures for donation
2.3 Purchasing Of Products, Supplies, And Services

2.3.1 Environmental Purchasing Policy

The restaurant shall establish and implement an environmental purchasing policy that specifies how the restaurant will meet the following requirements:

- Environmentally preferable products shall be purchased, when available
- Purchases shall be evaluated annually to help ensure that they comply with this purchasing policy
- The availability of sustainable food options (Section 2.1) shall be reviewed annually for updates
- The most current seafood lists (Section 2.1.2) shall be reviewed semiannually for updates

**INTENT**

To ensure that the restaurant is purchasing products that have minimal impacts on human and environmental health, and that these purchases are based on current information

**SUGGESTED IMPLEMENTATION**

1. Determine which products currently in use are not environmentally preferable. The purchasing policy should describe how to find environmentally preferable alternatives and to switch to environmentally preferable products when available (e.g., sanitary paper products, cleaning products, printing paper, and paints).
2. Stay abreast of the changing information on sustainable food options

**DOCUMENTATION NEEDED**

- A written purchasing policy that specifies what the restaurant needs to do in order to meet the four requirements in this clause
- Evidence that sustainable food options are reviewed annually
- Evidence that purchases are evaluated annually
- Evidence that the seafood lists are reviewed semiannually

**ON-SITE AUDITOR VISIT**

Auditor may check for environmentally preferable products on-site
2.3 Purchasing Of Products, Supplies, And Services

2.3.2 Energy-Consuming Devices

2.3.2.1 Kitchen Appliances
• Purchases of kitchen appliances shall be of energy-efficient models

2.3.2.2 Office Electronics
• Printers and copiers shall have double-sided printing capabilities
• Computers or monitors shall be registered under EPEAT®, or equivalent
• Office printers, copiers, fax machines, and scanners shall be ENERGY STAR® compliant, registered under EPEAT, or equivalent.

INTENT
To minimize the consumption of energy and the amount of paper used for printing

SUGGESTED IMPLEMENTATION
Assure that EPEAT computers and monitors are in compliance with the IEEE Standard 1680 for the Environmental Assessment of Personal Computer Products

DOCUMENTATION NEEDED
• Data/documentation to confirm recently purchased or soon-to-be purchased kitchen appliances are energy efficient
• Data/documentation to confirm office electronics are EPEAT registered, ENERGY STAR compliant, or equivalent

ON-SITE AUDITOR VISIT
Auditor will check kitchen energy-consuming devices for energy efficiency and office electronics for EPEAT, ENERGY STAR, or equivalent status, and copiers and printers for double-sided capabilities
2.0 ENVIRONMENTAL REQUIREMENTS

2.3 Purchasing Of Products, Supplies, And Services

2.3.3 Sanitary Paper Products

Sanitary paper products shall be
• Environmentally preferable,
OR
• processed without chlorine, and contain 100% recovered material and the minimum amount of post-consumer material outlined in the EPA Comprehensive Procurement Guidelines [see Appendix 2]

INTENT
To encourage the use of environmentally preferable sanitary paper products in order to reduce the impacts on human and environmental health from sanitary paper. To reduce the demand of virgin fiber, promote the use of recovered material, and minimize pollution from harmful chemicals formed during the bleaching process.

SUGGESTED IMPLEMENTATION
1. Assess all sanitary paper products (e.g., restroom towels, napkins, bathroom tissue, and facial tissue) purchased for the restaurant or food service
2. Identify the products that are not certified by an independent third-party program or legitimate nationally recognized third-party program. For these products, determine the post-consumer material content and percentage of recovered material of the products and whether they are processed without chlorine. This can be done either through existing brochures or catalogs, or a written, signed attestation from the supplier.
3. Consult the EPA Comprehensive Procurement Guidelines (http://www.epa.gov/epawaste/conserve/tools/cpg/pdf/paper.pdf) for guidance on post-consumer material content for paper products or see Appendix 2

DOCUMENTATION NEEDED
• Documents such as product data sheets or brochures or website listings showing that products are either environmentally preferable or meet the requirements for recovered material and post-consumer material content and are processed without chlorine
• Recent purchase order or invoice of sanitary paper product purchases
  See template 2.3.3

ON-SITE AUDITOR VISIT
The auditor will spot-check sanitary paper products to ensure compliant products are being used on the property. This may include checking boxes in storage.
2.0 ENVIRONMENTAL REQUIREMENTS

2.3 Purchasing Of Products, Supplies, And Services

2.3.4 Printing and Writing Paper

<table>
<thead>
<tr>
<th>Paper used for menus and office paper shall</th>
</tr>
</thead>
<tbody>
<tr>
<td>• be <em>environmentally preferable</em>,</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>• contain 100% <em>post-consumer material</em> and be <em>processed without chlorine</em>,</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>• be made from 100% <em>agricultural residue fiber</em></td>
</tr>
</tbody>
</table>

**INTENT**
To reduce the amount of virgin material used in paper products, to minimize pollution from harmful chemicals formed during the bleaching process, and to encourage the use of *environmentally preferable* and *post-consumer material* products

**SUGGESTED IMPLEMENTATION**
1. Assess all printed materials (menus, letterhead, stationary, copy paper, envelopes, invoices, etc.) purchased for the restaurant or food service.
2. Identify the products that are not certified by an independent third-party program or legitimate nationally recognized third-party program, or made from 100% *agricultural residue fiber*. For these products, determine the *post-consumer material content* of the products and whether they were *processed without chlorine*. This can be done through existing brochures or catalogs, or a written, signed attestation from the supplier.

**DOCUMENTATION NEEDED**
- Recent purchase order or invoice of printing and writing paper purchases
- Documents such as product data sheets or brochures showing that products are either *environmentally preferable*, made from 100% *agricultural residue fiber*, or meet the *post-consumer material content* requirements and are *processed without chlorine*. See template 2.3.4

**ON-SITE AUDITOR VISIT**
The auditor will spot-check to ensure compliant printing and writing paper products are being used on the property. This may include checking the menu and any boxes or packaging the paper comes in.
2.3 Purchasing Of Products, Supplies, And Services

2.3.5 Paint

Paint purchased for use on architectural surfaces shall be either environmentally preferable or meet both of the following requirements:

- The Volatile Organic Compound (VOC) content of the paints shall not exceed the following limits:
  - Interior Flat: 50 g/l
  - Interior Non-Flat: 150 g/l
  - Exterior Flat: 100 g/l
  - Exterior Non-Flat: 200 g/l
  - Anti-Corrosive All Finishes: 250 g/l

AND

- The paints shall not contain any of the following heavy metals or toxic substances:
  - antimony
  - cadmium
  - hexavalent chromium
  - lead
  - mercury
  - acrolein
  - acrylonitrile
  - benzene
  - 1,2-dichlorobenzene
  - ethylbenzene
  - formaldehyde
  - isophorone
  - methylene chloride
  - methyl ethyl ketone
  - methyl isobutyl ketone
  - naphthalene
  - phthalate esters
  - toluene (methylbenzene)
  - 1,1,1-trichloroethane
  - vinyl chloride

INTENT
To minimize the impacts on human and environmental health by paints. To improve indoor air quality by minimizing the amount of hazardous chemicals in the paint, and to improve outdoor air pollution by minimizing the ozone pollution caused by VOCs released into the atmosphere.
2.0 ENVIRONMENTAL REQUIREMENTS

2.3 Purchasing Of Products, Supplies, And Services

SUGGESTED IMPLEMENTATION

1. Assess paints purchased for architectural surfaces (e.g., wall paints, anti-corrosive and reflective coatings, floor paints, primers, and undercoats). Are any paints environmentally preferable? What is the VOC content? Do they contain any prohibited ingredients? This information can be verified as disclosed on OSHA-compliant product Safety Data Sheets for paints. What type of paint, (flat or semi-gloss; exterior or interior), where is it used, and how much is on hand?

2. The purchase of environmentally preferable paint could be added to the purchasing policy (2.3.1)

DOCUMENTATION NEEDED

- Recent purchase orders or invoices of paint purchases
- Documentation for each paint, such as MSDS, product data sheets, or brochures showing that paints are either environmentally preferable, or do not contain the prohibited ingredients and meet the required VOC content

See template 2.3.5

ON-SITE AUDITOR VISIT

Auditor may review purchasing documents to check that all products meet the requirements of the criteria based on certification, data/documentation from manufacturer or supplier, or other product information about the prohibited chemicals.
2.0 ENVIRONMENTAL REQUIREMENTS

2.3 Purchasing Of Products, Supplies, And Services

2.3.6 Linen and Uniform Cleaning

| Linen and uniforms shall be cleaned without perchloroethylene, where practicable. |

**INTENT**

To minimize the impacts on human and environmental health from perchloroethylene

**SUGGESTED IMPLEMENTATION**

If linens and uniforms are sent to outside vendors, ask questions about the types of chemicals used for cleaning

**DOCUMENTATION NEEDED**

- Data/documentation from outside vendor confirming that they are not using perchloroethylene
- For linen and uniforms dry-cleaned on-site, an MSDS or other data/documentation of the solvent used

**ON-SITE AUDITOR VISIT**

If linen and uniforms are dry-cleaned on-site, the auditor will look at the ingredients of the chemicals used for dry-cleaning
2.0 ENVIRONMENTAL REQUIREMENTS

2.4 Policies And Procedures

Policies and procedures should clarify what needs to be done in order to meet the requirements of this standard and the goals of the restaurant. A procedure can be written or unwritten, depending on the situation, the complexity of the task, and the likelihood of significant mistakes.

2.4.1 Cleaning Procedures

For surfaces that do not come in contact with food, the restaurant shall use

- cleaning products sold in concentrated form and diluted by the end user, or products available in portion-control systems, when possible
- durable, reusable cloths and mops
- environmentally preferable cleaners for glass, floors, toilets, restrooms, and general purpose cleaning.
- environmentally preferable hand cleaners that are not antimicrobial in customer restrooms, when they are separate from employee restrooms.

Tools used to clean the restrooms shall be separate from those used for the rest of the facility.

INTENT
To reduce the human and environmental health impacts of cleaning products and to encourage the use of environmentally preferable products. Also, to ensure that cross-contamination does not occur.

SUGGESTED IMPLEMENTATION
Identify the cleaning products that are currently being used at the property in the following categories:

- Floor cleaners
- General-purpose cleaners
- Glass cleaners
- Restroom and toilet cleaners
- Hand cleaners

Consult the product labels, Material Data Safety Sheet (MSDS) and/or contact the supplier to determine whether or not the cleaning product is environmentally preferable. If any cleaning product is not environmentally preferable, switch to an acceptable alternative product that is. Procurement documents should communicate intent to continue purchasing compliant cleaning products, and procurement staff should be informed of the requirements.

Note: Cleaning products that are generated on-site using tap water will meet the requirement for concentrated products, since they are diluted by the end user and additional water is not transported.

DOCUMENTATION NEEDED

- MSDS, product data sheets, or brochures showing hand soaps and the cleaning products listed above are environmentally preferable
- Recent purchase order or invoice of cleaning chemical purchases

See template 2.4.1
ON-SITE AUDITOR VISIT
Auditor will check that hand soaps and cleaning products are environmentally preferable; that reusable, durable cloths and mops are used; and cleaning products are concentrated and diluted on-site. The auditor may observe how and where cleaning tools are used.
2.0 ENVIRONMENTAL REQUIREMENTS

2.4 Policies And Procedures

2.4.2 Maintenance Checklists

2.4.2.1 Energy Conservation Checklist

A maintenance checklist and records of implementation shall be maintained for lighting, appliances, and other energy-consuming devices. The checklist shall document (1) all tasks that are necessary in order to conserve energy and to ensure that all equipment is functioning properly and efficiently, and (2) the schedule for performing each task.

The checklist shall address at least the following:

- Perform and document maintenance of appliances as recommended by the manufacturer
- Check the kitchen exhaust system to ensure a balanced air flow
- Clean lighting fixtures, diffusers, and lamps monthly
- Disconnect lighting fixtures without bulbs from the electrical current
- Align refrigerator and freezer doors and replace cracked or worn door gaskets and strip curtains
- Clean permanent filters with mild detergents
- Change replaceable filters according to manufacturer guidelines
- Check HVAC system annually for coolant and air leaks, clogs, and obstructions of air intake and vents
- Clean HVAC condenser coils to remove dust and lint
- Check evaporator coils and clean as needed to prevent the buildup of excess frost
- Set hot water heaters in accordance with the minimum or recommended supply temperature for the facility’s dishwashers. In the absence of a dishwasher, water temperature shall be set in accordance with minimum health code requirements
- Monitor refrigerator and freezer temperatures

INTENT
To conserve energy and extend equipment life

SUGGESTED IMPLEMENTATION
1. Consult equipment manuals for instructions and guidance on how to maintain equipment and how often
2. Develop a written plan for maintenance checks for lighting and energy-consuming devices
3. Designate staff responsible for maintenance checks

DOCUMENTATION NEEDED
Recently completed maintenance checklists or printouts from maintenance software systems
2.0 ENVIRONMENTAL REQUIREMENTS

2.4 Policies And Procedures

ON-SITE AUDITOR VISIT
Auditor may check hot water heater temperature, refrigerator and freezer gaskets for cracks or signs of severe wear, and check that lighting fixtures and filters have been cleaned and that light fixtures without bulbs are unplugged.
2.4 Policies And Procedures

2.4.2.2 Water Conservation Checklist

A maintenance checklist and records of implementation shall be maintained. The checklist shall document (1) all tasks that are necessary in order to conserve water and to ensure that all equipment is functioning properly and efficiently, and (2) the schedule for performing each task.

The checklist shall address at least the following:

- Turn off faucets when not in use
- Regularly check for leaks and repair them
- Maintain toilets and urinals
- Do not use running water to defrost items or melt ice in sinks
- Hand-scrape dishes before loading into the dishwasher
- Operate dishwashers when full, when possible
- Avoid spraying or hosing floors with water; use dry cleaning methods followed by damp mopping, and give preference to spot cleaning when wet cleaning methods are required
- Set dishwasher temperature to the lowest temperature allowed by health regulations and consistent with the type of sanitizing system used

INTENT
To conserve water and extend the life of fixtures and appliances

SUGGESTED IMPLEMENTATION
1. Consult equipment manuals for instructions and guidance on how to maintain equipment and how often
2. Develop a written plan for maintenance checks for water fixtures and water-consuming devices
3. Designate staff responsible for maintenance checks

DOCUMENTATION NEEDED
Recently completed maintenance checklists

ON-SITE AUDITOR VISIT
Auditor will observe and note unattended running water and will check that dishes are hand-scraped first; that the dishwasher is full when operated; that the floors are swept before mopping; and will check the temperature on the dishwasher
2.4.2.3 Vehicle Maintenance Checklist

A maintenance checklist and records of implementation shall be maintained for the vehicles used for the restaurant’s direct business. The checklist shall address the following:

- Check tires routinely for wear and proper inflation.
- Maintain vehicles as required by standard maintenance schedules for engine tuning, filters, fluids, exhaust, and other functioning parts.

INTENT
To ensure that vehicles are working properly, and to reduce the impacts on human and environmental health from improper maintenance of vehicles.

SUGGESTED IMPLEMENTATION

1. If applicable, consult equipment manuals for instructions and guidance on how to maintain vehicles and how often
2. Develop a written plan for vehicle maintenance checks
3. Designate staff responsible for maintenance checks

DOCUMENTATION NEEDED
Recently completed maintenance checklists

ON-SITE AUDITOR VISIT
Auditor will check car tires for wear and proper inflation and current vehicle maintenance logs/checklists


2.0 ENVIRONMENTAL REQUIREMENTS

2.4 Policies And Procedures

2.4.3 Printing

| The default setting for copying and printing shall be double-sided. Paper printed on one side shall be used for internal copies/printouts/notepads, if available. |

**INTENT**
To reduce the consumption of paper

**SUGGESTED IMPLEMENTATION**
Double-sided printing and reuse of paper printed on one side should be communicated to staff, as part of training or in the form of clearly posted signs

**DOCUMENTATION NEEDED**
None

**ON-SITE AUDITOR VISIT**
The auditor will spot-check the copiers and printers to ensure that the default setting is double-sided, and will verify that one-sided printed paper is being reused by staff for internal copies/printouts/notepads
2.0 ENVIRONMENTAL REQUIREMENTS

2.4 Policies And Procedures

2.4.4 Climate Control

A programmable thermostat shall be used, and set to cool at 85°F or to heat at 62°F during nonoperating hours.

If the restaurant can demonstrate that these temperatures are not feasible, temperatures during nonoperating hours shall be set to practicable temperatures that are as close as possible to the temperatures specified above.

INTENT
To conserve energy

SUGGESTED IMPLEMENTATION
None

DOCUMENTATION NEEDED
None

ON-SITE AUDITOR VISIT
Auditor may note thermostat settings
2.0 ENVIRONMENTAL REQUIREMENTS

2.4 Policies And Procedures

2.4.5 Lighting Controls

Automated lighting controls shall be used in low-occupancy areas, such as walk-in coolers and freezers, closets, offices, and restrooms.

**INTENT**
To reduce the amount of energy used for lighting in low-occupancy areas by using automated lighting controls.

**SUGGESTED IMPLEMENTATION**
1. Determine what areas of the restaurant or food service are considered low-occupancy (e.g., back of the house, corridors, storage rooms, offices, etc.)
2. When automated lighting controls are installed (e.g., vacancy and occupancy sensors, bypass/delay timers, or time clocks), staff should know how to use the devices and where they are located.

**DOCUMENTATION NEEDED**
- A list of areas where automated lighting controls are installed
- If automated lighting controls need to be installed, data sheets or purchase orders from suppliers can be submitted as evidence of future installations
  
  *See template 2.4.5*

**ON-SITE AUDITOR VISIT**
The auditor will be looking for automated lighting controls in low-occupancy areas.
2.0 ENVIRONMENTAL REQUIREMENTS

2.4 Policies And Procedures

2.4.6 Energy-Efficient Lighting

In areas where lights are on for more than 4 hours a day, the restaurant shall
• use energy-efficient lighting,
OR
• be on a schedule for replacement with energy-efficient lighting, to be completed within 2 years from the first date of certification to this standard.

The restaurant shall maintain records of lights that are not energy efficient and their scheduled replacement with energy-efficient replacements.

Lighting fixtures that are clearly historic in nature, specialty light fixtures (e.g., display or accent lighting), or dimmable lighting may be exempt from this requirement if the restaurant can demonstrate that the available options are not compatible, not cost effective, or do not provide satisfactory performance.

INTENT
To reduce the amount of energy consumed by indoor lighting. The prioritized 2-year replacement schedule allows restaurants to gradually install energy-efficient lighting in a way that is practical for their operations.

SUGGESTED IMPLEMENTATION
1. Assess lights in all areas of the property to see which of the existing fixtures are not energy-efficient
2. Develop a plan for implementing the replacement schedule. The lighting replacement schedule should prioritize lighting that is on for more than four hours per day (e.g., exit signs, kitchen, seating area, restrooms, staff offices, etc.)
3. Specify requirements for future purchases of energy-efficient lighting in the procurement policy and communicate to the procurement staff. List the lighting options and the lighting replacement schedule, describing when the lighting in specific areas will be replaced during the 2-year (or shorter) replacement schedule.

Note: Lighting replacement schedules are specific to a certain restaurant or food service and corporate lighting policies will not be sufficient documentation.

DOCUMENTATION NEEDED
• A list of all indoor lighting fixtures/bulbs that are not energy-efficient and their location
• Description of the 2-year replacement schedule for lights that are not energy-efficient and their projected date for replacement
• An explanation or cost justification here specialty light fixtures and historic or dimmable lighting cannot be replaced
See template 2.4.6

ON-SITE AUDITOR VISIT
The auditor may review the list of indoor lighting fixtures/bulbs and spot-check the lighting that is installed in the property.
2.4 Policies And Procedures

2.4.7 Water-Efficient Fixtures

Water fixtures shall be WaterSense® labeled or have flow rates that do not exceed the following specifications:

- 2.2 gpm or less for kitchen faucet
- 0.5 gpm or less for lavatory and kitchen hand sink faucets
- 1.6 gpf or less for toilets
- 1.0 gallon or less or waterless for urinals
- 1.6 gpm or less for prerinse spray valves

Any existing toilets and urinals that exceed the required pressure or flow rates shall be on a schedule for replacement within 2 years from the first date of certification to this standard.

An exception may be permitted for fixtures where water volume is more important than water force (e.g., faucets intended to fill sinks, pots, tubs, etc.), or if the plumbing infrastructure will not adequately function for toilets or fixtures with lower flow rates.

**INTENT**

To encourage water conservation by complying with, or exceeding, the flow rates mandated by the Energy Policy Act of 1992.

**SUGGESTED IMPLEMENTATION**

1. Check the water fixtures to determine the flow rates and, consequently, if fixtures need to be replaced
2. Develop a plan for replacing toilets and urinals with high flow rates
3. Document if the plumbing infrastructure does not adequately function with a lower flow rate

For more information on WaterSense® visit [http://www.epa.gov/watersense/](http://www.epa.gov/watersense/)

**DOCUMENTATION NEEDED**

- A list of flow rates for fixtures in kitchen and general restroom facilities
- Product data sheets that state either WaterSense® labeled or flow rate
- A documented 2-year replacement schedule if flow rates of toilets and urinals do not meet the requirements above, (starting from the first date of certification to this standard), including dates of implementation and data sheet(s) of replacement toilets and urinals
- A purchase order or receipt and the relative product data sheet(s) if fixtures have recently been purchased
- Justification for any exceptions for water fixtures that do not meet the flow rates
- An attestation by the plumbing contractor or other authority if infrastructure does not adequately function with a lower rate

**ON-SITE AUDITOR VISIT**

The auditor will spot-check to see if water-efficient fixtures are installed in kitchen and restrooms.
2.0 ENVIRONMENTAL REQUIREMENTS

2.4 Policies And Procedures

2.4.8 Smoking Prohibition

Smoking shall be prohibited at the restaurant’s facilities and within 25 feet of its entries, outdoor air intakes, and operable windows.

INTENT
To minimize the impacts of smoking on the indoor air quality of restaurants

SUGGESTED IMPLEMENTATION
None

DOCUMENTATION NEEDED
None

ON-SITE AUDIT
Auditor may look for No-Smoking signs inside and outside of the restaurant
3.0 MANAGEMENT OF RESOURCES: WASTE, ENERGY, AND WATER

3.1 Waste Audit

The restaurant shall set a goal for reducing food waste, and conduct quarterly audits of total pre-consumer waste. The amounts and types of pre-consumer waste shall be recorded over at least 3 days of normal operation, and then normalized to sales volume. These results shall be compared to the data from previous audits and tracked over time.

**INTENT**

For the restaurant to have an understanding of all of its waste and documentation to provide a baseline of its output and costs. Also for the restaurant to be able to analyze its waste output and identify areas in which its output can be reduced in order to minimize waste. Tracking pre-consumer waste will provide documentation to determine the effectiveness of the restaurant’s practices for reducing waste and see whether the goal for reducing food waste is being met.

**SUGGESTED IMPLEMENTATION**

1. For a period of three representative days each quarter, record how many bags of trash go out each day, and the types of material they contain – food, recyclable materials, solid waste, etc
   a. It is important that for these 3 days, trash is separated to give you a clear picture of what is being thrown away and how much
   b. Once trash is separated, divide the number of bags or containers of each material by sales volume for those days (in dollars or in number of people served) in order to adjust for the volume and provide a common base for comparison
2. In order to obtain objective results, it is best if staff is not aware of when audits will take place. However, staff should understand why waste audits are taking place, the intent of the audits, and procedures for obtaining comparable results, such as emptying trash at the same fill line.
3. Consider joining the EPA Food Recovery Challenge: a functional, free program with online resources that helps restaurants and food services track their food waste and implement best practices to reduce food waste

**DOCUMENTATION NEEDED**

- Records and results from the most recent waste audit, including goals for food waste reduction
- Evidence of waste audits being tracked over time

**ON-SITE AUDITOR VISIT**

None
3.0 MANAGEMENT OF RESOURCES: WASTE, ENERGY, AND WATER

3.2 Tracking Of Energy And Water Use

The restaurant shall monitor its monthly energy and water bills, using a resource management system, such as the ENERGY STAR® Portfolio Manager, or an equivalent system (e.g., a utility’s software or an Excel spreadsheet).

The resource management system shall be used to:
- track costs and consumption of energy and water, and normalize for sales volume;
- compare current results to previous records, and track trends over time;
- determine cost savings and percent reduction in the consumption of energy and water.

INTENT
For the restaurant to have an understanding of its resource use and to create a baseline of its use and costs. Also, for the restaurant to be able to analyze its resource use and identify areas in which its use can be reduced in order to conserve resources. Tracking resource use will provide documentation to determine the effectiveness of the restaurant’s practices for continuous improvement and to see whether the goals are being met.

SUGGESTED IMPLEMENTATION
- Determine the tracking system that will be most useful for your property (ENERGY STAR Portfolio Manager [https://portfoliomanager.energystar.gov/pm], Excel spreadsheet, etc.). The system should be able to track consumption and costs, compare results to previous records, and track trends over time.
- The further back you are able to track the restaurant’s energy and potable water consumption and waste collection, the more useful this information will be to help set goals for continuous improvement and benchmark the following year.

DOCUMENTATION NEEDED
- For initial certification: Evidence of a minimum of 3 months of tracking energy and potable water consumption, including costs and total consumption.
- A written comparison of each monthly result to previous records, tracking trends over time.
- A list of the cost savings and percent reduction in the consumption of energy and water for each month.

ON-SITE AUDITOR VISIT
The auditor may review the water and energy meters on site, or review the utility bills.

(12 months of tracking is required for each subsequent compliance monitoring)
3.0 MANAGEMENT OF RESOURCES: WASTE, ENERGY, AND WATER

3.3 List Of Energy-Consuming Devices

The restaurant shall maintain a list of all energy-consuming devices, including kitchen appliances, lighting, HVAC, computers, and office electronics.

**INTENT**
To promote awareness of the amount of energy-consuming devices on-site and their condition

**SUGGESTED IMPLEMENTATION**
Identify and assess all of the equipment at the property to keep track of the types of existing appliances and equipment, and their condition

**DOCUMENTATION NEEDED**
A list of all energy-consuming devices at the restaurant/food service (only major appliances need to be listed individually)

**ON-SITE AUDITOR VISIT**
The auditor may review the list of equipment and compare it to equipment on site
4.1 Employee Training

The restaurant shall train all employees on the operating procedures, whether written or unwritten, that are needed in order to conform to this standard. These procedures shall be reviewed for relevance, feasibility, and effectiveness during annual training, and updated as necessary. New hires shall be trained on these procedures as part of their initial training.

**INTENT**
To be sure that all employees understand the sustainable practices of the restaurant

**SUGGESTED IMPLEMENTATION**
1. Define operating procedures that are needed in order to conform to this standard (sustainable practices) for the restaurant
2. Determine who will be responsible for training staff on the restaurant’s sustainable practices and operating procedures as they relate to this standard
3. Train employees on a regular schedule or as necessary

**DOCUMENTATION NEEDED**
- Recent records of employee training
- Evidence that procedures are reviewed and updated as necessary

**ON-SITE AUDITOR VISIT**
Auditor may ask staff questions about the restaurant’s operating procedures (sustainable practices) and sustainably sourced food
4.0 TRAINING AND COMMUNICATION REQUIREMENTS

4.2 Customer Education

The restaurant shall educate customers about its sustainable practices.

Information about the restaurant’s environmentally and socially responsible practices shall be available to customers through the web site, brochures, etc.

The menu shall identify the items that contain sustainably sourced food (as specified in Section 2.1).

INTENT
To educate customers about the restaurant’s sustainable practices

SUGGESTED IMPLEMENTATION
None

DOCUMENTATION NEEDED
- Examples of places where an explanation/list of the restaurant’s sustainable practices are available to customers
- Examples of menus that identify items that contain sustainably sourced food

ON-SITE AUDITOR VISIT
Auditor may look for menus, signage, brochures, or other places for the restaurant’s listed sustainable practices
5.0 CONTINUOUS IMPROVEMENT

The restaurant shall demonstrate annual improvement in some of the key sustainability metrics under normal operating conditions.

- Food Purchases (Section 2.1)
- Waste Audit (Section 3.1)
- Purchasing (Section 2.3)
- Energy Use (Section 3.2)
- Water Use (Section 3.2)

This improvement shall be evaluated no later than one year from first date of certification, and every year thereafter.

In order to evaluate any improvement that is made, sustainability metrics shall be defined and tracked from the first date of certification.

INTENT
To establish continuous improvement at the property for performance in at least one of the major environmental aspects

SUGGESTED IMPLEMENTATION

1. Determine which area or areas of environmental performance the restaurant wants to improve upon, and which metrics will be used to evaluate them
2. Document the current state of each chosen area according to the metrics that were defined, and compare those results with the results the following year. Ensure that at least one of these metrics shows improvement each year
3. As more areas are documented, the restaurant will have better information about its environmental performance, and a higher probability of demonstrating continuous improvement

DOCUMENTATION NEEDED

For initial certification: A list of the chosen sustainability metrics to be tracked (e.g., percentage of sustainably sourced food, amount of food waste, proportion of environmentally preferable products purchased, or consumption of water or energy) and their current state

For subsequent compliance monitoring: A list of the current state of the chosen metrics and a comparison to the previous year to demonstrate improvement

ON-SITE AUDITOR VISIT
None
6.0 CERTIFICATION AND LABELING REQUIREMENTS

6.1 Certification Mark

The Green Seal™ Certification Mark may appear on the certified property and promotional materials only in conjunction with the certified service. Use of the Mark must be in accordance with Rules Governing the Use of the Green Seal Certification Mark.

The Green Seal Certification Mark shall not be used in conjunction with any modifying terms, phrases, or graphic images that might mislead consumers as to the extent or nature of the certification.

Green Seal must review all uses of the Certification Mark prior to printing or publishing.
6.0 CERTIFICATION AND LABELING REQUIREMENTS

6.2 Use With Other Claims

The Green Seal Certification Mark shall not appear in conjunction with any human health or environmental claims unless verified and approved in writing by Green Seal.
6.0 CERTIFICATION AND LABELING REQUIREMENTS

6.3 Statement Of Basis For Certification

Wherever the Green Seal Certification Mark appears, it shall be accompanied by a description of the basis for certification. The description shall be in a location, style, and typeface that are easily readable. If online space is limited, a link to the basis of certification may be used.

The description shall read as follows, unless an alternate version is approved in writing by Green Seal:

“[Name of restaurant or food service operation] meets Green Seal™ Standard GS-55 based on purchase of sustainably sourced food, waste minimization, use of verified environmentally preferable products, and conservation of energy and water. GreenSeal.org”

INTENT
To clarify the requirements for the use of the Green Seal Certification Mark for claims relating to human health and environment, and for an FTC (Federal Trade Commission) compliant description of the Basis for Certification

SUGGESTED IMPLEMENTATION
No suggestions

DOCUMENTATION NEEDED
Copies or photos of any promotional material (brochures, flyers, website links, table tents, etc.), where the Green Seal Certification Mark is used and/or where human health or environmental claims are stated. Also copies of letterhead or business cards where the Green Seal Certification Mark is used and/or where human health or environmental claims are listed. Policy or signed attestation on letterhead that the Green Seal Mark will be used in accordance with Rules Governing the Use of the Green Seal Certification Mark (www.greenseal.org/TrademarkGuidelines).

ON-SITE AUDITOR VISIT
Auditor should look for uses of the Mark and mentions of Green Seal on the property
Definitions (Normative)

**Agricultural Residue.** Waste material remaining from plants after they were processed.

**Compostable.** Food or other material derived from plants or animals that is accepted for composting by a local industrial-scale composting service, or designated as compostable by a third-party program.

**Cost-Effective.** Producing positive results relative to the expenditure of resources (e.g., time, money, materials), and having a return on investment period acceptable to the restaurant (e.g., three to five years).

**Direct Business.** Aspects of the operation that provide greater than 50% of the revenue.

**Energy-Efficient.** Providing the required functionality while consuming a minimal amount of energy. In the United States, products shall be identified as being in the lowest quarter of energy used according to the FTC’s yellow EnergyGuide labels,¹ verified as environmentally preferable, or recognized by a third-party program (e.g., ENERGY STAR, Consortium for Energy Efficiency, or Pacific Gas & Electric Company).

If an energy-efficiency standard has not been established for a specific product, industry-standard testing methods may be used to show that it consumes significantly less energy when compared to similar products.

**Environmentally Preferable.** A product or service designated as such by an independent third-party program that is

- EITHER a Type I environmental label², developed in accordance with the ISO 14024 Standard for Environmental Labels and Declarations,
- OR an equivalent established and legitimate nationally recognized third-party program.

These programs shall

- be developed with the purpose of identifying environmentally preferable products
- have no conflict of interest (e.g., financial interest or stake in sales of the product)
- be based on standards that are appropriate, meaningful, and address the human health, safety, and environmental impacts of the products over its life-cycle
- have publicly available criteria
- involve stakeholder input in the development of the criteria
- include site inspections and a monitoring program to verify ongoing compliance

**Local.** Food grown or livestock raised within a 200-mile radius from the restaurant, during the normal growing cycle of the geographic location (e.g., no increased use of energy to extend the growing season–produce grown in heated greenhouses or kept out-of-season in cold storage, etc.). For operations located in a climate with a limited growing season, the radius is extended to 400 miles during the nongrowing months.

Multiple-component processed food (e.g., tomato sauce) must include at least 75% of the components (by weight) produced or processed locally.

¹ [www.consumer.ftc.gov/articles/0072-shopping-home-appliances-use-energyguide-label](http://www.consumer.ftc.gov/articles/0072-shopping-home-appliances-use-energyguide-label)

² ISO 14024:1999 describes a Type I Label as a voluntary, third-party program that awards their environmental label to products that meet a set of predetermined requirements, which are based on considerations of multiple criteria over the life-cycle of the product. This label thus indicates the overall environmental preferability of a product within its category.
Definitions (Normative)

**Locally Packaged.** Ready-to-drink beverages transported no more than 100 miles from the bottling or packaging facility to the restaurant.

**Organic.** Contains at least 95% USDA Certified Organic ingredients, as defined by the USDA National Organic Program.³

**Post-Consumer Material.** Material that would otherwise be destined for solid waste disposal, having served its intended use. Refers to materials that were collected after use by consumers and does not include materials and by-products generated from a manufacturing process.

**Pre-Consumer Waste.** Items discarded by staff within the control of the food service operator. This includes all waste in the back of the house resulting from overproduction, expiration, spoilage, trim waste, contamination, overcooked items, dropped items, packaging, and supplies. Also included is waste in the front of the house that has remained under the control of the food service operator and has not been received by an individual customer (e.g., items on cafeteria stations, misordered products, expired grab-and-go items, packaging, and unused serviceware).

**Processed Without Chlorine.** Material that is manufactured and converted without the use of chlorine or chlorine-containing compounds in any processing streams.

**Recovered Material.** Material that has been recovered or diverted from waste generated by a manufacturing process or by end users. Recovered material may include post-consumer material, cuttings, trimmings, obsolete inventories, and rejected unused stock. It does not include material capable of being re-used within the process that generated it.

**Socially Preferable.** A product designated as such by a third-party program that verifies that the product was produced in a manner that protects worker health and safety, worker compensation, and trade capacity of all sizes of farm operations.

**Sustainably Sourced.** Food or beverages that meet the requirements in Annex B – Sustainably Sourced Food.

**Sustainable Food Supplier.** A farm or other food supplier that provides only food or beverages that meet the requirements in Annex B.

**Transport Packaging.** Packaging used to carry food from the restaurant to another location. This includes packages in direct contact with the food, such as trays or bowls, and packages used to carry such items, such as totes and bags.

Sustainably Sourced Food (Normative)

Food or beverages that are certified or officially recognized by one of these third-party programs:

- USDA Organic
- Certified Naturally Grown
- Food Alliance
- Rainforest Alliance
- Protected Harvest
- Marine Stewardship Council
- Aquaculture Certification Council
- Bird Friendly

Requirements for sustainable seafood purchasing are listed in Section 2.1.2—Seafood.

Food or beverages that are not certified by any of the third-party programs outlined above may be recognized as sustainably sourced (Section 2.1), if the supplier can document that the food was produced using the practices listed below:

**Agriculture**

- Water levels and irrigation practices are monitored and managed to account for weather, crop demand or consumptive use, soil moisture testing, soil type, and infiltration rates.
- Use of herbicides accepted by the National Organics Program.  
- Wildlife habitats are conserved by ensuring the presence of vegetative riparian zones, integrated understory cropping, preservation of nonagricultural areas, and nesting areas for birds.
- The potential for runoff contamination is minimized through the implementation of conservation tillage, buffer zones, and hedgerows.
- All fertilizers and pesticides meet requirements outlined in the National List of Allowed and Prohibited Substances and are applied according to soil type, nutrient level of the soil, soil pH, and expected crop yields.
- Seeds and planting stock are not Genetically Modified Organisms.
- Integrated pest management is practiced.
- Crop rotation is applied for controlling soil quality, erosion, and plant biodiversity.

---

4 [http://www.ams.usda.gov/AMSv1.0/nop](http://www.ams.usda.gov/AMSv1.0/nop)

5 The use of the least toxic chemical pesticides and minimum use of chemicals to eradicate pests; chemicals used only in the challenged locations and only for targeted pest species.
Livestock

- Methods that threaten animal welfare are prohibited, such as tail-docking, debeaking, and starving chickens for induced molting.
- Animals are not given additional hormones (i.e., growth hormones) nor fed additive antibiotics (i.e., subtherapeutic).
- Animals are given adequately sized enclosures that allow for exercise, year-round outdoor access, and natural behavior (e.g., bare concrete floors in pig enclosures are prohibited because it inhibits rooting).
- Animal shelters are set at suitable temperatures with ventilation and protection from excess sunlight, rain, and wind.

Livestock feed complies with the National Organics Program livestock feed standard at 7 C.F.R. § 205.237 Livestock feed.
Scope (Informative)

Examples of services included in or excluded from the scope of this standard:

**Restaurants and Food Services included in GS-55**
- commercial
- noncommercial
- full-service
- limited-service (e.g., fast-food, cafeterias, buffets, takeout)
- catering services
- lodging-property food services
- restaurants and food services with multiple locations
- chains and franchises
- takeout services at full-service restaurants
- cafes, delis, and food service counters within grocery stores or retail stores, as long as their activities can be tracked separately
- charity food programs (soup kitchens)
- food services within institutions, such as
  - schools/colleges/universities
  - military facilities
  - lodging and hospitality
  - hospitals/continuous care facilities
  - airline/train/boat food service
  - penal facilities

**Restaurants and Food Services not included in GS-55**
- bars
- vending machines
- grocery stores
- convenience stores
# Recommended Content Levels for Commercial Sanitary Tissue Products

<table>
<thead>
<tr>
<th>PAPER PRODUCT</th>
<th>NOTES</th>
<th>POST-CONSUMER RECOVERED FIBER</th>
<th>TOTAL RECOVERED FIBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom Tissue</td>
<td>Used in rolls or sheets</td>
<td>20%–60%</td>
<td>20%–100%</td>
</tr>
<tr>
<td>Paper Towels</td>
<td>Used in rolls or sheets</td>
<td>40%–60%</td>
<td>40%–100%</td>
</tr>
<tr>
<td>Paper Napkins</td>
<td>Used in food service applications</td>
<td>30%–60%</td>
<td>30%–100%</td>
</tr>
<tr>
<td>Facial Tissue</td>
<td>Used for personal care</td>
<td>10%–15%</td>
<td>10%–100%</td>
</tr>
<tr>
<td>General-purpose Industrial Wipes</td>
<td>Used in cleaning and wiping applications</td>
<td>40%</td>
<td>40%–100%</td>
</tr>
</tbody>
</table>

---

## APPENDIX 3

### GS-55 Templates

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Restaurant/Food Service Information</td>
<td>58</td>
</tr>
<tr>
<td>1.2</td>
<td>Statement of Environmental Compliance</td>
<td>59</td>
</tr>
<tr>
<td>2.1</td>
<td>Vendor Information</td>
<td>60</td>
</tr>
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<td>2.1.1</td>
<td>Attestation - Total Food Purchases</td>
<td>61</td>
</tr>
<tr>
<td>2.1.1</td>
<td>Total Food Purchases</td>
<td>62</td>
</tr>
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<td>2.1.2</td>
<td>Seafood</td>
<td>63</td>
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<td>2.1.3</td>
<td>Coffee and Tea</td>
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<td>2.2.1</td>
<td>Solid Waste Recycling</td>
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<td>Composting</td>
<td>66</td>
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<td>2.2.4</td>
<td>Disposable Products</td>
<td>68</td>
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<td>2.3.3</td>
<td>Sanitary Paper Products</td>
<td>69</td>
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<tr>
<td>2.3.4</td>
<td>Printing and Writing Paper</td>
<td>70</td>
</tr>
<tr>
<td>2.3.5</td>
<td>Paint</td>
<td>71</td>
</tr>
<tr>
<td>2.4.1</td>
<td>Cleaning Procedures</td>
<td>72</td>
</tr>
<tr>
<td>2.4.5</td>
<td>Lighting Controls</td>
<td>73</td>
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<td>2.4.6</td>
<td>Energy-Efficient Lighting</td>
<td>74</td>
</tr>
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<td>2.4.7</td>
<td>Water-Efficient Fixtures</td>
<td>75</td>
</tr>
<tr>
<td>3.0</td>
<td>Certification and Labeling Requirements</td>
<td>76</td>
</tr>
<tr>
<td>3.3</td>
<td>List of Energy-Consuming Devices</td>
<td>77</td>
</tr>
</tbody>
</table>
### 1.1 Restaurant/Food Service Information

<table>
<thead>
<tr>
<th>Year of construction</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of most recent renovation (if any)</td>
<td></td>
</tr>
<tr>
<td>Restaurant size (square feet)</td>
<td></td>
</tr>
<tr>
<td>Number of dining rooms</td>
<td></td>
</tr>
<tr>
<td>Number of staff</td>
<td></td>
</tr>
<tr>
<td>Other property-specific information</td>
<td></td>
</tr>
</tbody>
</table>
1.2 Statement of Environmental Compliance

Provide a statement that the restaurant or food service has not violated any applicable environmental regulations in the past six months.

Attach dated letter on letterhead, signed by General Manager or other signatory, as attestation that there have been no environmental violations in the past six months.

Below is a sample statement:

To: Green Seal, Inc.
1001 Connecticut Ave NW, Suite 827
Washington DC 20036

[Date]

Attention Project Manager,

Under Green Seal Standard for Restaurants and Food Services (GS-55), regarding 1.2 Statement of Environmental Compliance, [GM or signatory] from [restaurant or food service name] attests that:

[Restaurant or food service] has not violated any applicable environmental regulations in the past six months.

[Signature]

[Title]

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### 2.1 Vendor Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Website (if applicable)</th>
<th>Certification</th>
<th>Goods provided (general description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Farm A</td>
<td>123 Street, Mytown, MD</td>
<td>123-456-7890</td>
<td><a href="http://www.farma.com">www.farma.com</a></td>
<td>USDA Organic</td>
<td>meats, dairy, bread</td>
</tr>
<tr>
<td>Example: Farm B</td>
<td>456 Street, Mytown, MD</td>
<td>890-123-4567</td>
<td><a href="http://www.farmb.com">www.farmb.com</a></td>
<td>none</td>
<td>paper products</td>
</tr>
</tbody>
</table>

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2.1.1 Attestation - Total Food Purchases

Provide an attestation and any supporting data that the supplier complies with the environmentally responsible food purchasing requirements in section 2.1.1 of the GS-55 Standard for Restaurants and Food Services.

Attach dated letter on company letterhead, signed by an officer of the company or other signatory that [Supplier Company Name], complies with the environmentally responsible food purchasing requirements.

Below is an example:

To: Green Seal, Inc.
1001 Connecticut Ave NW, Suite 827
Washington DC  20036

[Date]

Attention Project Manager,

Under Green Seal Standard for Restaurants and Food Services (GS-55), regarding 2.1.1 Total Food Purchases, [Supplier Contact] from [Supplier Company Name], attests that:

Food sold directly to [Restaurant or Food Service Name] is produced in an equivalent means to be *sustainably sourced*¹ or *local*¹.

AND/OR

Meets the requirements for Agriculture and/or Livestock in Annex B of the GS-55 Standard for Restaurants and Food Services.

[Signature]

[Title]

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¹ See GS-55, Annex A for definition of italicized terms

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### 2.1.1 Total Food Purchases

<table>
<thead>
<tr>
<th>Enter Vendor/Supplier/Farm name here</th>
<th>Sustainable Food Supplier* Y/N</th>
<th>Enter month here</th>
<th>Enter month here</th>
<th>Enter month here</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$ Total Amount</td>
<td>$ Total Amount</td>
<td>$ Total Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ Total Amount</td>
<td>$ Total Amount</td>
<td>$ Total Amount</td>
</tr>
<tr>
<td>Example: Acme Foods</td>
<td>no</td>
<td>998</td>
<td>232</td>
<td>23.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>444</td>
<td>32</td>
<td>7.21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1000</td>
<td>76</td>
<td>7.60</td>
</tr>
<tr>
<td>Example: Special Fish Dist.</td>
<td>yes</td>
<td>238</td>
<td>238</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>123</td>
<td>123</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>45</td>
<td>45</td>
<td>100.00</td>
</tr>
</tbody>
</table>

*All food and beverages from this farm or supplier are certified or officially recognized by one of these third-party programs:

- USDA Organic
- Certified Naturally Grown
- Food Alliance
- Rainforest Alliance
- Bird Friendly
- Protected Harvest
- Marine Stewardship Council
- Aquaculture Certification Council

Totals: 1236 470 38.03 567 155 27.34 1045 121 11.58

This is a sample of the electronic template that Green Seal clients can download from the Green Seal client portal.
### 2.1.2 Seafood

<table>
<thead>
<tr>
<th>Vendor/Supplier/Farm name</th>
<th>Enter month here</th>
<th>Enter month here</th>
<th>Enter month here</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ Total Amount</td>
<td>$ Total Amount</td>
<td>$ Total Amount</td>
</tr>
<tr>
<td></td>
<td>$ Total amount not listed on Monterey Bay Aquarium Seafood Watch “Avoid” list or Blue Ocean Institute’s “RED” list, or is certified by the Marine Stewardship Council or equivalent</td>
<td>$ Total amount not listed on Monterey Bay Aquarium Seafood Watch “Avoid” list or Blue Ocean Institute’s “RED” list, or is certified by the Marine Stewardship Council or equivalent</td>
<td>$ Total amount not listed on Monterey Bay Aquarium Seafood Watch “Avoid” list or Blue Ocean Institute’s “RED” list, or is certified by the Marine Stewardship Council or equivalent</td>
</tr>
<tr>
<td></td>
<td>% of Total Amount Compliant Seafood</td>
<td>% of Total Amount Compliant Seafood</td>
<td>% of Total Amount Compliant Seafood</td>
</tr>
<tr>
<td>Example: Acme Fish Farm</td>
<td>998</td>
<td>232</td>
<td>23.25</td>
</tr>
<tr>
<td></td>
<td>998</td>
<td>998</td>
<td>142</td>
</tr>
<tr>
<td></td>
<td>14.23</td>
<td>998</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>6.31</td>
<td>998</td>
<td>87</td>
</tr>
<tr>
<td>Example: Ocean Supply</td>
<td>238</td>
<td>238</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>238</td>
<td>238</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>41.60</td>
<td>238</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>36.55</td>
<td>238</td>
<td>87</td>
</tr>
</tbody>
</table>

| Totals                    | 1236             | 470              | 38.03            |
|                          | 1236             | 241              | 19.50            |
|                          | 1236             | 150              | 12.14            |

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### 2.1.3 Coffee and Tea

<table>
<thead>
<tr>
<th>Vendor/Supplier/Farm name</th>
<th>Enter month here</th>
<th>Enter month here</th>
<th>Enter month here</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ Total Amount</td>
<td>$ Total Amount</td>
<td>$ Total Amount</td>
</tr>
<tr>
<td></td>
<td>% Total Amount</td>
<td>% Total Amount</td>
<td>% Total Amount</td>
</tr>
<tr>
<td></td>
<td>Sustainably-Sourced or Socially-Preferable</td>
<td>Sustainably-Sourced or Socially-Preferable</td>
<td>Sustainably-Sourced or Socially-Preferable</td>
</tr>
<tr>
<td>Example: Acme Coffee</td>
<td>321</td>
<td>46.73</td>
<td>15.29</td>
</tr>
<tr>
<td></td>
<td>150</td>
<td>412</td>
<td>998</td>
</tr>
<tr>
<td></td>
<td>46.73</td>
<td>15.29</td>
<td>70.14</td>
</tr>
</tbody>
</table>

| Example: Earth Tea Company | 225              | 33.33            | 66.67            |
|                          | 75               | 300              | 238              |
|                          | 33.33            | 66.67            | 36.55            |

| Totals                   | 546              | 41.21            | 36.94            |
|                          | 225              | 712              | 1236             |

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2.2.1 Solid Waste Recycling

<table>
<thead>
<tr>
<th>Type of material being recycled</th>
<th>How is it collected on the property?</th>
<th>How is it hauled away?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: aluminum cans</td>
<td>Collected in bins in kitchen</td>
<td>Waste collection company comes every other day</td>
</tr>
</tbody>
</table>

Attach evidence of a recycling program in place, such as photos of clearly marked bins in place, or a list of materials that are being recycled. If restaurant or food service chooses not to place trash and recycling bins next to each other, an explanation is required for why it is not practical.
2.2.3 Composting

<table>
<thead>
<tr>
<th>Type of material being composted</th>
<th>How is it collected on the property?</th>
<th>How is it hauled away?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: coffee grounds</td>
<td>Bin in the kitchen</td>
<td>Compost hauler picks up once a week</td>
</tr>
</tbody>
</table>

Attach evidence of composting program, such as photos of bins or signed contract from composting company. If composting is not being done, provide a cost-justification or explanation for why restaurant is not composting.
### 2.2.4 Disposable Paper Products

<table>
<thead>
<tr>
<th>Name of disposable paper products (excluding sanitary paper)</th>
<th>SKU or Product Code</th>
<th>Environmentally-Preferable(^1) (Y/N)? If yes, name certifying organization</th>
<th>OR</th>
<th>Percent (%) Recovered Material</th>
<th>Post-consumer content %</th>
<th>Processed chlorine free (Y/N)?</th>
<th>OR</th>
<th>Made from 100% Agricultural residue fiber (Y/N)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Slurp Paper Straws</td>
<td>#5678</td>
<td>Yes, Ecologo</td>
<td></td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Example: Acme Toilet Seat Covers</td>
<td>#A8863</td>
<td>No</td>
<td></td>
<td>100</td>
<td>30%</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

**Attach documentation such as product data sheets, brochures and purchase orders, if necessary.**

---

\(^1\) **Environmentally-Preferable.** A product or service designated as such by an independent third-party program that is

- EITHER a Type I environmental label, developed in accordance with the ISO 14024 Standard for Environmental Labels and Declarations,
- OR an equivalent established and legitimate nationally-recognized third-party program

These programs shall

- be developed with the purpose of identifying environmentally preferable products
- have no conflict of interest (e.g., financial interest or stake in sales of the product)
- be based on standards that are appropriate, meaningful, and address the human health, safety, and environmental impacts of the products over its life-cycle
- have publicly available criteria
- involve stakeholder input in the development of the criteria
- include site inspections and a monitoring program to verify ongoing compliance

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# 2.2.4 Disposable Products

Verify that the restaurant or food service has eliminated the use of non-essential disposable products.

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Polystyrene packaging and cups are not used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plastic bags are not used.</td>
</tr>
<tr>
<td></td>
<td><em>(An exception may be made for trash can liners and takeaway bags)</em></td>
</tr>
<tr>
<td></td>
<td>All takeaway items are</td>
</tr>
<tr>
<td></td>
<td>• made with <em>recovered material</em>, OR</td>
</tr>
<tr>
<td></td>
<td>• recyclable, OR</td>
</tr>
<tr>
<td></td>
<td>• <em>compostable</em>, where composting is available</td>
</tr>
<tr>
<td></td>
<td>Full-service operations do not use disposable or single-use utensils or serving ware.</td>
</tr>
<tr>
<td></td>
<td><em>(An exception may be permitted for takeaway food)</em></td>
</tr>
<tr>
<td></td>
<td>Disposable napkins, utensils, and straws are available to customers upon request or from self-serve dispensers, where applicable.</td>
</tr>
<tr>
<td></td>
<td><em>(Individual-use packets may be provided upon request)</em></td>
</tr>
<tr>
<td></td>
<td>Condiments are available to customers through self-serve dispensers, where applicable.</td>
</tr>
<tr>
<td></td>
<td><em>(Exceptions may be permitted for food packaging for delivery, drop-off services, or takeaway)</em>.</td>
</tr>
<tr>
<td></td>
<td>Restaurant or food service does not purchase waxed cardboard packaging for use in operations, unless it is accepted by a local composting service.</td>
</tr>
<tr>
<td></td>
<td><em>(Transport packaging for food is reusable, rather than single-use)</em></td>
</tr>
<tr>
<td></td>
<td>Disposable paper products (excluding sanitary paper) are:</td>
</tr>
<tr>
<td></td>
<td>• <em>environmentally-preferable</em>, OR</td>
</tr>
<tr>
<td></td>
<td>• made from100% <em>recovered material</em>, the minimum amount of <em>post-consumer material</em> outlined in the EPA Comprehensive Procurement Guidelines, and <em>processed without chlorine</em>, OR</td>
</tr>
<tr>
<td></td>
<td>• 100% <em>agricultural residue</em> fiber.</td>
</tr>
</tbody>
</table>

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2.3.3 Sanitary Paper Products

<table>
<thead>
<tr>
<th>Name sanitary paper products used on the property (toilet tissue, facial tissue, napkins, paper towels)</th>
<th>SKU or Product Code</th>
<th>Environmentally-Preferable(^1) (Y/N)? If yes, name certifying organization</th>
<th>OR</th>
<th>Postconsumer content %</th>
<th>Processed Chlorine Free (Y/N)?</th>
<th>Percent (%) Recovered Content?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: EnviroTissue</td>
<td>23456</td>
<td>Yes, Ecologo</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Example: Soft Touch Tissue</td>
<td>5959</td>
<td>No</td>
<td>20%</td>
<td>Yes</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Attach documentation such as product data sheets, brochures, and purchase orders, to confirm sanitary paper products meet the requirements.

\(^1\) **Environmentally-Preferable.** A product or service designated as such by an independent third-party program that is

- EITHER a Type I environmental label, developed in accordance with the ISO 14024 Standard for Environmental Labels and Declarations,
- OR an equivalent established and legitimate nationally-recognized third-party program

These programs shall

- be developed with the purpose of identifying environmentally preferable products
- have no conflict of interest (e.g., financial interest or stake in sales of the product).
- be based on standards that are appropriate, meaningful, and address the human health, safety, and environmental impacts of the products over its life-cycle
- have publicly available criteria
- involve stakeholder input in the development of the criteria
- include site inspections and a monitoring program to verify ongoing compliance

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## 2.3.4 Printing and Writing Paper

<table>
<thead>
<tr>
<th>Name of printing and writing papers used on the property</th>
<th>SKU or Product Code</th>
<th>Environmentally-Preferable(^i) (Y/N)? If yes, name certifying organization</th>
<th>OR</th>
<th>Post-consumer content %</th>
<th>Processed chlorine free (Y/N)?</th>
<th>OR</th>
<th>Made from 100% Agricultural residue fiber (Y/N)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Ace Copy Paper</td>
<td>#8523</td>
<td>Yes, Ecologo</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Example: Acme Papers</td>
<td>97463</td>
<td>No</td>
<td>30%</td>
<td>Yes</td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Attach documentation such as product data sheets, brochures and purchase orders, to confirm paper products meet the requirements.

\(^i\) **Environmentally-Preferable.** A product or service designated as such by an independent third-party program that is

- EITHER a Type I environmental label, developed in accordance with the ISO 14024 Standard for Environmental Labels and Declarations,
- OR an equivalent established and legitimate nationally-recognized third-party program

These programs shall

- be developed with the purpose of identifying environmentally preferable products
- have no conflict of interest (e.g., financial interest or stake in sales of the product)
- be based on standards that are appropriate, meaningful, and address the human health, safety, and environmental impacts of the products over its life-cycle
- have publicly available criteria
- involve stakeholder input in the development of the criteria
- include site inspections and a monitoring program to verify ongoing compliance

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### 2.3.5 Paint

<table>
<thead>
<tr>
<th>Paint company name</th>
<th>Brand/Product Name/Product #</th>
<th>Environmentally preferable? (if so provide details)</th>
<th>Sheen (Flat, Eggshell, etc.)</th>
<th>Interior or Exterior</th>
<th>Coating VOC (g/L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Acme Paints</td>
<td>Cornish/SlyColor/AX2122</td>
<td>No</td>
<td>Flat</td>
<td>Interior</td>
<td>45</td>
</tr>
</tbody>
</table>

Attach MSDS or technical data sheets for paints.

---

1 **Environmentally-Preferred.** A product or service designated as such by an independent third-party program that is
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   - OR an equivalent established and legitimate nationally-recognized third-party program.

These programs shall
- be developed with the purpose of identifying environmentally preferable products
- have no conflict of interest (e.g., financial interest or stake in sales of the product)
- be based on standards that are appropriate, meaningful, and address the human health, safety, and environmental impacts of the products over its life-cycle
- have publicly available criteria
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- include site inspections and a monitoring program to verify ongoing compliance

---

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2.4.1 Cleaning Procedures

<table>
<thead>
<tr>
<th>Type of Cleaning Product</th>
<th>Brand Name of Cleaning Product used</th>
<th>SKU or Product Code</th>
<th>Environmentally Preferable Product (Y/N)? If yes, provide details.</th>
<th>Cleaning Products are concentrated and diluted by end user (Y/N)?</th>
<th>Portion Control Systems in place for chemicals (Y/N)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Glass Cleaner</td>
<td>Clear as Glass</td>
<td>#8547</td>
<td>Green Seal Certified</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

Are durable, reusable cloths and mops used at the restaurant? (Y/N)________

Attach documentation including product MSDS, data sheets or attestation from supplier, to confirm cleaning products meet the requirements.

---

Environmentally-Preferable A product or service designated as such by an independent third-party program that is
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2.4.5 Lighting Controls

<table>
<thead>
<tr>
<th>List low traffic/low occupancy area</th>
<th>Describe any automated lighting control in place for lighting</th>
<th>If none, date of future implementation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Storage closet</td>
<td>Light sensor</td>
<td>NA</td>
</tr>
</tbody>
</table>

Attach copies of purchase orders, if necessary. If timer or sensor is planned for future implementation, include copy of policy and procedure for turning off lights prior to implementation.

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### 2.4.6 Energy-Efficient Lighting

<table>
<thead>
<tr>
<th>Lighting location (exit signs, kitchen, seating area, restrooms, staff offices, etc.), including historic or specialty lighting fixtures</th>
<th>Type of lighting in area (CFL, LED, halogen, etc.)</th>
<th>Energy Efficient (Y/N)?</th>
<th>If lighting does not meet Green Seal requirements, date of scheduled replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: entire seating area</td>
<td>T8 LEDs</td>
<td>Yes</td>
<td>NA</td>
</tr>
</tbody>
</table>

*Attach evidence of historic or specialty light fixtures if not included in lighting replacement schedule.*

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### 2.4.7 Water-Efficient Fixtures

<table>
<thead>
<tr>
<th>List of fixtures (faucets, urinals, pre-rinse spray valves, toilets, etc.)</th>
<th>Location</th>
<th>WaterSense® labeled? If not, list flow rate</th>
<th>If fixture does not meet Green Seal requirements, date of scheduled replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Sinks</td>
<td>Men’s restrooms</td>
<td>.5gpm</td>
<td>NA</td>
</tr>
</tbody>
</table>

Attach documentation of water efficient fixtures such as product data sheets, as necessary.

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3.0 Certification and Labeling Requirements

Provide a statement that the restaurant or food service abides by the “Rules Regarding the Use of the Green Seal Corporate Mark” outlined in the Green Seal Graphics Standards Manual.

Attach letter on letterhead, signed by General Manager or other signatory, as attestation that the restaurant or food service abides by the requirements.

Below is a sample statement:

To: Green Seal, Inc.
1001 Connecticut Ave NW, Suite 827
Washington DC  20036

[Date]

Attention Project Manager,

Under Green Seal Standard for Restaurants and Food Services (GS-55), regarding 3.0 Certification and Labeling Requirements, [GM or signatory] from [restaurant or food service name] attests that:

[Name of Company] abides by the “Rules Regarding the Use of the Green Seal Corporate Mark” outlined in the Green Seal Graphics Standards Manual, which includes but is not limited to the following:

Manufacturers, service providers and companies that have received certification from Green Seal are issued a written license to use the Certification Mark as part of literature and marketing materials directly related to the certified restaurant or food service. Any use of the Mark requires approval by Green Seal.

The Green Seal Certification Mark shall not be used in conjunction with any modifying terms, phrases, or graphic images that might mislead consumers as to the extent or nature of the certification.

Whenever the certification mark appears, a description of the basis for the certification must also appear. The description shall be in a location, style, and typeface that are easily readable by the consumer. Unless otherwise approved in writing by Green Seal, the description shall read as follows:

“[Name of restaurant or food service operation] meets Green Seal™ Standard GS-55 based on purchase of sustainably-sourced food, waste minimization, use of verified environmentally preferable products, and conservation of energy and water. GreenSeal.org.”

[Signature]

[Title]

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### 3.3 List of Energy-Consuming Devices

<table>
<thead>
<tr>
<th>List Equipment (Major Appliances)</th>
<th>Energy efficient (Y/N)?</th>
<th>Reason energy efficient (i.e. ENERGY STAR, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: kitchen dishwasher</td>
<td>Yes</td>
<td>ENERGY STAR</td>
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