

# Rhode Island Hospitality Green Certification Self-Certification Workbook



## Green Hospitality - Transportation

January 2012



# Rhode Island Hospitality Green Certification for the Hospitality & Tourism Industry



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



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

- Rhode Island Hospitality Green Certification award and decals to display at your property.
- Rhode Island Hospitality Green Certification logo to use for advertising (website, literature, decals, etc).
- A listing on the Rhode Island Hospitality & Tourism Association and Rhode Island Tourism Division, which identify your business as Rhode Island certified as environmentally preferable, and on the DEM website at <http://www.dem.ri.gov/programs/benviron/assist/grncert/index.htm> .
- A listing on a brochure available at the Rhode Island Visitor's Centers.
- Free on-going technical assistance from Rhode Island Department of Environmental Management on how to continue to reduce environmental impact while saving money.



## **Partners in the Rhode Island Hospitality Green Certification Program for the Hospitality & Tourism Industry**

Rhode Island Department of Environmental Management  
Rhode Island Hospitality & Tourism Association  
Providence Warwick Convention & Visitors Bureau  
Newport Convention & Visitors Bureau  
Rhode Island Tourism Division

## How the program works:

1. Complete the Green Hospitality - Transportation Self-Certification Workbook by checking off all of the initiatives that your facility is currently undertaking. If you need assistance filling out the workbook, please call DEM's Office of Customer & Technical Assistance at (401) 222-6822. Please see contact information below. Also, please visit the Hospitality Green Certification Program webpage at <http://www.dem.ri.gov/programs/benviron/assist/grncert/index.htm> for more information and resources.

Please understand that it is not necessary to complete all of the items in the workbook to become a certified Lodging Facility; the workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the DEM's Office of Customer & Technical Assistance.**

**Rhode Island Departmental of Environmental Management  
Office of Customer & Technical Assistance  
235 Promenade Street, Suite 330  
Providence, RI 02908-5767**

Telephone: (401) 222-6822

Contacts:            Ronald Gagnon            Ext. 7500  
                              Joe Antonio                Ext. 4410

4. Your workbook will be reviewed and receive a final score by DEM's Office of Customer & Technical Assistance.

You do not need to have 130 points to participate in this program. Free technical assistance is available from DEM's Office of Customer & Technical Assistance to help any business achieve more points, regardless of point total. Low cost recommendations will be given to help businesses achieve more points.

If your business scores 130 points, your business qualifies for an automatic certification from the state for two years. In two years, you will need to increase the point total to be eligible for a re-certification.

If your business scores less than 130 points, your business is eligible for a provisional certification, which includes all the benefits of a fully certified business provided you agree to accumulate the remainder of the points within an agreed upon time frame.

5. Upon final scoring of the workbook, you will be sent an official letter detailing your point total and possible low cost recommendations. The official notice of certification will allow you to display the Green Hospitality logo on a banner, flag, sticker or your letterhead and marketing materials.
6. The DEM Office of Customer & Technical Assistance will randomly select businesses for verification appointments throughout the year. These visits will be scheduled and not "unannounced".

# Green Hospitality Transportation Self-Certification Workbook

700+ total available points

Only 130 points necessary for automatic certification

Qualify for provisional certification with less than 130 points

Business name: \_\_\_\_\_

Facility name (if different): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facility Telephone Number (for Certified Facilities List): \_\_\_\_\_

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## SECTION 1: ADMINISTRATIVE OFFICES

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✓ Adopt and display an environmental policy.  15 Points

- Attach a copy of the written environmental policy.
- Describe where it is displayed to employees and customers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

✓ Property shall use printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content OR tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content OR tree-free fiber content.  10 Points

- Attach description from packaging and brand

✓ Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional.  3 Points

✓ Ink jet cartridges, computer disks are recycled.  2 Points

- Method: \_\_\_\_\_

✓ Laser toner cartridges are recycled  1 Point  
Businesses are required by RIDEM regulation to recycle this commodity

**Section 1: Administrative Offices Category point total:** \_\_\_\_\_

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## SECTION 2: BUSINESS PRACTICES & EQUIPMENT

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- ✓ **Purchase and use of ENERGY STAR qualified equipment throughout facility**
  - Computers and computer monitors  10 Points
  - Printers  10 Points
  - Copiers  10 Points
  
- ✓ **Electronic proposal/report submittal rather than mailing hard copy**  15 Points
  - *Attach a copy of the environmental policy for proposals/contracts/reports.*
  - *Describe where it is displayed to employees and customers:*

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- ✓ **Electronic marketing (rather than mailing pieces)**  15 Points
  
- ✓ **Supporting other “Green” businesses**  10 Points
  
- ✓ **Proposing “Green” activities for our employees, clients or customers**
  - Sailing  2 Points
  - Walking tours  2 Points
  - Biking  2 Points
  - Kite flying  2 Points
  - Other (please specify) \_\_\_\_\_  2 Points

**Section 2: Business Practices Category point total:** \_\_\_\_\_

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## SECTION 3: VEHICLE MAINTENANCE

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### Vehicle Washing

- ✓ Purchase supplies 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.  3 Points
- ✓ If not performed in-house; outside cleaning service is a “Green” company.  5 Points
- ✓ If performed in house; use of “Green Seal certified” cleaning materials.  15 Points  
<http://www.greenseal.org/certproducts.htm#cleaners>

### OR

- ✓ Use cleaners and detergents that are biodegradable, do not contain NTA (nitrilotriacetic acid), and do not contain chlorine bleach or phosphates. (up to 10 points depending on use through out property).  
*Describe which product brands are used and for which purpose.*
  - glass cleaner: \_\_\_\_\_  3 Points
  - floor cleaner: \_\_\_\_\_  3 Points
  - tire shine: \_\_\_\_\_  3 Points
  - interior cleaner: \_\_\_\_\_  3 Points
  - car soap: \_\_\_\_\_  3 Points
  - other: \_\_\_\_\_  Points  
Negotiable
- ✓ Implement a policy for water conservation when washing cars, describe or attach policy.  3 Points
- ✓ Installation of a wash water collection and treatment system.  5 Points
- ✓ Installation of a recycling system for the reuse of wash water.  15 Points

### Fleet Maintenance

- ✓ Implement a vehicle maintenance policy and schedule, describe or attach copy.  5 Points
- ✓ Rotate tires on a regular basis to maintain optimum fuel efficiency, indicate mileage \_\_\_\_\_  5 Points
- ✓ Check and maintain tire pressure for optimum fuel efficiency on at least a weekly basis.  5 Points

- ✓ **Comply with the Rhode Island Diesel Engine Anti-Idling Program requirements (RIDEM Air Pollution Control Regulation No. 45), especially hotel motor coaches picking up or dropping off passengers at T. F. Green Airport. The regulation prohibits the unnecessary idling of a diesel motor vehicle for more than five (5) minutes.**  **15 Points**
- ✓ **Conduct a fuel bill analysis to determine if best driving practices are followed for mileage efficiency.**  **5 Points**
- ✓ **5% of the fleet are Hybrid vehicles.**  **5 Points**
- ✓ **10% of the fleet are Hybrid vehicles.**  **5 Points**
- ✓ **15% of the fleet or more are Hybrid vehicles.**  **10 Points**
- ✓ **5% of the fleet or more use Biodiesel fuel.**  **15 Points**
- ✓ **Implement a policy to offer ride share services to larger groups, describe or attach policy.**  **15 Points**
- ✓ **Recover all recyclables from vehicles after use (news papers, plastic water bottles, other amenities that are provided to the customer)**  **10 Points**

**Section 3: Vehicle Maintenance Category point total:** \_\_\_\_\_



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## SECTION 4: WASTE MANAGEMENT

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**Note:** To get points in the recycling category, it is mandatory to use RIDEM's on-line reporting tool, the Rhode Island Annual Recycling Report: <http://www.ri.gov/DEM/recycling> (Note: Need ID Number & PIN to login - Click "Need login information?" on the report's front page, for assistance to obtain)

Pounds of waste generated in 200\_\_ \_\_\_\_\_

Pounds of waste generated in 2006 \_\_\_\_\_  10 Points

Pounds of recycled material generated in 200\_\_ \_\_\_\_\_

Pounds of recycled material generated in 2006 \_\_\_\_\_  10 Points

**NOTE: Recycling is mandatory, in accordance with DEM Rules & Regulations for Reduction & Recycling of Commercial & Non-Municipal Residential Solid Waste (Commercial Recycling Regulations)**

✓ Distribute recycling bins throughout the office for use by the employee in order to recycle office paper, newspapers, cardboard, beverage cans, food cans, glass, and plastics.

Common areas (copy center)  20 Points

Common areas (kitchen/break room)  20 Points

Individual work stations  10 Points

✓ Corrugated cardboard is recycled

Business are required by RIDEM regulation to recycle this commodity  1 Point

- Describe recycling procedures. Who performs it, how often, waste types segregated

Paper: \_\_\_\_\_

Cardboard: \_\_\_\_\_

Glass containers: \_\_\_\_\_

Metal containers: \_\_\_\_\_

Plastic containers: \_\_\_\_\_

- List recycling services providers used, and what commodities they are handling

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Universal Waste (Required by Regulation)

- ✓ Store old or burned out fluorescent lamps (tube style), CFL's (compact fluorescent lamp bulbs), and CRT's (computer monitors and televisions) in a central accumulation area. Send YEARLY to a consolidation or recycling facility. This is a LEGAL obligation for all businesses within the State of Rhode Island. Points will be awarded with proof of proper disposal of this type of waste.

Documentation \_\_\_\_\_

2 Points

This activity is only awarded 2 points because conformance to this is required, as it is a legal obligation for all businesses in Rhode Island to dispose of Universal Wastes properly

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

**Section 4: Waste Management Category point total: \_\_\_\_\_**

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## SECTION 5: LANDSCAPING AND MAINTENANCE DEPARTMENTS

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- ✓ **Eliminate chemicals in the gardens and vegetated areas, and use botanical controls such as organic insecticides, fertilizers and biocides and/or integrated pest management (IPM) techniques to treat fungus and insect problems. Use native plantings to reduce water and chemical fertilizers and herbicides.**  5 Points

- *Describe which brands and products are currently being used.*
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- ✓ **Use vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc), with an emphasis on native plants, and plants that don't require a lot of watering**  2 Points

- *Describe buffer zone, and how it is maintained*
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- ✓ **Avoid landfilling of any leaf or yard wastes.**  5 Points

This activity is only awarded 2 points because conformance to this is expected, as it is a legal requirement for all businesses in Rhode Island to recycle leaf and yard wastes

- *Describe treatment of leaf and yard wastes, including raked leaves, grass clippings, and tree limbs. This may include leaving grass clippings on the lawn, composting on-site, use of an off-site composting facility, and chipping tree limbs.*
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- ✓ **Do you mulch grass clippings rather than bagging them?**  2 Points  
(grass clippings contain 4% nitrogen and act like a time release fertilizer when they are returned regularly to the soil)

- ✓ **Purchases of paint products with volatile organic compounds (contribute to ground level ozone); off-gassing potential shall be evaluated and lower VOC products purchased where available. (100% of all paint purchases = 10 points)**

**The VOC content shall not exceed:**

**Interior Flat paint: 50 grams per liter (g/L)**

5 points

**Exterior Flat paint: 100 grams per liter (g/L)**

5 points

- Describe brand(s) of paint(s) and VOC content and percent purchased:

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- ✓ Minimize stockpiling and storage of excess paint and paint products, by periodically reviewing excess paint and paint products in storage, reusing or donating usable paint, and recycling/disposing of this material that is outdated, not reusable, or not needed.

5 points

**Section 5: Landscaping & Maintenance Departments Category point total:** \_\_\_\_\_

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## SECTION 6: EMPLOYEE TRANSPORTATION

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- Carpooling by at least ten (10) percent of employees and staff  15 Points
- Other means of transportation other than vehicle (i.e., walking, biking, kayaking) used by at least ten (10) percent of employees and staff  20 Points
- Use of Public Transportation by at least ten (10) percent of employees and staff  15 Points
- Alternative fuel operating vehicle (i.e., bio-diesel, electric, hybrid, etc.)  20 Points
- Implement a work from home policy to reduce commuting.  15 Points

Section 6: Employee Transportation Category point total: \_\_\_\_\_

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## SECTION 7: WATER CONSERVATION

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- Gallons of water used in 200\_\_ \_\_\_\_\_
- Gallons of water used in 2006 \_\_\_\_\_  10 Points
- ✓ 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 two years. Toilets shall be replaced in conjunction with major room renovations. (Higher flow toilets may be exempt from the flow rate requirement if the plumbing infrastructure will not adequately function with lower flow rates).  10 Points
- ✓ Automatic shut off sinks installed in common area rest rooms.  10 Points
- ✓ Install a water filtration system and provide non perishable containers to eliminate the use of plastic water bottles.  10 Points

Section 7: Water Conservation Category point total: \_\_\_\_\_

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## SECTION 8: Energy

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**IMPORTANT:** Free energy audits are available to businesses through National Grid. The audit will include a report of recommended energy efficiency improvements, as well as information about available incentives. For more information, call National Grid at 1-800-332-3333, or visit <http://www.nationalgridus.com/narragansett/business/energyeff/energyeff.asp>.

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- Kilowatt hours of electricity used in 200\_\_ \_\_\_\_\_
- Kilowatt hours of electricity used in 2006 \_\_\_\_\_  10 Points
- Cubic feet of natural gas used in 200\_\_ \_\_\_\_\_
- Cubic feet of natural gas used in 2006 \_\_\_\_\_  10 Points
- ✓ Indoor lighting shall be energy-efficient (compact fluorescent bulbs to T-8 fluorescent) OR on a schedule for replacement with energy-efficient lighting. The first lights replaced shall include lights typically on for 24 hours (e.g., hallways, exit signs, lobby lights, etc.), followed by lights typically on for 8+ hours (e.g., restrooms, staff offices, meeting rooms, etc.). All indoor lights not currently energy-efficient shall be part of a 5-year replacement schedule. Lighting fixtures that are clearly historic in nature or specialty light fixtures (e.g., display or accent lighting) may be exempt from this requirement if compatible options are not available (free energy audits and incentives are available from National Grid).
- 90% to 100% of the property  
approx # of CFL's \_\_\_\_\_ Avg. CFL's per room \_\_\_\_\_  15 Points
- 50% to 90% of the property  
approx # of CFL's \_\_\_\_\_ Avg. CFL's per room \_\_\_\_\_  3 Points
- 25% to 50% of the property  
approx # of CFL's \_\_\_\_\_ Avg. CFL's per room \_\_\_\_\_  1 Point
- ✓ LED or electroluminescent exit signs through out 100% of property.  
approx # \_\_\_\_\_  5 Points
- ✓ Programmable on/off timers and/or sensors shall be used for lighting and HVAC in low traffic and low occupancy areas (e.g., back of the house, corridors, meeting rooms, storage rooms, equipment rooms, parking lots)
- 100 % of all interior common areas, guest rooms and exterior  
Timers for all exterior lights but no interior  5 Points
- Some interior common areas and some exterior  2 Points
- Some interior common areas and some exterior  2 Points

- ✓ Install high efficiency “ENERGY STAR” appliances.  
(ie. Refrigerators, freezers, dishwashers)
  - 100% of property  5 Points
  - 50 - 90% of property  2 Points
  - Describe types of products used, and where

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- ✓ Low E or thermapane windows.
  - 75 - 100% of property  10 Points
  - 50 - 75% of property  5 Points
  
- ✓ Install high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater.  10 Points
  
- ✓ Natural light substituting for electrical light, or use of the daytime dimming sensor.  5 Points
  
- ✓ Solar hot water system.  50 Points
  
- ✓ Use solar panels or wind turbines to generate electricity.  20-75 Points
  
- ✓ Purchase clean electricity, get information for providers through National Grid’s “GreenUp Providers” page at [https://www.nationalgridus.com/narragansett/business/energychoice/4\\_greenup\\_provider.asp](https://www.nationalgridus.com/narragansett/business/energychoice/4_greenup_provider.asp)
  - Entire business  75 Points
  - Partial facility  25-50 Points
  
- ✓ Purchase carbon off sets (renewable energy credit, green tags, etc.)  Points negotiable
  - Learn more by visiting Tufts Climate Initiative, Voluntary Carbon Offset Information Portal, at <http://www.tufts.edu/tie/tci/carbonoffsets/index.htm>
  - quantity \_\_\_\_\_

**Section 8: Energy Category point total:** \_\_\_\_\_

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## SECTION 9: ENVIRONMENTAL EDUCATION

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- ✓ **Maintain environmental information (display, brochures) for guests and staff, with current information on what your business is doing to reduce environmental impact. Can include tips, and solicit suggestions from customers.**

**In common areas**

**10 Points**

- *Describe display:*

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**Section 9: Environmental Education Category point total: \_\_\_\_\_**





