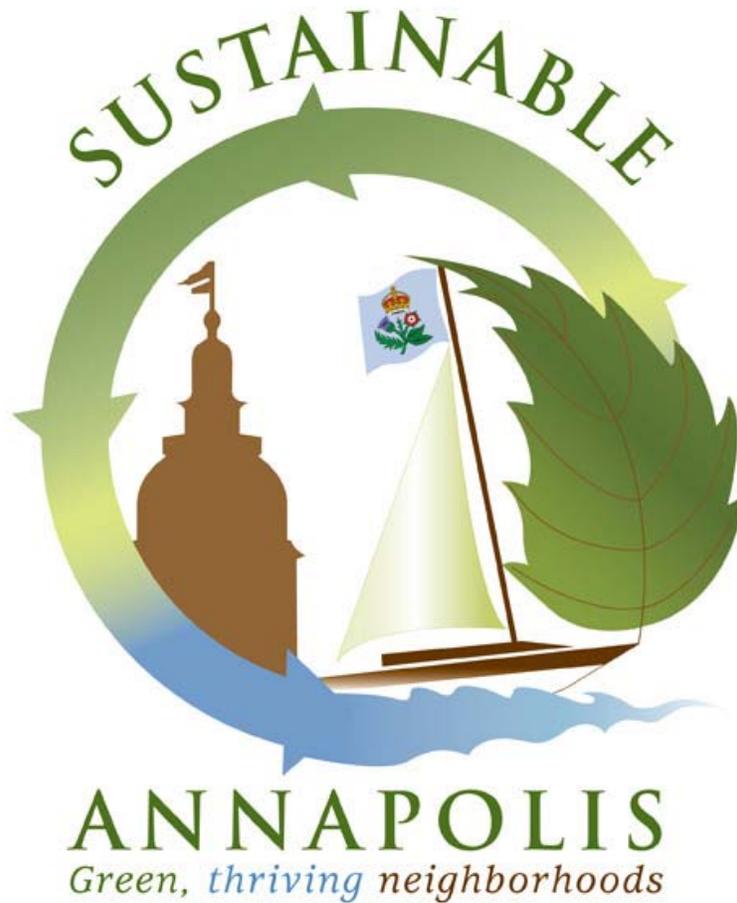


Annapolis Environmental Stewardship Certification Workbook for Lodging Establishments



Honorable Mayor Mike Pantelides
Department of Neighborhood and Environmental Programs
Maria Broadbent, Director

Annapolis Environmental Stewardship Certification for Lodging Establishments (Hotels, Motels, Bed & Breakfasts, and Inns)



Stewardship: the careful and responsible management of something entrusted to one's care

BECOME AN ANNAPOLIS ENVIRONMENTAL STEWARD CERTIFIED BUSINESS AND RECEIVE THESE BENEFITS:

- Annapolis Environmental Stewardship Certification certificate and window decal to display at your property.
- Use of the Annapolis Environmental Stewardship Certification logo for advertising for the duration of your certification.
- A listing on the Sustainable Annapolis, Downtown Annapolis Partnership and other city websites.
- **FREE** on-going technical assistance from the Annapolis Department of Neighborhood and Environmental Programs to help you and your employees learn and implement environmental best practices.



Partners in the Annapolis Environmental Stewardship Certification Program:

Annapolis Department of Neighborhood and Environmental Programs
Downtown Annapolis Partnership
Annapolis & Anne Arundel County Conference and Visitors Bureau

Workbook compiled by Jeanna Beard, Environmental Program Intern,
& Maria Broadbent, Environmental Program Coordinator, 2009
Our appreciation is extended to the hosts of the many websites we used in our research.

How the program works:

1. Complete the Lodging Certification Workbook by checking off all of the initiatives that your business is currently undertaking. If you need assistance filling out the workbook, please call the Department of Neighborhood and Environmental Programs at (410) 263-7946. Please see contact information below.

Please understand that it is not necessary to complete all of the items in the workbook to become a Certified Annapolis Environmental Steward. 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.

Know that this list is not exhaustive. There are more environmental initiatives out there than we can ever list. We will attempt to update the list of initiatives on an annual basis. If you have an idea for an initiative we might want to include, email it to: SustainableAnnapolis@Annapolis.gov. We will consider every suggested initiative we receive although we cannot promise that they will all be included.

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the Department of Neighborhood and Environmental Programs:**

**City of Annapolis
Department of Neighborhood and Environmental Programs
145 Gorman St. 3rd Floor
Annapolis, Maryland 21401**

Telephone: (410) 263-7946
Contacts: Maria Broadbent Ext. 7788

4. Your workbook will be reviewed by the Department of Neighborhood and Environmental Programs. **There is no charge to participate in this program.**

First time participants need to have 100 points if the establishment does not serve food or 120 points if the establishment does serve food to receive certification as an Annapolis Environmental Steward. **Technical assistance is available at no charge from the Department of Neighborhood and Environmental Programs to help any business achieve more points, regardless of point total.** Wherever possible, low cost recommendations will be given to help businesses achieve more points.

Businesses not able to meet the initial 100/120 points necessary for certification may reapply at any time. Certifications are valid for two years from the date of award. To recertify after the initial two years, businesses must receive 130 points if food is not served or 155 points for establishments that serve food there after. The most current workbook available must be used to recertify. Recertification is valid for two years.

5. Upon final scoring of the workbook, we will meet with you to verify your score and to offer some advice about recommendations to increase your score. An official notice of certification will allow you to display the Sustainable Annapolis Environmental Steward logo.

Annapolis Environmental Stewardship Certification Workbook for Lodging Establishments

The Annapolis Environmental Stewardship Certification Program is a part of the Department of Neighborhood and Environmental Program's Sustainable Annapolis initiative - a program to reduce the city's carbon footprint and to protect and improve the environmental health of our business districts, neighborhoods and watersheds.

The Annapolis Environmental Stewardship Certification for Lodging Establishments is for any hotel, motel, bed & breakfast, or inn interested in becoming an Annapolis Environmental Steward. The workbook is a comprehensive checklist that includes categories from many fields that lead to environmental sustainability. Within each category, several criteria are mentioned with an allocated point value to be added together to create a cumulative score. For example, points will be awarded for a wide range of efforts including: recycling, native landscaping, serving local produce, installing energy efficient systems, conserving water, and more.

| | Serving Food | Not Serving Food |
|---|---------------------|-------------------------|
| Minimum Points Needed from Sections 1-11 | 100 | 100 |
| Minimum points needed from Section 12 | 20 | 0 |
| Total Points Available | 900 | 735 |

The workbook is used as a way to reduce the city's carbon footprint and as an educational tool for lodging managers and staff to be able to 1) reduce their greenhouse gas emissions; 2) improve the health of Chesapeake Bay 3) increase environmental awareness; and 4) to save money by using less energy. Workbook items link to websites that can be used to find out more information on how to get points for that item. Add up all of the points from your initiatives in each category to see your total score.

Annapolis Environmental Stewardship Certification Workbook for Lodging Establishments

735 points available for Lodging
900 total available points for Establishments that Serve Food

Business name: _____

Facility name (if different): _____

Address: _____

Contact person: _____

Telephone number: _____

E-mail Address _____

Fax Number: _____

Number of Rooms: _____

Is the establishment a Bed & Breakfast? Yes No

Does the Establishment Serve Food? Yes No

Seating Capacity (Restaurant): _____

**Note: Establishments serving food must earn at least 20 out of 165 points in the food section.*

SECTION 1: ADMINISTRATIVE

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| <p>✓ Adopt and display an environmental policy. Environmental Policies are a great way to let your employees, guests and vendors know what your environmental priorities are. An environmental policy, signed by the company's top management, should be furnished to all new employees. Environmental Policies typically contain commitments to continual improvement, prevention of pollution and compliance with environmental regulations. Maintain environmental information for guests and staff with current information on what your business is doing to reduce its environmental impact. Mention tips and solicit suggestions from guests. Include information on menus, table tents, and/or room cards.</p> <p><i>Attach a copy of the written environmental policy. Describe the location where it is displayed and made visible to employees and guests:</i></p> <p>_____</p> <p>_____</p> | <input type="checkbox"/> Mandatory to receive certification |
| <p>✓ Create an environmental team/ task force which meets at least quarterly to identify and monitor environmental initiatives. Establish baseline measures before implementing changes and then share results with employees and customers. Assess your establishment's carbon footprint by using an online calculator. For a calculator, visit www.SustainableAnnapolis.com If you need assistance, call the Department of Neighborhood and Environmental Programs. <i>Attach meeting dates and attendees for past 3 meetings.</i> Make use of Maryland Department of The Environment's free on-site assistance program in identifying pollution prevention opportunities: http://www.mde.maryland.gov/BusinessInfoCenter/PollutionPrevention/technical/onsite.asp</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Participate in or sponsor voluntary environmental restoration projects or other community efforts to reduce environmental impacts. For help in finding an organization, please contact our office for assistance.</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Communicate through email rather than using paper memos or traditional mail. For conferences, provide an online registration system for attendees to use. Publish the registration brochure online only. At most, send a postcard with the date steering attendees to a Web site.</p> | <input type="checkbox"/> 3 Points |

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| <p>✓ 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.</p> <p><i>Attach description from packaging and brand</i></p> | <input type="checkbox"/> 3 Points |
| <p>✓ We purchase non-bleached coffee filters, paper towels, and other paper products. “Chlorine-free paper is an environmentally preferable alternative to paper bleached with chlorine. Chlorine and its derivatives (such as chlorine dioxide)—the most common bleaching agents used by the pulp and paper industry—are quite harmful to the environment, particularly the aquatic environment.” (source: ciwmb.ca.gov) For more information, visit http://www.chlorinefreeproducts.org</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. Eliminate paperwork by switching to electronic format. This saves paper. At conferences, print double-sided documents if printing is necessary.</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Eliminate unwanted or duplicate mailings to reduce paper waste. Visit www.stopjunkmail.org and www.catalogchoice.org to reduce unwanted mail. Use www.nationalchangeofaddress.com to eliminate outdated addresses from your mailing lists, and visit www.junkfax.org to eliminate junk faxes from being sent to your fax machines.</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Create a comprehensive inventory of all materials to avoid over-ordering. Preventing over-ordering is a simple way to cut spending and reduce waste. (source: http://www.epa.gov/waste/nonhaz/municipal/pubs/bus-guid/intro.pdf)</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Use vegetable- or water-based inks for printing. Using an ink from a renewable resource (as opposed to conventional petroleum-based inks) is a better option for environmental stewardship practices. According to a Portland, Oregon Green Purchasing case study, renewable resource inks are cost competitive to conventional inks and switching will be cost-neutral. (source: portlandoregon.gov) For more information, visit http://portlandoregon.gov/omf/index.cfm?a=157997&c=44701</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Ink jet cartridges, cell phones are recycled <u>OR</u> reused. Recycling envelopes can be found at City Hall and mailed at no charge. Some ink jet cartridges can be refilled, and cell phones can be donated to charities that give phones to victim’s services agencies.</p> <p><i>Describe method used : _____</i></p> | <input type="checkbox"/> 2 Points |

✓ **Laser toner cartridges, computer disks, CDs, batteries are recycled.**
Type in “recycle laser toner” in a search engine and find many charities that provide free recycling.

2 Points

Section 1: Administrative Category point total: _____

SECTION 2: ENERGY

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| <p>✓ Lights in areas not being used are turned off. This is the simplest behavioral change that you and your business can make to your daily energy-saving regimen! Making a difference starts with small changes.</p> | <input type="checkbox"/> 2 Points |
| <p>For energy-efficient product performance levels recommended by the US Department of Energy, please visit http://www.eere.energy.gov/femp/technologies/eep_purchasingspecs.html</p> <p>✓ Indoor lighting is energy-efficient (compact fluorescent bulbs, T-8 or T-5 fluorescent, and/or LED). 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. Fluorescent lights use up to 75% less energy than incandescent light bulbs, and can last up to 10 times as long. If you replace 20 bulbs with more energy-efficient lights, you can save up to \$600 in the lifetimes of the bulbs. For more information, visit: http://www.energystar.gov/index.cfm?c=cfls.pr_cfls</p> <p style="text-align: center;">_____ Total Lighting = _____ # Energy Efficient Lighting (EEL) + _____ # Non-EEL</p> <p style="text-align: center;">_____ % EEL = 100 X _____ # EEL ÷ _____ # Total Lighting</p> <p><i>Please select one:</i></p> <p style="margin-left: 40px;">76% to 100% of the property (approx # of EEL _____)</p> <p style="margin-left: 40px;">51% to 75% of property (approx # of EEL _____)</p> <p style="margin-left: 40px;">25% to 50 % of the property (approx # of EEL _____)</p> | <p style="text-align: center;"><input type="checkbox"/> 10 Points</p> <p style="text-align: center;"><input type="checkbox"/> 5 Points</p> <p style="text-align: center;"><input type="checkbox"/> 3 Point</p> |

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| <p>✓ Natural light substituting for electrical light, or use of the daytime dimming sensor. Using light that is already available during daytime hours reduces energy output from light bulbs, saving you money. For example, if a 100 watt light bulb is not being used during a daytime period from 7am to 7pm (12 hours), you can save up to 45 kilowatt hours(kWh) over a year. If you have 50 light bulbs in your establishment, you can save about \$250 each year with the average energy cost in Maryland being 13 ¢ per kWh. (source: www.eia.doe.gov)</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Programmable on/off timers and/or sensors are used for lighting and HVAC in low traffic and low occupancy areas (e.g., corridors, meeting rooms, storage rooms, equipment rooms, parking lots) <i>Describe types of timers or sensors used and where:</i></p> <p>_____</p> <p>_____</p> | <input type="checkbox"/> 5 Points |
| <p>✓ LED or electroluminescent exit signs.</p> <p>approx # _____</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Computers, cash registers, and other electronic equipment are turned off at the end of the business day or are set to revert to an energy-saving mode. Join the Energy Star Low Carbon IT Campaign to pledge to reduce the energy consumed by computers and monitors. Visit http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_low_carbon</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Building insulation has been added in the last year to increase our energy efficiency.</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Install a Keycard Energy Management System. The hotel keycard-based energy management systems require guests to use their hotel room door keys to activate the lights, television, and HVAC system in their individual rooms. According to greenlodgingnews.com, "The Westin Hotel Pittsburgh invested \$120,000 in its keycard system and recovered its investment through energy savings in just 10 months. Energy consumption dropped from 20 million kWh in 2003 to 18,000,600 in 2004." For more information, please see the following article: http://www.energystar.gov/index.cfm?c=business.EPA BUM CH12_HotelsMotels</p> | <input type="checkbox"/> 20 Points |
| <p>✓ Install high efficiency "Energy Star" appliances. (Select one.) For more product information, visit: http://www.energystar.gov/index.cfm?c=bulk_purchasing.bus_purchasing</p> <p>76%-100% of appliances on property</p> <p>50%-75% of appliances on property</p> | <input type="checkbox"/> 10 Points <input type="checkbox"/> 5 Points |

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| <p>✓ Install insulation for water heaters, hot water lines, and furnaces. “Insulating your hot water pipes reduces heat loss and can raise water temperature 2°F–4°F hotter than uninsulated pipes can deliver, allowing for a lower water temperature setting,” (source: energysavers.gov) http://apps1.eere.energy.gov/consumer/your_home/water_heating/index.cfm/mytopic=13060</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Install a solar hot water system.</p> | <input type="checkbox"/> 50 Points |
| <p>✓ Install a timer for the hot water system. Timing your hot water heater to adjust to peak and off-peak times can drastically save you on energy bills as the water heater accounts for 20% of household energy consumption (source:epa.gov) For more information, visit: http://apps1.eere.energy.gov/consumer/your_home/water_heating/index.cfm/mytopic=13110 and http://www.epa.gov/reg5rcra/wptdiv/p2pages/energy.pdf</p> | <input type="checkbox"/> 5 Points |
| <p>✓ For public bathrooms: Installed motion sensor hand dryers or paper towels made with 50% post-consumer fiber.</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Install high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater. SEER (Seasonal Energy Efficiency Ratio) and EER (Energy Efficiency Ratio) ratings reflect energy efficiency overall on a seasonal basis and at times of peak operations, respectively. The higher the SEER and EER ratings, the less energy is needed to put into the air conditioning unit to produce the same output energy as less efficient models. To search for Energy Star HVAC equipment, visit http://www.ceedirectory.org/.</p> | <input type="checkbox"/> 10 Points |
| <p>✓ Use Vending Misers on vending machines. Our Vending Misers have sensors that allow the vending machines to deactivate the machine lights and prevent unnecessary compressor cycling when it senses no traffic in the vicinity of the machine for an extended period of time. A study performed by University of Louisville showed a reduction in energy usage between 23% and 65% when using Vending Misers. Ask your vending provider to install Vending Misers. (source: www.louisville.edu)</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Use energy-efficient commercial ice machines. For more information, please visit http://www1.eere.energy.gov/femp/technologies/eep_ice_makers.html For more product information, please visit http://www.energystar.gov/index.cfm?c=comm_ice_machines.pr_comm_ice_machines</p> | <input type="checkbox"/> 10 Points |

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| <p>✓ Install an “Energy Star”-qualified programmable thermostats. The programmable thermostats automatically adjust the temperature to accommodate peak and off-peak times for guests. (source: energysavers.gov) For more information on programmable thermostats, please visit http://www.energystar.gov/index.cfm?c=thermostats.pr_thermostats</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Install Low E insulating glass windows. (Select one.) The “E” in Low E stands for “emmissivity”. Windows are measured for their R value, or their resistance to heat loss; The higher the R value, the higher the resistance is. Low E insulating glass windows can have over 5 times the resistance to heat loss as the single pane regular glass windows. (source: www.askabuilder.com) For buildings in the Historic District, or on the National Register: Storm windows, approved by the Historic Preservation Commission, have been installed on the building. For more information, visit www.energystar.gov</p> <p style="text-align: center;">76 - 100% of property 50 - 75% of property</p> | <input type="checkbox"/> 10 Points <input type="checkbox"/> 5 Points |
| <p>✓ Generate energy (including electricity) using solar panels, wind turbines and/or geothermal heat pumps. (Select one.) There are incentives and programs administered by the Maryland Energy Administration that will aid in the implementation of alternative energy initiatives. For more information, visit http://energy.maryland.gov/incentives/business/</p> <p style="text-align: center;">76%-100% of total energy 26%-75% of total energy 10%-26% of total energy</p> | <input type="checkbox"/> 50 Points <input type="checkbox"/> 25 Points <input type="checkbox"/> 10 Points |
| <p>✓ Purchase clean electricity. (Select one.) Get information for incentives and resources through Maryland Energy Administration’s webpage at http://energy.maryland.gov/incentives/business/energy/</p> <p style="text-align: center;">76%-100% of total electricity 26%-75% of total electricity 10%-26% of total electricity</p> | <input type="checkbox"/> 30 Points <input type="checkbox"/> 20 Points <input type="checkbox"/> 10 Points |
| <p>✓ Purchase carbon off-sets (renewable energy credit, green tags, etc.) Learn more by visiting Stockholm Environment Institute, Carbon Offset Research and Education initiative, at http://www.co2offsetresearch.org/</p> <p style="text-align: center;"><i>Quantity</i> _____</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Conduct an energy audit within the past two years. Provide documentation.</p> | <input type="checkbox"/> 10 Points |

✓ **Our building is LEED certified. (Select one.)**

Provide documentation. For more information on Leadership in Environmental Energy and Design, please visit www.usgbc.org/leed/

For project profiles of existing LEED certified buildings, please visit <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1721>

For more information on Annapolis' City requirements on new construction and environmental design, please see City Code Chapter 17.14. Buildings constructed under the requirements of the City's green building ordinance but not registered through U.S. Green Building Council are qualified to earn these points.

Platinum
Gold
Silver
Certified

50 Points
 40 Points
 30 Points
 20 Points

Section 2: Energy Category point total: _____

SECTION 3: WASTE MANAGEMENT

| | |
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| <p>Points are awarded when showing a reduction in waste and an increase in recycled material. Please see calculations. Please attach verification with this application.</p> <p>% Waste Recycled for (year) _____: _____</p> <p>% Waste Recycled for (year) _____: _____</p> <p>_____ Total Waste Generated = _____ Waste Thrown Away (yd³, ton, etc.) + _____ Waste Recycled (yd³, ton, etc.)</p> <p>_____ % Waste Recycled = 100 X _____ Recycled Materials (yd³, ton, etc.) ÷ _____ Total Waste Generated (yd³, ton, etc.)</p> | <input type="checkbox"/> 5 Points |
| <p>✓ List materials recycled</p> <p>Visit AA County's Commercial Recycling webpage and EPA's website to find information on how and where to recycle hazardous materials. http://www.aacounty.org/DPW/WasteManagement/commRecycling.cfm <i>Describe recycling procedures, who performs it, and how often:</i></p> <p>_____</p> <p><i>List recycling services providers used, and what commodities they are handling</i></p> <p>_____</p> <p>_____</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Old or burned out fluorescent lamps (tube style), CFL's (compact fluorescent lamp bulbs), and CRT's (computer monitors and televisions) are stored in a central accumulation area. CFLs and fluorescent tubes are recycled properly. Provide documentation. Incorrect disposal of CFL bulbs and fluorescent tubes can result in mercury being released into the environment. For more information on universal waste, visit http://www.epa.gov/epawaste/hazard/wastetypes/universal/ <i>Note: Points will be awarded with proof of <u>proper disposal</u> of this type of waste.</i></p> | <input type="checkbox"/> 2 Points |

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| <p>✓ Use recyclable, low-emitting carpeting or flooring. Low-emitting carpeting or flooring is made from materials that do not release significant pollutants into the indoor environment. They contain low- or no- VOCs. There are a variety of low-emitting, natural materials including jute, hemp, wool, cotton fibers, bamboo, composite wood, and agrifiber. These materials can be made from recycled materials and/or rapidly renewable resources (www.usgbc.org, www.sustainablesandhills.org)</p> | <input type="checkbox"/> 10 Points |
| <p>✓ Use furniture made from recycled materials and/or materials approved by the Forest Stewardship Council (FSC). (Select one.) Points are awarded based on (chairs, tables, booths, cabinetry, bathroom partitions, etc.) and the percent of the furniture and type of furniture that is recycled or made from FSC-approved material. http://www.fscus.org/</p> <p style="text-align: center;"> 76% - 100% 25%-75% </p> | <input type="checkbox"/> 20 Points <input type="checkbox"/> 10 Point |
| <p>✓ Dumpster plugs are in place and closed such that no liquids will leak from the container. Trash is stored in such a way that no liquid leaks into the storm drain. Containers are kept closed at all times. ★<i>Note: Annapolis City Code 21.64.300 states: "All trash and refuse shall be stored in self-enclosed trash storage areas. These trash storage areas shall be located either within the establishment or within the structure on which the establishment is located, or shall consist of a properly screened and maintained dumpster on the property on which the establishment is located"</i></p> | <input type="checkbox"/> 1 Points |
| <p>✓ 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. (Select one.) (100% of all paint purchases)</p> <p style="text-align: center;"> Use low-VOC paints Use no-VOC paints </p> <p><i>Describe brand of paint and VOC content and percent purchased:</i></p> <hr/> | <input type="checkbox"/> 3 Points <input type="checkbox"/> 5 Points |

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| <p>✓ 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 material that is outdated, not reusable, or not needed.</p> <p>To properly store paint, close it tightly and write down the date that you opened it. Donate unwanted paint in usable conditions to charity. As a last resort, you can dispose of your hazardous wastes at a county facility.</p> <p>http://www.aacounty.org/DPW/WasteManagement/convCtr.cfm</p> <p>If you have latex paint, stir kitty litter, sand, or dirt into the paint and let it dry. Close the lid, place in a trash bag, and place it for regular trash collection.</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Install a trash compactor.</p> <p>Refuse compactors will reduce the overall volume of waste, decreasing the amount of pickups per month; This may decrease the cost of service. Compacted waste also saves landfill space. You can also compact like recyclables (such as plastic bottles or cardboard), which will save space in your recycling bins to encourage more recycling. Glass containers should not be compacted.</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Use refillable amenity dispensers rather than individual containers for shampoo, conditioner, soap, lotion in guest rooms.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Serve sugar and cream in containers instead of individual packets.</p> <p>Buying sugar and cream in larger containers reduces waste, but also makes presentation more appealing to customers and conference attendees when they are put in quality serving containers.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Buy goods in bulk rather than pre-packaged items to reduce the amount of packaging waste. Preference is given to packaging that is recyclable and post-consumer recycled material.</p> <p>For example, buying wholesale instead of buying single-serve packaging will greatly reduce packaging waste.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Formally request suppliers to reduce packaging.</p> <p><i>Attach a copy of the formal request.</i></p> | <input type="checkbox"/> 2 Points |
| <p>✓ Use coreless toilet paper.</p> <p>Coreless toilet paper does not have the cardboard center, which reduces the amount of waste. The rolls may also have more toilet paper on them, allowing for fewer orders and resulting in less packaging material. (source: carmel.in.gov)</p> | <input type="checkbox"/> 2 Points |

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| <p>✓ Provide the customers with water filtered on site as opposed to bottled water. This not only cuts down on waste, but the transportation costs and wastes associated with water bottle packaging will also be eliminated. Charcoal filters, water distillers, and reverse osmosis filters are just a few examples of the kinds of water filters out on the market today. For information on the types of water filters, visit http://heartspring.net/water_filters_guide.html</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Use recycled and/or recyclable key cards. For more information on the different types of recycled key cards, visit http://www.economicallysound.com/recyclable_keycards.html or type in “recycled key card” or “green key card” into a search engine.</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Use pillows with recycled stuffing or those with natural stuffing. In recent years, companies have been producing pillows with buckwheat, down, kapok, and horsehair for commercial use. Another alternative is using PET bottles recycled into polyester filling. For more information on products, search “natural pillow stuffing” or “recycled pillow” on a search engine.</p> | <input type="checkbox"/> 10 Points |
| <p>✓ Use only reusable (washable) dishes and utensils. Don’t use disposable serving items, or recycle them when they are used. At conferences, provide cutlery instead of plastic flatware.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Use recyclable plastic or paper take-out containers <u>instead</u> of Styrofoam. Use only plastic containers and utensils made from renewable sources such as corn starch or cellulose. Paper cups are preferred over plastic. Styrofoam is neither biodegradable nor recyclable, so choosing recyclable materials is a key component in becoming an Environmental Steward. Ask the businesses you’re patronizing for alternatives to Styrofoam containers. At conferences, use reusable cups, plates, and utensils only.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Use cloth (reusable) napkins or napkins containing at least 50% post-consumer recycled material. At conferences and meetings, provide attendees with cloth napkins only.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Use cloth towels to clean up spills, and to clean surfaces.</p> | <input type="checkbox"/> 1 Points |
| <p>✓ Donate items to charity that have been in the Lost & Found for a period of time. Create a company policy that tells customers and employees what you do with found articles. Consider donating old linens and unused amenities as well. To find a charity of your choice, visit www.charitynavigator.com.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Stop unwanted free newspaper deliveries to guests. To stop delivery of unwanted free newspapers, we encourage the practice of asking the customer at check-in or using a door hanger to refuse.</p> | <input type="checkbox"/> 2 Points |

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| <p>✓ Use scratch paper for note-taking or printing draft documents.</p> <p>Using scratch paper is cheaper than buying a note pad or more printer paper since you're using paper that has already been used. You can also make a scratch paper notepad out of old stationery, the backs of old documents, and glue called padding compound to bind the stack of papers together.</p> | <p><input type="checkbox"/> 2 Points</p> |
| <p>Section 3: Waste Management Category point total: _____</p> | |

SECTION 4: WATER QUALITY & CONSERVATION

| The following water conserving fixtures or retrofits are in place: | |
|---|--|
| <p>✓ 2.2 gpm faucets and aerators; Faucets can use up to 10gpm when not equipped with aerators. Aerators cut water use by 75% and saves money on water and energy bills. (source: http://www.epa.gov/nps/chap3.html) Low-volume faucet aerators can be installed when the entire faucet does not need replacing.</p> | <input type="checkbox"/> 3 Points |
| <p>✓ 1.6 gpf or dual-flush toilets; “Replacing a typical 3.5 gallon toilet with a 1.6 gallon model will save a family of four 11,096 gallons per year. That’s a 54% reduction in toilet water use.” Dual-flush toilets allow for 2 options when flushing: half-tank flushes and the full 1.6 gallon flushes. This can save up to 64% of the water that would have been flushed in single-flush toilets. (sources: www.mwra.state.ma.us, http://www.epa.gov/nps/chap3.html)</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Automatic shut off faucets installed. A faucet (even with effective aerators) can be accidentally left on. This can waste up to 20 gallons of water per day per faucet. Automatic shut-off faucets can prevent accidents like this, and save you money in the process (source: www.wtmua.org, www.dnr.sc.gov)</p> | <input type="checkbox"/> 5 Points |
| <p>✓ 2.5 or less gpm and stop-flow showerheads; Federal regulations mandate that new showerhead flow rates can not exceed more than 2.5 gpm at 80 pounds per square inch (psi) or 2.2 gpm at 60 psi. For more information, visit http://www1.eere.energy.gov/femp/program/waterefficiency_bmp7.html and http://www1.eere.energy.gov/femp/technologies/eep_showerhead.html</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Provide drinking water only upon request. By serving water to customers upon request, not pouring four 8-ounce glasses of water per table served will save a quart of water! At conferences and meetings, serve water in pitchers as opposed to bottled water to prevent waste.</p> | <input type="checkbox"/> 1 Points |
| <p>✓ A broom, rather than a hose, is used to clean sidewalks, driveways, patios and other impermeable surfaces. Make sure to pick up the swept-up waste and put it in a trash can, not the gutter. Sweeping the waste into the gutter only adds to the pollution in the Chesapeake Bay. Remember, “<i>Only rain down the drain!</i>”</p> | <input type="checkbox"/> 2 Points |
| <p>Make sure to identify and repair all leaks. For more information on how to conserve water and use it effectively, visit http://www.epa.gov/nps/chap3.html</p> | |

Section 4: Water Conservation Category point total: _____

SECTION 5: SWIMMING POOL & SPA

| | |
|---|--|
| <p>✓ Indoor swimming pool or spa water treatment:</p> <p>Calcium hypochlorite (calhypo) instead of sodium hypochlorite</p> <p>Calhypo with electronic monitoring</p> <p>Non- chlorine shock chemicals</p> <p>Salt chlorine generator</p> <p>Other: _____</p> <p><i>Using calhypo is not necessarily more “environmentally friendly”, but it is more potent than sodium hypochlorite (liquid chlorine). Per pound, calhypo contains more available chlorine than liquid chlorine, which in turn creates less waste from packaging and inactive ingredients during the manufacturing process.</i></p> | <p><input type="checkbox"/> 10 Points</p> |
| <p>✓ Outdoor swimming pool or spa water treatment:</p> <p>Calcium hypochlorate (calhypo) instead of sodium hypochlorite</p> <p>Calhypo with electronic monitoring</p> <p>Salt chlorine generator</p> <p>Other: _____</p> | <p><input type="checkbox"/> 10 Points</p> |
| <p>✓ Insulated pool covering (thermal blanket) to keep heat in when not in use</p> | <p><input type="checkbox"/> 10 Points</p> |
| <p>✓ Solar heating system for pool</p> | <p><input type="checkbox"/> 30 Points</p> |
| <p>✓ LED lighting inside pool</p> <p>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. For more information, visit http://www1.eere.energy.gov/buildings/ssl/using_leds.html</p> | <p><input type="checkbox"/> 20 Points</p> |
| <p style="text-align: center;">Section 5: Swimming Pool & Spa Category point total: _____</p> | |

SECTION 6: LAUNDRY, CLEANING & MAINTENANCE

✓ **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 throughout property).
 NTA is a known human carcinogen. Emulsifiers and degreasers are not to be used. Phosphates in detergents contribute to the production of algal blooms which have a detrimental effect on the health of the Chesapeake Bay. (source: www.ntp.niehs.nih.gov/)
 For information on reducing hazardous products, visit <http://www.nasdonline.org/document/1449/d001243/reducing-hazardous-products-in-the-home.html>

★ *Note: Annapolis City Code 2.48.350 states: "...all surfactants shall meet EPA standards as "readily biodegradable." No detergents shall contain phosphates, " and "Where available, no janitorial cleaning or disinfecting products shall contain ingredients that are identified by United States Environmental Protection Agency or the National Institute for Occupational Safety and Health as carcinogens, mutagens, or teratogens."*
Code 2.48.350 is the standard for city-owned assets. Please follow our lead.

★ *Note: Code of Maryland Regulations 10.15.03 states "When sanitizer is used for the manual sanitization of food contact surfaces of equipment and utensils:*

(A) The minimum level of sanitizer provided is:

- (1) 50 parts per million (ppm) chlorine with a minimum water temperature of 75°F and a minimum contact time of 7 seconds; or*
- (2) 12.5-25 ppm iodine with a minimum water temperature of 75°F and a minimum contact time of 30 seconds; or*
- (3) The concentration indicated on the manufacturer's label with a minimum contact time of 30 second of quaternary ammonium compound.*

(B) A test kit of other device that accurately measures concentration of the sanitizer in parts per million is provided and used to check that the minimum level of sanitizer is accurate"

Describe which product brands are used and for which purpose.

glass cleaner: _____
 floor cleaner: _____
 bathroom cleaner: _____
 counter top cleaner: _____
 laundry soap: _____
 other: _____

2 Points
 2 Points
 2 Points
 2 Points
 2 Points
 Points
Negotiable

| | |
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| <p>✓ Clean windows and mirrors with newspaper. Mirrors and windows will be streak- and lint-free when using newspaper and a non-toxic, biodegradable cleaner. Replace paper towels with newspaper. A cheap non-toxic formula for streak-free glass surfaces: 1 part water, 1 part distilled white vinegar, 2-5 drops dish soap. Put contents in a spray bottle and wipe with cloth or newspaper.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Use cruelty free amenities (toiletries) that do not contain: sodium laureth sulfate, parabens, formaldehyde, mineral oil, petroleum derivatives, and animal-based products. Sodium laureth sulfate and formaldehyde are known skin and eye irritants that may be harmful to hypersensitive skin. Formaldehyde is a known carcinogen. Parabens are preservatives found in cosmetics that have estrogen-like properties which may cause complications. Mineral oil and petroleum derivatives are similar in that they are derived from fossil fuels. (source: toxnet.nlm.nih.gov)</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Provide an optional linen service to guests. To gain full points, display cards stating that your staff will only wash linens and towels upon request to save water and energy from laundry.</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Use a “green” dry cleaner service and give back the hangers that they provide. Choose dry cleaners that use phosphorous-free, biodegradable detergents and products. To find out what products your dry cleaners use, ask them.</p> | <input type="checkbox"/> 5 Points |

Facts and Resources

- Institutional users report that, in general, green cleaners are cost competitive and perform just as well as their conventional counterparts.
- Social and environmental benefits can be gained by switching to green cleaners; Use products certified by Green Seal <http://www.greenseal.org/> or products certified “Designed for the Environment” (DfE) by the EPA <http://www.epa.gov/dfe/pubs/projects/formulat/label.htm>
- For technical information about a product’s safety, look at its Material Safety Data Sheet (MSDS), a form containing data regarding the properties of a particular product or substance. It contains comprehensive information including toxicity and health effects, to assist in switching to less hazardous chemicals. Most manufacturers put their MSDS online.
- Use “Green Seal certified” or “Design for the Environment” cleaning materials throughout your home. Green Seal is a non-profit organization creating environmental standards for products and materials including cleaning products, paints, and windows. Design for the Environment is a program run by the Environmental Protection Agency to inform substitution to safer chemicals. Cleaning products certified by either of these programs will have labels on their containers stating that they are certified. Visit <http://greenseal.org/findaproduct/index.cfm> and <http://www.epa.gov/oppt/dfe> for more information.

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| Section 6: Laundry, Cleaning & Maintenance Category point total: | _____ |
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SECTION 7: LANDSCAPING & OUTDOOR

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| <p>✓ Refrain from using harmful or dangerous chemicals in the landscape, and use botanical controls such as organic insecticides, fertilizers and biocides and/or integrated pest management (IPM) techniques to treat fungus and insect problems. Organic insecticides, fertilizers, and biocides are naturally-derived chemicals developed to kill and/or repel insects and other living pests. IPM is an approach to pest management using a combination of techniques to manage pest damage by using the most economical means and with the least possible hazard to people, property, and the environment. For more information on IPM, visit http://www.epa.gov/pesticides/factsheets/ipm.htm Visit the MD Home & Garden Center website for more information http://www.hgic.umd.edu <i>★ Note: Annapolis City Code 10.34.040 states: “no person shall apply on any lawn fertilizer that is labeled as containing more than zero percent phosphorous or other compound containing phosphorous, such as phosphate.” For exemptions, see Annapolis City Code 10.34.050.</i></p> | <input type="checkbox"/> 5 Points |
| <p>✓ Manage garden pests naturally and safely. Try to avoid the use of pesticides, if possible. Search online or DIY yard and garden hint books for ways to get rid of earwigs, slugs, nematodes, and other pests. To get rid of root nematodes, plant marigolds among your beans, spinach, tomatoes and celery. The roots of marigolds produce a chemical in the soil that kills nematodes when they try to eat the roots, or when they come into close contact with the soil surrounding the root system. To get rid of earwigs that are killing your young plants, dampen newspaper and roll tightly. The next morning, it should be full of earwigs – bag it up well and discard. Repeat each day until there are no more earwigs. For slugs and snails, fill a pie tin with 1 inch of flat beer. The slugs and snails will drink it, pass out, and drown. To get rid of aphids, attract ladybugs by growing marigold, dill, and cilantro. (source: <i>Household Hints & Handy Tips</i> by Reader’s Digest) For more information on how to get rid of pests naturally, visit http://www.hgic.umd.edu/content/onlinepublications.cfm#Pest%20Control</p> | <input type="checkbox"/> 5 Points |

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| <p>✓ Plant native trees and plants on our property. Planting trees initially uses a lot of water, but over time, native trees require less water, less maintenance, and less fertilizer than either exotic trees or grass lawns. For more information on the types of trees and plants that are suitable for your property, take a look at the “Native Plants for Wildlife Habitat and Conservation Landscaping” booklet. The booklet also gives information of the types of wildlife the trees will attract. A free copy is available by visiting http://www.nps.gov/plants/pubs/chesapeake/ Maryland Department of Natural Resources has a simplified list of trees that are acceptable to plant in MD that can be found by visiting http://www.trees.maryland.gov/pickatree.asp. A coupon for \$25 is provided for trees purchased from the list provided on DNR’s website. http://www.trees.maryland.gov/pdfs/coupon.pdf Plant trees for major milestones and celebrations.</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Attract pollinators by planting wildflowers in your gardens. Animals and insects account for the pollination of 75% of all flowering plants. They promote biodiversity which reduces occurrences of genetic defects and sweeping diseases. Examples of crops that are pollinated include apples, squash, and almonds. For more information on pollinators, visit http://www.fws.gov/Pollinators/</p> | <input type="checkbox"/> 4 Points |
| <p>✓ We use hardwood mulch for trees, vegetable, and flower beds. We use TreeGator^R bags for newly planted trees. Using mulch for your plants will help keep moisture in and around the root system instead of being lost to evaporation. Use of the TreeGator^R bags allows maximum water to reach the tree, and minimum water waste. For more information, visit http://www.treegator.com/</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Install a “green roof”. (Select one.) A green roof or ecoroof replaces conventional roofing with a vegetated roof system consisting of a layer of vegetation growing over a synthetic, waterproof membrane. Green roofs reduce stormwater runoff and cools urban heat island effects among other benefits. For more information, visit http://portlandoregon.gov/bes/index.cfm?c=44422</p> <p style="text-align: center;"> 10,000ft² + 1,000ft² – 9,999ft² 1ft² – 999ft² </p> | <input type="checkbox"/> 30 Points <input type="checkbox"/> 20 Points <input type="checkbox"/> 10 Points |
| <p>✓ Adjust irrigation schedules to account for seasonal rain variation. When watering landscape and plants, keep in mind the time of year and do not water plants in seasons with adequate rainfall. “Although the heaviest precipitation occurs in the summer, this is the season when severe droughts are most frequent. Summer precipitation is less dependable and more variable than in winter.” Don’t water during droughts. Your lawn can go dormant and will be green again as soon as the fall rains come. (source: meto.umd.edu)</p> | <input type="checkbox"/> 3 Points |

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| <p>✓ Do not water gardens mid-day. “It is best to irrigate one hour before sunrise or early morning as the temperature is rising to catch transpiration at its most active period and give the foliage a chance to dry before the heat of midday.” (sources: gardeners.com, novatoadvanced.com)</p> | <p><input type="checkbox"/> 2 Points</p> |
| <p>✓ Use “grey” water for watering landscape. “Grey water” is a term for water from your shower, bath, spa, sinks, and fish bowls that you can use to water your gardens and reduce your water bills. “Grey water” does not include water from toilets, urinals, or bidets. (source: dwe.nsw.gov.au) Be creative in ways to collect your “grey water”: save water used to boil vegetables, pasta, eggs; collect water used to rinse fruits and vegetables. Think of ways to use your “grey water” such as watering your outdoor plants.</p> | <p><input type="checkbox"/> 5 Points</p> |
| <p>✓ Install rain barrels and/or rain gardens as stormwater management facilities. Rain barrels trap water from your downspouts and store it for future use (like watering your garden). For more information on rain barrels, visit http://www.arlingtonecho.net/Restoration-Projects/Rain-Barrels.html Rain gardens are plots of land that are used to decrease the amount of polluted stormwater going directly into the Bay. They clean the water by absorbing it into the soil and changing the chemistry of the polluted water. For more information on rain gardens, visit http://www.annapolis.gov/info.asp?page=13037</p> | <p><input type="checkbox"/> 10 Points</p> |
| <p>✓ Keep current on the Air Quality Index (AQI). “The AQI is an index for reporting daily air quality. It tells you how clean or polluted your air is, and what associated health effects might be a concern for you. The AQI focuses on health effects you may experience within a few hours or days after breathing polluted air.” The EPA calculates AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution/particulate matter, carbon monoxide, sulfur dioxide, and nitrogen dioxide. In unhealthy conditions, refrain from excessive exposure to the air, and try not to use motorized vehicles as this will contribute to unhealthy air quality levels. For more information, visit http://www.airnow.gov/</p> | <p><input type="checkbox"/> 1 Points</p> |
| <p>Section 7: Landscaping & Outdoor Category point total: _____</p> | |

SECTION 8: INDOOR AIR QUALITY

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| <p>✓ Pledge to take part in Annapolis Clean Air Initiatives. Annapolis' Clean Air Campaign is designed to educate citizens at a grass-roots level about how ways dirty air can harm us and how we can reduce our negative impacts. For more information, visit http://www.eannapolis.us/upload/images/government/depts/mayor/CleanAir.pdf</p> | <input type="checkbox"/> 1 Points |
| <p>✓ Establish a smoke-free hotel policy. Providing a designated area with proper disposal containers outside for smokers will allow for a reduction in carbon monoxide, offensive odors, and clean-up procedures.</p> <p>Cigarette filters are made of a fibrous material called cellulose acetate that takes many years to decompose. Improper disposal, flushing, or “flicking” the finished cigarette on the ground will eventually lead to our storm drains and the Chesapeake Bay. This “marine debris” is harmful to many plants and animals in the environment. According to the Ocean Conservancy’s International Coastal Cleanup 2009 report, cigarette filters, cigar tips, and tobacco packaging accounted for almost 38% of the marine debris collected in the United States. (sources: epa.gov, ocenaconservancy.org, ers.usda.gov) For more information on marine debris, visit http://www.epa.gov/owow/oceans/debris/factsheet_marinedebris.html http://www.oceanconservancy.org/pdf/A_Rising_Tide_full_lowres.pdf</p> | <input type="checkbox"/> 1 Points |
| <p>✓ Maintain a relative humidity between 30% and 60%. Keeping the relative humidity quite low will prevent the growth of molds. Prevent growth by “venting bathrooms, dryers, and other moisture-generating sources to the outside; using air conditioners and de-humidifiers; increasing ventilation; and using exhaust fans whenever cooking, dishwashing, and cleaning.” (source: epa.gov) For more information, please visit http://www.epa.gov/mold/moldresources.html</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Regularly check air filters to ensure maximum allergen filtering. Approximately 35 Million Americans suffer from upper respiratory tract symptoms that are allergic reactions to airborne allergens. Those who suffer from asthma (approximately 11 million Americans) are often provoked by airborne allergens. For more information on airborne allergens, visit http://www3.niaid.nih.gov/topics/allergicDiseases/PDF/airborne_allergens.pdf For information on High Efficiency Particulate Air (HEPA) filters, visit http://www.hss.energy.gov/csa/csp/hepa/</p> | <input type="checkbox"/> 3 Points |
| Section 8: Indoor Air Quality Category point total: _____ | |

SECTION 9: TRANSPORTATION

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| <p>✓ Perform regular maintenance of cars and other vehicles. Tires should be properly inflated and checked frequently. Check oil levels approximately every 3000 miles. Keep track of your average miles-per-gallon by calculating:</p> <p style="text-align: center;">_____ Miles-per-gallon = _____ Miles driven ÷ _____ Gallons of gas used</p> <p>For maintenance information, visit http://www.edmunds.com/maintenance/select.html</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Use a fleet of hybrid or alternative fuel vehicles. Cars that perform well and produce the least air pollution and greenhouse gas emissions are listed here: http://www.epa.gov/fueleconomy/basicinformation.htm</p> <p style="text-align: center;">10 Points per vehicle. Up to 40 points total # hybrid/alternative fuel vehicles _____</p> | <input type="checkbox"/> __ points |
| <p>✓ Implement a “no idling” drop off and pick up zone to encourage guests to turn off vehicles while waiting. Idling a car for more than 10 seconds burns more fuel than stopping and restarting the car. Idling also releases toxic fumes like sulfur oxides, ground-level ozone, and nitrogen oxides which are detrimental to human health. (sources: www.drivewiser.ca, www.nrdc.org)</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Incentives are given to employees who carpool.</p> <p>Describe: _____</p> | <input type="checkbox"/> 5 Points |
| <p>✓ A program is in place to encourage employees and guests to use alternate transportation such as busses, walking, biking, or to drive alternative fuel vehicles. Examples: provide bus shelters to encourage the use of public transportation, give special parking privileges to those who drive hybrids, incentives to use public transportation and/or bike to work. For more information, visit http://www.ci.annapolis.md.us/info.asp?page=2613</p> <p>Describe: _____</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Provide bike racks to encourage biking.</p> | <input type="checkbox"/> 5 Points |

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| <p>✓ Concierge and other staff let customers know about the many transportation programs and options available in Annapolis. Annapolis' "Free Fare Zone" allows anyone to board any Annapolis Transit bus from Compromise Street (on the Annapolis side of the Spa Creek Bridge) to Westgate Circle for free. This includes Duke of Gloucester Street, Main and West Streets, and Church Circle. Free Wheelin' Bike Program allows individuals to "rent" a bicycle for free. Use of these programs will reduce the number of cars going downtown, thus reducing emissions downtown. For route information on the Free Fare Zone, visit http://www.ci.annapolis.md.us/info.asp?page=7615 For more information on the Free Wheelin' Bike program, visit http://annapolis.gov/info.asp?page=10943</p> | <input type="checkbox"/> 1 Point |
| <p>✓ A program is in place to encourage customers and employees to park at the Navy-Marine Corps Memorial Stadium parking lot and take the shuttle into town.</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Our employees' carbon footprint is offset from flying and/or commuting. For more information on greenhouse gas (including carbon) offsets, please read : http://fpc.state.gov/documents/organization/103675.pdf</p> | <input type="checkbox"/> 5 Points |
| Section 9: Transportation Category point total: _____ | |

SECTION 10: ENVIRONMENTAL EDUCATION

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| <p>✓ Place cards in room signed by the cleaning staff about the cleaning products used to clean the room. <i>Attach a copy of the card template.</i></p> | <input type="checkbox"/> 3 Points |
| <p>✓ Provide guests with information on ecotourism. The American Heritage Dictionary defines ecotourism as "tourism designed to contribute to the protection of the environment or at least minimize damage to it". Ecotourism also educates visitors about the local environment, and it is connected with many local environmental conservancies and societies. For information on ecotours around Annapolis, visit http://www.epa.gov/innovation/collaboration/Community-based%20Work/AnnapolisEco.htm You can find many websites dedicated to ecotourism and environmental education vacation options by searching for key words on Google or other search engines.</p> | <input type="checkbox"/> 3 Points |
| Section 10: Environmental Education Category point total: _____ | |

SECTION 11: LIGHT POLLUTION

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| <p>✓ Reduce the light pollution emitted from our outdoor lighting by addressing glare, spillover, and sky glow.</p> <p>Reduce glare by positioning adjustable lights downward, reduce spillover by installing fully shielded lights, and reduce sky glow by installing fixtures that have the light bulb tucked into the luminaire housing. Ineffective lighting creates nuisances and safety hazards for the community, drivers, and aviators. Taking these actions keeps the light shining only on their intended areas, reducing wasted energy. In addition, wildlife can experience disorientation from excess illumination and are attracted to or repulsed by glare, which affects foraging, reproduction, communication, and other critical behaviors (sources: www.windows.ucar.edu, www.indiana.sierraclub.org, www.alabama.sierraclub.org, Ecological Light Pollution. <i>Front Ecol Environ</i> 2004; 2(4): 191–198)</p> | <p><input type="checkbox"/> 5 Points</p> |
| Section 11: Light Pollution Category point total: | |

SECTION 12: FOOD & KITCHEN

Establishments serving food must earn 20 of the 165 points in this section.

Purchase food grown on local farms as much as possible.

Purchasing products locally has many benefits to the environment and the consumer: Less fossil fuel is expended towards packaging and transporting local food; It supports the local economy – more money goes to the farmer instead of suppliers, processors, and marketers; It is healthier – processing and preservatives are not important as the food does not have to travel far; It is more honest – since the source is local, we know how the food is grown/produced. (source: www.vermontlocalvore.org)

Organic products sold in the US are those that were grown using the USDA's standards of "organic". Organic crops do not use synthetic pesticides or genetically-modified organisms, nor do they use synthetic fertilizer. Purchasing organic produce and grains reduces the chemical impact on the Chesapeake Bay, and reduces chemical reactions within the human population. The organic industry uses organic feed for their animals and avoids potentially harmful growth hormones and antibiotics commonly used in the conventional industry to make more (not necessarily better quality) meat, eggs, milk, etc. (sources: www.usda.gov, www.organic.org) For a free listing of Maryland-grown farm products, see the University of Maryland's Food Trader website at www.foodtrader.org.

Note: Organic certification refers to meeting the standards in place in the USDA National Organic Program.

✓ **Percentage of our fruits, vegetables and beans:**

coming from farms within a 100 mile radius

76%-100%

51%-75%

25%-50%

coming from farms within a 300 mile radius

76%-100%

51%-75%

25%-50%

carrying organic certification

76%-100%

51%-75%

25%-50%

10 Points

4 Points

2 Points

5 Points

3 Points

1 Points

10 Points

7 Points

5 Points

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| <p>✓ Percentage of our milk, cheese, or other dairy products:</p> <p>coming from farms within a 100 mile radius 76%-100% 51%-75% 25%-50%</p> <p>coming from farms within a 300 mile radius 76%-100% 51%-75% 25%-50%</p> <p>carrying organic certification 76%-100% 51%-75% 25%-50%</p> | <input type="checkbox"/> 10 Points <input type="checkbox"/> 4 Points <input type="checkbox"/> 2 Points <input type="checkbox"/> 5 Points <input type="checkbox"/> 3 Points <input type="checkbox"/> 1 Points <input type="checkbox"/> 10 Points <input type="checkbox"/> 7 Points <input type="checkbox"/> 5 Points |
| <p>✓ We support Annapolis bakeries by purchasing their baked goods (including dinner rolls) to sell in our establishment.</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Bakeries: Percentage of our grains, flour, or other raw baking materials:</p> <p>coming from farms within a 100 mile radius 76%-100% 51%-75% 25%-50%</p> <p>coming from farms within a 300 mile radius 76%-100% 51%-75% 25%-50%</p> <p>carrying organic certification 76%-100% 51%-75% 25%-50%</p> | <input type="checkbox"/> 10 Points <input type="checkbox"/> 4 Points <input type="checkbox"/> 2 Points <input type="checkbox"/> 5 Points <input type="checkbox"/> 3 Points <input type="checkbox"/> 1 Points <input type="checkbox"/> 10 Points <input type="checkbox"/> 7 Points <input type="checkbox"/> 5 Points |

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| <p>✓ Percentage of your eggs, chicken, beef, pork and other meats:</p> <p>coming from farms within a 100 mile radius 76%-100% 51%-75% 25%-50%</p> <p>coming from farms within a 300 mile radius 76%-100% 51%-75% 25%-50%</p> <p>carrying organic certification 76%-100% 51%-75% 25%-50%</p> | <input type="checkbox"/> 10 Points <input type="checkbox"/> 4 Points <input type="checkbox"/> 2 Points <input type="checkbox"/> 5 Points <input type="checkbox"/> 3 Points <input type="checkbox"/> 1 Points <input type="checkbox"/> 10 Points <input type="checkbox"/> 7 Points <input type="checkbox"/> 5 Points |
| <p>✓ Percentage of our seafood aligns with sustainable seafood recommendations from the Monterey Bay Aquarium (Seafood Watch), Blue Ocean Institute, or other sustainable seafood programs</p> <p>Sustainable fishing allows the consumer to purchase seafood from sources, either fished or farmed, that can exist over the long-term without compromising species' survival or the health of the surrounding ecosystem. (source: www.montereybayaquarium.org) For more information, visit: http://www.montereybayaquarium.org/cr/SeafoodWatch/web/sfw_factsheet.aspx http://www.blueocean.org/seafood/seafood-guide Seafood can be purchased through fisheries certified to the Marine Stewardship Council standard for sustainable fishing: http://www.msc.org/where-to-buy/find-a-supplier/united-states</p> <p>76%-100% 51%-75% 25%-50%</p> | <input type="checkbox"/> 10 Points <input type="checkbox"/> 7 Points <input type="checkbox"/> 5 Points |
| <p>✓ Percentage of salmon that is wild (vs. farm raised)</p> <p>Farm raised salmon has ten times the amount of dioxins and polychlorinated biphenyls (carcinogens) than their wild-caught counterparts. Wild salmon bear less environmental stress because they are not concentrated in a small area that has hazardous nitrogen levels and do not transfer diseases as rapidly as farmed salmon. Most Atlantic salmon is farm-raised. The best choice is wild Alaskan salmon while good alternatives are wild salmon from Washington, Oregon, and California. (sources: www.atsdr.cdc.gov, www.sierraclub.org, www.montereybayaquarium.org, www.seafoodwatch.org)</p> <p>76%-100% 51%-75% 25%-50%</p> | <input type="checkbox"/> 10 Points <input type="checkbox"/> 7 Points <input type="checkbox"/> 5 Points |

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| <p>✓ Sustainable seafood from Atlantic U.S. waters is prioritized.</p> <p>While sustainable fishing is important, buying sustainable seafood closer to where you live aids in other environmental initiatives. The product does not need to travel as far, which reduces fossil fuel emissions and the need for preservatives and excess packaging.</p> <p>For more information, visit http://www.montereybayaquarium.org/cr/SeafoodWatch/web/sfw_regional.aspx?region_id=2 http://www.montereybayaquarium.org/cr/SeafoodWatch/web/sfw_regional.aspx?region_id=5</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Grow own herbs and flowers for use in the kitchen.</p> <p>If growing plants in the kitchen, make sure to place the plants in areas that will not allow cross-contamination.</p> <p style="text-align: center;">76%-100% 51%-75% 25%-50%</p> | <input type="checkbox"/> 10 Points <input type="checkbox"/> 3 Points <input type="checkbox"/> 1 Points |
| <p>✓ Keep the freezer defrosted.</p> <p>Keeping your freezer defrosted not only saves wasted energy from over-cooling the freezer, but it also saves your food as the frozen water in the food will not crystallize and cause freezer burn. Try not to open and close your freezer door frequently, as the fluctuation in temperatures above and below the freezing point also contributes to freezer burn.</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Support Maryland wineries, distilleries, and breweries by purchasing their products.</p> <p>http://www.marylandwine.com/mwa/wineries/index.shtml http://marylandbeer.org/default.asp?ild=HILHG</p> | <input type="checkbox"/> 5 Points |
| <p>✓ Scrape leftover foods that will not be composted into the garbage.</p> <p>Put sauces, marinades, gravies, and other non-compostable foods into the garbage instead of the sink. For information on what and what not to compost, visit http://www.epa.gov/epawaste/conservation/rrr/composting/basic.htm Even if you have a garbage disposal, food can cause plumbing and wastewater treatment problems.</p> | <input type="checkbox"/> 5 Points |

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| <p>✓ Incorporate a “Heart Smart” food section into the menu. To qualify to use the “Heart Smart” logo, each of the menu items must fit at least <u>two</u> of the following criteria established by the American Heart Association (AHA):</p> <ul style="list-style-type: none"> • low in fat (each serving should have 3 g or less) • low in saturated (animal) fats (each serving should have 1g or less) • low in sodium (each serving should have 480mg or less) • high in nutrient content - This can be achieved by combining 3 or more food groups in one meal (fruits, vegetables, whole grains, low-fat dairy, lean meat) | <input type="checkbox"/> 3 Points |
| <p>✓ Incorporate vegetarian, gluten-free, and/or allergen-free food section(s) into the menu. Making menu choices easier for diet-specific guests will encourage kitchen staff and serving staff to be more aware of how food is prepared. Gluten-free diets do not contain foods made from grains such as wheat, barley and rye. For more information on what contains gluten, please visit http://digestive.niddk.nih.gov/ddiseases/pubs/celiac/#examples Allergen-free menu choices should be widely varied to accommodate for the most common food allergies including: egg, dairy, peanut, shellfish, soy, and tree nut. For information on tree nuts, please visit http://www.lpch.org/diseasehealthinfo/healthlibrary/allergy/treenut.html</p> | <input type="checkbox"/> 3 Points |
| <p>✓ Install a wastewater grease recovery system. Don’t discharge grease over the limit of 100mg/liter (To get points, you must not have had an oil & grease limit violation within the past year). <i>★Note: Annapolis City Code Chapter 16.16.140 states: “No user shall discharge pollutants having a strength significantly higher than domestic sewage; that is having: fats, oils, or greases of animal or vegetable origin in concentrations greater than 100 mg/l.</i></p> | <input type="checkbox"/> 5 Points |
| <p>✓ Dishwashers are only run when they are full. You’ll pay the same amount to run a half loaded dish washer as a fully loaded one, so make sure you only run a fully loaded dish washer. Cutting wash cycles could save you hundreds of dollars annually. To save even more water, use the “water efficient” or “light load” mode when running the dishwasher. (source: http://www.epa.gov/nps/chap3.html)</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Utensils and dishes are presoaked in basins of water and not running water. Only biodegradable, phosphorous/phosphate-free detergents should be added to soaking water.</p> | <input type="checkbox"/> 2 Points |
| <p>✓ Frozen foods are thawed in the refrigerator rather than with running water. Running a faucet to thaw food wastes approximately 2.2 gallons of water per minute. Frozen foods are often under running water for over 30 minutes, wasting at least 66 gallons of water!</p> | <input type="checkbox"/> 2 Points |

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| <p>✓ Leftover food is provided to food pantries/soup kitchens. http://www.aaceoc.com/anne_arundel_county_emergency_fo.htm</p> | <p><input type="checkbox"/> 5 Points</p> |
| <p>✓ Send waste cooking oil and grease for reuse to a recycling facility. Please provide documentation with application. Visit MD Recycles for businesses http://www.mdrecycles.org/recyclingDirectory.asp?sec=seVICESUnused</p> | <p><input type="checkbox"/> 5 Points</p> |
| <p>✓ Establish a program to compost kitchen wastes for use as soil amendment in gardens or for farm animal feed. “Composting offers the obvious benefits of resource efficiency and creating a useful product from organic waste that would otherwise have been landfilled.” (source: www.epa.gov) For more information on composting, please visit http://www.epa.gov/osw/conserves/rrr/composting/</p> | <p><input type="checkbox"/> 5 Points</p> |
| <p>Section 12: Food & Kitchen Category point total: _____</p> | |

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| Section 1. Administrative Category point total | _____ |
| Section 2. Energy Category point total | _____ |
| Section 3. Waste Management Category point total | _____ |
| Section 4. Water Quality & Conservation Category point total | _____ |
| Section 5. Swimming Pool & Spa Category point total | _____ |
| Section 6. Laundry, Cleaning, & Maintenance Category point total | _____ |
| Section 7. Landscaping & Outdoor Category point total | _____ |
| Section 8. Indoor Air Quality Category point total | _____ |
| Section 9. Transportation Category point total | _____ |
| Section 10. Environmental Education Category point total | _____ |
| Section 11. Light Pollution Category point total | _____ |
| Section 12. Food & Kitchen Category point total (20 points needed if serving food) | _____ |

✓ **Other activities to reduce environmental impact: (Points negotiable up to 10 points)**
If you have an idea about something to be included in our next edition, please email us at SustainableAnnapolis@Annapolis.gov. We will consider all suggestions although we will not promise that they will be included.

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| Add up ALL points, and enter the total..... | _____ |
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