Event Venues and Convention Centers

About the NC GreenTravel Initiative

This program has been created to recognize those businesses in the travel industry in North Carolina that have established and adhere to a set of guidelines that protect the environment. The initiative has been developed through a partnership of the North Carolina Division of Environmental Assistance and Customer Service; East Carolina University; Visit North Carolina and the Waste Reduction Partners program.

Applying for NC GreenTravel Recognition

To have your business recognized as a sustainable Event Venue or Convention Center, first save this document on your computer so you can fill it in at your leisure. You may type directly into the saved document and click on the checkboxes to complete it. Please **save your completed application** and email it to tom.rhodes@ncdenr.gov. If you have questions, you may call us at(919) 707-8140 for assistance.

Business Name _____

Phone Number _____

Street Address _____

City _____ Zip _____

Mailing Address _____

Contact Person _____

Email _____

Website URL _____

Overview of Accomplishments

Tell us why you feel your business should be recognized by the NC GreenTravel Initiative

Core Requirements for NC GreenTravel Recognition

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

Policy Statement Required: Enter or attach a copy of your facility's environmental policy statement. **If your facility does not have an environmental policy, please read our Environmental Policy Tutorial on the last page of this form**.

How do you advise staff of your environmental policy? Required: List where your environmental policy is displayed

Environmental Team Required: Describe your environmental team**.** List names, job titles and meeting schedule

Raising Your Recognition Score

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

Waste Reduction and Recycling

5 pt ☐ A solid waste assessment has been performed

5 pt ☐ 50% of solid waste assessor recommendations have been implemented

5 pt ☐ Goods, equipment and materials no longer needed are donated to organizations such as Good Will, Salvation Army or homeless shelters

2 pt ☐ Recycling containers are clearly marked and located adjacent to waste containers

5 pt ☐ We recycle at our facility. Please list all materials recycled to score one point per material

☐ Paper ☐ Food and beverage containers ☐ Toner, ink and printer cartridges ☐ Pallets

☐ Plastic bags and wrap ☐ Fryer grease ☐ Other (please specify)

5 pt ☐ We donate excess food from events held at our facility to food banks or homeless shelters

2 pt ☐ We do not use Styrofoam takeout containers or plates

Locations of Recycling Containers

2 pt ☐ Staff work areas. Specify locations

3 pt ☐ Public or customer areas. Specify locations

3 pt ☐ Signs are posted, directing users to recycling areas.

4 pt ☐ All recycling containers are located adjacent to waste containers

List Other Waste Reduction Practices

Energy Management

5 pt ☐ An Energy Assessment has been performed

5 pt ☐ 50% of assessor recommendations have been implemented

5 pt ☐ Our facility has switched to energy-efficient lighting (describe replacement program)

2 pt ☐ Occupancy sensors have been installed

2 pt ☐ LED or electroluminescent exit signs have been installed

5 pt ☐ Energy Star labeled HVAC has been installed

7 pt ☐ Solar panels, wind generators and/or other renewable energy sources are installed and in use

1 pt ☐ Water temperature is set back to 120 degrees for non-food related use

1 pt ☐ Insulation jacket has been installed on water heaters

2 pt ☐ Window film and treatments have been installed to reduce solar gain

5 pt ☐ Energy Star labeled windows, doors and skylights have been installed

2 pt ☐ Tightly sealed weather stripping has been installed on all doors and windows

3 pt ☐ 50% or more of our appliances are Energy Star labeled

2 pt ☐ Vending machines have been de-lamped or equipped with energy-saving technology

Water Efficiency

5 pt ☐ A water efficiency assessment has been performed

5 pt ☐ 50% of assessor's recommendations have been implemented

1 pt ☐ All plumbing is regularly checked for leaks and all leaks are repaired as soon as possible

3 pt ☐ Common area restrooms have automatic water shut-off faucets

4 pt ☐ 1.28 gallon-per-flush Hi Efficiency Toilets or dual flush toilets are installed

1 pt ☐ 1.5 gallon-per-minute faucet aerators are installed

4 pt ☐ Restrooms have ultra low-flow flush or waterless urinals

2 pt ☐ 2.0 gallon-per minute or less showerheads are installed

Air Quality

2 pt ☐ Low VOC paints are used

2 pt ☐ Smoking is not permitted onsite

Transportation

1 pt ☐ Employees are offered incentives to carpool, walk, bike to work or use public transit

2 pt ☐ Bike racks are provided for guests and employees

3 pt ☐ Special parking is provided for guests with hybrid, electric and alternative fuel vehicles

5 pt ☐ Electric vehicle charging stations are provided for guests

5 pt ☐ Alternative fuel fleet vehicles are used, including bio-fuel, hybrid, electric, pedal-powered vehicles

2 pt ☐ A no-idling policy/signage is in place for fleet vehicles, guest vehicles, delivery trucks and tour busses.

Sustainable Purchasing

3 pt ☐ Environmentally Preferable Procurement (EPP) program is established and communicated to staff

2 pt ☐ Our employees are required to comply with EPP policy

1 pt ☐ Vendors of environmentally sustainable products are given preference

2 pt ☐ Durability and lifespan of the products is given priority over cost when purchasing

2 pt ☐ Recycled content paper products are purchased

3 pt ☐ Vendors are asked to deliver supplies with returnable packaging or take back packaging

3 pt ☐ Environmentally preferable, refurbished or reused furnishings and equipment are used

Education and Promotion

2 pt ☐ Our staff is required to recycle and has received recycling training

2 pt ☐ Our visitors are encouraged to conserve resources through the use of flyers, signage, verbal reminders and other communications

1 pt ☐ Our community is made aware of our environmental program through advertisements and media releases

Housekeeping

2 pt. ☐ Our housekeeping and clean-up procedures include recycling practices

2 pt ☐ Cleaning products and methods are assessed and selected for their environmentally friendly impact

1 pt ☐ Cleaning products used throughout our facility are natural or meet sustainable product standards

2 pt ☐ Employees are trained in the use of green cleaners

1 pt ☐ A cleaning products waste reduction plan is in place

Environmental Measurements

1 pt ☐ Solid waste disposal-to-landfill is tracked by weight or volume monthly

1 pt ☐ Recycling totals are estimated by weight or volume and recorded periodically

1 pt ☐ Energy usage is tracked monthly

1 pt ☐ Water consumption is tracked monthly

1 pt ☐ Environmental measurements are published to management and staff

Grounds Keeping

2 pt ☐ Our facility practices planting native plants that require little maintenance (Describe)

2 pt ☐ Our facility practices planting drought tolerant plants to reduce the need to water (Describe)

2 pt ☐ An irrigation conservation plan is in place (soaker hoses, timed irrigation, etc.) (Describe)

2 pt ☐ Mulch and/or compost are used for retaining water

2 pt ☐ Our facility minimizes the use of synthetic pesticides and herbicides in landscaping

2 pt ☐ Our facility uses mulch or compost *generated onsite* as a soil amendment to improve soils and plant growth or ground cover for retaining water.

5 pt ☐ Our facility has a vegetation planting program for strategic environmental enhancement

5 pt ☐ Walkways and outside parking areas at our facility are pervious

LEED Certification

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

10 pt ☐ Our facility has attained LEED Certification

5 pt ☐ Our facility has applied for LEED Certification

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

5 pt ☐ Our facility has a fully functional Environmental Management System (explain)

15 pt ☐ Our facility participates in the North Carolina Evironmental Stewardship Initiative. (Visit www.ncesi.org)

Certification by Organizations & Agencies

15 pt ☐ Our facility has received recognition or certification as a green or sustainable business by another recognized certifying organization or agency. (Please identify organization or agency)

Tallying your score

List the total number of points for each section and total your score in the box at the end of the section. Our review team may add additional points for other sustainability practices.

	SECTION	SCORE
	Waste Reduction & Recycling	
	Energy Management	
	Water Efficiency	
	Air Quality	
	Transportation	
	Green Purchasing	
	Education and Promotion	
	Housekeeping and Clean-up	
	Environmental Measurements	
	Grounds Keeping	
	Certification By Other Agencies	
	TOTAL	

Determining your recognition level

Your recognition level—One dogwood Blossom, Two Dogwood Blossoms or Three Dogwood Blossoms—will be determined by the point system found below. Additional points may be acquired by facilities that implement other sustainable practices that are not a part of those prescribed in this application.

One Dogwood Blossom	Two Dogwood Blossoms	Three Dogwood Blossoms
50	90	130

Four Simple Rules for Creating an Environmental Policy

There are four basic rules for writing and displaying an environmental policy for your business. The policy should include:

- A commitment to protecting the environment. This may be a simple statement that your business promises to do all it can to keep the environment healthy or it may specifically mention environmental steward ship methods. For instance, it could simply state, "(Name of Business) is committed to protecting our environment by conducting business in such a way as to conserve energy, water and natural re-sources." OR, it may state, "Name of Business) practices environmental stewardship by reducing waste, recycling, installing energy efficient lighting, and by installing low-flow water fixtures."
- A commitment to observing all laws and regulations governing the protection of the environment.
- A commitment to continually improve your environmental stewardship program.
- The completed policy should be signed and dated by the owner or manager of the business and should be displayed where employees and customers can easily see it.

Here is an example that may give you some ideas for your own policy:

Green Mountain Convention and Event Center Environmental Policy

Green Mountain Convention and Event Center seeks to be a better steward of the earth by creating a healthy environment for its guests, employees and community. We promise to do this by observing sustainable business principles and by implementing an energy reduction program, water conservation program, by helping to protect air quality and by reducing the amount of solid waste generated. Our facility is also committed to setting a good corporate example of environmental stewardship.

Green Mountain Convention and Event Center is committed to observing all Federal, state and local laws and ordinances aimed at protecting the environment.

Green Mountain Convention and Event Center will continually seek to reduce its environmental footprint by looking for new and better ways to reduce its reliance on natural resources.

If you need further assistance in writing your environmental policy, call Tom Rhodes at (919) 707-8140 or email, tom.rhodes@ncdenr.gov.

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