

Connecticut Green Lodging Self-Certification Workbook



Lodging Businesses

www.ct.gov/deep/greenlodging

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Connecticut Green Lodging Certification



BECOME A GREEN LODGING PROVIDER AND RECEIVE FREE BENEFITS

- Connecticut Green Lodging logo to use for advertising (website, literature, decals, etc).
- Each CT Green Lodging certified facility receives a special icon in the annual CT Visitors Guide and a listing on the Connecticut Office of Tourism and the Department of Energy & Environmental Protection websites which identifies your business as a Connecticut Green Lodging facility.
- A certificate suitable for framing that names your facility as having received green certification.
- Free on-going technical assistance from Connecticut Department of Energy & Environmental Protection on how to continue to reduce your environmental impacts while saving money.



How the program works:

1. Complete the self-certification workbook by checking off all of the initiatives that your facility is currently undertaking. It is available as a fillable Word document. Please download the most current version from the DEEP website. Your application will be rejected if you do not submit the current version of the application. If you need assistance filling out the Workbook, please call the CT DEEP Pollution Prevention line at (860) 424-3297.
2. Connecticut lodging businesses range from small inns to large hotels. This workbook is designed to be a resource for all size businesses. Please understand that not all of the items in the workbook are necessary. 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, no matter what size business you operate.
3. Get all the points you deserve! Each section has an "Other" category. Use this category to describe an environmental initiative that you feel warrants points in that section, but is not described in the other initiatives in that section. Estimate the number of points that you feel it should receive. It will be reviewed by the Program Manager.
4. Calculate your estimated score by adding up all points in each section in the table at the end of the workbook. Your workbook will be reviewed and receive a final score by the DEEP's Pollution Prevention Program Manager.
5. Send completed copies of the workbook preferably by e-mail:

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6. If you do not have 100 points, free technical assistance is available from DEEP's Pollution Prevention Program Manager to help any business achieve more points. Low cost recommendations will be given to help businesses achieve more points. The workbook will also serve as a guide to gaining points.

If your business scores 100 points, it qualifies for an automatic certification from the state for two years. In two years you will need to increase your point total by 30 points to be eligible for a free re-certification. This program encourages continuous improvement.

7. Upon final scoring of the workbook, if you are certified, you will be sent notification detailing your point total and possible low cost recommendations. You will also receive an electronic Connecticut Green Lodging logo that you can begin using for marketing and advertising purposes. You will also receive a certificate suitable for framing.
8. The Pollution Prevention Program Manager will randomly select businesses for verification appointments throughout the year. These visits will be scheduled and not unannounced.

Hospitality Self-Certification Workbook

Instructions for filling out the Workbook

- The Workbook has 15 Sections. It is not necessary to fill out every space in each section. You only need to complete sections or parts of sections where you may be eligible for points.
- Point values are set to zero. If you want to claim points for the initiative, delete the 0 in the field and enter your points. If you do not want to claim points, simply leave the value set to 0.
- Do not take points for initiatives that you don't have (e.g., you can't take points under HVAC because you use natural ventilation in a seasonal setting and don't provide air conditioning.)
- Some initiatives have points that are labeled "Negotiable". You may enter a point value that you think you should receive. It will be reviewed by the Program Manager.
- Use the Comments/Description column to add your notes or if you want to describe your initiative further.
- Get all the points you deserve! If you feel you have an environmental initiative that reduces waste and toxics, save energy or water and it isn't listed in the section, use the "Other" category to describe it and assign points. The Program Manager will review it.
- Total your points for each section. At the end of the Workbook, you will find a table for adding up the points in each section and a total for all sections.

1: Business and Contact Information

#	Business and Contact Information	Description
1.1	Enter the date the Workbook is filled out	
1.2	Business name	
1.3	Address	
1.4	City	
1.5	Number of rooms	
1.6	Contact person First Name	
1.7	Contact person Last Name	
1.8	Phone number	
1.9	Zip Code	
1.10	Email	
1.11	Website	
1.12	Total area of facility	Enter number of sq. ft.
1.13	When was the facility built?	Enter four digit year:

2: Administrative Offices

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
2.1	Adopt and display an environmental policy. Attach a copy of the written environmental policy. Describe where it is displayed to customers and communicated to employees.	10	0	
2.2	Create an environmental team/ task force and meet at least quarterly. Attach meeting dates and attendees for past 3 meetings.	3	0	
2.3	Property uses 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 <u>OR</u> tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content <u>OR</u> tree-free fiber content. Attach description from packaging and brand.	3	0	
2.4	Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional.	3	0	
2.5	Repurpose used office paper for note pads.	2	0	
2.6	Computer disks and/or ink jet cartridges are recycled.	2	0	
2.7	Other. Please describe.	Negotiable	0	
2.8	Add up your points for Section 2: Administrative Offices		0	

3: Housekeeping

Use cleaners and detergents that are readily biodegradable and do not contain certain chemicals. Some of the chemicals to avoid that are commonly used are listed below. However, this list is not complete and awarding of points is subject to the Pollution Prevention Manager:

- chlorine bleach
- phosphates
- ethylene diamine tetraacetic acid or ethylene dinitrilotraacetic acid (EDTA)
- nitrilotriacetic acid (NTA)
- monoethanolamine (MEA)
- 2-butoxyethanol or ethylene glycol monobutyl ether (EGBE) or butyl cellulolve
- 2-Methoxyethoxy ethanol or diethylene glycol monomethyl ether (DEGME)
- Alkylphenol ethoxylates (APE)
- dibutyl phthalate (DBP)

Find certified environmentally preferable products through [Green Seal](#) and [EcoLogo](#).

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
3.1	Enter the product brands and where used in the description:			
3.1a	Glass Cleaner	2	0	
3.1b	Floor Cleaner	2	0	
3.1c	Bathroom Cleaner	2	0	
3.1d	All Purpose Cleaner/Counter Top Cleaner	2	0	
3.1e	Hydrogen-peroxide based disinfectants	2	0	
	Take points for either 3.1a-3.1e <u>OR</u> 3.2, not both!			
3.2	Use of Green Seal or EcoLogo certified cleaning products throughout property (10 points). Use EPA Safer Choice products (7 points). https://epa.gov/saferchoice	10	0	
3.3	Laundry detergent. Use laundry detergents that are biodegradable, do not contain phosphates, nonylphenol ethoxylate (NPE) or nonionic surfactants. Please describe.	5	0	
3.4	Purchase supplies in bulk and avoid single-use type products. Efforts should be made to use highly concentrated cleaning products that are dispensed through portion control equipment and to substitute reusable pump sprays for aerosol cans.	3	0	
3.5	Ozone washing machines. Enter type/model in description.	10	0	
3.6	Heat pump clothes dryer. Enter the type and model in the description.	10	0	
3.7	Use of professional wet cleaning (as opposed to dry cleaning) for guest garment cleaning services (on or off site)	2	0	
3.8	Use of professional wet cleaning (as opposed to dry cleaning) for hotel cleaning services such as uniforms and linens (either on or off site)	2	0	
3.9	Use microfiber cloths and/or mops	2	0	
3.10	Other. Please describe.	Negotiable	0	
3.11	Add up your points for Section 3: Housekeeping		0	

4: Waste Management

Recycling (Question 4.1) In CT, [recycling is a state law](#). Every resident, businesses, and all public and private agencies and institutions *must recycle*. **Recycling of mandatory items is required for certification.**

Universal Waste (Question 4.5) **This is a legal obligation for all businesses in CT.** Read further [guidance and applicable rules](#).

Universal waste items likely to be encountered include rechargeable batteries and many small non-rechargeable batteries, mercury-containing thermostats and switches, certain pesticides, lamps (including fluorescent, neon and mercury vapor lamps) and used electronics such as computer monitors and televisions. For further information on this program, contact DEEP's Waste Engineering and Enforcement Division through COMPASS (Compliance Assistance) at (888) 424-4193.

Rechargeable Battery Recycling Free rechargeable battery and cell phone collection program through the [RBRC](#). For details call 1-877-723-1297 or e-mail customerservice@call2recycle.org

#	Initiative	Max Points Allowed		Enter Your Points		Enter comments or description		
4.1	Recycle mandatory and non-mandatory items in common areas and/or guest rooms. (The items marked (M) are mandatory recyclables). Note: lead acid batteries and waste oil are also mandatory for separate recycling.	Points are given for collecting recyclables in common areas of the facility. Additional points are given if recycling is available for guests in their room.				Please describe your recycling program. Indicate if you have single stream recycling:		
		COMMON AREAS		GUEST ROOMS				
		Max points	Your points	Max points	Your points			
		4.1a	Glass bottles, metal food containers (M)	2	0		3	0
		4.1b	Newspaper/Magazines (M)	2	0		3	0
		4.1c	Plastic food and beverage containers (M)	2	0		3	0
		4.1d	Corrugated Cardboard/Boxboard (M)	2	0			
		4.1e	Leaves (M)	2	0			
4.1f	Scrap Metal (M)	2	0					
4.1g	White & Colored Office Paper (M)	2	0					
4.2	TV and Mattress Management More information on mattress recycling at: http://www.ct.gov/deep/cwp/view.asp?a=2714&q=482160&deepNav_GID=1645%20							
4.2a	Televisions	5	0	Enter number of TV's recycled per year: 0 Please describe how they are managed:				
4.2b	Mattresses Recycling. If mattresses are donated, please enter in 4.3.	5	0	Enter number of mattresses recycled per year: 0 Please describe.				
4.3	Reuse. Are items donated for reuse to a charity (e.g. furniture or mattresses) Please describe and if possible be specific (e.g. 10 mattresses were donated to Goodwill).	Negotiable	0					
4.4	Soaps and Shampoo. Collect unused soaps and shampoos for reuse. Please describe:	2	0					
4.5	Universal Waste (<i>see note at top of page</i>). Points will be awarded with proof of proper management and disposal. Attach documentation.	2	0					
4.6	Grease rendering. Used grease/oil is collected by rendering vendor.	5	0	Amount of grease/oil rendered:				
4.7	Other. Please describe:	Negotiable	0					
4.8	Add up your points for Section 4: Waste Management		0					

Food Waste

Separation of food waste for use in anaerobic digestion or in large-scale composting facilities is covered under Section 11. Kitchen and Food. Please enter your information there.

If you have additional questions on how to dispose of particular items, go to:

http://www.ct.gov/deep/cwp/view.asp?a=2718&q=325496&deepNav_GID=1653

5: Landscaping and Maintenance

Minimize use of pesticides, fertilizers and irrigation water on lawns and in gardens. Practice integrated pest management (IPM) techniques to treat pest problems both inside and outside. Plant native plants, sustainable grasses and ornamental plants use less fertilizer and pesticide use. Use pesticides as a last resort and when needed, use the least toxic products that pose the lowest risk of exposure to people and animals. Use slow release or timed-release nitrogen fertilizer products. Use phosphorus free fertilizers unless a soil test indicates need or planting a new lawn or over seeding. Do not plant invasive plant species, use native or non-invasive, non-native plants to reduce the potential for natural habitat degradation.

Consider low-impact techniques such as pervious pavement, rain gardens, etc. More information at:

http://www.ct.gov/deep/lib/deep/water/watershed_management/wm_plans/lid/pervious_pavement.pdf

http://www.ct.gov/deep/lib/deep/water/watershed_management/wm_plans/lid/what_is_a_rain_garden.pdf

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
5.1	Plant native plant species. List types of plants.	5	0	
5.2	Use Integrated Pest Management (IPM) practices outside the building. List contractor.	5	0	
5.3	Use Integrated Pest Management (IPM) practices inside the building(s). List contractor.	5	0	
5.4	Rain Gardens, Bioswales, Pervious Pavement or Vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc.) from parking lots and driveways etc. <i>Please describe.</i>	5	0	
5.5	Automatic sprinkler systems with moisture sensors so watering only when needed (i.e., no water after it rains). Should apply 1 inch of water per week in one or two waterings.	5	0	
5.6	Question 5.5a-5.5b: Purchases of paint products with low or zero volatile organic compounds (VOCs contribute to ground level ozone). Labels describe VOC content and lower VOC products should be purchased where available. Describe brand of paint and VOC content and percent purchased.			
5.6a	Interior Flat paint: less than 50 g/l VOC content. Enter how many gallons used:	5	0	0 Gallons
5.6b	Brand of interior paint:			
5.6c	Exterior Flat paint: less than 100 g/l VOC content. Enter how many gallons used:	5	0	0 Gallons
5.6d	Brand of exterior paint:			
5.7	Recycle leftover paint. See: https://www.paintcare.org/drop-off-locations/#/find-a-drop-off-site	3	0	
5.8	Add up your points for Section 5: Landscaping and Maintenance		0	

6: Heating, Air Conditioning and Ventilation (HVAC)

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
6.1	Routine maintenance performed. Filters changed regularly. Enter the dates of last 3 filter changes in the description.	1	0	
6.2	Variable speed/ frequency drives installed on motors (not running motors at full speed all the time).	2 per VFD	0	
6.2a	Enter how many:		0	
6.2b	Describe when the replacement took place:			
6.3	Economizers ensured to be working properly.	Up to 5	0	
6.3a	Enter the number of economizers:		0	
6.3b	Date economizers last checked:			
6.4	Install high-efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater.	10	0	
6.4a	Enter number of high efficiency air conditioners:			0
6.4b	Please describe:			
6.5	New furnace. Enter year in the description.	Negotiable	0	
6.6	Segregated Heat Zones.	Negotiable	0	
6.7	Fans in bathrooms have humidity sensors.	Negotiable	0	
6.8	Cooling towers use non-chemical treatment.	Negotiable	0	
6.9	White reflective roof (minimize summer heat gain)	10	0	
6.10	Newer technologies used: Ductless/split systems, geothermal/heat pumps, or solar	10	0	Describe:
6.11	Water heaters: on-demand tank-less; heat pump; or solar	10	0	Describe:
6.12	Other: Please describe.	Negotiable	0	Describe:
6.13	Add up your points for Section 6: HVAC		0	

7: Swimming Pools and Spas

A 70-watt LED fixture produces approximately the same amount of light as a 450-watt incandescent fixture, but with savings of nearly 85 percent in the amount of energy consumed. Initial capital costs are approximately double (\$500 per LED fixture, as opposed to \$250 for an incandescent), but the LED lights will provide 55,000 hours of light compared to 3,800 hours for an incandescent, so the changeover is well worth the investment.

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
7.1	Questions 7.1a-7.1e: Indoor swimming pool or spa water treatment.			
7.1a	Use non-stabilized chlorine (no cyanuric acid) for indoor pool/spa only	2	0	
7.1b	Electronic monitoring of pool chemical levels	5	0	
7.1c	Non-stabilized, phosphate-free pool chemicals. Please describe.	3	0	
7.1d	Salt chlorine generator	5	0	
7.1e	Other. Please describe.	Negotiable	0	
7.2	Questions 7.2a-7.2c: Outdoor swimming pool or spa water treatment.			
7.2a	Electronic monitoring of pool chemical levels	5	0	
7.2b	Salt chlorine generator	5	0	
7.2c	Other. Please describe.	Negotiable	0	
7.3	Questions 7.3a-7.3c: Other swimming pool options.			
7.3a	Solar heating system	5	0	
7.3b	Insulated pool covering (thermal blanket) to keep heat in when not in use or chemical pool cover	3	0	
7.3c	LED lighting inside pool (See note at the beginning of this Section.) Or lights on timers/motion sensors for low use times of day.	5	0	
7.4	Variable speed pumps	2	0	
7.5	On-site personnel currently certified in pool operation and safety	1	0	
7.6	Use of less toxic filter medium-replacing diatomaceous earth (e.g. recycled glass, fiber such as perlite). Describe product.	2	0	
7.7	Upgrade gas fired pool heater to electronic ignition. <i>Note: CT State Building Code Chapter 5 - Commercial Energy Efficiency. 504.7.1 Pool Heaters states gas-fired pool heaters shall not have continuously burning pilot lights.</i>	1	0	
7.8	Other. Please describe.	Negotiable	0	
7.9	Add up your points for Section 7: Swimming Pool and Spa		0	

8: Guest and Staff Rooms

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
8.1	Questions 8.1a-8.1c. Guests requests to have sheets changed in an effort to reduce energy use and detergent waste.			
	Only take credit for 8.1a <u>OR</u> 8.1b <u>OR</u> 8.1c, not all three.			
8.1a	Every 2 nights	1	0	
8.1b	Every 3 nights	2	0	
8.1c	More than 3 nights	5	0	
8.2	Guests are required to request that towels be changed in an effort to reduce energy use and detergent waste.	3	0	
8.3	Use refillable amenity dispensers rather than individual containers for shampoo, conditioner, soap, lotion in guest rooms.	10	0	
8.4	Use Green Seal or EcoLogo certified amenities (5 points). If amenities are not certified: <ul style="list-style-type: none"> - List all ingredients (1 point) - Do not contain palm oil (1 point) - Do not test on animals (1 point) Enter name and brand of product:	Up to 5	0	
8.5	Pillow card placed on pillow signed by the cleaning staff about cleaning products used to clean room. Attach a copy to receive points.	5	0	
8.6	Recyclable key cards. Enter brand in the description.	3	0	
8.7	Other. Please describe.	Negotiable	0	
8.8	Add up your points for Section 8: Guest and Staff Rooms.		0	

9: Water Conservation

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
9.1	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. (Higher flow toilets may be exempt from the flow rate requirement if the plumbing infrastructure will not adequately function with lower flow rates.)			
9.1a 9.1b	Enter number of rooms that have 2.2 gpm faucets and aerators. Please describe:	Up to 3 points	0	0 Number of rooms
9.1c 9.1d	Enter number of rooms that have 1.6 gpf toilets. Please describe:	Up to 3 points	0	0 Number of rooms
9.1e 9.1f	Enter number of rooms that have 2.5 gpm showerheads. Please describe:	Up to 5 points	0	0 Number of rooms
9.2	Automatic shut off sinks installed in common area rest rooms	2	0	0 Number of sinks
9.3	Other. Please describe.	Negotiable	0	
9.4	Add up your points for Section 9: Water Conservation.		0	

10: Education

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
10.1	Maintain environmental information (display, brochure, etc) 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. This is separate from posting the environmental policy and from pillow cards. Describe display.	Up to 10 points	0	
10.1a	Demonstrate alternative energy technologies and educate guests with signage or display. For example, if you have solar panels or a fuel cell, have signage near the lobby explaining to guests what you have, why, and how it benefits the facility.	Up to 10 points	0	
10.2	Attend classes/webinars on green techniques. Some offered by CT DEEP each year. Please describe.	2 per class	0	
10.3	Add up your points for Section 10: Education.		0	

11: Kitchen and Food

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
11.1	Purchase food grown from local farms as much as possible. For more information, see the CT Dept. of Agriculture web site, Farm To Chef program . List the farms or businesses that are used. Include an estimated percentage of local food that is purchased or percentage of food budget.	Up to 5 points	0	
11.2	Establish a program to compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed.	5	0	
11.3	Grow herbs and flowers for use in kitchen and hotel.	2	0	
11.4	Eliminate the use of Styrofoam food containers in food service including “to-go” orders and reduce the amount of plastic containers and utensils, except where absolutely necessary. Paper cups are preferred over plastic.	5	0	
11.5	High temperature dish machine (as opposed to low temperature dish machines that use more chemicals). Must also be low flow. List model in the description.	7	0	
11.6	Donate food to soup kitchen/charity. Please describe:	Up to 10	0	
11.7	Heat recovery from refrigeration systems	10	0	
11.8	LED lighting in refrigerator instead of fluorescent tubes	5	0	
11.9	Food Waste Diversion Program (creation of program – 10 points) Commercial Organics Recycling Law: for more information, go to http://www.ct.gov/deep/cwp/view.asp?a=2718&q=552676&deepNav_GID=1645 The law states that if you are a resort or conference center, and you generate 104 or more tons per year of source separated organic material (food waste), and you are located within 20 miles of a permitted facility, then you must ensure that those materials are diverted and not disposed in the trash.	10	0	Tons/year: 0
11.10	Other. Please describe.	Negotiable	0	
11.11	Add up your points for Section 11: Kitchen and Food		0	

12: Energy and Transportation

Guest room lighting shall be energy-efficient compact fluorescent bulbs 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.

#	Initiative	Max Points Allowed	Enter Your Points	Enter comments or description
12.1	Lighting (See note above). For question 12.1a-12.1c, estimate the % of your <u>guest rooms</u> that have light emitting diodes (LED) and use those rows to indicate the approximate number of LEDs and the average number per room. Answer 12.1a, 12.1b <u>OR</u> 12.1c based on % of LEDs in the rooms.			
12.1a	If 95% to 100% of the property is fitted with LEDs: Enter average LEDs per room:	5	0	0 Enter avg. number of LEDs per room
12.1b	If 50% to 95% of property is fitted with LEDs: Enter average LEDs per room:	2	0	0 Enter avg. number of LEDs per room
12.1c	If 25% to 50% of the property is fitted with LEDs: Enter average LEDs per room:	1	0	0 Enter avg. number of LEDs per room
12.2	Efficient products for <u>lobby and hallway</u> lighting.			
12.2a 12.2b	Enter number of LEDs: Please describe the products.	Up to 5 points	0	0 Enter avg. number of LEDs in lobby and hallways
12.3	Programmable on/off timers and 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).			
12.3a 12.3b	Enter number of programmable exterior timers and/or sensors: Please describe where they are located.	2	0	0 Enter avg. number of exterior timers and/or sensors
12.3c 12.3d	Enter number of programmable interior timers and/or sensors: Please describe where they are located.	2	0	0 Enter avg. number of interior timers and/or sensors
12.4	Install high efficiency "Energy Star" appliances. Describe types of products used and where used. Answer 12.4a <u>OR</u> 12.4b based on % of Energy Star appliances on the property.			
12.4a	Energy Star appliances on 90% - 100% of property	2	0	
12.4b	Energy Star appliances on 10% - 90% of property	1	0	
12.4c	Energy Star ice makers (Enter number of units as comment)	2 per unit	0	
12.5	Energy Star Benchmarking . Please provide building score.	5	0	
12.6	LED or electroluminescent exit signs throughout 100% of the property. Enter approx number in the description.	5	0	0 Enter approx. number
12.7	Low E or thermo pane windows. Answer 12.7a, 12.7b <u>OR</u> 12.7c based on % of thermo pane windows installed on the property.			
12.7a	Low E or thermo pane windows on 95 - 100% of property	5	0	
12.7b	Low E or thermo pane windows on 75%- 95% of property	2	0	
12.7c	Low E or thermo pane windows on 50 - 75% of property	1	0	
12.8	Vending Misers on vending machines. Enter approximate number in the description.	Up to 10 points	0	0 Enter approx. number
12.9	Natural light substituting for electrical light, or use of the daytime dimming sensor. Describe:	Up to 5 points	0	

12.10	Hybrid vehicle for business.	10	0	
12.11	Solar hot water system (for domestic hot water, not pool).	30	0	
12.12	Use solar panels, fuel cells or wind turbines to generate electricity. Enter amount or size of unit:	20-75	0	
12.13	Facility is accessible by public transit (or has shuttle service from nearby transit such as Amtrak, Metro North, FastTrack, etc.)	Up to 10 points	0	Describe:
12.14	Purchase carbon off sets (renewable energy credit, green tags, etc.). Must be "green-e" certified. Enter quantity:	Negotiable	0	0
12.15	Inventory all motors and pumps. Attach document with motor nameplate information.	10	0	
12.16	Demand control ventilation for conference rooms and lobby.	15	0	
12.17	Hand dryer instead of paper towels in common bathrooms (Dyson, Airblade, Xlerator models preferred).	3 points for each dryer	0	0 Number of dryers
12.17a	List dryer model in the description.			
12.18	Exterior sign on building changed to LED from neon.	5	0	
12.19	Electric vehicle charging station.	20 points for each	0	0 Number of charging stations
12.20	Bicycle lending program for guests.	10	0	Describe:
12.21	Other. Please describe.	Negotiable	0	
12.22	Add up your points for Section 12: Energy		0	

13: Other Initiatives

#	Initiatives	Max Points Allowed	Enter Your Points	Enter comments or description
13.1	Emphasize local, Connecticut-made and environmental education products made from natural ingredients with no animal testing.	8	0	
13.2	Other environmental certifications and awards.	2 each	0	
13.3	New upholstered furniture purchases are flame retardant and have label that states “Contains No Added Flame Retardants”. A Healthier Furniture Product Guide is available from The Center for Environmental Health to help purchasers find less hazardous products. Go to: http://www.ceh.org/wp-content/uploads/Purchaser-Guide-August-2017-2.pdf	5 each purchase	0	
13.4	Add up your points for Section 13: Other Initiatives		0	

14: Conferences and Green Meetings

Note: This section is intended for conferences held at your facility by outside organizations, not for internal meetings.

To calculate your points for this section: Count the number of yes responses (your initiatives) below. Find that number in the Calculation Table at the end of Section 14. Find the point value based on the number of meetings you have per year. For example if you have 7 initiatives and hold 5-10 meetings/yr, you would enter 3 in the right hand column. Please provide documentation to be awarded points.

#	Initiative	Enter Yes or No	Enter comments or description
14.1	Administrative/ registration.		
14.1a	Communicate via e-mail rather than traditional mail or memos		
14.1b	Use an online registration system		
14.1c	All documents are copied double-sided		
14.1d	Provide participants opportunity to recycle conference materials		
14.1e	Print on recycled paper.		
14.1f	Publish the registration brochure online only. At most, send a postcard with the date steering attendees to a web site		
14.1g	Do not hand out give-aways.		
14.2	Food and Consumables.		
14.2a	Use of local food as much as possible.		
14.2b	Compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed		
14.2c	Serve items such as cream and sugar in bulk containers		
14.2d	Provide water in pitchers instead of bottled water		
14.2e	Use re-usable cups, plates utensils, no disposables		
14.2f	Donate consumable items to a local food bank		
14.2g	Use cloth instead of paper napkins.		
14.2h	Use reusable cutlery instead of plastic utensils		
14.3	Other. Please describe.		

Find your points For Section 14: Green Meetings and Conferences:

#	Initiatives	Meetings/Year	Meetings/Year	Meetings/Year	Total Points
	Count total “Yes” responses from Section 14	1-4 meetings/yr	5-10 meetings/yr	10 + meetings/yr	Enter a value for 14.4a, 14.4b or 14.4c, not <u>all three.</u>
14.4a	5-9 Yes responses	1 pt	3 pts	5 pts	0
14.4b	10-13 Yes responses	3 pts	6 pts	10 pts	0
14.4c	14 or more Yes responses	5 pts	9 pts	15 pts	0
14.5	Add up your points for Section 14: Conferences and Green Meetings				0

15: Measurement

This section is designed to help you track your waste generation, energy usage and water usage. The emphasis of this section is to find value in tracking these aspects. If you have had an increase, please do not get discouraged from using this section, but describe why the increase occurred (expansion, more customers, etc.) and if there was a decrease, please describe to what you attribute the decrease.

For this section you will need two full years of bills: a baseline year and a reporting year. The earlier year will be the baseline year. The baseline year will be used to make comparisons to the reporting year.

Businesses may need to get creative in tracking waste and recycling. If your hauler will not give you amounts by weight, try coming up with your own method to determine amounts and describe how you do it.

#	Section 15: Measurement	Max Points Allowed	Enter Your Points	Enter comments or description
15.1	Enter your baseline year (YYYY).			
15.2	Enter your reporting year (YYYY).			
15.3	Business activity. Has your business increased or decreased? Please enter a percentage (estimates are acceptable):			
15.4a	Pounds of waste generated in baseline year.	2	0	0
15.4b	Pounds of waste generated in reporting year.	2	0	0
15.5a	Pounds recycled in baseline year.	2	0	0
15.5b	Pounds recycled in reporting year.	2	0	0
15.6a	kWh used in baseline year.	2	0	0
15.6b	kWh used in reporting year.	2	0	0
15.7a	Gallons of fuel (oil) used in baseline year.	2	0	0
15.7b	Gallons of fuel (oil) used in reporting year.	2	0	0
15.8a	Gallons of fuel (propane) used in baseline year.	2	0	0
15.8b	Gallons of fuel (propane) used in reporting year.	2	0	0
15.9a	Therms of natural gas used in baseline year.	2	0	0
15.9b	Therms of natural gas used in reporting year.	2	0	0
15.10a	Gallons of water used in baseline year.	2	0	0
15.10b	Gallons of water used in reporting year.	2	0	0
15.11	Other. Please describe.	Negotiable	0	
15.12	Add up your points for Section 15: Measurement		0	

Estimated By Section
The final score is determined by the Office of Pollution Prevention Program Manager.

SECTION	SELF SCORE	For DEP use only. FINAL SCORE
Section 1: Business and Contact Information		
Section 2: Administrative Offices	0	0
Section 3: Housekeeping	0	0
Section 4: Waste Management	0	0
Section 5: Landscaping and Maintenance	0	0
Section 6: Heating, Ventilation and Air Conditioning	0	0
Section 7: Swimming Pools and Spas	0	0
Section 8: Guest and Staff Rooms	0	0
Section 9: Water Conservation	0	0
Section 10: Education	0	0
Section 11: Kitchen and Food	0	0
Section 12: Energy	0	0
Section 13: Other Initiatives	0	0
Section 14: Conferences and Green Meetings	0	0
Section 15: Measurement	0	0
Total Estimated Points	0	0