Application for Recognition
Lodging Facilities

welcome

We appreciate your interest in the NC GreenTravel Initiative program. This program has been created to recognize those businesses in the travel industry in North Carolina that have established and adhere to a set of guidelines that protect the environment. The initiative has been developed through a partnership of the North Carolina Division of Environmental Outreach and the Center for Sustainable Tourism at East Carolina University.

The hospitality industry is one of the largest consumers in the state and has an enormous impact on the environment. By becoming a partner in this effort, you are helping to assure that North Carolina's travel and tourism industry will remain sustainable and profitable and the state's environment will remain healthy for many years to come.

Many thanks to the tourism professionals and organizations that have graciously given us inspiration and recommendations that helped us to develop this program, including The Center for Sustainable Tourism, The South Carolina Hospitality Alliance, North Carolina Division of Tourism, North Carolina Hospitality Alliance, Waste Reduction Partners and NCSU Tourism Extension.

need technical assistance?

The Division of Environmental Assistance and Outreach environmental team can help your lodging facility learn how to become more sustainable. In addition to our staff of engineers and consultants, we recommend seeking assistance from the Waste Reduction Partners, a unique program that engages senior engineers and scientists who can help your lodging facility cut energy use, reduce waste, conserve water and save money. The Waste Reduction Partners team can advise your business on how to meet the NC GreenTravel Recognition criteria through cost-effective strategies. WRP staff can provide on-site Greening Assessments with cost/benefit analysis. To learn more, please contact Tom Rhodes at tom.rhodes@ncdenr.gov or (919) 707-8140.

Application for Recognition

Contact Information

Facility Name:

Facility Phone Number:

Address:

Contact Person:

Contact Telephone: E-Mail:

regulatory information (required)

- **I certify that this facility is in compliance with ALL applicable regulatory laws and requirements that relate to our business type. ☐ Yes, ☐ No. If not, please explain on a separate sheet**
- **Has your facility had any violations of applicable laws and regulations in the past 2 years? ☐ Yes, ☐ No. If so, please explain on a separate sheet.**
- **Do you operate under any permits issued by the Department of Environment and Natural Resources? ☐ Yes, ☐ No If yes, please include titles and permit numbers on a separate sheet**

SECTION 1

overview of accomplishments

Tell us why your facility should be designated as a green property.

SECTION 2

core requirements

A: **Policy Statement (Required): Enter or attach a copy of your facility's environmental policy statement. If your property does not have an environmental policy, send and e-mail to tom.rhodes@ncdenr.gov requesting information about how to create one.**

B: **How Do You Advise Staff of Policy (Required): List where your environmental policy is displayed.**

C: **Environmental Team (Required): Describe your environmental team. List members, job titles and meeting schedule.**

SECTION 3

waste reduction and recycling

Our lodging facility engages in the following activities to reduce solid waste.

We provide recycling receptacles for guests and employees

- 2 PTS ☐ In lobby
- 2 PTS ☐ Outside building
- 2 PTS ☐ In hallways
- 2 PTS ☐ In guest rooms
- 2 PTS ☐ In kitchen

Materials Recycled

- 1 PT ☐ Newspaper
- 1 PT ☐ Magazines
- 1 PT ☐ Cardboard
- 1 PT ☐ Glass bottles and jars
- 1 PTS ☐ Beverage cans
- 1 PTS ☐ Plastic bottles
- 1 PTS ☐ Steel food cans
- 5 PTS ☐ Office paper
- 3 PTS ☐ Toner and printer cartridges

Amenity Management

- 3 PTS ☐ Bulk shampoo/conditioner/lotion dispensers in guest bathrooms
- 2 PTS ☐ Newspaper available by request only
- 3 PTS ☐ Unused bar soaps, shampoo, other amenities donated:

  Visit these websites for information about donating these items:

  www.rockandwrapitup.org/our-programs/hotels/

  www.cleantheworld.org/

  www.globalsoap.org/

☐ **TOTAL POINTS FOR THIS PAGE**

SECTION 4

energy conservation

5 PTS ☐ Energy Audit has been performed
5 PTS ☐ 50% of auditor recommendations implemented
3 PTS ☐ Switched incandescent bulbs to fluorescent or LEDs
3 PTS ☐ Implemented de-lamping/de-commissioning based on light level measurements and aesthetic needs.
3 PTS ☐ T-12 light tubes/fixtures replaced with T-8/electronic ballasts
2 PTS ☐ Installed occupancy sensors in restrooms
2 PTS ☐ Installed LED or electroluminescent exit signs
2 PTS ☐ Installed programmable HVAC controls
3 PTS ☐ Installed daylight sensors or use day-lighting
5 PTS ☐ Installed solar panels for electricity or water heating
3 PTS ☐ Installed automatic hand dryers in restrooms
3 PTS ☐ Installed Energy Star HVAC and appliances
3 PTS ☐ Electric motor inventory has been performed.
3 PTS ☐ Motor management/replacement plan to use high efficiency motors
3 PTS ☐ Occupancy sensors in restrooms, conference rooms, storage areas.
3 PTS ☐ Insulation installed on water heaters
2 PTS ☐ Vending machines have been de-lamped or lighting minimized
3 PTS ☐ Vending machines equipped with energy saving technology (vending miser, timer, occupancy sensor)

SECTION 5

water efficiency

5 PTS ☐ Optional sheet and towel changing program
*Guests staying more than one day may opt out of having their sheets changed daily to help save water and the use of detergent. Sheets will be changed every third day.
*Guests staying more than one day may opt out of having their towels laundered daily . Fresh towels will be supplied every third day.
4 PTS ☐ All plumbing is checked for leaks and all leaks are repaired as soon as possible.
4 PTS ☐ Common area restrooms have automatic water shut-off faucets
2 PTS ☐ Energy Star qualified ice machines are used
4 PTS ☐ Commercial Clothes Washers are Energy Star labeled or have a water factor of 7.5 or less per the Consortium for Energy Efficiency.
1 PT ☐ 1.5 gallon-per-minute faucet aerators installed.
3 PTS ☐ 1.5 gallon-per-minute shower heads installed.
5 PTS ☐ 1.28 gallon-per-flush High Efficiency toilets. installed.

☐ **TOTAL POINTS FOR THIS PAGE**

SECTION 6

grounds keeping

- 2 PTS ☐ Practice planting native plants that require little maintenance.
- 2 PTS ☐ Use drip irrigation
- 2 PTS ☐ Using pressure regulators and or watering sensors in irrigation system.
- 1 PT ☐ Using mulch to retain water.
- 2 PTS ☐ Harvesting rainwater for landscaping.
- 1 PTS ☐ Minimizing the use of pesticides and herbicides in landscaping.

SECTION 7

kitchen

- 1 PT ☐ Using water efficient pre-rinse spray nozzle for pre-cleaning dishes.
- 2 PTS ☐ Composting prep scraps on-site or using a food composting service.
- 2 PTS ☐ Donating excess food from events to food bank or similar organization.
- 1 PT ☐ Purchasing locally grown produce and other locally produced foods.
- 1 PT ☐ Growing produce on-site.
- 1 PT ☐ Styrofoam "to-go" containers have been eliminated.
- 1 PT ☐ Recycling used cooking oil.
- 5 PTS ☐ 75% of Cooking Appliances are Energy Star rated including steamer, fryers, griddles , ovens and refrigeration systems.
- 2 PTS ☐ Utilize demand-based ventilation exhaust controls.
- 1 PT ☐ Established kitchen equipment operating schedule to maximize warm-up & Idling

SECTION 8

air quality

- 1 PT ☐ HVAC units are serviced semi-annually.
- 1 PT ☐ High-efficiency air filters are used.
- 1 PT ☐ Employees are encouraged to carpool, bike to work or use public transportation
- 2 PTS ☐ Biofuels are used in fleet vehicles.
- 2 PTS ☐ Low VOC paints are used.

☐ **TOTAL POINTS FOR THIS PAGE**

SECTION 9

environmental measurements

1 PT ☐ Water consumption is tracked monthly.
1 PT ☐ Energy usage is tracked monthly.
1 PT ☐ Solid waste generation is tracked monthly.
1 PT ☐ Recycling totals are tracked monthly.

SECTION 10

housekeeping

1 PT ☐ Conducted an assessment of cleaning methods and materials.
1 PT ☐ Cleaning products used throughout the facility meet or exceed Green Seal Standard.
1 PT ☐ A reduction plan for cleaning chemicals is in place.
1 PT ☐ Housekeeping employees participate in green cleaning training.
1 PT ☐ Use concentrated cleaners instead of ready-to-use products.

SECTION 11

green meetings and catering

3 PTS ☐ Green meetings are standard for booked events and staff functions.
1 PT ☐ Green meetings are offered, but not standard practice.
2 PTS ☐ Food provided at meetings is locally produced.
1 PT ☐ Note pads are provided only per request, not standard.
1 PT ☐ Cloth napkins are used in place of paper napkins.
1 PT ☐ Paperless billing for events is standard practice.
2 PTS ☐ Recycling containers are available to meeting participants.
1 PT ☐ Foods and beverages are only served with reusable dishes, cutlery and glasses.

When provided, the following item(s) are recycled content:

1 PT ☐ Notepads
1 PT ☐ Pens/Pencils.
1 PT ☐ Napkins.

☐ **TOTAL POINTS FOR THIS PAGE**

SECTION 12

green purchasing

5 PTS ☐ Environmentally Preferable Procurement (EPP) program is established.
Please submit a copy of your policy.
(visit p2pays.org/epp/ for information about EPP)

1 PT ☐ Employees notified and required to comply with EPP policy.

1 PT ☐ Using recycled content office paper and forms

1 PT ☐ Using recycled content bath tissue and paper towels

1 PT ☐ Other recycled products used

SECTION 13

LEED certification

LEED is the acronym for Leadership in Energy and Environmental Design. LEED Certification can save energy and reduces operating costs. Visit www.usgbc.org/LEED to learn more about LEED Certification.

10 PT ☐ Facility has attained LEED Certification

2 PT ☐ Facility has applied for LEED Certification

10 PT ☐ All new building projects are planned and executed using LEED standards.

SECTION 14

environmental management system

10 PT ☐ ISO 14001 Certification (Certified or in the process of becoming certified)

5 PTS ☐ Fully Functional Equivalent EMS (EMS "light")

SECTION 15

certification by other agencies

15 PT ☐ Has your facility received certification as a green or sustainable business by another certifying agency?

SECTION 16

additional practices

On a separate sheet of paper, please list other environmentally sustainable practices your facility uses that were not included in the previous sections. Our review committee will assign points based on these accomplishments.

	TOTAL POINTS FOR THIS PAGE

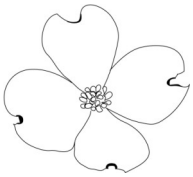
SECTION 17

tallying your score

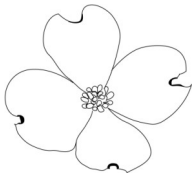
List the total number of points for each section and total your score in the box at the end of the section.

SECTIONS		SCORE
SECTION 3	Waste Reduction & Recycling	
SECTION 4	Energy Conservation	
SECTION 5	Water Efficiency	
SECTION 6	Grounds Keeping	
SECTION 7	Kitchen	
SECTION 8	Air Quality	
SECTION 9	Environmental Measurements	
SECTION 10	Housekeeping	
SECTION 11	Green Meetings and Catering	
SECTION 12	Green Purchasing	
SECTION 13	LEED Certification	
SECTION 14	Environmental Management System	
SECTION 15	Certification By Other Agencies	
SECTION 16	Additional Practices	
TOTAL SCORE		

determining your certification level



Your certification level—One Dogwood Blossom, Two Dogwood Blossoms or Three Dogwood Blossoms—will be determined by the point system found in the charts on the following page. Additional points may be acquired by facilities that include other sustainable practices that are not part of those prescribed in this application.



Add your score from the previous page and compare it with the scores below for your type of facility to determine your certification level. Our reviewers may also add additional points for other environmental practices that are in addition to those prescribed in this application.

Mail completed form to: NC DEAO, NC GreenTravel Initiative, 1640 Mail Service Center, Raleigh, NC 27699-1640 OR you may scan your application form and send as an Adobe pdf file to tom.rhodes@ncdenr.gov . Call (919) 715-6516 for more information.

full service lodging

One Dogwood Blossom	Two Dogwood Blossoms	Three Dogwood Blossoms
33	93	139

limited service lodging

One Dogwood Blossom	Two Dogwood Blossoms	Three Dogwood Blossoms
30	88	133

raising your participation level

☐ If your facility has previously been recognized by the NC GreenTravel Initiative and you would like to increase your rating based on additional sustainable practices you have included in your program, please indicate by checking this box.

Center for Sustainable Tourism East Carolina University

DEAO Division of Environmental Assistance and Outreach

WASTE REDUCTION PARTNERS
dedicated professionals sharing expertise