Application for Recognition
Museums

About the NC GreenTravel Initiative

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 , The Center for Sustainable Tourism at East Carolina University and the NC Division of Tourism.

The travel 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.

How To Apply for NC GreenTravel Recognition

To become recognized as a green travel business, answer the questions on this form. If your museum is following environmentally preferable practices beyond those listed in the application or have other supporting documentation, please include those. You will receive extra points for those as well.

Benefits of Becoming Recognized

Recognized NC GreenTravel businesses will receive a door decal and a certificate denoting them as a NC GreenTravel business and a free listing on the NC GreenTravel website and map.

Free Technical Assistance

The Division of Environmental Assistance and Outreach environmental team can help your museum 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 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 proven 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

Museum Name:

Facility Phone Number:

Address:

Contact Person:

Contact Title

Contact Telephone: E-Mail:

Website

Facility Information

Number of Buildings in Complex

Approximate Square Footage of Facility Buildings

Number of Staff Personnel

Number of Volunteers

Annual Member Visits

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 museum should be designated as a green facility.

SECTION 2

core requirements

A: **Policy Statement (Required): Enter or attach a copy of your museum's environmental policy statement. If your museum does not have an environmental policy, send an 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, reuse and recycling

Our museum engages in the following activities to reduce solid waste.

We provide recycling receptacles for guests and employees

2 PTS ☐ Inside building
2 PTS ☐ Outside building
2 PTS ☐ In offices and other employee spaces
2 PTS ☐ Other areas (specify)
2 PTS ☐ Signs posted to direct users toward recycling containers

Materials Recycled or Reused

1 PT ☐ Newspaper
1 PT ☐ Cardboard
1 PT ☐ Mixed paper
1 PT ☐ Glass bottles and jars
1 PT ☐ Beverage cans
1 PT ☐ Plastic bottles
1 PT ☐ Steel food cans
1 PT ☐ Office paper
1 PT ☐ Toner and printer cartridges
2 PTS ☐ Vendors deliver with returnable packaging
1 PT ☐ Museum maps/brochures reused or recycled
☐ Additional materials recycled/reused/reduced (describe)

List other reuse and waste reduction methods used such as junk mail reduction, double siding copies, centralized copying, etc. Additional points will be awarded for implementation of reuse, waste reduction and recycling efforts beyond those listed.

☐ **TOTAL POINTS FOR THIS PAGE**

SECTION 4

energy management

- 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 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 ☐ Established thermostat set points to minimize energy use with limits based on operational needs and comfort levels
- 3 PTS ☐ Insulation installed on water heaters
- 3 PTS ☐ Non-food service hot water heater temperature set at 120 degrees
- 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

grounds keeping

- 2 PTS ☐ Planted 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 PT ☐ Minimizing the use of pesticides and herbicides in landscaping
- 3 PTS ☐ Impervious area minimized and pervious pavement used

☐ **TOTAL POINTS FOR THIS PAGE**

SECTION 6

water efficiency

- 4 PTS ☐ A water efficiency assessment has been performed
- 4 PTS ☐ 50% of auditor's recommendations have been implemented.
- 4 PTS ☐ 0.5 gpm sink aerators have been installed
- 4 PTS ☐ All plumbing is checked for leaks and all leaks are repaired as soon as possible.
- 4 PTS ☐ Dual flush toilets installed
- 4 PTS ☐ Waterless urinals installed
- 4 PTS ☐ 0.125 gpf Ultra Low consumption urinals installed
- 4 PTS ☐ Restrooms have automatic water shut-off faucets
- 5 PTS ☐ 1.28 gallon-per-flush High Efficiency toilets installed.

SECTION 7

air quality

- 1 PT ☐ HVAC units are serviced semi-annually
- 3 PTS ☐ Air filter replacement plan/policy in place
- 1 PT ☐ High-efficiency air filters are used.
- 1 PT ☐ Employees are encouraged to carpool, bike to work or use public transportation
- 2 PTS ☐ Bio-fuel, hybrid or electric vehicles are used.
- 2 PTS ☐ Bike racks are provided for guests and employees
- 2 PTS ☐ Low VOC paints are used.
- 3 PTS ☐ Provided special guest parking for hybrid or electric vehicles
- 3 PTS ☐ Electric charging station provided

SECTION 8

environmental measurements

- 1 PT ☐ Water efficiency is calculated monthly.
- 1 PT ☐ Energy conservation is calculated monthly.
- 1 PT ☐ Solid waste reduction is calculated monthly.
- 1 PT ☐ Recycling totals are calculated monthly.
- 1 PT ☐ Environmental measurements and calculations are analyzed semi-annually and published to management and staff

☐ **TOTAL POINTS FOR THIS PAGE**

SECTION 9

housekeeping

1 PT ☐ Conducted an assessment of cleaning methods and materials.

1 PT ☐ Cleaning products used throughout the facility meet or exceed standards set by reputable green product certification programs such as Green Seal, Ecologo, MBDC cradle to cradle or SMART certification by MTS (please specify)

1 PT ☐ A reduction plan for cleaning chemicals is in place.

1 PT ☐ Employees participate in green cleaning training.

1 PT ☐ Use concentrated cleaners instead of ready-to-use products

SECTION 10

green purchasing

5 PTS ☐ Environmentally Preferable Procurement (EPP) program is established. If available, 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

1 PT ☐ Museum is a member of the Responsible Purchasing Organization www.responsiblepurchasing.org/

SECTION 11

environmental education

3 PT ☐ Displays depicting positive environmental practices such as recycling, composting and water conservation are a regular part of our museum exhibits.

1 PT ☐ Tour Groups are instructed how and where to recycle materials and properly dispose of waste while at our museum

additional practices

☐ **TOTAL POINTS FOR THIS PAGE**

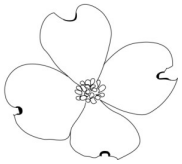
SECTION 12

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, Reuse & Recycling	
SECTION 4	Energy Management	
SECTION 5	Grounds Keeping	
SECTION 6	Water Efficiency	
SECTION 7	Air Quality	
SECTION 8	Environmental Measurements	
SECTION 9	Housekeeping	
SECTION 10	Green Purchasing	
SECTION 11	Environmental Education	
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 chart on the following page. Enter your museum's total score achieved in the chart above . Additional points may be acquired by facilities that include other sustainable practices that are not part of those prescribed in this application. Those points will be awarded by our review committee.

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

Email this completed form to tom.rhodes@ncdenr.gov . Call (919) 707-8140 for more information.

Your level of participation

One Dogwood Blossom	Two Dogwood Blossoms	Three Dogwood Blossoms
30	50	80

raising your participation level

☐ If your museum 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.

Please list any attachments that are submitted with this application: