



Business Name	
Contact	
Phone Number	

MONTEREY BAY AREA GREEN BUSINESS PROGRAM

Supplemental Checklist: Hotels & Hospitality Companies

The following measures are intended to supplement those in the Minimum Measures and Office/Retail checklist. In addition to completing the Minimum Measures and Office/Retail checklist, this checklist must also be completed prior to certification.

Remember, the program offers free, non-enforcement, technical assistance to help meet the criteria. We will send out professional technical staff to assist you in meeting the energy, water, resource conservation, and pollution prevention requirements.

- On line applications are now being accepted for businesses located in Santa Cruz and Monterey Counties. Please visit: <http://www.montereybaygreenbusiness.org/HowToBecomeGr.html> to fill out an application.
- For businesses located in the unincorporated areas of Santa Cruz County, Scotts Valley, and Capitola, or Watsonville call (831) 477-3976 or email: greenbusiness@co.santa-cruz.ca.us
- For businesses located in Monterey County, call Monterey County Environmental Health at (831) 755-4579 or email: NapalanJA@co.monterey.ca.us
- For businesses located in the City of Santa Cruz, call (831) 420-5160 or email: shealy@ci.santa-cruz.ca.us

Green Business Checklist

Business must meet compliance with regulatory requirements as well as all of the criteria outlined below to obtain Green Business Status, except where a choice is given. If a certain section does not apply to your business, mark it with N/A for Not Applicable. For instance, if there are no company owned vehicles mark that section N/A.

A. Pollution Prevention

A. Garment and Linen Cleaning

(Before GB program)(After GB program)

1. Where feasible, garment and linen washing is not done between 3pm and 7pm. All new machines should be Energy Star certified and water conserving. A list of qualifying commercial washers is available at the California Urban Water Conservation Council’s Smart Rebate website: http://www.cuwcc.org/smartrebates/smartrebates_fixtures.lasso#ComHEWs
2. Use a detergent that contains no phosphates and is non-corrosive.
3. Evaluate the use of a wastewater lint traps for laundry machines.

4. Use non-perchloroethylene (PCE) alternative fabricare technologies if providing garment cleaning services. Likewise, PCE and Trichloroethylene (TCE) are not used for spot cleaning.
5. Provide guests with the option of reusing their towels and linens if staying multiple nights.
6. If water softeners are used in cleaning systems, use potassium chloride (KCl) instead of sodium salt or an exchange service (by demand) instead of an automatic regenerating unit in areas where treated wastewater is recycled for agricultural purposes

B. Janitorial Chemicals

(Before GB program)(After GB program)

1. Use Green Seal Certified janitorial products whenever possible. (Go to www.greenseal.org to find a product list.)
2. Use non-chlorinated abrasive powders (i.e. Bon Ami)
3. Use a non-chlorine bleach alternative for whitening instead of hydrogen peroxide or bleach.
4. Use an abrasive sponge or pumice stone in place of strong chemicals to remove grime or deposits.
5. Use a vinegar/water mixture for window cleaning instead of alcohol or ammonia-based cleaner.
6. Use mild detergents or soaps in place of cleaners with alcohol, ammonia, or caustic ingredients.
7. Screen all products for hazard/toxicity prior to using. Obtain Material Safety Data Sheets (MSDS) for all products used.
8. Use the lowest concentration of cleaners that will do the job.
9. Use only zinc-free and butyl-free floor cleaners and strippers.

C. Cleaning Materials

(Before GB program)(After GB program)

1. Buy cleaning equipment such as vacuum cleaners, mop buckets, micro-fiber cloths and mop heads, that are more durable and energy efficient in order to extend life expectancy and reduce waste.
2. Use biodegradable products, like trash bags, when not cost prohibitive.
3. Use reusable spray bottles for dusters, glass cleaners, etc, instead of disposable aerosols.
4. Use, whenever possible, spray bottles to apply cleaners, rather than mixing a bucket. (Ensures that less cleaner is used and less is wasted).

D. Cosmetic Safety and Chemical Use

Note: This section applies only to hotels with hair and body-care professionals

(Before GB program)(After GB program)

1. Obtain safety ratings for and inventory all products used and sold from the Skin Deep Database found here: <http://www.cosmeticsdatabase.com>. At least 88% of products sold should be rated as a 6 or lower with emphasis put on those products used most frequently
2. Prohibit the use and sale of acrylic nails.
3. Offer environmentally friendly nail polish alternatives.

E. Restaurant and Food Service: Fats, Oil and Grease

(Before GB program)(After GB program)

1. Wipe or scrape oil and grease from cookware, utensils, serving ware, trays, grills, and pans into appropriate containers to minimize kitchen grease going down the sewer. Dispose of oil, grease, and animal fats using a method below to ensure that this waste is not disposed in the sanitary sewer:
 - **Santa Cruz County** (Inc- and Uninc-): Place grease scrapings into a sealed waste grease bin provided to you by your tallow collection company.
 - **Monterey County** (Inc- and Uninc-): Place grease scrapings into a covered, water-tight garbage bin/dumpster.
2. Post “No Grease” signs above sinks in the kitchen and on the front of dishwashers.
3. Food waste is either composted offsite (where available) or disposed of as regular waste in a landfill.
4. Utilize filtering drain plugs/screens that allow for drainage of water but not solids.
5. Routinely clean kitchen exhaust system filters in a sink that drains to the grease trap or interceptor (If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the storm drain system when it rains).
6. Waste oil and grease from fryers and other grease generating operations are picked up by a tallow company or pumping service for recycling. Invoices and manifests are kept on site. Tallow containers must be stored and transferred in watertight covered containers, and labeled “tallow only.” Tallow containers must be placed or stored away from floor drains and storm drains unless secured and stored within secondary containment.
7. If available, and if your kitchen produces more than 55 gallons of waste fryer oil per week, enroll in the Fryer to Fuel dedicated collection route. Ask your Environmental Compliance inspector or for details.

Compliance Notes

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- Any facility generating grease is required to have an approved interceptor or grease trap to prevent grease from entering sewer pipes. Your facility currently has a grease trap/interceptor that is pumped out regularly or in accordance with local regulations. A cleaning log is maintained for interior traps and/or receipts or manifests are kept as proof of pumping for exterior interceptors. If self-cleaning, contact the pretreatment inspector for proper cleaning and disposal methods.
- No unapproved emulsifiers or additives are used in your grease trap or interceptor. Contact the local Pretreatment Program Coordinator to determine if an emulsifier or additive is approved.
- A food grinder or sink garbage disposal units is not in use.

F. Restaurant and Food Service: Produce, Fish, and Other Goods Selection

(Before GB program)(After GB program)

1. Promote, where feasible the use of local, organic produce.
2. Consult with the Monterey Bay Aquarium’s Seafood Watch advisory material to make sure that seafood is purchased from sustainable sources:
<http://www.mbayaq.org/cr/seafoodwatch.asp>

3. Seafood offered must be at least 50% sustainable and your restaurant must communicate to customers which fish are sustainable (either with the Seafood Watch Card or by indicating sustainable seafood on the menu).

G. Facilities with golf courses on site:

1. Golf courses must possess certification through the Audubon Cooperative Sanctuary Program (ACSP) for Golf Courses. Please note there is a \$200 Annual Membership Fee to become a member of ACSP for Golf Courses (membership is required to qualify for certification). There are no additional costs for certification.

For information on the Audubon Cooperative Sanctuary Program for Golf Courses, please visit: <http://acspgolf.auduboninternational.org/> or call (518) 767-9051, Extension 114.

C. Solid Waste Reduction

I. Waste Management

Please complete the mandatory waste reduction measure listed below:

(Before GB program)(After GB program)

1. Provide a recycling container in each guest room for unwanted magazines, newspapers, and water or soda containers and have a note encouraging guests to recycle. Equip the housekeeping/maid service cleaning carts with a recycling can.

II. Waste Reduction Measures and Practices

Use the items below and measures found in the Other Waste Reduction section in the Minimum Measures and Office Retail checklist to complete at least *five* measures.

(Before GB program)(After GB program)

1. Reduce the number of plastic individual shampoo, conditioner, lotion, and soap containers in garbage by either (1) sanitizing and refilling individual bottles or (2) installing bulk dispensers in each bathroom.
2. When replacing or restocking guest coat hangers either (in order of preference): (1) donate hangers to local thrift stores or (2) place all metal hangers in recycling bins for scrap metal.
3. Wood, including pallets & wood from remodeling activities
4. Donate excess non-perishable food (bread/produce OK; not meat or cooked food) to food banks or shelters (covered under Good Samaritan law).
5. Use old tablecloths, cloth napkins and washcloths (properly sanitized) as rags.
6. Use stained or old guest towels and washcloths as rags.

III. Environmentally Preferable Purchasing

A. Purchasing Activities

Use the items below and measures found in the Purchasing Activities section in the Minimum Measures and Office Retail checklist to complete at least *five* measures.

(Before GB program)(After GB program)

Supplemental Checklist for: Hotels & Hospitality Companies and Golf Courses/Resorts

1. If you provide guests with small individual plastic bottles of lotion, shampoo, or conditioner, ensure that these containers are made from recyclable plastic. In addition, provide a small recycling container for these items in each bathroom.
2. When remodeling or “touching up” the hotel lobby, restaurant, or guest rooms, purchase low VOC paint and/or eco-friendly carpeting whenever possible
3. Buy ingredients (e.g., flour, sugar and salt) in bulk (when sales volume and storage space allow).
4. Check food deliveries for spoiled or damaged product before accepting shipments.
5. Store and rotate supplies to minimize loss through spoilage and damage.
6. Buy products in returnable, reusable or recyclable containers. These must be approved for commercial use in food establishments. Ask your supplier to ship with less, recycled or reusable packaging.
7. Replace disposable beverage, flatware, and tableware containers with washable, reusable ones (Contact Environmental Health to ensure proper sanitizing).
8. Require cleaning/sanitizing product suppliers to take back empty buckets or drums.
9. Switch from individual condiment packets (e.g., salt, pepper & sugar) to approved, refillable containers.
10. Buy pickles, mayonnaise, salad dressings, etc. in containers other than non-recyclable hard plastic pails or buckets. Try them in plastic-lined cardboard, cry-o-vac, or foil pouches.
11. Use cloth instead of paper napkins and table cloths (Contact Environmental Health to ensure proper sanitizing).
12. Substitute biodegradable cups and plates in place of Styrofoam or paper (vendor: Simply Biodegradable, www.simplybiodegradable.com)
13. Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
14. Eliminate inner-pack dividers in shipping containers for miscellaneous supplies.
15. Buy eggs shelled in bulk (refrigerate as required) if using three or more cases per week.
16. Serve straws from Environmental Health-approved dispensers rather than offering pre-wrapped (for self-service areas only).
17. Eliminate paper coasters or switch to reusable ones.
18. Offer discounts or incentives to customers who use refillable mugs, cups, or to-go containers. Have all employees use reusable mugs and cups.
19. Replace in-room plastic cups with glass ones.
20. Change amenity programs so that rarely used items are supplied only upon request.
21. Switch to bulk-dispensed shampoo and other amenities in guest rooms.
22. Donate half-used amenity bottles to local shelters, nursing homes, and halfway houses.
23. Designate space to make recycling easier. This space can be used to store all recyclables.
24. Donate old furniture or equipment to institutions or charity.
25. Other _____

B. Purchases

Use the items below and measures found in the Purchases section in the Minimum Measures and Office Retail checklist to complete at least *three* measures.

1. Paper table covers
2. Placemats
3. Napkins
4. Menus

- 5. Guest checks
- 6. Office paper
- 7. Oil for vehicles/equipment.
- 8. Re-treaded tires for your fleet vehicles.

D. Water Conservation

Use the items below and measures found in the General Water Conservation Measures and Practices sections A, B, C, and D in the Minimum Measures and Office Retail checklist to complete at least *three* measures.

A. Fixtures and Equipment

- 1. Use pool cover to reduce evaporation and heat loss when the pool is not being used.
- 2. Lower pool level to avoid splash-out.
- 3. Reduce the water used to back-flush pool filters, remaining on site to watch the back-flush process

B. Indoor Water Management Practices

- 4. Serve water in bars and restaurant only upon request.
- 5. Institute an optional towel and linen reuse policy for guests.
- 6. Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufacturers' specifications.

E. Employee Awareness

- 1. New and current employees are trained to follow the Green Business practices.
- 2. All employees are trained on proper cleaning and janitorial procedures, including grease and solids management.
- 3. An employee will be asked if they know what Green Business and/or Best Environmental Practices are and they will be asked to give an example.
- 4. Provide incentives to employees who take ownership of Best Environmental Practices such as "Employee of the Month."
- 5. Ensure that any custodial services or other contractors that you hire follow Best Environmental Practices when working at your business.

All criteria have been met as of the following date: _____

Signature of authorized Green Business Program Coordinator: _____

Printed Name: