

GREEN BUSINESS STANDARDS CHECKLIST

FOR HOTELS AND RESORTS

Business Name _____
Address _____
City/State/Zip _____
Contact name _____ Date _____
Telephone _____
Fax Number _____
Email _____

When you have completed this checklist, return it to the DOH Pollution Prevention Program or DBEDT Clean Hawaii Center. When the Program verifies that you meet the standards, your hotel will be certified and recognized as a Green Business.

DOH Pollution Prevention Program
919 Ala Moana Blvd, Rm 212
Honolulu, HI 96814

DBEDT Clean Hawaii Center
P.O. Box 2359
Honolulu, HI 96804

Call or email us with any questions at:

Ellen Schulte
Ellen.Schulte@doh.hawaii.gov
(808) 586-4226

Gail Suzuki-Jones
gsuzuki@dbedt.hawaii.gov
(808) 587-3802

Commonly asked questions (and answers) about Green Business certification:

Q: Why should my business get certified as Green?

A:

- Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- The Program promotes Green Businesses to the public and other businesses (again, for free)!
- Your hotel's community image is enhanced through Green Business certification.
- Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- The Green Business Program offers you free, convenient, time-saving assistance.

Q: Do I get credit for the good things I'm already doing at my hotel?

A: Yes! As a matter of fact, your hotel may already qualify. The Standards are designed to fit most hotels and motels, but if certain measures are not applicable or not feasible for your facility, you may request an exemption or demonstrate alternative measures.

Q: Do I have to do everything on the checklist to become a Green Business?

A: No, there are many ways to qualify as a Green Business. To be certified, you must meet the minimum standards in each category. Beyond that, you may use the checklist to identify "next steps" to becoming even greener.

Q: How do I get started?

A: Read through the checklist and check all boxes that apply. Call Marlyn Aguilar or Gail Suzuki-Jones if you have any questions.

Q: Is there a fee to be certified as a Green Business?

A: No, Green Business certification is free!

This checklist has been provided by the Bay Area Green Business Program

Hotel & Motel - Solid Waste Reduction & Recycling Standards

<input type="checkbox"/>	SW-1	A	<p>Conduct a waste assessment. (Review annually to determine if additional measures can be implemented.)</p> <p><i>in addition, implement either Standard 2A or 2B through 5B</i></p>
<input type="checkbox"/>	SW-2A	A	<p>Demonstrate a 25% diversion of your annual solid waste stream. Also implement at least one “source reduction” measure, and purchase at least one recycled-content product, or</p> <p>Meet the requirements in the following four categories:</p> <ol style="list-style-type: none"> 1. Paper Reduction Measures; 2. Solid Waste Reduction Methods; 3. Segregate, Reuse or Recycle Materials; and 4. Purchase Recycled/Reused Products.
<input type="checkbox"/>	SW-2B	<p>All P P P AP A A A All S All A</p>	<p><u>Paper Reduction Measures</u> Reduce paper waste using at least five of the following measures. At least three must be from Group A.</p> <p style="text-align: center;">Group A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep a stack of previously used paper near printers; use it for drafts or internal memos. <input type="checkbox"/> Purchase a fax machine that uses plain (recyclable) paper. <input type="checkbox"/> Use computer fax modems that allows faxing directly from computers without printing. <input type="checkbox"/> Purchase/lease copiers and printers with double sided capacity (if current ones do not (duplex). <input type="checkbox"/> Eliminate all mailings that are unwanted, including: <ul style="list-style-type: none"> Λ Duplicate mailings and magazine subscriptions by sending back mailing labels requesting all but one be removed Λ Remove your name/company from junk mail lists by writing to senders requesting removal from mailing. Write “refused” on first class mail and it will be returned to sender. You can get help by writing Mail Preference Service – Direct Marketing Association, PO Box 3861, NY, NY 10163-3861 Λ Purge your own mailing lists to eliminate duplication. <input type="checkbox"/> Require double sided copying for reports. Set copier and printer defaults to double sided. <p style="text-align: center;">Group B</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop report routing lists and minimize the number of employees who receive individual copies. <input type="checkbox"/> Reuse envelopes: Cover up old addresses and postage, affix new. <input type="checkbox"/> Use envelopes as both send and return envelopes. <input type="checkbox"/> Replace memos with e-mail messages. <input type="checkbox"/> Design marketing materials that require no envelope – simply fold and mail. <input type="checkbox"/> Reduce office scrap paper (letters, faxes) by reusing as scratch paper. <input type="checkbox"/> Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility.

<input type="checkbox"/>	SW-3B	 APH PHF AH All AM AF APF P P PF PF P AH P PF PF APH APF AP H APH PF	<p><u>Solid Waste Reduction Methods</u> - Implement five of the following measure with at least three from Group A.</p> <p style="text-align: center;">Group A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Switch to bulk-dispensed shampoo and other amenities in guest rooms. <input type="checkbox"/> Select products with the least packaging and/or which have easily recyclable packaging. <input type="checkbox"/> Donate half-used amenity bottles to local shelters, nursing homes, and halfway houses. <input type="checkbox"/> Procure grains in bulk (e.g., flour, salt) packaged in unlined kraft paper bags, which can be recycled with your cardboard. <input type="checkbox"/> Designate space to make recycling easier. This space can be used to store all recyclables. <input type="checkbox"/> Install air hand dryers in staff washrooms or cloth roller towels instead of paper towels. <input type="checkbox"/> Donate excess food to shelters (covered under Good Samaritan law) and/or have an “employee use” policy for leftovers. <input type="checkbox"/> Replace disposable flatware and tableware with reusable items. <input type="checkbox"/> Arrange with suppliers to be ship orders in returnable/reusable containers. <input type="checkbox"/> Require chemical suppliers to take back empty buckets or drums. <input type="checkbox"/> Switch from individual condiment packets to refillable bottles. Refill from bulk. <input type="checkbox"/> Use cloth napkins instead of paper in the dining areas. <p style="text-align: center;">Group B</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work with vendors to minimize product packaging, use recyclable or reusable packaging and take-back packaging. <input type="checkbox"/> Donate old uniforms and linens to shelters or nonprofits. <input type="checkbox"/> Change amenity programs so that rarely used items are supplied only upon request. <input type="checkbox"/> Eliminate inner-pack dividers in shipping containers for miscellaneous supplies. <input type="checkbox"/> Require corrugated cardboard boxes instead of waxed cardboard for produce. <input type="checkbox"/> Replace: <ul style="list-style-type: none"> ◆ In-room plastic cups with glass cups; ◆ Cocktail napkins with reusable coasters; and ◆ Styrofoam cups in the coffee machine area with reusable cups. <input type="checkbox"/> Reduce number of garbage bag liners used. <input type="checkbox"/> Replace wire/plastic hangers with permanent hanger to lower theft and replacement costs. <input type="checkbox"/> Purchase reusable hats for kitchen employees instead of single use disposable paper ones
<input type="checkbox"/>	SW-4B	 All P FH M H M A P H	<p><u>Segregate, Reuse or Recycle Materials</u> - Implement five of the following measures with at least two from Group A.</p> <p style="text-align: center;">Group A</p> <p>Implement a hotel-wide recovery and recycling program: (Each category of material listed here is considered one measure.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fiber (at least one of these types of fiber) - <ul style="list-style-type: none"> ◆ Cardboard (corrugated cardboard boxes) ◆ Mixed Paper – (includes junk mail, scrap paper, colored paper) ◆ Newspapers ◆ Office paper – (computer paper, copier paper, white ledger) <input type="checkbox"/> Wood - pallets, wood from remodeling activities <input type="checkbox"/> Food and Beverage Containers (Glass, Metal and Plastic) <input type="checkbox"/> Scrap Metal - from remodeling activities <input type="checkbox"/> Plastics – water bottles from guest rooms, condiment containers, packaging materials and non-deposit containers. <p style="text-align: center;">Group B</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do “grasscycling”. Rather than throw away, leave grass clipping on the ground. <input type="checkbox"/> Use shredded paper for packaging needs instead of purchasing styrofoam pellets, bubble wrap, other packaging materials. <input type="checkbox"/> Send used toner cartridges back to the manufacturer for recycling or refilling. <input type="checkbox"/> Use stained or old guest towels and washcloths as rags. <p style="text-align: center;">Group B (continued)</p>

		FM PH PF	<input type="checkbox"/> Compost or recycle pre-consumer vegetable/fruit trimmings. <input type="checkbox"/> Require laundry service to use reusable bags to transport dirty and clean linen. <input type="checkbox"/> Use refillable containers for sugar, salt and pepper, and any other condiments used
<input type="checkbox"/>	SW-5B	P PM P PM PM PM P P P	<p><u>Purchase Recycled/Reused Products</u> - Implement three of the following measures with at least two from Group A.</p> <p style="text-align: center;">Group A</p> <input type="checkbox"/> Implement procurement guidelines for purchase and use of products with recycled content. These products include but are not limited to: <ul style="list-style-type: none"> Λ Pencils/rulers and other desk accessories Λ Recycling containers Λ Refuse pails and bags (recycled HDPE trash liner bags instead of ones made of LDPE or LLDPE) Λ Rubber hoses made from tires Λ Toilet seat covers (public bathrooms) Λ Take-out containers – paperboard and plastics (#1 and #2, not #6 and #7) <input type="checkbox"/> Purchase mulch, soil amendments and compost made of plant trimmings, or green waste. <input type="checkbox"/> Purchase toilet tissue, facial tissue and paper towels and office paper with recycled content <input type="checkbox"/> Purchase recycled content construction materials when building/remodeling (such as plastic lumber for decking, benches and railing, carpet, carpet padding, etc). <p style="text-align: center;">Group B</p> <input type="checkbox"/> Purchase recycled oil and/or antifreeze for fleet vehicles. <input type="checkbox"/> Use rechargeable batteries for TV remotes, beepers, etc. <input type="checkbox"/> Use recyclable laser and copier toner cartridges. <input type="checkbox"/> Purchase re-treaded tires for your fleet vehicles.
			Our hotel is also reducing solid waste as follows: _____ <hr/>

Hotel & Motel - Energy Conservation Standards

<input type="checkbox"/>	ECS-1	AM	Have a commercial energy assessment of your facility done. (Review annually to determine if additional measures can be implemented.)
<input type="checkbox"/>	ECS-2	M	<p>Perform regularly scheduled maintenance on your heating, ventilation and air conditioning (HVAC) system.</p> <ul style="list-style-type: none"> • Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months). • Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents. <p><i>(in addition, implement either Standard 3A or 3B, next page)</i></p>
<input type="checkbox"/>	ECS-3A	AM	<p>Demonstrate a 15% reduction of your annual energy use through any measure or combination of measures, <u>or</u></p> <p>Meet the requirements in the following two categories (at least seven measures):</p> <ol style="list-style-type: none"> 1. Alternative Technology – meet at least two requirements and up to seven 2. Behavioral Changes - supplement alternative technology requirements from this category.
<input type="checkbox"/>	ECS-3B	M M APM APM PM AM PH P P MH M MF MF MF MH M M MH A AHM AHM M	<p><u>Alternative Technology</u> - Implement at least two measures. At least one measure must be from Group A.</p> <p style="text-align: center;">Group A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install sensors on vending and ice machines and place machines in shaded areas. <input type="checkbox"/> Install programmable on/off timers and sensors for low occupancy areas. <input type="checkbox"/> Retrofit incandescent bulbs with halogen par lamps, compact fluorescent, low voltage track lighting. <input type="checkbox"/> Assess 24-hour lighting, upgrade fluorescent lighting with T-8 lamps with electronic ballasts (T-8 systems consume up to 40% less energy than conventional T-12 systems). <input type="checkbox"/> Retrofit exit signs with LED or fluorescent bulbs. <input type="checkbox"/> Install occupancy sensors to control light/AC/heat and TV, <u>or</u> <input type="checkbox"/> Install energy efficient washers and dryers. <input type="checkbox"/> Select electrical equipment with energy saving features such as Energy Star products. <input type="checkbox"/> Install and use computer hardware programs that save energy by automatically turning off Idle monitors and printers. <p style="text-align: center;">Group B</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install a booster heater for dishwashers and laundry equipment. <input type="checkbox"/> Plant native shrubs or trees near windows for shade. <input type="checkbox"/> Install open-door buzzers on walk-in refrigerators. <input type="checkbox"/> Install plastic air curtains and air blowers over walk-in refrigerator doors. <input type="checkbox"/> Install timers on hood fans, exhaust systems, and hood lights. <input type="checkbox"/> Install dryer dampness sensors. <p><u>Behavioral Changes</u> - To supplement alternative technology changes, implement as many measures as needed to total seven energy saving measures. Most of your measures must be from Group A.</p> <p style="text-align: center;">Group A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insulate all major hot water pipes and storage tanks. <input type="checkbox"/> Use weather stripping to close air gaps around doors and windows. <input type="checkbox"/> Clean fixtures, bulbs, ceilings, walls and windows (dirt can reduce efficiency by 50%). <input type="checkbox"/> Use light switch reminders to remind guest and staff to turn off lights. <input type="checkbox"/> Set thermostat to 78 for cooling, 68 for heating in unoccupied rooms. <input type="checkbox"/> During low occupancy periods, group guests in relation to mechanical and electrical systems. (Saves energy in unused areas.) <input type="checkbox"/> Plug equipment and appliances into a time switch to ensure they are off after hours.

	AH	<input type="checkbox"/> Institute a policy that all electronic devices and lighting be turned off in non-occupied rooms).
		Group B
	M	<input type="checkbox"/> Drain and flush hot water tanks every 6 months to prevent scale build up and deposits This can reduce heating efficiency).
	M	<input type="checkbox"/> Set hot water heaters to standard 125-130 degrees.
	M	<input type="checkbox"/> Turn cooling units off when the weather is cooler.
	F	<input type="checkbox"/> Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations.
	M	<input type="checkbox"/> Operate dishwashers only when fully loaded.
	H	<input type="checkbox"/> Keep evaporator coils free of excessive frost.
	H	<input type="checkbox"/> Keep condenser coils free of dust and lint.
	FM	<input type="checkbox"/> Check pilot lights for proper adjustment.
	H	<input type="checkbox"/> In summer, close guest room blinds and curtains to block sunlight and keep room cooler.
	H	<input type="checkbox"/> Clean lint filters after every drying load.
		Our hotel is also saving energy as follows:_____

Hotel & Motel - Water Conservation Standards

<input type="checkbox"/>	WCS-1	AM	Conduct a professional water assessment or have one done by your water supplier. (Review annually to determine if additional measures can be implemented.)
<input type="checkbox"/>	WCS-2	AMF H	<p>Complete all of the following water conservation measures applicable to your business:</p> <ul style="list-style-type: none"> • Learn how to read your water meter. • Understand water bill and monitor monthly for early indications of problems. • Place signs or put bibs on faucets reminding employees and customers to conserve water. • Use water saving strategies for cleaning and document these policies. • Check water system and toilet tanks for leaks (Put drops of food coloring into toilet tank; if color leaks into bowl check seal for leak, indicates flapper valve is defective) • If Irrigation System is in place: <ul style="list-style-type: none"> Λ Adjust for proper coverage. Check sprinklers regularly to be sure the lawn is being watered and not the sidewalk or parking spaces. Calibrate sprinklers to achieve even water distribution. Λ Repair all defective lines and sprinkler heads. Λ Alter irrigation times and durations with the seasons. <p>Water during early morning hours to decrease water loss from evaporation</p> <p style="text-align: center;"><i>in addition, implement either Standard 3A or 3B</i></p>
<input type="checkbox"/>	WCS-3	S	Demonstrate a 15% reduction of your annual water use through any measure or combination of measures, or <p style="text-align: center;">Meet the following requirements:</p>
<input type="checkbox"/>	WCS-3B	AMP AMP AMP MP AH AHP AP MP AM H F M M F	<p>Water Conservation Practices: Implement at least three measures from Group A , or two from Group A and 2 from Group B.</p> <p style="text-align: center;">Group A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install low flow aerators (80 psi) - 1.5 gpm for sink faucets (2.2 gpm is OK for kitchen) <input type="checkbox"/> Install low flow showerheads 2.5 gpm or less (80 psi) <input type="checkbox"/> Install ultra low flow toilets – 1.6 gallons per flush max (rebates available in some areas) <input type="checkbox"/> Install quick closing toilet valves. <input type="checkbox"/> Institute an optional towels and linens reuse policy for guests. <input type="checkbox"/> Install water efficient washers. <input type="checkbox"/> Replace water-cooled equipment with air-cooled equipment. <input type="checkbox"/> Install plastic toilet dams, or plastic bags, to reduce water use in non-ultra low flow toilets. <input type="checkbox"/> If local rules allow, install a greywater system to deliver reusable water for cooling, washing, and watering landscapes. <p style="text-align: center;">Group B</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduce water levels in washing machines. <input type="checkbox"/> Soak dirty pots and pans verses cleaning with running water. <input type="checkbox"/> Use soaker hoses (made from recycled rubber) to deliver water directly to plant roots. <input type="checkbox"/> Landscape with drought resistant plants. <input type="checkbox"/> Implement a water conservation policy for food servers. <p>Our hotel is also saving water as follows: _____</p> <p>_____</p>

Hotel & Motel - Pollution Prevention Standards

<input type="checkbox"/>	PP-1	All	<p>Conduct an assessment of your facility to identify pollution prevention opportunities. (Review annually to determine if additional measures can be implemented.)</p> <ul style="list-style-type: none"> • Obtain Material Safety Data Sheets (MSDS) for all cleaning products, building maintenance materials, pesticides, fertilizers, and laundry products you use. Identify harmful products and look for safer alternatives. • Survey each department of your hotel and identify actual and potential sources of pollution. Catalog your findings and establish a plan to prevent pollution in these areas. <p style="text-align: center;"><i>in addition, implement either Standard 2A or 2B-6B</i></p>
<input type="checkbox"/>	PP-2A	All	<p>Demonstrate a 25% reduction of your annual pollutant releases (hazardous waste generation, industrial discharges, and air emissions), and at least 1 measure from the Vehicle Emission category below; <u>or</u> (See page listing vehicle emissions measures)</p> <p>Meet the requirements in the following five categories:</p> <ol style="list-style-type: none"> 1. Good Housekeeping and Operating Procedures; 2. Material, Product, Technology or Process Changes; 3. Reuse or Recycle Hazardous Materials or Waste; 4. Prevent Contamination of Storm Water and Runoff; and 5. Reduce Vehicle Emissions
<input type="checkbox"/>	PP-2B	<p>P MHF MHF</p> <p>M</p> <p>M</p> <p>MF MF F F</p>	<p><u>Good Housekeeping and Operating Procedures</u> - Implement four of the following measures. At least two measures must be from Group A</p> <p style="text-align: center;">Group A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Restrict the use of any harmful products by: <ul style="list-style-type: none"> Purchasing them in small quantities; and Limiting access to authorized personnel. <input type="checkbox"/> Reduce or eliminate the use of chemical pesticides. <ul style="list-style-type: none"> Use biologic controls Use traps and barriers Use less toxic pesticides such as soaps, oils, and microbials Change planting, irrigation or cultivating procedures Use pest resistant plants Correct situations that attract and harbor pests Find out more about Integrated Pest Management <p>M <input type="checkbox"/> Locate all hazardous materials storage and waste away from storm drains. To capture spills, install secondary containment or berms around areas where liquids are stored or transferred</p> <p>M <input type="checkbox"/> Develop a composting program for waste plant material.</p> <p style="text-align: center;">Group B</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep dumpster areas and loading docks free of litter. <input type="checkbox"/> Cover dumpsters to keep water out of the garbage. <input type="checkbox"/> Minimize kitchen grease from washing down sewer drains by scraping grease from trays, grills, and pans into the waste grease can. <input type="checkbox"/> Place baskets in drains to catch solids that can be composted.

<input type="checkbox"/>	PP-5B	M M MF M MP AM AM M	<p><u>Storm Water Runoff Contamination Prevention</u> - Implement at least three of the following measures. At least one measure must be from Group A.</p> <p style="text-align: center;">Group A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install a catch basin filter in your parking lot storm drains. <input type="checkbox"/> Clean private catch basins once each year, before the first rain.. <input type="checkbox"/> Do not clean equipment, tools, vehicles or floor mats where water may flow into street, gutter, storm drain or creek. <p style="text-align: center;">Group B</p> <ul style="list-style-type: none"> <input type="checkbox"/> Label all storm water inlets to prevent dumping. <input type="checkbox"/> Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices. <input type="checkbox"/> Use landscaping to minimize erosion problems, <i>especially</i> during construction or remodeling. <input type="checkbox"/> During construction, confine, contain and properly dispose of construction and demolition to protect storm drains, workers and the public. <input type="checkbox"/> Locate all hazardous materials and waste storage away from storm drains. <p style="text-align: center;">Install containment or berms around liquid storage and transfer areas to capture spills.</p>
<input type="checkbox"/>	PP-6B	A A A AM AP AM AM A All	<p><u>Pollution Prevention from Vehicle Emissions</u> - Implement at least three of the following measures to encourage your employees to use commute alternatives and to minimize trips related to your operations..</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make information (transit schedules, commuter ride sign-up sheets, etc.) available to employees. <input type="checkbox"/> Offer lockers and showers for employees who walk, jog, or bicycle to work. <input type="checkbox"/> Offer employee incentives for car pooling or using mass transit, such as a guaranteed ride home if needed. <input type="checkbox"/> Set aside car pool/van pool parking spaces. <input type="checkbox"/> Arrange for van transportation between your facility and remote events. <input type="checkbox"/> Offer electric vehicle recharge ports for visitors and employees using electric vehicles. <input type="checkbox"/> Convert company vehicles to natural gas, alternative fuels, or electricity. <input type="checkbox"/> Provide information on van pool or mass transit services to and from the airport and other transportation centers. <input type="checkbox"/> Link your trips to accomplish all errands for your hotel in one outing. <p>Our hotel also prevents pollution as follows: _____</p> <p>_____</p>

Return completed checklists to:

DOH Waste Minimization Program
919 Ala Moana Blvd, Rm 212
Honolulu, HI 96814

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Honolulu, HI 96804

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