A certification guidebook for

GS-33

Green Seal’s
Environmental Standard for

Hotels and Lodging Properties
# Table of Contents

## INTRODUCTION

## 1.0 ORGANIZATION AND REGULATORY COMPLIANCE

1.1 Property Specific Information

1.2 Environmental Regulations Statement

1.3 Environmental Compliance Program

## 2.0 ENVIRONMENTAL REQUIREMENTS

### BRONZE (Entry Level)

2.1 Waste Minimization, Reuse and Recycling

2.1.1 Recycling Program

2.1.3 Copier Default Settings

2.1.4 Purchasing In Bulk

2.1.5 Where applicable, Food Donation

2.1.6 Where applicable, Disposable Food Service Items

2.2 Energy Efficiency, Conservation and Management

2.2.1 Energy Efficient Equipment

2.2.2 Energy Efficient Lighting

2.2.3 Equipment Preventative Maintenance

2.3 Management of Fresh Water Resources

2.3.1 Water Conserving Fixtures

2.3.2 Landscaping Irrigation

2.3.4 Towel and Linen Reuse

2.3.5 Where applicable, water-efficient equipment

2.4 Waste Water Management

2.4.3 Biodegradable Laundry Detergents

2.4.4 Biodegradable Cleaning Products

2.5 Hazardous Substances

2.5.2 Chemical Handling

2.6 Environmentally and Socially Sensitive Purchasing Policy

2.6.1 Environmental Purchasing Policy

2.6.2 Paper and Post-Consumer Recycled Content

2.6.4 Durable Goods

2.6.6 Supplier Preference, Reusable Packaging
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Waste Minimization, Reuse and Recycling</td>
<td></td>
</tr>
<tr>
<td>2.1.1a</td>
<td>Recycling Program</td>
<td>10</td>
</tr>
<tr>
<td>2.1.1b</td>
<td>Composting Food/Yard Waste</td>
<td>31</td>
</tr>
<tr>
<td>2.1.2</td>
<td>Amenities</td>
<td>33</td>
</tr>
<tr>
<td>2.1.3</td>
<td>Copier Default Settings</td>
<td>12</td>
</tr>
<tr>
<td>2.1.4</td>
<td>Purchasing In Bulk</td>
<td>13</td>
</tr>
<tr>
<td>2.1.5</td>
<td>Where applicable, Food Donation</td>
<td>14</td>
</tr>
<tr>
<td>2.1.6</td>
<td>Where applicable, Disposable Food Service Items</td>
<td>15</td>
</tr>
<tr>
<td>2.2</td>
<td>Energy Efficiency, Conservation and Management</td>
<td></td>
</tr>
<tr>
<td>2.2.1</td>
<td>Energy Efficient Equipment</td>
<td>16</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Energy Efficient Lighting</td>
<td>17</td>
</tr>
<tr>
<td>2.2.4</td>
<td>Energy Efficient Windows</td>
<td>34</td>
</tr>
<tr>
<td>2.2.5</td>
<td>Sensor timers lighting</td>
<td>35</td>
</tr>
<tr>
<td>2.3</td>
<td>Management of Fresh Water Resources</td>
<td></td>
</tr>
<tr>
<td>2.3.1</td>
<td>Water Conserving Fixtures</td>
<td>19</td>
</tr>
<tr>
<td>2.3.2</td>
<td>Landscaping Irrigation</td>
<td>20</td>
</tr>
<tr>
<td>2.3.3</td>
<td>Groundskeeping Procedures</td>
<td>36</td>
</tr>
<tr>
<td>2.3.4</td>
<td>Towel and Linen Reuse</td>
<td>21</td>
</tr>
<tr>
<td>2.3.5</td>
<td>Where applicable, water-efficient equipment</td>
<td>22</td>
</tr>
<tr>
<td>2.4</td>
<td>Waste Water Management</td>
<td></td>
</tr>
<tr>
<td>2.4.1</td>
<td>Minimal Chlorinated Chemical Use</td>
<td>37</td>
</tr>
<tr>
<td>2.4.2</td>
<td>Biodegradable Dishwashing Detergent</td>
<td>38</td>
</tr>
<tr>
<td>2.4.3</td>
<td>Biodegradable Laundry Detergents</td>
<td>23</td>
</tr>
<tr>
<td>2.4.4</td>
<td>Biodegradable Cleaning Products</td>
<td>24</td>
</tr>
<tr>
<td>2.4.5</td>
<td>Integrated Pest Management</td>
<td>40</td>
</tr>
<tr>
<td>2.5</td>
<td>Hazardous Substances</td>
<td></td>
</tr>
<tr>
<td>2.5.1</td>
<td>Minimal Use of Hazardous Chemicals</td>
<td>41</td>
</tr>
<tr>
<td>2.5.2</td>
<td>Chemical Handling</td>
<td>25</td>
</tr>
<tr>
<td>2.5.3</td>
<td>Drums and Storage Containers</td>
<td>42</td>
</tr>
<tr>
<td>2.5.4</td>
<td>Prohibited Chemicals - Architectural Paint</td>
<td>43</td>
</tr>
<tr>
<td>2.6</td>
<td>Environmentally and Socially Sensitive Purchasing Policy</td>
<td></td>
</tr>
<tr>
<td>2.6.1</td>
<td>Environmental Purchasing Policy</td>
<td>45</td>
</tr>
<tr>
<td>2.6.2</td>
<td>Printing Paper – Post Consumer Content</td>
<td>27</td>
</tr>
</tbody>
</table>
table of contents

2.6.3 Consumer Paper Products – Post Consumer Content 27
2.6.4 Durable Goods 29
2.6.5 Low VOC Products 46
2.6.6 Supplier Preference, Reusable Packaging 30
2.6.7 Supplier Preference, Environmentally Responsible 46

GOLD (Highest Level)

2.7 Continuous Improvement Plan 47
2.8 Any three (3) of the following 48
  2.8.1 Energy Reduction 48
  2.8.2 Sustainable Building 49
  2.8.3 Renewable Energy 50
  2.8.4 Greenhouse Gas Reduction 51
  2.8.5 Zero Waste 52
  2.8.6 Green Cleaning 53
  2.8.7 Water Conservation 54

3.0 LABELING REQUIREMENTS 55
The purpose of this document is to provide a framework and guidance for lodging properties seeking Green Seal™ certification under the Green Seal Standard for Hotels and Lodging Properties (GS-33). This document does not replace the standard as the source of information and requirements for certification; it does not guarantee certification. Please refer to the full Green Seal Standard for Hotels and Lodging Properties for the complete certification requirements. See the GS-33 standard, Annex A, for definition of italicized or underlined terms.

Link: Greenseal.org/GS33.aspx

In order to optimize the time needed to conduct the on-site evaluation of the property, Green Seal recommends that properties submit appropriate and complete documentation prior to the on-site visit. Electronic documentation is preferred and may take a range of formats (e.g., PDF, Word, JPEG, Excel, scanned originals, etc.). Emphasis will be on documentation and proof of implementation to ensure compliance with criteria (e.g., purchase orders, documented policies, photographic evidence, etc.) The auditor’s on-site evaluation will focus on verification that policies have been effectively communicated to staff and guests and that the policies and procedures outlined are being implemented. Keep in mind that any corrective actions identified during the on-site evaluation must be addressed within 120 days of the post-visit report. In addition, properties initially certified at the Bronze level must meet all the additional requirements of Silver within 36 months from date of certification. Remaining corrective actions that are outstanding more than 120 days or failure to matriculate to the Silver level from Bronze within 36 months of certification may be considered grounds for termination with cause upon notification from Green Seal.

Each of the sections in this document corresponds to the criteria in the Green Seal Standard for Hotels and Lodging Properties (GS-33) 5th edition issued January 24, 2011. The criteria from the GS-33 standard are addressed under the following topics:

**BACKGROUND**
A brief explanation of the purpose for the specific criterion in the GS-33 standard.

**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 criteria.*

**DOCUMENTATION NEEDED**
Any documentation that is required will be listed and should be submitted to the Project Manager prior to the on-site auditor visit.

**ON-SITE AUDITOR VISIT**
If applicable, what the auditor may check during the on-site visit, but keep in mind the auditor may also elect to check additional items to verify compliance with a particular criterion.
1.0 Organization and Regulatory Compliance

1.1 List details about property, including year of construction, number of floors, number and type of guest rooms, number of staff and property size.

**BACKGROUND**
To gather basic information about the property

**SUGGESTED IMPLEMENTATION**
Obtain the necessary property details.

**DOCUMENTATION NEEDED**
Complete template 1.1 and include photographs or floor plans, if necessary.

**ON-SITE AUDITOR VISIT**
Specific property details may be confirmed
1.2 Have the property provide a statement that it has not violated any applicable environmental regulations in the past 6 months.

**BACKGROUND**
To ensure that certified services do not have any current 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 6 months prior to applying for Green Seal certification. If no violations have occurred, provide a statement on company letterhead, signed and dated by the general manager, that the property has not violated any applicable environmental regulations in the past 6 months. If a violation has been made, describe the incident and any corrective measures.

**DOCUMENTATION NEEDED**
See template 1.2 for an example letter.

**ON-SITE AUDITOR VISIT**
Not applicable
1.3 Environmental Compliance Program- Have the property identify the environmental compliance personnel and/or provide description of environmental compliance program.

**BACKGROUND**
To ensure that certified properties have an environmental compliance program in place or environmental compliance personnel on staff. Lodging properties should be aware and understand what environmental laws and regulations are applicable.

**SUGGESTED IMPLEMENTATION**
Review property records to see if any applicable local, state, or federal environmental violations have occurred in the 6 months prior to applying for Green Seal certification. If no violations have occurred, provide a statement on company letterhead, signed and dated by the general manager, that the property has not violated any applicable environmental regulations in the past 6 months. If a violation has been made, describe the incident and any corrective measures.

**DOCUMENTATION NEEDED**
List of environmental compliance personnel and their specific duties and responsibilities or description of the environmental compliance program.

**ON-SITE AUDITOR VISIT**
Not applicable
2.1.1. The property shall establish a recycling program, which shall include the following:

a) Recycling for the common areas (e.g., near vending machines, near elevators, in the lobby, inside or outside of conference rooms, etc.) and administrative areas (e.g., front desk, back of house, etc.) of the property for materials that are cost-effective locally. Materials may include, but are not limited to, aluminum, plastic, cardboard, steel, glass, newspaper, mixed paper, batteries, packaging, inkjet and toner cartridges, and fluorescent light bulbs. Program components shall be clearly labeled for both guests and staff. Program must contain metrics to measure effectiveness and evidence of tracking.

BACKGROUND
To ensure that facilities have a functional recycling system in place for many common materials and that it is effectively communicated to guests and staff.

SUGGESTED IMPLEMENTATION
1. Determine what materials are collected locally by waste hauler including co-mingled materials and office/backroom materials such as cardboard, batteries, packaging, inkjet and toner cartridges and fluorescent light bulbs. If there is no existing recycling system, begin by analyzing what materials are being generated at the property (i.e. mixed office paper, aluminum cans, batteries) and review the local ordinances to determine what is required to be recycled.

2. Document what specific materials are being (will be) recycled and the procedures for collecting and recycling the materials. Create a procedure if one does not exist. (Procedures should describe how the material is collected, stored, kept separate from waste and hauled away.)

3. Recycling bins should be appropriately placed for materials collected, such as in common areas, guest rooms and administrative/backroom areas. Communicate to staff where recycling bins are located and train staff and housekeeping on how to handle recyclables. Clearly communicate to guests and staff what materials are accepted through posted signs or other communication methods.

4. Ensure there is a metric to measure the effectiveness of the system, such as volume or weight of recyclable materials collected each month, reduction in weight of trash collected, etc., depending on how the property tracks and monitors waste materials. Normalize this data per number of guests/month or sales volume (as appropriate). This allows for tracking of trends in recycling despite up or downturns in business.

5. If the property elects not to recycle certain materials based on the cost of recycling, please conduct a cost justification, which should include the waste hauler fee for landfill waste and the waste hauler fee for collection of recyclables. Green Seal will be looking for specific cost calculations as acceptable justification for why a property elects not to recycle certain materials.
2.1 Waste Minimization, Reuse and Recycling

**DOCUMENTATION NEEDED**
A list of materials that are being recycled, including but not limited to, aluminum, plastic, cardboard, steel, glass, newspaper, mixed paper, batteries, packaging, inkjet and toner cartridges, and fluorescent light bulbs for guests and administrative/backroom areas as well as a documented procedure for each of the materials (i.e. a detailed method of how the material is collected, stored, and hauled away). See template 2.1.1.

**ON-SITE AUDITOR VISIT**
The auditor will check to see there are appropriate recycling bins available at the property and that the recycling program is clearly communicated. The auditor will also check the waste stream to see if recyclable materials are being improperly disposed and may speak with staff about the procedures for recycling to ensure they have been properly trained.
2.1 Waste Minimization, Reuse and Recycling

### 2.1.3 Default setting for copying shall be double-sided; paper printed on one side shall be used for internal copies/printouts/notepads.

**BACKGROUND**
To reduce the consumption and waste of paper.

**SUGGESTED IMPLEMENTATION**
Printing and copying double-sided must be the default setting for all printers and copiers with that capability. An exception may be made for the front office equipment that cannot print double-sided materials for security reasons (e.g., guest folios). If printers and copiers do not have the capability to print double-sided, the procurement policy should include that the next purchase will be printers and/or copiers with this capability. Waste paper printed on one-side should be used for internal scratch paper/notepads, in order to further reduce the consumption of paper. Double-sided printing and re-use 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**
Attestation that copiers and printers have been set to double-sided and that paper printed on one side is used for internal scratch paper/notepads.

**ON-SITE AUDITOR VISIT**
The auditor will spot-check the copiers and printers and surrounding areas to check that the default setting is double-sided and will verify that one-sided printed paper is being used by staff as scratch paper/notepads and appropriate signage is posted near photocopy/fax machines.
2.1 Waste Minimization, Reuse and Recycling

2.1.4 Property shall make efforts to purchase products in bulk and avoid single-use type products. In particular, efforts should be made to use highly concentrated cleaning products dispensed through portion control equipment, and to substitute reusable pump sprays for aerosol cans. Aerosol cans, where still in use on the property, should be recycled if the community accepts aerosol cans for recycling.

BACKGROUND
To reduce the amount of packaging and energy for transport by encouraging bulk purchasing, particularly for highly concentrated cleaning products. Portion control equipment will help to ensure products are diluted properly and reusable pump sprays will help reduce additional packaging waste. Purchase of aerosol cans should be minimized and existing aerosol cans on site should be recycled properly when possible.

SUGGESTED IMPLEMENTATION
Purchasing policies shall stipulate a preference to purchase products in bulk, particularly concentrated cleaning products that utilize portion control equipment. See if trigger pump sprays are available as a replacement for any existing aerosol can products. For the aerosol cans that are already in use or for which there is no alternative, check with local haulers for recycling options.

DOCUMENTATION NEEDED
Copy of procurement policy to show that bulk purchases are being made and that reusable pump sprays are being sought as replacement for aerosol cans. If there are aerosol cans to be recycled, include on the recycling list in 2.1.1.a. See template 2.1.4.

ON-SITE AUDITOR VISIT
The auditor will verify on-site that products are purchased in bulk, that aerosol can use is minimized and existing aerosol cans are recycled if possible.
2.1 Waste Minimization, Reuse and Recycling

Where Applicable:

2.1.5 Property shall donate leftover food to a local shelter or food bank where programs are available and where permitted by local regulatory agencies.

BACKGROUND
To minimize the amount of food waste sent to the landfill and help serve the public good.

SUGGESTED IMPLEMENTATION
The property should seek out area shelters or food banks to see if they accept food donations and see if local regulations allow for food donation. The federal Emerson Good Samaritan Food Donation Act 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 property may make some leftover food available for staff and donate some leftover food to food banks and shelters.

DOCUMENTATION NEEDED
If food donation is possible, describe the food donation program, including what food is accepted, what local food bank or shelter will accept the food, and how the food will be delivered. Keep records on file documenting how much food was donated on what day and from what event. This file may be generated by the property or the food bank in form of a receipt. 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, please document and include as a future item for consideration. If a property makes leftover food available to staff, the property should describe the policy for doing so.

ON-SITE AUDITOR VISIT
Auditor will ask about procedures for donation and see where food is held.
2.1 Waste Minimization, Reuse and Recycling

Where Applicable:

2.1.6 Property shall minimize the use of disposable food service items (e.g., hot/cold cups, glasses, cutlery, and plates) in food and beverage operations and in guest rooms. Plastic or paper cups are permitted in guest room bathrooms due to the risk of breakage.

BACKGROUND
To reduce the waste generated by disposable food service items and to encourage the use of reusable cups, glasses, cutlery and plates, particularly in guest rooms and common areas. Disposable items are allowed in bathrooms if breakage is a concern, or by request, for take-away purposes.

SUGGESTED IMPLEMENTATION
Assess where disposable food service items are available (guest rooms, lobby, conference center, meeting rooms, etc.) and identify food service items that are currently reusable or that can be replaced with a reusable option. For example, in guest rooms that are equipped with a coffee maker, a reusable coffee mug should be available. For to-go needs, a disposable cup with lid may also be included, but cannot be the only option available. For operations that include food service items for staff, reusable options must be considered and used where feasible.

DOCUMENTATION NEEDED
Attestation that reusable food service items are provided where possible including guest rooms, meeting rooms, conference centers, lobby, etc. and that disposable food service items are only used by request, or take-away instances. If disposable items are available, the property should include a description of disposable food service items, including material with which they are made. If any items are required to be purchased, a purchase order should be included. Reusable options should be included in the procurement policy when more items are ordered in the future. See template 2.1.6.

ON-SITE AUDITOR VISIT
The auditor will spot-check to see if reusable options are available in the guest rooms and common areas.
2.2 Energy Efficiency, Conservation and Management

2.2.1 If the following equipment currently in use is not energy-efficient, when the equipment is replaced, energy-efficient equipment shall be specified and purchased.

Room Equipment: televisions, video cassette players/recorders, DVD players, alarm clocks, hair dryers, irons, coffee/tea makers.

Office: fax machines, copiers, printers, computers, monitors.

HVAC Equipment: chillers, packaged terminal air conditioners, central air conditioners, central heat pumps, split ductless heat pumps, geothermal heat pumps, water heaters.

Where Applicable:

Kitchen Equipment: freezers, refrigerators, cooktops, ovens, dishwashers.

Laundry Equipment: boilers, washers, dryers, extractors.

BACKGROUND
To reduce the amount of energy consumed through the use of energy-efficient equipment and appliances.

SUGGESTED IMPLEMENTATION
The property should assess all the equipment at the property to see if existing appliances and equipment are energy-efficient and institute a procurement policy that specifies that future purchases will be energy-efficient (Energy Star rated or equivalent).

DOCUMENTATION NEEDED
Description of how the property will implement the procurement policy and train procurement staff. A copy of the procurement policy that specifies that new equipment and appliance purchases will be energy-efficient models and an inventory of equipment and appliances, indicating whether or not they are energy-efficient. Purchase orders and receipts should also be included. See template 2.2.1.

ON-SITE AUDITOR VISIT
The auditor will spot check appliances and equipment on the property.
2.2 Energy Efficiency, Conservation and Management

2.2.2 Indoor lighting shall be energy-efficient OR on a schedule for replacement with energy-efficient lighting. The first lights replaced shall include lights typically on for 24 hours (e.g., hallways, exit signs, lobby lights, etc.), followed by lights typically on for 8+ hours (e.g., restrooms, staff offices, meeting rooms, etc.). All indoor lights not currently energy-efficient shall be part of a 5-year replacement schedule. Lighting fixtures that are clearly historic in nature or specialty light fixtures (e.g., display or accent lighting) may be exempt from this requirement if compatible options are not available.

BACKGROUND
To reduce the amount of energy consumed by indoor lighting and to create a prioritized 5-year replacement schedule if existing lights are not energy-efficient.

SUGGESTED IMPLEMENTATION
Assess lights in all areas of the property to see if the existing fixtures are energy-efficient. If the lights are not energy-efficient, develop a lighting replacement schedule to be completed within 5 years. The lighting replacement schedule should prioritize lighting in the following order: lights on 24 hours per day, lights on for 8+ hours per day, followed by the lights that are used less often (such as guest rooms). Historic or specialty light fixtures where there is no acceptable energy-efficient option may be exempted from the requirement. Include requirements for future purchases of energy-efficiency lighting in procurement policy and communicate this requirement to procurement staff. List the lighting options and the lighting replacement schedule, describing when the lighting in specific areas will be replaced during the 5-year (or shorter) replacement schedule. Lighting replacement schedules should be specific to a certain property and corporate lighting policies will not be sufficient documentation.

DOCUMENTATION NEEDED
Procurement policy that documents future lighting purchases will be energy-efficient and description of 5-year lighting replacement schedule specific to the property if energy-efficient lighting is not already being used. List which areas already have energy-efficient lighting, if any, and which areas will need to have lighting replaced as part of the 5 year replacement schedule. See template 2.2.2.

ON-SITE AUDITOR VISIT
The auditor will spot check the energy-efficient lighting that is installed in the property.
2.2 Energy Efficiency, Conservation and Management

2.2.3 Property shall have the building HVAC systems, in-room units, and kitchen and laundry appliances (facility and guest room) on a regular preventative maintenance schedule, including filter cleaning/changing, leak checks, clearing air vent and intake obstructions, etc.

BACKGROUND
To maximize energy efficiency and extend equipment life.

SUGGESTED IMPLEMENTATION
Determine if there is regularly scheduled maintenance of HVAC systems, in-room units and kitchen and laundry appliances. Document the policy for regular maintenance, including the frequency of the maintenance, the action item that will be completed (e.g., check for leaks, clean the lint trap, change filter) and any accompanying checklists. The maintenance schedule may be modified from corporate policy to be specific to the property (e.g., modified for occupied guest rooms), but policies must be implemented. Train and communicate the procedures and policy to staff.

DOCUMENTATION NEEDED
Documented schedule including frequency of maintenance, action item to be completed and any accompanying checklists, training and communication materials developed for staff. See template 2.2.3.

ON-SITE AUDITOR VISIT
Auditor will ask questions about PM program to ensure it is being implemented.
2.3 Management of Fresh Water Resources

2.3.1 At a minimum, properties shall use the following water conserving fixtures or retrofits: 2.2 gpm faucets and aerators; 1.6 gpf toilets; 2.5 gpm showerheads. Any existing showerheads, faucets, and aerators that exceed these flow rates shall be on a schedule for replacement within 2 years. Toilets shall be replaced in conjunction with major room renovations (documenting when next “major” renovation is scheduled). Higher flow toilets may be exempt from the flow rate requirement if the plumbing infrastructure will not adequately function with lower flow rates.

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

SUGGESTED IMPLEMENTATION
Check the water fixtures to determine the flow rates. Determine if fixtures need to be replaced. If so, create a replacement schedule not to exceed 2 years to completion for showerheads, faucets and aerators that meet the flow rates specified. Toilets that do not meet the requirements should be replaced during the next major renovation. Document the timeline for the next property renovation and include toilet replacement that meets the flow rate specified at that time. An exception may be made if the property documents that the plumbing infrastructure does not adequately function with a lower flow rate.

DOCUMENTATION NEEDED
List of flow rates of fixtures in guest rooms, common areas and general restroom facilities. If flow rates of fixtures do not meet the flow rates above, a documented 2-year replacement schedule should be provided, including dates of implementation, type of replacement fixture, model and type of fixture that will be replaced. If fixtures are purchased, a purchase order or receipt must be submitted. Procurement policy that documents the future purchase of water-efficient fixtures, timeline of next major renovation and procedure for toilet replacement, if necessary. If infrastructure does not adequately function with a lower rate, an attestation by the plumbing contractor or other authority must be submitted. See template 2.3.1.

ON-SITE AUDITOR VISIT
The auditor will spot-check to see if water-efficient appliances are installed in guest rooms and general restrooms.
2.3 Management of Fresh Water Resources

2.3.2 For exterior plantings, property shall use plants and trees tolerant of climate, soils and natural water availability. Landscape shall be watered where necessary in the early morning or at night to minimize evaporation, soaker hoses used for plant beds, and plant beds mulched to retain water. Grasses used that require irrigation shall be limited to areas where guest activities take place.

BACKGROUND
To reduce the amount of water used for landscaping.

SUGGESTED IMPLEMENTATION
Determine watering schedule for exterior areas or consult with external landscaping company, if applicable, for watering schedule. Develop a policy to conduct watering only during evening or early morning hours and incorporate the use of soaker hoses or other water-efficient methods. Properties with an existing water-efficient plant bed watering system may not be required to install soaker hoses in plant beds. Grasses that require irrigation should only be used in areas for guest activities. Hotels in urban settings with no exterior plants that require irrigation may be exempted from this requirement.

DOCUMENTATION NEEDED
Documentation will be required to describe the exterior landscaping of the property (general plant information, including grasses) and the watering schedule, as well as use of mulch and soaker hoses in plant beds. See template 2.3.2.

ON-SITE AUDITOR VISIT
The auditor will verify exterior landscaping does not require additional watering due to non-native plants or grasses in areas where no guest activities take place. The auditor will review the watering method employed (such as soaker hoses) and mulching.
2.3 Management of Fresh Water Resources

2.3.4 Where cost-effective, property shall offer towel and/or linen reuse option to multiple night guests.

BACKGROUND
To minimize the use of detergents, energy and water from laundering towels and linens. To ensure that the towel and linen reuse program is being properly implemented and is effectively communicated to guests.

SUGGESTED IMPLEMENTATION
For multiple night guests (2 or more consecutive nights), create a procedure for a towel and/or linen reuse program. Determine how housekeeping staff will implement the program and how the property will communicate the program to guests. Train the staff on how to implement the program and create signs or communication materials to educate guests. Internally document the details of the reuse program. Consider including a quality control aspect, such as a spot-check by hotel staff to ensure that guests that request “no change” have not had their towels or linens changed. If implementing an internal spot check procedure, document the spot-check results as part of the monitoring of the program.

DOCUMENTATION NEEDED
Documentation of the details of the program; how it is implemented, the procedures for housekeeping staff when the guest requests “no change” or when guests requests linens to be changed and any quality control measures, such as spot-checks by hotel staff. Photographs of signs and communication to guests may be included in submission materials.

ON-SITE AUDITOR VISIT
The auditor will spot check guest rooms for signs or other methods to explain the program and may have conversations with housekeeping staff to ensure that the staff has been trained for the towel and/or linen reuse program.
2.3 Management of Fresh Water Resources

Where Applicable:

2.3.5 Property shall ensure that clothes washers, dryers, and dishwashers are filled to recommended capacity for each cycle and that the coolest effective water temperature is used.

BACKGROUND
To maximize water and energy-efficiency from appliance use.

SUGGESTED IMPLEMENTATION
Assess the current procedure for loading clothes washers, clothes dryers and dishwashers and determine best measurement for ensuring machines are run at full capacity. Some properties use a scale to measure clothing loads by weight, other machines are designed not to run until a certain capacity is met, and the low temperature setting should be the default. Train staff to fill machines to full capacity and to use the lowest temperature setting. Document the policies and procedures for clothes washers, dryers and dishwashers, and post signs if necessary.

DOCUMENTATION NEEDED
Documentation of policy and procedures that machines are filled to capacity and lowest temperature setting is used. Training records of staff trained in proper equipment operation or posted signage on equipment.

ON-SITE AUDITOR VISIT
The auditor will observe machines in-use or staff that may be loading machines. The auditor may have conversations with staff to determine if staff has been properly trained.
2.4 Waste Water Management

2.4.3 Property shall use non-phosphate, nontoxic, biodegradable, concentrated liquid or powder laundry detergents.

BACKGROUND
To reduce the health and environmental impact of detergents.

SUGGESTED IMPLEMENTATION
Identify the laundry detergent(s) currently in use at the property. Consult the product labels, Material Data Safety Sheet (MSDS) and/or contact the supplier to determine whether or not the laundry detergent meets all of the following requirements:
- Does not contain phosphates
- Is considered non-toxic (not labeled as toxic or highly toxic)
- Is biodegradable
- Is at least 2X concentrated (for liquid detergent)
It may be helpful to create a list of the detergents that are used, the supplier/manufacturer, and where the detergent is used on the property. If the laundry detergent(s) does not meet the above requirements, switch to an acceptable alternative product that does meet the above requirements. Demonstrate compliance with a purchase order. Procurement documents should communicate intent to continue purchasing compliant laundry detergent(s) and procurement staff should be informed of the requirements.

DOCUMENTATION NEEDED
Documentation of what laundry detergent(s) are being used, data/documentation from manufacturer or supplier that product(s) are compliant with the requirements. Purchase orders and/or invoices of laundry detergent. See template 2.4.3.

ON-SITE AUDITOR VISIT
The auditor will verify the laundry detergent(s) on-site are compliant. The auditor may have conversations with staff to ensure they are properly trained.
2.4 Waste Water Management

2.4.4 Property shall use non-phosphate, nontoxic, biodegradable, concentrated liquid or powder cleaning products.

BACKGROUND
To reduce the environmental impacts of commonly used cleaning products.

SUGGESTED IMPLEMENTATION
Identify the cleaning products that are currently being used at the property in the following categories:
- Carpet cleaners
- Floor cleaners
- General-purpose cleaners
- Glass cleaners
- Restroom cleaners
Consult the product labels, Material Data Safety Sheet (MSDS) and/or contact the supplier to determine whether or not the cleaning products meet all of the following requirements:
- Does not contain phosphates
- Is considered non-toxic
- Is biodegradable
- Is concentrated (at least 1:16 dilution ratio with water - for liquids)
It may be helpful to create a list of the cleaning products that are used, the supplier/manufacturer, and where they are used on the property. If the cleaning products have been certified by a legitimate, recognized third-party as environmentally preferable, no further documentation may be required. If any cleaning product does not meet the above requirements, switch to an acceptable alternative product that does meet the above requirements. Demonstrate compliance with a purchase order and data for the new product. Procurement documents should communicate intent to continue purchasing compliant cleaning products and procurement staff should be informed of the requirements.

DOCUMENTATION NEEDED
Documentation of which cleaning products are being used, and data/documentation from manufacturer or supplier that product(s) are compliant with the requirements. Purchase orders and/or invoices of compliant products, and a procurement policy that states compliant products will be purchased in the future. Policy and procedures should be communicated to procurement staff. See template 2.4.4.

ON-SITE AUDITOR VISIT
The auditor will verify if the cleaning products on-site are compliant. The auditor may have conversations with staff to ensure they are properly trained.
2.5 Hazardous Substances

2.5.2 All chemical storage and mixing areas for housekeeping products shall allow for adequate and secure product storage with water in the space for mixing concentrated chemicals, have drains plumbed for the appropriate disposal of liquid waste products, and be equipped with access to fresh air (e.g., outside venting or air filtration unit).

BACKGROUND
To minimize staff and guest exposure to hazardous substances.

SUGGESTED IMPLEMENTATION
Assess chemical and mixing areas to ensure they have:
- Adequate and secure product storage
- Accessible water for mixing concentrates
- Drains plumbed for disposal of liquid waste
- Access to proper ventilation (fresh air or air filtration)

If the chemical storage and mixing areas are not compliant, determine procedures for creating areas that are compliant with all requirements. Document and describe chemical and mixing areas and list how the areas are compliant with the requirements.

DOCUMENTATION NEEDED
Description of how the chemical storage and mixing areas are compliant with the requirements. Attach photographic evidence, if necessary. See template 2.5.2.

ON-SITE AUDITOR VISIT
The auditor will check the chemical storage and mixing areas to ensure there is proper product storage, accessible water for mixing concentrated products, drains are adequately plumbed for liquid waste and that there is either access to fresh air or air filtration units to provide adequate ventilation in those areas. The auditor may have conversations with staff to ensure that the designated areas are used.
2.6 Environmentally and Socially Sensitive Purchasing Policy

2.6.1 The property shall establish an environmental purchasing policy, which shall include the following elements (or equivalent):

a) Appointment of a steering committee, which includes staff responsible for overseeing the program.

c) Incorporation of environmental preferences into purchasing documents and discussions with suppliers and vendors.

d) Consider the life-cycle costs of buying environmentally responsible products and services. Information from all available sources shall be used, including manufacturer information and third-party certifications.

e) The purchase and testing of potential environmentally responsible products and services.

g) Environmental policy is available to the public upon request.

BACKGROUND
To ensure that the property has an environmental and socially sensitive purchasing policy in place, including a steering committee who will ensure that environmental considerations are included in procurement documents and can communicate preferences to suppliers, will consider life-cycle costing for purchases and follow-up to ensure these products are being purchased and to make sure the environmental policy of the property is publicly available.

SUGGESTED IMPLEMENTATION
Establish members of a steering committee. Determine duties and responsibilities of members, mission of the steering committee (e.g., to ensure the purchase of environmentally responsible products and services), vision of the committee and tangible purchasing targets. Purchasing targets should be as specific as possible. Communicate environmental preference to suppliers and vendors. Establish green purchasing policy that outlines how life-cycle costing is taken into consideration. Steering committee or other authority should review the green purchasing policy annually (at minimum) to ensure the mission and vision are being addressed and to account for changes and availability of environmentally preferred products and services.

DOCUMENTATION NEEDED
Documentation of members of the steering committee, mission and vision of the committee, specific purchasing targets, description of the procurement procedure and policy and description of how life-cycle costing is considered. Any information from suppliers and vendors that has been documented and monitoring schedule for steering committee to review the existing procurement policy documents. Evidence that the environmental policy is available to the public.

ON-SITE AUDITOR VISIT
The auditor may have conversations with members of the steering committee or procurement staff to ensure goals and mission has been properly communicated.
2.6 Environmentally and Socially Sensitive Purchasing Policy

2.6.2 Implement either of the following requirements (both are required for Silver certification):

a) Property shall use printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% postconsumer material content OR tree-free fiber content; coated paper shall contain a minimum of 10% postconsumer material content OR tree-free fiber content. Corporate and franchise papers may be exempted from these minimum postconsumer material content requirements if there is evidence that they are not offered by the preferred vendor(s).

2.6.3 Consumable paper products shall be made from recycled fibers, with the following minimum postconsumer material content: Toilet Tissue: 20%; Facial Tissue: 10%; Napkins and Paper Towels: 40%.

BACKGROUND
To ensure that environmentally-preferred printing and consumable paper products are purchased with a minimum amount of post-consumer waste to reduce the amount of virgin material used in paper products and to encourage the use of post-consumer materials.

SUGGESTED IMPLEMENTATION
Assess all printed materials and consumable paper products, including toilet tissue, facial tissue, napkins and paper towels used on the property. Create a list of the products and determine the post-consumer content of the products either through existing brochures or catalogs or have the supplier provide a written, signed attestation of the post-consumer content of the materials. If the property is using paper products that have been certified by a legitimate, recognized third-party as environmentally preferable, no further documentation may be required.

Note: “Recycled content” or “recovered material content” typically includes both pre-consumer and post-consumer paper. If existing information or information provided by the supplier addresses only “recycled content” or “recovered material content”, the property must inquire specifically about post-consumer content. Documentation of only the “recycled content” or “recovered material content” is not considered sufficient. If products are non-compliant, inquire about potential alternatives from suppliers or vendors and switch to compliant products. Educate procurement staff on policies.

Requirements are as follows:
Letterhead, stationary, copy paper, envelopes, invoices, business forms, etc. must contain a minimum 30% post-consumer material or tree-free fiber content
• Any materials printed on coated paper must contain a minimum 10% post-consumer material or tree-free fiber content
• Non-compliant corporate or franchise papers may be exempted if due to the preferred corporate vendor
• Toilet tissue must contain a minimum 20% post-consumer material
• Facial tissue must contain a minimum 10% post-consumer material
• Napkins and paper towels must contain a minimum 40% post-consumer material
DOCUMENTATION NEEDED

List and describe printing and writing papers and consumable paper products that are used on the property and demonstrated compliance, including data/documentation from manufacturer or supplier of post-consumer content, purchase orders, if necessary, or list of third-party certified products used. Procurement documents should include procedures and policies for future purchases. See template 2.6.2.

ON-SITE AUDITOR VISIT

The auditor may spot check to ensure compliant products are being used on the property.
2.6 Environmentally and Socially Sensitive Purchasing Policy

2.6.4 Durable goods shall be of sufficient quality to allow reuse, refinishing and/or reupholstering in conjunction with remodeling/upgrading or refurbishing.

BACKGROUND
To encourage the use of durable products.

SUGGESTED IMPLEMENTATION
Assess furniture and other items in the property. Determine if the existing items can be reused, refinished or reupholstered. Identify and document the products and describe the procedure for reusing products, including the services utilized by the hotel to refurbish/reupholster the furniture. Include procurement language to purchase durable products, such as furniture, when items are purchased in the future and communicate policy to staff personnel.

DOCUMENTATION NEEDED
Procedures and policy that describes how the property will ensure that furniture and other items are reused, refinished or reupholstered and the procurement policy for purchasing durable furniture and other items in the future. See template 2.6.4.

ON-SITE AUDITOR VISIT
The auditor will spot check furniture on-site to check if furniture is being reused rather than replaced. The auditor may have conversations with staff to ensure policies are properly communicated.
2.6 Environmentally and Socially Sensitive Purchasing Policy

2.6.6 Preference shall be given to product suppliers who provide and take back reusable packaging and shipping pallets. Packaging that is not reusable shall be minimal and recyclable.

BACKGROUND
To ensure the product suppliers cut down on the amount of waste generated due to packaging and shipping.

SUGGESTED IMPLEMENTATION
Determine if suppliers currently take back, or have the capability to take back, reusable packaging (such as corrugated boxes) and shipping pallets. If current suppliers do not offer take-back, communicate with the supplier or vendor that the preference is for suppliers that take back packaging and shipping pallets and if necessary, switch to alternative suppliers and vendors who offer this service. Establish policies that state the preference for suppliers that take back reusable packaging and shipping pallets and include language in procurement documents. Communicate with staff the preferred supplier or vendor and reasons for selecting the vendor and train procurement staff for future decisions.

DOCUMENTATION NEEDED
Identification of supplier or vendor and reasons of selecting the vendor as well as a description of the procedures used by the supplier or vendor to take back reusable packaging and shipping pallets. Documentation is required in procurement policy for preference of suppliers that offer this service and if property changes vendors, description of new vendor (including company name and contact information), reasons for change and their proposed procedures for take-back. See template 2.6.6.

ON-SITE AUDITOR VISIT
The auditor will observe the packaging and shipping pallets present at the property to ensure it is in accordance with the documented procedure.
2.1. Waste Minimization, Reuse and Recycling

2.1.1(b) All elements from Bronze Section 2.1.1(a) must be met, plus the following:

b) the property shall establish a recycling program which includes the following:
Recycling and/or composting programs for food waste and yard waste where cost-effective locally. Program components shall be clearly labeled for both guests and staff.

BACKGROUND
To reduce the amount of material entering the waste stream by encouraging composting of food and yard waste.

SUGGESTED IMPLEMENTATION
1. Verify whether a municipal composting facility exists in your area.
2. Determine how much food waste is generated at the property. If there is no existing system, begin by analyzing what food waste materials are being generated at the property.
3. Create a procedure for composting materials if one does not exist. (Procedures should describe how the material is collected, stored, kept separate from waste and hauled away.)
4. Place compost bins in kitchen and other areas where food waste is generated. Communicate to staff to where compost bins are located and train staff and housekeeping on how to handle compost materials and how to store them. Clearly communicate to guests and staff what materials are accepted (through posted signs or other communication method).
5. Ensure there is a metric to measure success, depending on how the property tracks and monitors waste materials.
6. If the property elects not to compost materials based on the cost or availability of composting, please conduct a cost justification, which includes the waste hauler fee for landfill waste as compared to the waste hauler fee for collecting the compostables. Green Seal will be looking for exact, specific cost-effective calculations as acceptable justification for why a property is electing not to compost materials. Other methods for reducing food waste, including food compactors/food pulpers or food digesters will be considered based on documentation of the policy of how the equipment will be used and if accompanied by detailed policy and procedure for using the equipment. In addition, a metric must be developed to measure the effectiveness of a food compactor food digester in relation to landfill and composting.

DOCUMENTATION NEEDED
A list of materials that are being composted as well as a documented procedure for each of the materials (i.e. a detailed method of how the material is collected, stored, and hauled away). See template 2.1.1 b.
ON-SITE AUDITOR VISIT
The auditor will check to see there are compost bins available in kitchen areas and other areas where food waste is generated and that the compost program is clearly communicated. The auditor will also check the waste stream to see if compost materials are being disposed and may speak with staff about the procedure for composting to ensure they have been properly trained.
2.1. Waste Minimization, Reuse and Recycling

2.1.2 Property shall use refillable amenity dispensers rather than individual containers for shampoo, conditioner, soap, lotion, etc. where possible OR demonstrate that chosen individual products are the smallest practical size for guest length of stay and minimally packaged in recycled and/or recyclable materials. Used amenities are collected for donation to charity or recycling where practicable.

BACKGROUND
To minimize the impact of packaging in relation to amenities.

SUGGESTED IMPLEMENTATION
1. Have refillable amenities
2. Calculate the average guest length of stay. Determine if the amenity bottle is the smallest practical size for the average guest length of stay. The amenity bottles must be recyclable (either #1 PET or #2 HDPE, or if another plastic type, must be accepted by local facility—written attestation that they accept that type of plastic.) If amenity bottle is not recyclable and is not accepted by local recycling facility, then it should be made of recycled (recovered, pre-consumer or post-consumer) materials.

DOCUMENTATION NEEDED
List of amenities that are offered by the property (e.g. shampoo/conditioner, body lotion, hand soaps, etc.), whether they are offered in refillable dispensers and if they are offered in refillable dispensers, the policy for checking and refilling the dispensers. If amenities are packaged in individual containers, the documentation should include a list of amenities, the size of the amenities and type of packaging material. Individual amenities also need to be accompanied by documentation (studies/calculations/results) of the average guest night stay to ensure that the individual container is appropriately sized. Provide written statements from charities (on their letterhead) that the organization has provided amenities to the charity. See template 2.1.2.

ON-SITE AUDITOR VISIT
The auditor will spot check to see if there are refillable amenities that are installed or if there are individual amenities available, that they are appropriately sized. The auditor should see were the bottles are collected and ask about the procedures for collection and pick up.
2.2 Energy Efficiency, Conservation and Management

2.2.4 Property shall purchase energy-efficient windows as windows are replaced. Existing windows shall have window films, where climate and orientation indicate that significant energy savings will result.

BACKGROUND
To reduce the amount of energy lost through non-energy efficient windows.

SUGGESTED IMPLEMENTATION
Install energy efficient windows as windows are replaced. Until windows are replaced, install window film on non-energy efficient windows where climate and orientation indicate that significant energy savings will result. Use of heavy curtains is also encouraged. Purchasing policy should state that energy efficient windows will be purchased as windows are replaced.

DOCUMENTATION NEEDED
List of windows and whether or not they are energy-efficient. Include spec sheets that confirm a window is energy efficient. Purchasing policy that states energy efficient windows will be purchased as windows are replaced. See template 2.2.4.

ON-SITE AUDITOR VISIT
The auditor will be looking for energy efficient windows. If energy efficient windows are not in place yet, the auditor will look for other measures that reduce energy loss (e.g. window films, heavy curtains, etc.).
2.2 Energy Efficiency, Conservation and Management

2.2.5 Programmable on/off timers and/or sensors shall be used for lighting and HVAC in low traffic and low occupancy areas (e.g., back of the house, corridors, meeting rooms, storage rooms, equipment rooms).

BACKGROUND
To reduce the amount of energy used for lighting and HVAC in low occupancy areas, using programmable timers or sensors.

SUGGESTED IMPLEMENTATION
Install programmable on/off timers and/or sensors for lighting and HVAC in low traffic and low occupancy areas such as back of the house, corridors, meeting rooms, storage rooms, equipment rooms, and exercise room. Communicate to staff how to use the devices.

DOCUMENTATION NEEDED
List of low traffic areas and whether or not programmable on/off timers or light sensor have been installed. If programmable on/off timers or sensors need to be installed, purchase orders from suppliers can be submitted as evidence of future installations. See template 2.2.5.

ON-SITE AUDITOR VISIT
The auditor will be looking for programmable on/off timers and sensors in the applicable locations.
2.3.3 Property shall demonstrate that grounds keeping procedures specify that sidewalks, drives, parking lots, etc. are to be swept instead of washed down with potable water, or washed down with graywater.

BACKGROUND
To reduce the amount of water used for groundskeeping, by sweeping or use of gray water to clean hard surfaces.

SUGGESTED IMPLEMENTATION
Establish a policy and procedure that states the hotel will keep sidewalks, drives, parking lots, etc. clean by sweeping and not by using potable water. Rainwater or graywater can be used if water is needed. Staff should be trained on the policy and proper procedures. Periodic use of pressure washers, auto scrubbers or steam cleaning devices is permitted to remove gum, oil and grease or biological material; however the daily/routine cleaning procedures must comply with this criterion.

DOCUMENTATION NEEDED
Evidence of written grounds keeping policies and procedures to sweep or use of gray-water or rain water instead of washing down sidewalks, drives and parking lots. See template 2.3.3.

ON-SITE AUDITOR VISIT
The auditor will observe practices in place.
2.4 Waste Water Management

2.4.1 Property shall demonstrate that chlorinated chemicals are used only where there is no less toxic alternative, and only in minimal amounts.

BACKGROUND
To reduce the amount of chlorine used and where chlorine is used, demonstrate that there are no less toxic alternatives.

SUGGESTED IMPLEMENTATION
1. Identify the products that use chlorinated chemicals, and create a list that identifies each product, its code, its manufacturer, where it is used, and for what purpose.
2. Identify and purchase alternative products that do not contain chlorinated chemicals where there is no alternative, and create a list of approved alternatives.
3. Establish a policy and procedure that states that chlorinated chemicals will be used only when there is no less toxic alternative and only in minimal amounts.
4. Train staff on policy and procedures.

DOCUMENTATION NEEDED
List of products that contain chlorine and description of the purpose of those products within the facility. Policies and procedures that describe future purchases of chlorine-free alternatives, where feasible. See template 2.4.1.

ON-SITE AUDITOR VISIT
The auditor will look to see if chlorinated chemicals are being used on the facility, if so, have conversations about chlorine free alternatives. The auditor will be looking through the products and verify the lists of chlorinated products and alternative products in use. If chlorinated products are still being used, the property must show to the auditor that a non-chlorinated replacement has been ordered (through a purchase order or receipt) or document the need for a specific chlorinated product.
2.4 Waste Water Management

**2.4.2 Property shall use automatic dishwashing detergent that is biodegradable, does not contain nitrilotriacetic acid (NTA), and does not contain chlorine bleach.**

**BACKGROUND**
To encourage environmentally-preferable dishwashing detergents.

**SUGGESTED IMPLEMENTATION**
Create a list of all automatic dishwashing detergents used (product name, code, manufacturer, location, reason for use). Identify detergents that contain NTA and chlorine bleach and discontinue use.
Establish a purchasing policy that states that the property will purchase only biodegradable automatic dishwashing detergents that do not contain NTA and chlorine bleach. The property may need to obtain data/documentation from manufacturer or supplier that product(s) are compliant with the requirements.
If new purchases of compliant products are made, a record (purchase order or receipt) is required and purchasers should be trained on the policy and new products.

**DOCUMENTATION NEEDED**
List automatic dishwashing detergent(s) in use in the facility. Include MSDS for submission and either evidence that the product meets the requirements (biodegradable, does not contain NTA or chlorine bleach) from third-party certification, brochures or sales literature describing the product, or data/documentation from manufacturer or supplier that the product meets the requirements. See template 2.4.2.

**ON-SITE AUDITOR VISIT**
The auditor will check to see what detergents are being used for dishwashing and may speak with staff to ensure that information has been communicated effectively.
2.4 Waste Water Management

2.4.5 Property shall seek out and explore the use of organic insecticides, fertilizers and biocides and/or Integrated Pest Management (IPM) techniques.

BACKGROUND
To encourage organic insecticides, fertilizers and biocides or integrated pest management (IPM) techniques to reduce the environmental impacts.

SUGGESTED IMPLEMENTATION
Seek out organic insecticides, fertilizers, biocides and/or integrated pest management techniques. Contact landscaping and in-house plant service to investigate organic approaches.
Contact pest management to investigate the use of an Integrated Pest Management Program (IPM). If effective alternatives are identified, purchase these services. If decision was to not purchase these services, keep record of the investigation (who talked to, quote of new services, reason for not purchasing, etc).

DOCUMENTATION NEEDED
Description of landscaping policies and description of organic or IPM techniques that are used. The description can be from the property, if this is conducted by in-house staff, or by contractor organization.

ON-SITE AUDITOR VISIT
Auditor will check for evidence of the program being utilized.
2.5 Hazardous Substances

2.5.1 Property shall seek to replace hazardous substances with less hazardous alternatives (e.g., cleaning supplies, detergents, adhesives, paints, pesticides, etc.). Purchases of hazardous materials will be based on accurate records of the current product inventory to avoid over-purchases and unnecessary storage.

BACKGROUND
To minimize the use of substances considered hazardous with less hazardous alternatives and keeping purchasing of hazardous substances at a minimum. For the purposes of this requirement, hazardous substances are considered those that are classified as hazardous (flammable, corrosive, or ignitable) by OSHA or DOT or other authoritative body.

SUGGESTED IMPLEMENTATION
1. Identify hazardous substances (e.g., NFPA rating of greater than 2 in health, products bearing signal words such as “Danger,” “Caution,” “Warning”) and create a list of these substances. Include the chemical name, code, manufacturer, where used, and reason for use.
2. Find alternatives that are less hazardous and replace.
3. Dispose of hazardous substances properly.
4. Establish a policy and procedure that states the hotel will replace hazardous substances with less hazardous alternatives.
5. Implement procedures where the hotel purchases hazardous chemicals based on current inventory level and actual usage.
6. Keep records of the ongoing inventory.

DOCUMENTATION NEEDED
Inventory of hazardous substances that are used on the property and description of purpose. Provide any studies or research on less hazardous alternatives for current or future purchases. See template 2.5.1.

ON-SITE AUDITOR VISIT
Auditor will check property storage areas to ensure that hazardous materials are stored correctly and that all hazardous materials are listed.
2.5 Hazardous Substances

2.5.3 Drums and storage containers/areas located on the property shall be clearly marked, use spill containment measures to collect spills/drips/leaching of chemicals, and shall be checked regularly for leaks and replaced as necessary.

BACKGROUND
To ensure that hazardous substances are stored and marked correctly to minimize accidental spills or drips/leaks of hazardous chemicals.

SUGGESTED IMPLEMENTATION
1) Establish a policy and procedure that meets the following clause requirement:
   a) Drums and storage containers/areas are clearly marked.
   b) Spill containment measures will be used to collect spills/drips/leaching of chemicals in drums.
   c) Drums shall be checked regularly for leaks and replaced as necessary. Create procedure that insures that the drums and containers are stored in this area, and that they are periodically checked.
2) Train staff.

DOCUMENTATION NEEDED
Description of hazardous chemicals that are stored on the property, the location of these chemicals, the purpose of these chemicals on the property, spill containment measures, and the policy and procedures to periodically check for spills/drips/leaching of chemicals and replacement policy as necessary. See template 2.5.3.

ON-SITE AUDITOR VISIT
Auditor will check storage of chemicals, whether or not they are clearly marked, the purpose of the hazardous chemicals on the property and that there are not any obvious spills/leaks/leaching.
2.5 Hazardous Substances

2.5.4 Architectural paint purchased for use on the property shall not contain the following heavy metals or toxic organic substances:

<table>
<thead>
<tr>
<th>Heavy Metals</th>
<th>Toxic Organic Substances</th>
</tr>
</thead>
<tbody>
<tr>
<td>antimony</td>
<td>acrolein</td>
</tr>
<tr>
<td>cadmium</td>
<td>acrylonitrile</td>
</tr>
<tr>
<td>hexavalent chromium</td>
<td>beneze</td>
</tr>
<tr>
<td>lead</td>
<td>1,2-dichlorobenzene</td>
</tr>
<tr>
<td>mercury</td>
<td>ethylbenzene</td>
</tr>
<tr>
<td></td>
<td>formaldehyde</td>
</tr>
<tr>
<td></td>
<td>isophorone</td>
</tr>
<tr>
<td></td>
<td>methylene chloride</td>
</tr>
<tr>
<td></td>
<td>methyl ethyl ketone</td>
</tr>
</tbody>
</table>

An exception may be made for limited-use architectural paints used in historic areas or high-abuse areas if compliant options are not available.

BACKGROUND
To ensure that paint used on the property is free from hazardous chemical components.

SUGGESTED IMPLEMENTATION
1. Create a list of paints. Include the paint name, their VOCs (see section 2.6.5), if it contains any prohibited materials, the type of paint, (flat or semi-gloss; exterior or interior), and where it is used.
2. Find alternatives to the non-compliant paints that have low VOC, no heavy metals, and no toxic organic substances.*
3. Properly dispose of non-compliant paint.
4. Establish a policy that states the property will purchase compliant paint, determine compliant paint options from vendors and stipulate these for future purchasing.

*Exceptions may be made for limited-use architectural paints in historic areas or high traffic areas. If a non-compliant paint is used, the property must show the auditor that efforts were made to find and test alternatives. Keep a record of paints tested and results.

DOCUMENTATION NEEDED
Inventory of all paint used and kept on the property and description of each product. Each product needs to have documentation that demonstrates that the product does not contain the prohibited ingredients. Acceptable documentation includes third-party certification, data/documentation from manufacturer or supplier or other documentation that specifically addresses the chemicals listed. See template 2.5.4.

ON-SITE AUDITOR VISIT
Auditor will check the inventory of paint and will observe the paint cans stored on the facility to ensure that all products are listed on the inventory. Auditor will also review 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.
2.6.1 The property shall establish an environmental purchasing policy, which shall include the following elements (or equivalent): All elements from Bronze section 2.6.1 must be met, plus the following:

b) Development of an environmental mission and distinct purchasing targets

f) Regular evaluation and modification, if necessary, of the environmental purchasing policy to help ensure maximum benefit.

BACKGROUND

To ensure that the property has an environmentally and socially sensitive purchasing policy in place, including a steering committee to ensure that environmental considerations are included in procurement documents and can communicate preferences to suppliers, to consider life-cycle costing for purchases and follow-up to ensure these products are being purchased, to modify the purchasing policy to ensure maximum benefit, and to make sure the environmental policy of the property is publicly available.

SUGGESTED IMPLEMENTATION

Establish members of a steering committee. Determine duties and responsibilities of members, mission of the steering committee (e.g., to ensure the purchase of environmentally responsible products and services), vision of the committee and tangible purchasing targets. Purchasing targets should be as specific as possible. Communicate environmental preference to suppliers and vendors. Establish green purchasing policy that outlines how life-cycle costing is taken into consideration. Steering committee or other authority should review the green purchasing policy annually (at minimum) to ensure the mission and vision are being addressed and to account for changes and availability of environmentally preferred products and services.

DOCUMENTATION NEEDED

Documentation of members of the steering committee, mission and vision of the committee, specific purchasing targets, description of the procurement procedure and policy and description of how life-cycle costing is considered. Any information from suppliers and vendors that has been documented and monitoring schedule for steering committee to review the existing procurement policy documents. Documentation that the environmental policy is available to the public.

ON-SITE AUDITOR VISIT

The auditor may have conversations with members of the steering committee or procurement staff to ensure goals and mission have been properly communicated.
2.6 Environmentally and Socially Sensitive Purchasing Policy

2.6.5 Purchases of products with volatile organic compound (VOC) off-gassing potential shall be evaluated and lower VOC products purchased where available. The VOC content shall not exceed:

Paints:

- 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. An exception may be made for limited-use architectural paints used in historic areas or high-abuse areas if compliant options are not available.

General Purpose Cleaning Products: less than 10% VOCs by weight.

Additional products that shall be considered include other building materials, rugs and carpets, furniture and furnishings, laminated products, adhesives, sealants, caulking compounds, and office supplies.

BACKGROUND

To minimize the amount of VOCs being released into the atmosphere from products purchased by the property.

SUGGESTED IMPLEMENTATION

1) Create a list of paints and cleaning products. Include the product name, their VOCs, the type of paint, (flat or semi-gloss; exterior or interior), and where it is used.
2) Find low VOC alternatives to the non-compliant paints and cleaning products.
3) Properly dispose of non-compliant paint.
4) Create a list of additional products that contain lower VOC content than traditional products that have been purchased or considered.
5) Establish a policy that states the property will purchase compliant paint and cleaning products, as well as seek out and purchase additional products with lower VOC content. Determine compliant paint, cleaning product, and additional product options from vendors and stipulate these for future purchasing.

DOCUMENTATION NEEDED

Inventory of all paint and cleaning products used and kept on the property and description of each product. Inventory of additional products used that contain a lower VOC content than traditional products. Each product needs to have documentation that demonstrates that the product meets the VOC limit. Acceptable documentation includes third-party certification, data/documentation from manufacturer or supplier or other documentation that specifically addresses the VOC content. See template 2.6.5.

ON-SITE AUDITOR VISIT

Auditor will check the inventory of paint, cleaning products, and additional products. The auditor will observe the products stored on the facility to ensure that all products are listed on the inventory. Auditor will also review 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.
2.6 Environmentally and Socially Sensitive Purchasing Policy

2.6.2 Implement both of the following requirements:

a) Property shall use printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes invoices, business forms, etc.) that contain a minimum of 30% postconsumer material content OR tree-free fiber content; coated paper shall contain a minimum of 10% postconsumer material content OR tree-free fiber content. Corporate and franchise papers may be exempted from these minimum postconsumer material content requirements if there is evidence that they are not offered by the preferred vendor(s).

2.6.3 Consumable paper products shall be made from recycled fibers, with the following minimum postconsumer material content: Toilet Tissue: 20%; Facial Tissue: 10%; Napkins and Paper Towels: 40%.

BACKGROUND
To ensure that environmentally-preferred printing and consumable paper products are purchased with a minimum amount of post-consumer waste to reduce the amount of virgin material used in paper products and to encourage the use of post-consumer materials.

SUGGESTED IMPLEMENTATION
Assess all printed materials and consumable paper products, including toilet tissue, facial tissue, napkins and paper towels used on the property. Create a list of the products and determine the post-consumer content of the products either through existing brochures or catalogs or have the supplier provide a written, signed attestation of the post-consumer content of the materials. If the property is using paper products that have been certified by a legitimate, recognized third-party as environmentally preferable, no further documentation may be required.

Note: “Recycled content” or “recovered material content” typically includes both pre-consumer and post-consumer paper. If existing information or information provided by the supplier addresses only “recycled content” or “recovered material content”, the property must inquire specifically about post-consumer content. Documentation of only the “recycled content” or “recovered material content” is not considered sufficient. If products are non-compliant, inquire about potential alternatives from suppliers or vendors and switch to compliant products. Educate procurement staff on policies.

Requirements are as follows:
Letterhead, stationary, copy paper, envelopes, invoices, business forms, etc. must contain a minimum 30% post-consumer material or tree-free fiber content
• Any materials printed on coated paper must contain a minimum 10% post-consumer material or tree-free fiber content
• Non-compliant corporate or franchise papers may be exempted if due to the preferred corporate vendor
• Toilet tissue must contain a minimum 20% post-consumer material
• Facial tissue must contain a minimum 10% post-consumer material
• Napkins and paper towels must contain a minimum 40% post-consumer material
DOCUMENTATION NEEDED
List and describe printing and writing papers and consumable paper products that are used on the property and demonstrated compliance, including data/documentation from manufacturer or supplier of post-consumer content, purchase orders, if necessary, or list of third-party certified products used. Procurement documents should include procedures and policies for future purchases. See template 2.6.2.

ON-SITE AUDITOR VISIT
The auditor may spot check to ensure compliant products are being used on the property.
2.6 Environmentally and Socially Sensitive Purchasing Policy

2.6.7 Preference shall be given to environmentally responsible service suppliers (e.g., alternative fuel taxis, bicycle rentals, landscaping service, etc.).

BACKGROUND
To ensure preference is given to environmentally responsible service suppliers used by the property.

SUGGESTED IMPLEMENTATION
1) Develop a policy that gives preference to environmentally responsible service suppliers.
2) Identify a list of environmentally responsible service suppliers for a variety of services offered and used by the hotel.

DOCUMENTATION NEEDED
List of environmentally responsible suppliers, what service they offer and description of why they are considered environmentally responsible. If policies are in place for future suppliers, what the requirements are for setting up future relationships. See template 2.6.7.

ON-SITE AUDITOR VISIT
Auditor will observe signage or information regarding environmentally responsible services available to guests.
2.7 The property has a substantive plan for achieving meaningful continual improvement in its environmental performance. The plan should include goals with short- and long-term benchmarks (e.g., reduce waste generation by 10% during the next year) and use quantifiable metrics wherever possible.

BACKGROUND
To establish continuous improvement for the property for environmental performance

SUGGESTED IMPLEMENTATION
The property should establish a policy and procedures that outline short-term and long-term goals, including specific metrics and benchmarks for measuring improvement in terms of environmental performance.

DOCUMENTATION NEEDED
Policies or procedures that outline the short-term and long-term goals for the property that list the metrics (or how achievement will be measured) and resultant action.

ON-SITE AUDITOR VISIT
The auditor will review the policies and procedures of the property for continuous environmental improvement.
2.8 Choose any three (3) of the following:

2.8.1 Energy Reduction: The property has set substantive, meaningful goals for energy reduction; alternatively, the property is an ENERGY STAR Leader.

2.8.2 Sustainable Building: The property has registered for and is actively achieving the Leadership in Energy and Environmental Design (LEED) certification; alternatively, the property is an ENERGY STAR Building.

2.8.3 Renewable Energy: The property uses renewable energy for at least 25% of its needs, not including any renewable energy certificates; alternatively, the property is a member of the Center for Resource Solutions’ Green-e Marketplace.

2.8.4 Greenhouse Gas Reduction: The property achieves zero greenhouse gas emissions within the property, with proven partnerships and/or through carbon offsets (e.g., Certified Carbon Fund Carbon-Free Partner) and has an active program to reduce its carbon footprint though emissions reductions, not including carbon offsets.

2.8.5 Zero Waste: The property does not dispose of or incinerate 90% of its solid or water by-products from reduction, reuse, recycling, and composting activities.

2.8.6 Green Cleaning: The property meets the requirements, or is certified, for the Green Seal Standard for Cleaning Services (GS-42).

2.8.7 Water Conservation: The property meters and monitors its water usage and has only EPA WaterSense toilets, bathroom faucets, shower heads, and landscape irrigation.

2.8.1 Energy Reduction:

BACKGROUND
To ensure energy-efficiency at the property level.

SUGGESTED IMPLEMENTATION
The property should establish a policy and procedures that outline the energy reduction goals including specific measurements and monitoring of energy use over time. Alternatively, the property can provide evidence of participation in the ENERGY STAR Leader program.

DOCUMENTATION NEEDED
Policy and procedures that state the overall energy reduction goals as well as how energy will be monitored over time and how specific measurements will be assessed. Policies should also outline results of achieving goals and results if the goals are not met. Alternatively, the property can provide evidence of participation in the ENERGY STAR Leader program.

ON-SITE AUDITOR VISIT
The auditor will review the policies and procedures of the property for energy reduction goals.
2.8 Choose any three (3) of the following:

2.8.1 Energy Reduction: The property has set substantive, meaningful goals for energy reduction; alternatively, the property is an ENERGY STAR Leader.

2.8.2 Sustainable Building: The property has registered for and is actively achieving the Leadership in Energy and Environmental Design (LEED) certification; alternatively, the property is an ENERGY STAR Building.

2.8.3 Renewable Energy: The property uses renewable energy for at least 25% of its needs, not including any renewable energy certificates; alternatively, the property is a member of the Center for Resource Solutions’ Green-e Marketplace.

2.8.4 Greenhouse Gas Reduction: The property achieves zero greenhouse gas emissions within the property, with proven partnerships and/or through carbon offsets (e.g., Certified Carbon Fund Carbon-Free Partner) and has an active program to reduce its carbon footprint though emissions reductions, not including carbon offsets.

2.8.5 Zero Waste: The property does not dispose of or incinerate 90% of its solid or water by-products from reduction, reuse, recycling, and composting activities.

2.8.6 Green Cleaning: The property meets the requirements, or is certified, for the Green Seal Standard for Cleaning Services (GS-42).

2.8.7 Water Conservation: The property meters and monitors its water usage and has only EPA WaterSense toilets, bathroom faucets, shower heads, and landscape irrigation.

2.8.2 Sustainable Building:

**BACKGROUND**
To promote sustainable building practices and operations.

**SUGGESTED IMPLEMENTATION**
The property has registered for or achieved LEED certification or received the ENERGY STAR for Buildings.

**DOCUMENTATION NEEDED**
Documentation that property is either LEED-certified or ENERGY STAR qualified; or that the property is in the process of achieving LEED certification.

**ON-SITE AUDITOR VISIT**
The auditor will review the policies and procedures of the property and official documentation for LEED certification or ENERGY STAR qualification.
2.8 Any three (3) of the following:

2.8.1 Energy Reduction: The property has set substantive, meaningful goals for energy reduction; alternatively, the property is an ENERGY STAR Leader.

2.8.2 Sustainable Building: The property has registered for and is actively achieving the Leadership in Energy and Environmental Design (LEED) certification; alternatively, the property is an ENERGY STAR Building.

2.8.3 Renewable Energy: The property uses renewable energy for at least 25% of its needs, not including any renewable energy certificates; alternatively, the property is a member of the Center for Resource Solutions’ Green-e Marketplace.

2.8.4 Greenhouse Gas Reduction: The property achieves zero greenhouse gas emissions within the property, with proven partnerships and/or through carbon offsets (e.g., Certified Carbon Fund Carbon-Free Partner) and has an active program to reduce its carbon footprint though emissions reductions, not including carbon offsets.

2.8.5 Zero Waste: The property does not dispose of or incinerate 90% of its solid or water by-products from reduction, reuse, recycling, and composting activities.

2.8.6 Green Cleaning: The property meets the requirements, or is certified, for the Green Seal Standard for Cleaning Services (GS-42).

2.8.7 Water Conservation: The property meters and monitors its water usage and has only EPA WaterSense toilets, bathroom faucets, shower heads, and landscape irrigation.

2.8.3 Renewable Energy:

**BACKGROUND**
To promote use of renewable energy.

**SUGGESTED IMPLEMENTATION**
The property should utilize renewable energy for at least 25% of its energy needs and does not include renewable energy certificates. The property can also be a member of the Center of Resource Solutions Green-e Marketplace, but renewable energy certificates do not count towards the 25% total needs.

**DOCUMENTATION NEEDED**
Documentation from renewable energy supplier and the measured amount of electricity needed by the property to establish that 25% is being generated or purchased from a renewable energy supplier. Purchase of renewable energy certificates do not count towards the 25% total.

**ON-SITE AUDITOR VISIT**
The auditor will review documentation of renewable energy, including information about renewable energy sources locally and if applicable, membership and purchase information for the Center for Resource Solutions Green-e Marketplace.
2.8 Any three (3) of the following:

2.8.1 Energy Reduction: The property has set substantive, meaningful goals for energy reduction; alternatively, the property is an ENERGY STAR Leader.

2.8.2 Sustainable Building: The property has registered for and is actively achieving the Leadership in Energy and Environmental Design (LEED) certification; alternatively, the property is an ENERGY STAR Building.

2.8.3 Renewable Energy: The property uses renewable energy for at least 25% of its needs, not including any renewable energy certificates; alternatively, the property is a member of the Center for Resource Solutions’ Green-e Marketplace.

2.8.4 Greenhouse Gas Reduction: The property achieves zero greenhouse gas emissions within the property, with proven partnerships and/or through carbon offsets (e.g., Certified Carbon Fund Carbon-Free Partner) and has an active program to reduce its carbon footprint though emissions reductions, not including carbon offsets.

2.8.5 Zero Waste: The property does not dispose of or incinerate 90% of its solid or water by-products from reduction, reuse, recycling, and composting activities.

2.8.6 Green Cleaning: The property meets the requirements, or is certified, for the Green Seal Standard for Cleaning Services (GS-42).

2.8.7 Water Conservation: The property meters and monitors its water usage and has only EPA WaterSense toilets, bathroom faucets, shower heads, and landscape irrigation.

2.8.4 Greenhouse Gas Reduction:

BACKGROUND
To reduce greenhouse gas emissions.

SUGGESTED IMPLEMENTATION
The property should research and implement proven partnerships, in combination with carbon offsets, in order to demonstrate net zero total greenhouse gas emissions.

DOCUMENTATION NEEDED
Documentation from partnerships in how greenhouse gases are treated and evidence of carbon offsets (note: zero carbon emissions cannot be achieved entirely by carbon offsets) and policies and procedure that detail the carbon footprint and measurable ways to reduce the carbon impact of the facility.

ON-SITE AUDITOR VISIT
The auditor will review documentation and observe partnerships that receive the greenhouse gas emissions and will review carbon offset documentation. The auditor will also check the policies and procedures that detail the program for reducing the carbon footprint (that cannot be entirely comprised of carbon offsets).
2.8 Any three (3) of the following:

2.8.1 Energy Reduction: The property has set substantive, meaningful goals for energy reduction; alternatively, the property is an ENERGY STAR Leader.

2.8.2 Sustainable Building: The property has registered for and is actively achieving the Leadership in Energy and Environmental Design (LEED) certification; alternatively, the property is an ENERGY STAR Building.

2.8.3 Renewable Energy: The property uses renewable energy for at least 25% of its needs, not including any renewable energy certificates; alternatively, the property is a member of the Center for Resource Solutions’ Green-e Marketplace.

2.8.4 Greenhouse Gas Reduction: The property achieves zero greenhouse gas emissions within the property, with proven partnerships and/or through carbon offsets (e.g., Certified Carbon Fund Carbon-Free Partner) and has an active program to reduce its carbon footprint through emissions reductions, not including carbon offsets.

2.8.5 Zero Waste: The property does not dispose of or incinerate 90% of its solid or water by-products from reduction, reuse, recycling, and composting activities.

2.8.6 Green Cleaning: The property meets the requirements, or is certified, for the Green Seal Standard for Cleaning Services (GS-42).

2.8.7 Water Conservation: The property meters and monitors its water usage and has only EPA WaterSense toilets, bathroom faucets, shower heads, and landscape irrigation.

2.8.5 Zero Waste:

BACKGROUND
To reduce waste generated by the property.

SUGGESTED IMPLEMENTATION
The property should research and implement ways to reduce waste generated by the property through methods of reduction, reuse, recycling and composting activities.

DOCUMENTATION NEEDED
Documentation of policy and procedures of the specific type of waste generated by the property and the end result of how those materials are reduced, reused, recycled or composted, accounting for all waste generated at the property.

ONSITE AUDITOR VISIT
The auditor will review policies and procedures that outline how to deal with waste and will observe on-site the generation and reduction of waste at the property. The auditor will also observe and review the reduction, reuse, recycling and composting activities on-site.
2.8 Any three (3) of the following:

2.8.1 Energy Reduction: The property has set substantive, meaningful goals for energy reduction; alternatively, the property is an ENERGY STAR Leader.

2.8.2 Sustainable Building: The property has registered for and is actively achieving the Leadership in Energy and Environmental Design (LEED) certification; alternatively, the property is an ENERGY STAR Building.

2.8.3 Renewable Energy: The property uses renewable energy for at least 25% of its needs, not including any renewable energy certificates; alternatively, the property is a member of the Center for Resource Solutions' Green-e Marketplace.

2.8.4 Greenhouse Gas Reduction: The property achieves zero greenhouse gas emissions within the property, with proven partnerships and/or through carbon offsets (e.g., Certified Carbon Fund Carbon-Free Partner) and has an active program to reduce its carbon footprint through emissions reductions, not including carbon offsets.

2.8.5 Zero Waste: The property does not dispose of or incinerate 90% of its solid or water by-products from reduction, reuse, recycling, and composting activities.

2.8.6 Green Cleaning: The property meets the requirements, or is certified, for the Green Seal Standard for Cleaning Services (GS-42).

2.8.7 Water Conservation: The property meters and monitors its water usage and has only EPA WaterSense toilets, bathroom faucets, shower heads, and landscape irrigation.

2.8.6 Green Cleaning:

BACKGROUND
To encourage the use of green cleaning services.

SUGGESTED IMPLEMENTATION
The property should demonstrate that the property’s cleaning service meets the requirements of the GS-42 standard or is certified.

DOCUMENTATION NEEDED
Evidence of policies and procedures of the green cleaning service, including equipment used, training of staff and use of green cleaning products. Comprehensive documentation of policy and procedures of the cleaning service will be required if the cleaning services is not GS-42 certified.

ON-SITE AUDITOR VISIT
The auditor will review policies and procedures that demonstrate the cleaning service meets the requirements of GS-42 or GS-42 certification documentation and will observe on-site that the property is being cleaned accordingly.
2.8 Any three (3) of the following:

2.8.1 Energy Reduction: The property has set substantive, meaningful goals for energy reduction; alternatively, the property is an ENERGY STAR Leader.

2.8.2 Sustainable Building: The property has registered for and is actively achieving the Leadership in Energy and Environmental Design (LEED) certification; alternatively, the property is an ENERGY STAR Building.

2.8.3 Renewable Energy: The property uses renewable energy for at least 25% of its needs, not including any renewable energy certificates; alternatively, the property is a member of the Center for Resource Solutions’ Green-e Marketplace.

2.8.4 Greenhouse Gas Reduction: The property achieves zero greenhouse gas emissions within the property, with proven partnerships and/or through carbon offsets (e.g., Certified Carbon Fund Carbon-Free Partner) and has an active program to reduce its carbon footprint though emissions reductions, not including carbon offsets.

2.8.5 Zero Waste: The property does not dispose of or incinerate 90% of its solid or water by-products from reduction, reuse, recycling, and composting activities.

2.8.6 Green Cleaning: The property meets the requirements, or is certified, for the Green Seal Standard for Cleaning Services (GS-42).

2.8.7 Water Conservation: The property meters and monitors its water usage and has only EPA WaterSense toilets, bathroom faucets, shower heads, and landscape irrigation.

2.8.7 Water Conservation:

**BACKGROUND**
To encourage water conservation for the property

**SUGGESTED IMPLEMENTATION**
The property should determine and monitor the water usage and outline the activities that utilize water and implement the use of EPA WaterSense toilets, bathroom faucets, shower heads and landscape irrigation services or equipment.

**DOCUMENTATION NEEDED**
Listing of equipment and documentation that they meet the requirements of the EPA WaterSense program; evidence and documentation of the water usage and monitoring of water usage.

**ON-SITE AUDITOR VISIT**
The auditor will review the fixtures, meters and monitoring of water usage and will review the policies and procedures for water conservation. Unless otherwise approved in writing by Green Seal, the following labeling requirements shall apply to all levels of certification.
3.0 LABELING REQUIREMENTS

3.1 The Green Seal Certification Mark may appear on the property in common areas, administrative areas, and guest areas, and on promotional material.

3.2 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.

3.3 Whenever the Green Seal Certification Mark appears, it shall include the level of certification.

3.4 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:

“This property meets the Green Seal™ standard for Hotels and Lodging Properties, GS-33, for waste minimization, water and energy efficiency, hazardous substances handling, and environmentally responsible purchasing.”

DOCUMENTATION NEEDED
Copies or photos of any promotional material (brochures, fliers, website links, table tents, etc.), letterhead or business cards where the Green Seal Certification Mark is used.

ON-SITE AUDITOR VISIT
Auditor should look for uses of the Mark and mention of Green Seal on the property.