

Maryland Green Travel

CHECKLIST for Accommodations, Attractions and Restaurants



This checklist is intended to assist you in completing the Maryland Green Travel application by providing a broad spectrum of activities you can include on your application or use to plan future projects. The list includes many great ideas for reducing the environmental impact of the tourism industry, as well as links for further information and resources.

Management and Leadership

- **Have an Environmental Policy Statement.** Research and develop one. (*Use MGT's template found on the last page of the checklist*)
- **Establish an Environmental Team.** Recruit members, craft a mission statement, meet regularly, etc.
- **Set Annual Goals.** Review environmental impacts, set goals and create an action plan
- **Develop a Purchasing Policy for Environmentally Preferable Procurement and Purchasing.**
- **Participate in or Sponsor Environmental Restoration or Community Environmental Projects.** (ie, stream cleanups, outreach to schools, etc)
- **Green Meetings and Events Package**
 - Use ideas set forth in Maryland Green Travel's [Checklist for Planning Green Events](#)
 - Support event planners who want to hold green events
 - Include information on Green Events/Weddings/Meetings/Conferences in marketing materials
 - Train all event planner staff on green event techniques
 - Provide visible recycling at all green events
 - Minimize the use of disposable food service items at all green events
 - Use electronic registration, correspondence and forms for all green events
 - Use double-sided printing and copying at all green events
 - Use recycled content paper and soy based ink at all green events
 - Use green signage at the event
 - If events are held at your property, describe the types of activities that you undertake to make these events green:
 - Share any other innovative ideas and specifics related to your *Green Events* efforts:

RELATED CONTENT:

EPA - [Environmental Purchasing Tools](#); [Environmental Management Systems](#)
Additional Environmental Management Tips. [Maryland Green Registry - Management](#)
Additional Tips on Planning Green Events. [Maryland Green Travel's Checklist for Planning Green Events](#);
[Green Meetings Industry Council](#)

Waste

Solid Waste Reduction and Reuse:

- Develop a plan in place to reduce waste. (*A plan can be as simple as tracking waste and setting goals to reduce waste each year*)
- Track overall waste bills and established baseline data for quantity of wastes produced
- Perform a waste stream audit to determine baseline waste data and identify waste reduction opportunities
- Set a numeric goal of overall waste reduction
- Minimize food waste through:
 - Donating excess food from events
 - Composting food waste and other compostables
 - Using effective food inventory control to minimize waste
 - Menu and portion size adjustments
 - Efficient food preparation
 - Repurposing of kitchen food leftovers following food safety guidelines
- Purchase locally grown produce and other foods
- Purchase [organic foods](#)
- Purchase [sustainably grown foods](#)
- Provide organic, local or sustainable food choices
- Use bulk soap dispensers instead of individual soaps / shampoos / conditioners
- Use refillable shampoo bottles rather than single-use bottles
- Instruct housekeeping to save and reuse unopened items
- Use bulk soap dispensers in public restrooms
- Use high-efficiency hand-dryers
- Purchase recycled-content paper towels and toilet paper
- Use cloth napkins and tablecloths
- Use non-bleached napkins and coffee filters
- Use reusable coffee filters
- Provide condiments (cream and sugar, etc) in bulk
- Use water pitchers and filtered water to minimize the use of single-use bottles
- Print menus on recycled [FSC-certified](#), recycled-content paper with vegetable-based inks and include recycling symbols, recycled-content, and a message about the inks
- Use menus and table placards as opportunity to communicate green activities
- Use Maryland Green Travel logo or other emblem to indicate organic, local or sustainable menu choices
- Use screen-based ordering systems
- Use last-in/first-out inventory and effective labeling systems
- Use electronic, paperless registration
- Use electronic correspondence and forms
- Purchase from vendors and service providers with a commitment to the environment
- Encourage suppliers to minimize packaging and other waste materials
- Purchase recycled paper with a high percentage recycled content
- Make 2-sided copies / printed materials and avoid making extra copies
- Use recycled content paper for copies / printed materials
- Use vegetable based inks for copies / printed materials
- Use refillable pens and toner cartridges
- Remove facility and staff names from junk mail lists when possible
- Reuse scrap paper for notes
- Reuse or donate shipping and packing supplies (peanuts, bubble wrap, etc)
- Offer [Leave No Trace](#) tips and green travel education to guests
- Promote other green attractions, activities and Maryland Green Travel facilities
- Sell organic cotton shirts

- Sell environmentally friendly products
- Sell sustainable, organic or local products
- Perform preventative maintenance on all appliances, HVAC systems, plumbing and vehicles
- Trash hooks provided to reduce animal disturbance and littering
- Share any other innovative ideas and specifics related to your *Waste Reduction* efforts:

Recycle Grease and Cooking Oil:

- Do not have grease or cooking oil to be recycled
- Store the grease and have it picked up by a rendering company
- Periodically pump the grease traps
- Filter the grease to prolong its life
- Have a contract with grease filtering company that takes the grease away
- Use our grease to make [bio-diesel](#)
- Use a grease recycling vendor that makes bio-diesel
- Identify your grease recycling vendor:
- Share any other innovative ideas and specifics related to your *Grease & Cooking Oil Recycling*:

Recycling:

- Provide some specific details on your recycling. (ie, recycling bins in lobby/rooms, collection bins in parking lot, drop off locations, bins with instructions, etc):
- Provide details on what you recycle:
 - Glass
 - Aluminum Cans
 - Steel Cans
 - Plastic
 - Office Paper
 - Printer and copy machine toner cartridges
 - Newspaper
 - Cardboard
 - Pallets
 - Packing Supplies
 - Fluorescent Lamps (required by [EPA regulations](#))
 - Batteries (NiCad, Lead-Acid) (required by [EPA regulations](#))
 - Electronics equipment, ie. computers, etc. (required by [EPA regulations](#))
 - Other:
- Identify your recycling vendor(s) or service or explain where/how you recycle:
- If you are unable to recycle certain items, explain why:
- If your property is located in an area where a comprehensive recycling program is not available, develop a written explanation of the recycling opportunities that are provided.
- Share any other innovative ideas and specifics related to your *Recycling* efforts:

Composting:

- Pilot a compost collection program
- Compost off-site by contracting with a hauler to collect food scraps and other organics, which are taken to off-site composting facilities for recycling ([Examples of Maryland organics haulers](#))
- Compost on-site using an in-vessel composting system: (examples below of small in-vessel systems)
 - [Green Mountain Technologies – Earth Tub](#)
 - [Urban Garden Center – Urban Compost Tumbler](#)
 - [Mantis Compost Tumbler](#)

- [Gardener's Supply Company](#) - Assorted tumblers and worm bins
- [Make](#) or [buy](#) your own worm bins
- Use biodegradable foodware
- Share any other innovative ideas and specifics related to your *Composting* efforts:

Hazardous Waste/Toxic Use Reduction:

- Use [green cleaning chemicals](#)
- Dispense cleaning agents in bulk to reduce quantities used
- Purchase durable equipment and furniture
- Purchase low-VOC carpets and fabrics
- Install carpet with sustainable or recycled content
- Use low VOC adhesives
- Use reused building materials or those from sustainable sources
- Use latex paints that are low or no-VOC
- Reuse paint thinners
- Properly recycle and/or dispose of thinners and solvents (required by [EPA regulations](#))
- Use less toxic materials
- Use [Organic Farming Principals](#)
- Use [Biodynamics](#)
- Use [integrated pest management](#) - IPM
- Minimize the use of pesticides, herbicides, fungicides and fertilizers in landscaping
- Train staff effectively to use agrochemicals correctly and in proper applications
- Use a nutrient management plan that minimizes the use of fertilizers
- Use natural fertilizers instead of synthetics
- Use composted production materials for fertilizer
- Share any other innovative ideas and specifics related to your *Hazardous/Toxic Waste Reduction* efforts:

Minimize the Impact of Disposable Food Service Items (*to reduce the use of polystyrene*):

- Do not use polystyrene coffee cups
- Use real coffee mugs and no polystyrene products
- Use reusable dishware and glassware and minimize the use of disposables
- Do not use any disposable containers, dishware, cutlery or cups
- Use disposable foodservice items that are eco-friendly – *polystyrene is avoided*
- Use disposable foodservice items made from bio-based, renewable materials (corn, bamboo, etc)
- Use disposable foodservice items made with recycled content
- Use recyclable foodservice items and actively recycle them
- Use compostable foodservice items and collect such items for composting or direct this material to available composting operations in your area
- Share any other innovative ideas and specifics related to your efforts to *Minimize Disposable Food Service Items*:

RELATED CONTENT:

Organic / Sustainable Foods - [Purchasing Organic Foods](#); [Purchasing Sustainable Foods](#); [Sustainable Seafood](#)
Forest Stewardship Council - [FSC-certified](#)
[Leave No Trace](#)
Biodiesel - [EPA - Biodiesel](#); [Greaseworks](#); [Valley Proteins](#)
Best Practices Tips on Grease. [Fact Sheet](#)
EPA Recycling Regulations - [Laws and Regulations](#)

Additional Recycling Tips. [Maryland Green Registry - Waste/Recycling](#)

Additional Composting Tips. [Maryland Green Registry - Compost Challenge](#)

GreenSeal - [Bulk Cleaning Agents](#)

EPA/RCRA Regulations - [Thinners / Solvents](#); [Pesticides](#)

Farming - [Organic Farming](#); [Biodynamic Farming](#);

Best Practices Tips on Food Service Issues. [EPA – Greening Your Food Service](#); [Sustainable Food Service](#)

Additional Waste Reduction Tips. [Maryland Green Registry - Waste](#)

Energy

Energy Efficiency:

- Develop a plan to reduce energy usage. (*A plan can be as simple as tracking energy use and costs and setting goals to reduce each year*)
- Track overall energy bills and establish baseline energy usage
- Have a numeric goal to reduce energy usage over time
- Have an energy audit to identify efficiency opportunities
- Have an energy management system in place to track and meter energy usage
- Design use of natural lighting
- Use lighting sensors to turn on/off lights
- Use occupancy sensors to turn on/off lights
- Turn off lights or all electrical items in unoccupied rooms when not in use or at the end of the day
- Minimize the use of lighting during night cleaning
- Use directional, downward-facing, lighting in parking areas and other outdoor areas
- Use high efficiency compact fluorescent light bulbs in rooms, canned lighting or wherever possible
- Use high efficiency fluorescent ballasts and lamps - T-5's & T-8's
- Use [LED Exit Signs](#)
- Use LED lighting. For:
 - Have a high efficiency heating and air-conditioning HVAC system
 - Regularly perform preventative maintenance on HVAC system
 - Have geothermal heating and cooling
 - Have programmable thermostats for each room and ensure they are properly adjusted
 - Have a centrally controlled HVAC system that is activated only when occupied
 - Have key-entry activated lighting and energy controls
- Use ceiling fans
- Keep office doors and windows closed if HVAC system is on
- Housekeeping closes blinds and resets optimal temperatures
- Have [ENERGY STAR rated windows and doors](#)
- Have thermal-rated windows and insulation
- Have installed additional insulation
- Regularly evaluate existing ovens and other kitchen equipment for temperature settings and energy efficiency opportunities
- Confirm that all refrigerator, freezer and oven gaskets provide a good seal or replace
- Routinely clean condenser coils on all refrigeration equipment
- Implement a startup / shutdown procedure which specifies timing for lighting, kitchen equipment, room temperature, etc
- Have proper pilot light adjustment
- Install / set defrost timers for freezers
- Install high-efficient evaporator fans for freezers and refrigerators
- Install timers on the ice-machine to avoid peak demand usage
- Optimize flow rates of exhaust hoods through upgraded equipment or side panels
- Upgrade to an [ENERGY STAR Commercial Kitchen Package](#)

Renewable Energy:

- Generate electricity from photovoltaic solar panels
 - Generate electricity from a wind turbine
 - Have a solar water heating system
 - Use [ENERGY STAR computers, appliances, office equipment, etc](#)
 - Calculate the pollution factor of our energy usage by using a [pollution calculator](#)
 - Purchase [Green Tags](#) or [Renewable Energy Certificates](#) to support new renewable energy resources
 - Purchase [Green Power from utility](#)
 - [EPA Green Power Partner](#)
 - Join [ENERGY STAR's Low Carbon IT](#) challenge
 - Earn the [ENERGY STAR label](#) for your building
 - Use [ENERGY STAR's Portfolio Manager](#). Provide portfolio management score:
 - Use [ENERGY STAR's Benchmarking Tool](#) for the Hospitality Industry
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- Share any other innovative ideas and specifics related to your *Energy Conservation and Efficiency* efforts:

RELATED CONTENT

[ENERGY STAR - LED Exit Signs; Windows and Doors; Commercial Kitchens; Energy Efficient Appliances; Low Carbon IT; ENERGY STAR for Buildings; Portfolio Manager; Benchmarking Tool](#)
[Sample Pollution Calculator - Pollution Calculator](#)
[Green Power - Green-e Energy; EPA - Green Power Partners; Green Power in MD](#)
[Additional Energy Efficiency Tips. Maryland Green Registry - Energy](#)

Water

Water Conservation:

- Develop a plan to reduce water usage. (*A plan can be as simple as tracking water use and costs and setting goals to reduce each year*)
- Track water bills and establish baseline data on water usage and wastewater generation
- Have a numeric goal to reduce water consumption over time
- Assess production for water-conserving opportunities during cleaning procedures
- Perform preventative maintenance to stop drips and leaks
- Use water-flow metering to discover leaks and areas of high use
- Offer water versus serving automatically
- Discourage water-based cleanup, ie. sweep first
- Use microfiber technology mops
- Defrost foods ahead of time in refrigerators to avoid the need for “running-water defrost”
- Use or install the following:
 - low flow restrictors on faucets and showerheads
 - aerators on faucets (0.5 gpm or less for lavatory and 2.2 gpm or less for kitchen faucets)
 - low flow toilets (1.6 gpf or less)
 - low flow urinals (1 gpf or less)
 - waterless urinals
 - composting toilets
 - automatic or sensed faucets or toilets in public restrooms
 - tankless hot water heaters
 - an “air-cooled” versus a “water-cooled” icemaker
 - high efficiency [Energy-Star rated dishwashers](#)
 - a [WaterSense](#)-rated pre-rinse dishwasher valve (1.6 gpm or less)

Linen Service and Laundry:

- Provide optional linen service. Change linens *ONLY* upon request
 - Train staff on the process for optional linen service
 - Have signage in each room explaining the linen reuse procedures
 - [Track optional linen participation rate](#)
 - Have [water- and energy-efficient washers and dryers](#)
 - Use non-phosphate, non-toxic and biodegradable laundry detergents
 - Minimize the use of bleach and chlorinated chemicals
 - Use an ozone laundry system that greatly minimizes need for detergents and saves water
 - Launder staff uniforms using wet or other environmentally friendly methods versus chemical-based dry cleaning
 - Use linen service providers that employ [wet cleaning versus dry cleaning](#)
 - Line dry items whenever possible
- Share any other innovative ideas and specifics related to your *Linen Service and Laundry* efforts:

Stormwater Management and Site Design:

- Develop an effective landscape management plan which utilizes:
 - native species
 - drought tolerant species
 - metering
 - rain gauges
 - minimizes lawn areas
 - landscaping using [BayScapes](#) techniques
 - Develop an effective storm water management plan which includes:
 - [Rain gardens](#)
 - Pervious pavement, and/or minimization of impervious areas - paving, concrete, etc
 - [Green roof](#)
 - Use [cisterns](#)
 - Use [rain barrels](#)
 - Use [drip line irrigation](#)
 - Maintain vegetative buffers around streams and ponds
 - Collecting wash-down water and using for irrigation
 - Natural treatment of production wastewaters for irrigational uses
 - Collection of storm water runoff for irrigational use
- Share any other innovative ideas and specifics related to your *Water Conservation and Efficiency* efforts:

RELATED CONTENT

EPA - [WaterSense](#)

ENERGY STAR - [ENERGY STAR - Energy Efficient Appliances](#)

Tracking Linen Reuse - [Project Planet](#)

EPA - [Wet Cleaning](#)

Information on Storm Water Management. [BayScapes Landscaping](#); [Rain Gardens](#); [Green Roofs](#); [Cisterns](#), [Rain Barrels](#);
[Drip Line Irrigation](#)

Additional Water Conservation Tips. [Maryland Green Registry - Water](#)

Transportation

- **Minimize the Commute of our Employees.** Take measures to reduce the number of employee commute trips taken by employees to get to and from work. Provide details and results:

- **Address Efficient Business Travel.** Take measures to support efficient business travel through ridesharing and other means. Provide details and results:
- **Increase the Fuel Efficiency of Fleet Vehicles.** Provide details:
- **Alternative Transportation Features for Customers.**
 - Encourage energy efficient vehicle usage
 - Provide preferred parking for hybrid or other fuel efficient vehicles
 - Provide a discounted rate for customers with hybrid or other fuel efficient vehicle
 - Educate customers on the availability of mass transit
 - Offer shuttle service to/from mass transit locations
 - Provide electric charging stations
 - Provide electric golf cart hookup
- Provide any other innovative ideas and specifics related to your efforts to minimize the environmental impacts of *Transportation*:

RELATED CONTENT

Additional Transportation Tips. [Maryland Green Registry - Transportation](#)

Green Building

- **Historic Property.** Restoration of an existing property. Provide details:
- **Sustainable Building Materials.** Provide details:
- Our building is [LEED-certified](#).
 - LEED Certified
 - LEED Silver
 - LEED Gold
 - LEED Platinum
- We are under evaluation for LEED rating. Type:
- Working to achieve LEED-EB (existing building) certification through operational changes & renovations
- Working to achieve LEED-CI (commercial interior) certification through operational changes & renovations
- Use LEED criteria when developing new buildings
- Share any other innovative ideas and specifics related to your *Green Building* practices:

RELATED CONTENT

Additional Tips on Green Building Techniques. [Maryland Green Registry - Green Building](#);
[US Green Building Council - LEED](#)

Other

- **Programs.** List any other green certification programs in which you participate or are a member:
- **Awards:** List any awards won for your green/sustainable practices:

- **Use or develop an Independently Audited Environmental Management System.** (ie, ISO14001, Responsible Care, etc)
- Provide information on any OTHER Innovative / Creative / Commonsense Green Ideas:

RELATED CONTENT

EPA - [Environmental Management Systems](#)

Additional Environmental Management Tips. [Maryland Green Registry - Management](#)

Maryland Green Travel was developed in partnership by:





ENVIRONMENTAL POLICY STATEMENT

Click here to enter text. *(property name)* in Click here to enter text. *(location)* is committed to reducing its impact on the environment.

We have joined the Maryland Green Travel program and are committed to meeting its core requirements. In addition, we will strive to improve our environmental performance over time and to initiate additional projects and activities that will further reduce our impact on the environment.

Our commitment to the environment extends to our customers, our staff and the community in which we operate. We are committed to:

- Comply with all applicable environmental regulations;
- Prevent pollution whenever possible;
- Train all of our staff on our environmental program and empower them to contribute and participate;
- Communicate our environmental commitment and efforts to our customers, staff and our community;
- Continuously improve over time by striving to measure our environmental data (*waste, energy and water*) and setting goals to reduce those totals each year;
- Ongoing review and assessment of our environmental program with annual reporting of progress to management and the Maryland Green Travel program.

It is management's responsibility to ensure that this policy is available and accessible to all employees and that the environmental program meets the terms of this policy.

Our organization's commitment to the environment, combined with similar commitments from the entire Maryland tourism industry, will make a significantly positive impact on the environment!

I, Click here to enter text. *(property representative name)*, on behalf of my organization, can attest to and verify the above statements as they pertain to my organization.

DATE: 5/12/2017

NAME:

TITLE:

PHONE:

EMAIL:

ACCEPTED