B&B Application

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 B&B. 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 business 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 business 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.

Solid waste reduction and recycling

1 pt ☐ Fax and copy machines don't create cover sheets

1 pt ☐ Two-sided copying and printing is standard operating procedure

2 pt ☐ Electronic documents are used instead of printing

1 pt ☐ Clean, once-used paper is reused for memos and drafts

5 pt ☐ A solid waste assessment has been performed

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

Materials recycled, donated or refurbished for reuse

2 pt ☐ Paper (Includes newspaper, office paper, cardboard, magazines, etc.)

5 pt ☐ All food and beverage containers (steel, aluminum, plastic, glass, etc.)

1 pt ☐ Toner, ink and other printer cartridges

2 pt ☐ Pallets

2 pt ☐ Plastic packaging (film, stretch wrap, shrink wrap, plastic bags, etc.)

5 pt ☐ Goods, equipment and materials no longer needed are donated to organizations that can reuse them (Habitat for Humanity, Good Will, Salvation Army, etc.)

List other materials recycled donated or refurbished

List locations of recycling containers available to staff and guests

2 pt ☐ Staff Work areas. Please describe (in offices, kitchens, dock areas, etc.)

3 pt ☐ In public or customer areas. Please describe (In common areas, meeting spaces, guest rooms, dining areas, etc)

3 pt ☐ Signs are posted directing users toward recycling areas.

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

List locations other than those listed above

Energy Management

5 pt ☐ An energy assessment has been performed

5 pt ☐ 50% of assessor recommendations have been implemented

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

2 pt ☐ Our business implemented de-lamping/de-commissioning of lights based on light level measurements and aesthetic needs

2pt ☐ Occupancy sensors have been installed

2 pt ☐ LED or electroluminescent exit signs have been installed

2 pt ☐ Daylight sensors have been installed or facility is using day-lighting

10 pt ☐ Solar panels, wind generators and/or other renewable energy sources have been installed to generate electricity

5 pt ☐ Our facility is selling excess green power to power company

☐ We purchase carbon offset blocks or Renewable Energy Certificates (specify how many blocks or R.E,C,s your B&B purchases monthly for 2 points per block or R.E.C. _____ blocks _____ R.E.C.s

5 pt ☐ Energy Star labeled HVAC has been installed

7 pt ☐ Innovative, high efficiency HVAC has been installed (ground source heat pump, solar, etc.)

2 pt ☐ Programmable HVAC controls have been installed

7 pt ☐ Solar panels have been installed for water heating

1 pt ☐ Insulation jacket has been installed on water heaters

4 pt ☐ Heat pump water heater has been installed

3 pt ☐ Our facility is using on-demand water heating

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

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

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 (Specify)

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

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

2 pt ☐ Energy Star labeled computers, monitors, printers, copiers and other business equipment are being used

3 pt ☐ We have a motor management/replacement plan to use high-efficiency motors

1 pt ☐ Vending machines have been equipped with energy-saving technology (timers, vending misers, etc.)

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 allowed in your facility

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 with hybrid, electric and alternative fuel vehicles

5 pt ☐ Electric vehicle charging station(s) are provided for guests

5 pt ☐ Alternative fuel fleet vehicle(s) are used, including bio-fuel, hybrid, pedal-powered, electric vehicles, natural gas vehicles or propane vehicles.

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

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

2 pt ☐ Environmental measurements are published in public media

Grounds Keeping

2 pt ☐ Our business practices planting native plants that require little maintenance (describe)

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

2 pts ☐ An irrigation conservation plan is in place (using soaker hoses, timed irrigation, etc.) (describe)

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

1 pt ☐ Rainwater is harvested for landscaping

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

2 pt ☐ Our business uses compost generated onsite as a soil amendment or ground cover

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

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

Education and Promotion

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

2 pt ☐ Our guests are encouraged to conserve resources through the use of flyers, signs, decals, magnetic signs, verbal reminders and other communications

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

Housekeeping and Clean-up

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

1 pt ☐ We purchase cleaning products in bulk containers or concentrated to reduce waste

2 pt ☐ Cleaning products and methods are assessed for their environmental impact and only those that are environmentally friendly are used

1 pt ☐ Cleaning products are used throughout the facility are natural cleaners and/or meet or exceed Green Seal (or similar) product standards (describe)

2 pt ☐ Employees are given training in the use of green cleaners

1 pt ☐ A cleaning products waste reduction plan has been implemented

1 pt ☐ Vendors give feedback on environmental impact from using their environmentally sustainable products. Results are available to staff and public

Green Purchasing

3 pt ☐ Environmentally Preferable Procurement (EPP) program has been 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 considered in addition to cost when purchasing

2 pt ☐ Recycled content paper products are purchased

2 pt ☐ The number of items such as printers, staplers, paper cutters and other multi-user equipment is minimized

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

3 pt ☐ Environmentally preferable furnishings and equipment are used (Reused, remanufactured or made from sustainable materials) (describe)

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 (Identify the organization or agency)

Additional Practices

Describe additional sustainable practices your facility has implemented. You may submit additional pages

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	
	Environmental Measurements	
	Grounds Keeping	
	Education and Promotion	
	Housekeeping and Clean-up	
	Green Purchasing	
	Certification By Other Agencies	
	TOTAL	

Determining your recognition level

Your recognition level 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..

Please save your completed application on your computer for future reference and email the application to tom.rhodes@ncdenr.gov. Call (919) 707-8140 for more information and assistance with filling in your application.

One Dogwood Blossom	Two Dogwood Blossoms	Three Dogwood Blossoms
40	80	120

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 stewardship 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 resources." 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 or you may copy this example and insert your business name.:

Green Mountain Bed and Breakfast Environmental Policy

Green Mountain Bed & Breakfast 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 Bed & Breakfast is committed to observing all Federal, state and local laws and ordinances aimed at protecting the environment.

Green Mountain Bed & Breakfast 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.

The NC GreenTravel Initiative is a partnership of the NC Division of Environmental Assistance and Customer Service, East Carolina University Visit NC and Waste Reduction Partners.