



THE MARK OF ENVIRONMENTAL RESPONSIBILITY

GS-33

**GREEN SEAL™ ENVIRONMENTAL STANDARD FOR
LODGING PROPERTIES**

**FOURTH EDITION
SEPTEMBER 5, 2008**

Green Seal, Inc. • 1001 Connecticut Ave. NW, Ste 872 • Washington, DC USA 20036-5525
(202) 872-6400 • FAX (202) 872-4324 • www.greenseal.org

Green Seal's Environmental Standards are copyrighted to protect Green Seal's publication rights,
not to restrict their use in product design or evaluation.

GREEN SEAL™

Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education. Green Seal's mission is to work towards environmental sustainability by identifying and promoting environmentally responsible products, purchasing, and production. Through its standard setting, certification and education programs, Green Seal:

- identifies products that are designed and manufactured in an environmentally responsible manner;
- offers scientific analyses to help consumers make educated purchasing decisions regarding environmental impacts;
- ensures consumers that any product bearing the Green Seal Certification Mark has earned the right to use it; and
- encourages manufacturers to develop new products that are significantly less damaging to the environment than their predecessors.

The intent of Green Seal's environmental requirements is to reduce, to the extent technologically and economically feasible, the environmental impacts associated with the manufacture, use and disposal of products. Set on a category-by-category basis, Environmental Standards focus on significant opportunities to reduce a product's environmental impact.

Green Seal offers certification to all products covered by its Standards. Manufacturers may submit their products for evaluation by Green Seal. Those which comply with Green Seal's requirements may be authorized to use the Green Seal Certification Mark on products and in product advertising. Manufacturers authorized to use the Green Seal Certification Mark on their product are subject to an ongoing program of testing, inspection, and enforcement.

For additional information on Green Seal or any of its programs, contact:

Green Seal
1001 Connecticut Avenue, NW, Suite 827
Washington, DC 20036-5525
(202) 872-6400
www.greenseal.org

TABLE OF CONTENTS

FOREWORD	3
LIST OF ACRONYMS	5
1.0 SCOPE	6
2.0 DEFINITIONS	6
2.1 BIODEGRADABLE.....	6
2.2 CARBON OFFSETS	6
2.3 CONCENTRATE	6
2.4 COST-EFFECTIVE	6
2.5 DURABLE GOODS.....	6
2.6 ENERGY-EFFICIENT	6
2.7 GREENHOUSE GAS.....	7
2.8 LIFE-CYCLE COST.....	7
2.9 LODGING PROPERTY	7
2.10 NON-PHOSPHATE	7
2.11 NONTOXIC	7
2.12 RENEWABLE ENERGY	7
2.13 RENEWABLE ENERGY CERTIFICATES	7
2.14 PRACTICABLE	7
2.15 POSTCONSUMER MATERIAL	7
2.16 VOLATILE ORGANIC COMPOUNDS (VOC).....	7
3.0 ENVIRONMENTAL REQUIREMENTS	8
BRONZE (ENTRY LEVEL)	8
3.1 WASTE MINIMIZATION, REUSE AND RECYCLING.....	8
3.2 ENERGY EFFICIENCY, CONSERVATION AND MANAGEMENT.....	9
3.3 MANAGEMENT OF FRESH WATER RESOURCES	9
3.4 WASTE WATER MANAGEMENT	10
3.5 HAZARDOUS SUBSTANCES	10
3.6 ENVIRONMENTALLY AND SOCIALLY SENSITIVE PURCHASING POLICY.....	10
SILVER	11
3.1 WASTE MINIMIZATION, REUSE AND RECYCLING.....	11
3.2 ENERGY EFFICIENCY, CONSERVATION AND MANAGEMENT.....	12
3.3 MANAGEMENT OF FRESH WATER RESOURCES	14
3.4 WASTE WATER MANAGEMENT	14
3.5 HAZARDOUS SUBSTANCES	15
3.6 ENVIRONMENTALLY AND SOCIALLY SENSITIVE PURCHASING POLICY.....	17
GOLD (HIGHEST LEVEL)	18
3.8.1 Energy Reduction.....	18
3.8.2 Sustainable Building	19
3.8.3 Renewable Energy	19
3.8.4 Greenhouse Gas Reduction	19
3.8.5 Zero Waste.....	19
3.8.6 Green Cleaning.....	19
3.8.7 Water Conservation.....	19
4.0 LABELING REQUIREMENTS	19

FOREWORD

A. Certification. This Environmental Standard contains the basic requirements for certain products (as defined in the Scope section below) to be certified by Green Seal™ and for their manufacturers to receive authorization to use the Green Seal Certification Mark on products and their packaging, and in product advertising. The requirements are based on an assessment of the environmental impacts of product manufacture, use, and disposal and reflect information and advice obtained from industry, trade associations, users, government officials, environmental and other public interest organizations, and others with relevant expertise. These requirements are subject to revision as further experience and investigation may show is necessary or desirable.

B. Compliance with the Standard. Compliance with this Standard is one of the conditions of certification of a product by Green Seal.

C. Compliance with Government Rules. In order to be authorized to use the Green Seal Certification Mark, the manufacturer of the certified product must disclose all governmental allegations or determinations of violation of federal, state, or local environmental laws or regulations with respect to facilities in which the product is manufactured. Certification will be denied any product manufactured in violation of environmental laws or regulations if, in Green Seal's judgment, such violations indicate that the environmental impacts of the product significantly exceed those contemplated in the setting of the standard.

D. Limitations on Purpose of Standard. Green Seal's Standards provide basic criteria to promote environmental quality. Provisions for product safety have not been included in this Standard because government agencies and other national standard-setting organizations establish and enforce safety requirements.

E. Substantially Equivalent Products. Products that are substantially similar to those covered by this standard in terms of function and environmental impact may be evaluated and certified by Green Seal against the intent of the requirements of this standard.

F. Unanticipated Environmental Impacts. A product which complies with this Standard will not necessarily be certified by Green Seal if, when examined and tested, it is found to have other features which significantly increase its impact on the environment. In such a situation, Green Seal will ordinarily amend its standards to account for the unanticipated environmental impacts.

G. Certification Agreement and Green Seal Rules. In order to be authorized to apply the Green Seal Certification Mark to a product or its packaging, or to use the Green Seal Certification Mark in product advertising, the manufacturer of the product must (1) undergo an initial product evaluation to determine that the product complies with Green Seal's requirements, (2) sign a Green Seal Certification Agreement that, among other things, defines how and where the Green Seal may be used, (3) pay fees to cover the costs of testing and monitoring, (4) agree to an ongoing program of factory inspections

and product testing, and (5) comply with the requirements found in the most recent version of "Rules Governing the Use of the Green Seal Certification Mark."

H. Disclaimer of Liability. Green Seal™, in performing its functions in accordance with its objectives, does not assume or undertake to discharge any responsibility of the manufacturer or any other party. Green Seal shall not incur any obligations or liability for damages, including consequential damages, arising out of or in connection with the interpretation of, reliance upon, or any other use of this Standard.

I. Care in Testing. Many tests required by Green Seal's Standards involve safety considerations. Adequate safeguards for personnel and property should be employed in conducting such tests.

J. Referenced Standards. Standards referenced in this document may have been superseded by a later edition, and it is intended that the most recent edition of all referenced standards be used in determining compliance of a product with this standard.

K. Labeling Requirements. This standard neither modifies nor supersedes government labeling requirements. Labeling language which varies in form from the requirements of this section may be used with the written approval of Green Seal.

List of Acronyms

CFR. Code of Federal Regulations.

DVD. Digital Video Disc

EPA. United States Environmental Protection Agency

HVAC: Heating, Ventilating, and Air-Condition System/s

IPM. Integrated Pest Management

LEED. Leadership in Energy and Environmental Design, a program of the United States Green Building Council

NTA. Nitrilotriacetic Acid

VOC. Volatile Organic Compound

GREEN SEAL™ ENVIRONMENTAL STANDARD FOR LODGING PROPERTIES (GS-33)

1.0 SCOPE

This Standard applies to lodging properties located in the United States of America. This Standard does not include swimming pools, golf courses, or restaurants that are not owned and operated by the property.

This standard has three levels under which a lodging property may apply for certification. The first (Bronze) is an entry level that contains essential leadership elements of a lodging operation; the second (Silver) is a more comprehensive level of required leadership operations; the third (Gold) subsumes the second and adds additional criteria characterizing properties that are at the forefront of environmental leadership. Properties entering at Bronze have one year (from the date of Bronze certification) to progress to Silver. Failure to progress to Silver in the timeframe specified will result in loss of certification. Properties at Silver are not required, but are encouraged, to progress to Gold.

2.0 DEFINITIONS

For the purposes of this Standard, the following definitions apply:

2.1 Biodegradable: Capable of breaking down, with respect to specific conditions, to a specific extent within a given time.

2.2 Carbon offsets: Mitigation of greenhouse gas emissions generated at the property using reduction measures that are certified and purchased from a third-party provider (e.g., Carbon Fund, Center for Resource Solutions).

2.3 Concentrate: A product that must be substantially diluted with water to form the appropriate solution for use.

2.4 Cost-Effective: Producing positive results in proportion to the expenditure of resources (e.g., time, money, materials, etc.) and having a return on investment period less than or equal to three years.

2.5 Durable Goods: Goods, such as appliances and furniture, that are not consumed in use and can be used for a period of time, usually several years.

2.6 Energy-Efficient: Requiring a minimum amount of energy to produce a maximum amount of work or functionality. In the United States, products purchased shall be identified as being in the lowest quarter (1/4) of least energy used according to the yellow energy guide label, or bear the Environmental

Protection Agency's Energy Star label, or be Green Seal certified, or otherwise indicate energy efficiency when compared with other similar equipment using established, industry-standard testing methods.

2.7 Greenhouse Gas: Components of the atmosphere or gases added to it that contribute to the greenhouse effect, including water vapor, carbon dioxide, methane, nitrous oxide, sulfur hexafluoride, hydrofluorocarbons, perfluorocarbons, chlorofluorocarbons, and ozone.

2.8 Life-Cycle Cost: The cost of a product or service which takes into account the cost of manufacturing, transportation and distribution, operating, maintaining and disposing of a product or service over its economic or useful life as set forth by industry standards.

2.9 Lodging Property: A facility offering accommodations to travelers. Lodging property types typically include, but are not limited to, such classifications as: All Suites, Bed and Breakfasts, Condominiums, Condotels, Convention Hotels, Cottages, Country Inns, Extended Stay, Full Service, Hotels, Limited Service, Lodges, Motels, Motor Inns, Resorts.

2.10 Non-Phosphate: Containing 0.5% by weight or less of phosphates or derivatives of phosphates.

2.11 Nontoxic: Product does not exhibit potentially harmful characteristics as defined by the Consumer Product Safety Commission regulations found at 16 CFR Chapter II, Subchapter C, Part 1500 and is not required to be labeled Toxic or Highly Toxic.

2.12 Renewable Energy: Energy from non-depleting sources and derived from natural processes that are replenished continually, including wind, solar, water, geothermal, and biofuels.

2.13 Renewable Energy Certificates: Units of renewable energy that are purchased from a third-party provider (e.g., Center for Resource Solutions) and are not sold more than once or claimed by more than one party.

2.14 Practicable: Capable of being done or accomplished with available means or resources.

2.15 Postconsumer Material: Those finished products, packages or materials generated by a business or consumer that have served their intended end uses and that have been recovered from or otherwise diverted from the waste stream for the purpose of recycling.

2.16 Volatile Organic Compounds (VOC): Compounds as defined by the EPA 40 CFR Section 51.100(s),(s)(1).

3.0 ENVIRONMENTAL REQUIREMENTS

BRONZE (ENTRY LEVEL)

Properties must achieve Silver certification within 12 months of achieving Bronze certification.

3.1 Waste Minimization, Reuse and Recycling

3.1.1. The property shall establish a recycling program, which shall include the following:

a) Recycling for the common areas (e.g., near vending machines, near elevators, in the lobby, inside or outside of conference rooms, etc.) and administrative areas (e.g., front desk, back of house, etc.) of the property for materials that are cost-effective locally. Materials may include, but are not limited to, aluminum, plastic, cardboard, steel, glass, newspaper, mixed paper, batteries, packaging, inkjet and toner cartridges, and fluorescent light bulbs. Program components shall be clearly labeled for both guests and staff. Program must contain metrics to measure effectiveness and evidence of tracking.

3.1.3 Default setting for copying shall be double-sided; paper printed on one side shall be used for internal copies/printouts/notepads.

3.1.4 The property shall make efforts to purchase products in bulk and avoid single-use type products. In particular, efforts should be made to use highly concentrated cleaning products dispensed through portion control equipment, and to substitute reusable pump sprays for aerosol cans. Aerosol cans, where still in use on the property, should be recycled if the community accepts aerosol cans for recycling.

Where Applicable:

3.1.5 Property shall donate leftover food to a local shelter or food bank where programs are available and where permitted by local regulatory agencies.

3.1.6 Property shall minimize the use of disposable food service items (e.g., hot/cold cups, glasses, cutlery, and plates) in food and beverage operations and in guest rooms. Plastic or paper cups are permitted in guest room bathrooms due to the risk of breakage.

3.2 Energy Efficiency, Conservation and Management

3.2.1 If the following equipment currently in use is not energy-efficient, when the equipment is replaced, energy-efficient equipment (as defined in the Definitions) shall be specified and purchased.

Room Equipment: televisions, video cassette players/recorders, DVD players, alarm clocks, hair dryers, irons, coffee/tea makers.

Office: fax machines, copiers, printers, computers, monitors.

HVAC Equipment: chillers, packaged terminal air conditioners, central air conditioners, central heat pumps, split ductless heat pumps, geothermal heat pumps, water heaters.

Where Applicable:

Kitchen Equipment: freezers, refrigerators, cooktops, ovens, dishwashers.

Laundry Equipment: boilers, washers, dryers, extractors.

3.2.2 Indoor lighting shall be energy-efficient OR on a schedule for replacement with energy-efficient lighting. The first lights replaced shall include lights typically on for 24 hours (e.g., hallways, exit signs, lobby lights, etc.), followed by lights typically on for 8+ hours (e.g., restrooms, staff offices, meeting rooms, etc.). All indoor lights not currently energy-efficient shall be part of a 5-year replacement schedule. 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.

3.2.3 Property shall have the building HVAC systems, in-room units, and kitchen and laundry appliances (facility and guest room) on a regular preventative maintenance schedule, including filter cleaning/changing, leak checks, clearing air vent and intake obstructions, etc.

3.3 Management of Fresh Water Resources

3.3.1 At a minimum, properties shall use the following water conserving fixtures or retrofits: 2.2 gpm faucets and aerators; 1.6 gpf toilets; 2.5 gpm showerheads. Any existing showerheads, faucets, and aerators that exceed these flow rates shall be on a schedule for replacement within 2 years. Toilets shall be replaced in conjunction with major room renovations (documenting when next “major” renovation is scheduled). Higher flow

toilets may be exempt from the flow rate requirement if the plumbing infrastructure will not adequately function with lower flow rates.

3.3.2 For exterior plantings, property shall use plants and trees tolerant of climate, soils and natural water availability. Landscape shall be watered where necessary in the early morning or at night to minimize evaporation, soaker hoses used for plant beds, and plant beds mulched to retain water. Grasses used that require irrigation shall be limited to areas where guest activities take place.

3.3.4 Where cost-effective, property shall offer towel and/or linen reuse option to multiple night guests.

Where Applicable:

3.3.5 Property shall ensure that clothes washers, dryers, and dishwashers are filled to recommended capacity for each cycle and that the coolest effective water temperature is used.

3.4 Waste Water Management

3.4.3 Property shall use non-phosphate, nontoxic, biodegradable, concentrated liquid or powder laundry detergents.

3.4.4 Property shall use non-phosphate, nontoxic, biodegradable, concentrated liquid or powder cleaning products.

3.5 Hazardous Substances

3.5.2 All chemical storage and mixing areas for housekeeping products shall allow for adequate and secure product storage with water in the space for mixing concentrated chemicals, have drains plumbed for the appropriate disposal of liquid waste products, and be equipped with access to fresh air (e.g., outside venting or air filtration unit).

3.6 Environmentally and Socially Sensitive Purchasing Policy

3.6.1 The property shall establish an environmental purchasing policy, which shall include the following elements (or equivalent):

- a) Appointment of a steering committee, which includes staff responsible for overseeing the program.
- c) Incorporation of environmental preferences into purchasing documents and discussions with suppliers and vendors.

- d) Consider the life-cycle costs of buying environmentally responsible products and services. Information from all available sources shall be used, including manufacturer information and third-party certifications.
- e) The purchase and testing of potential environmentally responsible products and services.
- g) Environmental policy is available to the public upon request.

3.6.2 Implement either of the following requirements:

- a) Property shall use printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes invoices, business forms, etc.) that contain a minimum of 30% postconsumer material content OR tree-free fiber content; coated paper shall contain a minimum of 10% postconsumer material content OR tree-free fiber content. Corporate and franchise papers may be exempted from these minimum postconsumer material content requirements if there is evidence that they are not offered by the preferred vendor(s).
- b) Consumable paper products shall be made from recycled fibers, with the following minimum postconsumer material content: Toilet Tissue: 20%; Facial Tissue: 10%; Napkins and Paper Towels: 40%.

3.6.4 Durable goods shall be of sufficient quality to allow reuse, refinishing and/or reupholstering in conjunction with remodeling/upgrading or refurbishing.

3.6.6 Preference shall be given to product suppliers who provide and take back reusable packaging and shipping pallets. Packaging that is not reusable shall be minimal and recyclable.

SILVER

Properties must achieve Silver certification within 12 months of achieving Bronze certification.

3.1 Waste Minimization, Reuse and Recycling

3.1.1. The property shall establish a recycling program, which shall include the following elements:

a) Recycling for the common areas (e.g., near vending machines, near elevators, in the lobby, inside or outside of conference rooms, etc.) and administrative areas (e.g., front desk, back of house, etc.) of the property for materials that are cost-effective locally.

Materials may include, but are not limited to, aluminum, plastic, cardboard, steel, glass, newspaper, mixed paper, batteries, packaging, inkjet and toner cartridges, and fluorescent light bulbs. Program components shall be clearly labeled for both guests and staff. Program must contain metrics to measure effectiveness and evidence of tracking.

b) Recycling and/or composting programs for food waste and yard waste where cost-effective locally. Program components shall be clearly labeled for both guests and staff.

3.1.2 Property shall use refillable amenity dispensers rather than individual containers for shampoo, conditioner, soap, lotion, etc. where possible OR demonstrate that chosen individual products are the smallest practical size for guest length of stay and minimally packaged in recycled and/or recyclable materials. Used amenities are collected for donation to charity or recycling where practicable.

3.1.3 Default setting for copying shall be double-sided; paper printed on one side shall be used for internal copies/printouts/notepads.

3.1.4 The property shall make efforts to purchase products in bulk and avoid single-use type products. In particular, efforts should be made to use highly concentrated cleaning products dispensed through portion control equipment, and to substitute reusable pump sprays for aerosol cans. Aerosol cans, where still in use on the property, should be recycled if the community accepts aerosol cans for recycling.

Where Applicable:

3.1.5 Property shall donate leftover food to a local shelter or food bank where programs are available and where permitted by local regulatory agencies.

3.1.6 Property shall minimize the use of disposable food service items (e.g., hot/cold cups, glasses, cutlery, and plates) in food and beverage operations and in guest rooms. Plastic or paper cups are permitted in guest room bathrooms due to the risk of breakage.

3.2 Energy Efficiency, Conservation and Management

3.2.1 If the following equipment currently in use is not energy-efficient, when the equipment is replaced, energy-efficient equipment (as defined in the Definitions) shall be specified and purchased.

Room Equipment: televisions, video cassette players/recorders, DVD players, alarm clocks, hair dryers, irons, coffee/tea makers.

Office: fax machines, copiers, printers, computers, monitors.

HVAC Equipment: chillers, packaged terminal air conditioners, central air conditioners, central heat pumps, split ductless heat pumps, geothermal heat pumps, water heaters.

Where Applicable:

Kitchen Equipment: freezers, refrigerators, cooktops, ovens, dishwashers.

Laundry Equipment: boilers, washers, dryers, extractors.

3.2.2 Indoor lighting shall be energy-efficient OR on a schedule for replacement with energy-efficient lighting. The first lights replaced shall include lights typically on for 24 hours (e.g., hallways, exit signs, lobby lights, etc.), followed by lights typically on for 8+ hours (e.g., restrooms, staff offices, meeting rooms, etc.). All indoor lights not currently energy-efficient shall be part of a 5-year replacement schedule. 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.

3.2.3 Property shall have the building HVAC systems, in-room units, and kitchen and laundry appliances (facility and guest room) on a regular preventative maintenance schedule, including filter cleaning/changing, leak checks, clearing air vent and intake obstructions, etc.

3.2.4 Property shall purchase energy-efficient windows as windows are replaced. Existing windows shall have window films, where climate and orientation indicate that significant energy savings will result.

3.2.5 Programmable on/off timers and/or sensors shall be used for lighting and HVAC in low traffic and low occupancy areas (e.g., back of the house, corridors, meeting rooms, storage rooms, equipment rooms).

3.2.6 Indoor Air Quality requirements [reserved]

3.3 Management of Fresh Water Resources

3.3.1 At a minimum, properties shall use the following water conserving fixtures or retrofits: 2.2 gpm faucets and aerators; 1.6 gpf toilets; 2.5 gpm showerheads. Any existing showerheads, faucets, and aerators that exceed these flow rates shall be on a schedule for replacement within 2 years. Toilets shall be replaced in conjunction with major room renovations. Higher flow toilets may be exempt from the flow rate requirement if the plumbing infrastructure will not adequately function with lower flow rates.

3.3.2 For exterior plantings, property shall use plants and trees tolerant of climate, soils and natural water availability. Landscape shall be watered where necessary in the early morning or at night to minimize evaporation, soaker hoses used for plant beds, and plant beds mulched to retain water. Grasses used that require irrigation shall be limited to areas where guest activities take place.

3.3.3 Property shall demonstrate that groundskeeping procedures specify that sidewalks, drives, parking lots, etc. are to be swept instead of washed down with potable water, or washed down with graywater.

3.3.4 Where cost-effective, property shall offer towel and/or linen reuse option to multiple night guests.

Where Applicable:

3.3.5 Property shall ensure that clothes washers, dryers, and dishwashers are filled to recommended capacity for each cycle and that the coolest effective water temperature is used.

3.4 Waste Water Management

3.4.1 Property shall demonstrate that chlorinated chemicals are used only where there is no less toxic alternative, and only in minimal amounts.

3.4.2 Property shall use automatic dishwashing detergent that is biodegradable, does not contain NTA, and does not contain chlorine bleach.

3.4.3 Property shall use non-phosphate, nontoxic, biodegradable, concentrated liquid or powder laundry detergents.

3.4.4 Property shall use non-phosphate, nontoxic, biodegradable, concentrated liquid or powder cleaning products.

3.4.5 Property shall seek out and explore the use of organic insecticides, fertilizers and biocides and/or IPM techniques.

3.5 Hazardous Substances

3.5.1 Property shall seek to replace hazardous substances with less hazardous alternatives (e.g., cleaning supplies, detergents, adhesives, paints, pesticides, etc.). Purchases of hazardous materials will be based on accurate records of the current product inventory to avoid over-purchases and unnecessary storage.

3.5.2 All chemical storage and mixing areas for housekeeping products shall allow for adequate and secure product storage with water in the space for mixing concentrated chemicals, have drains plumbed for the appropriate disposal of liquid waste products, and be equipped with access to fresh air (e.g., outside venting or air filtration unit).

3.5.3 Drums and storage containers/areas located on the property shall be clearly marked, use spill containment measures to collect spills/drips/leaching of chemicals, and shall be checked regularly for leaks and replaced as necessary.

3.5.4 Architectural paint purchased for use on the property shall not contain the following heavy metals or toxic organic substances:

Heavy Metals	Toxic Organic Substances
antimony	acrolein
cadmium	acrylonitrile
hexavalent chromium	benzene
lead	1,2-dichlorobenzene
mercury	ethylbenzene
	formaldehyde
	isophorone
	methylene chloride
	methyl ethyl ketone
	methyl isobutyl ketone
	naphthalene
	phthalate esters
	toluene (methylbenzene)
	1,1,1-trichloroethane
	vinyl chloride

An exception may be made for limited-use architectural paints used in historic areas or high-abuse areas if compliant options are not available.

3.6 Environmentally and Socially Sensitive Purchasing Policy

3.6.1 The property shall establish an environmental purchasing policy, which shall include the following elements (or equivalent):

- a) Appointment of a steering committee, which includes staff responsible for overseeing the program.
- b) Development of an environmental mission and distinct purchasing targets.
- c) Incorporation of environmental preferences into purchasing documents and discussions with suppliers and vendors.
- d) Consider the life-cycle costs of buying environmentally responsible products and services. Information from all available sources shall be used, including manufacturer information and third-party certifications.
- e) The purchase and testing of potential environmentally responsible products and services.
- f) Regular evaluation and modification, if necessary, of the environmental purchasing policy to help ensure maximum benefits.
- g) Environmental policy is available to the public upon request.

3.6.2 Property shall use printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes invoices, business forms, etc.) that contain a minimum of 30% postconsumer material content OR tree-free fiber content; coated paper shall contain a minimum of 10% postconsumer material content OR tree-free fiber content. Corporate and franchise papers may be exempted from these minimum postconsumer material content requirements if there is evidence that they are not offered by the preferred vendor(s).

3.6.3 Consumable paper products shall be made from recycled fibers, with the following minimum postconsumer material content: Toilet Tissue: 20%; Facial Tissue: 10%; Napkins and Paper Towels: 40%.

3.6.4 Durable goods shall be of sufficient quality to allow reuse, refinishing and/or reupholstering in conjunction with remodeling/upgrading or refurbishing.

3.6.5 Purchases of products with VOC off-gassing potential shall be evaluated and lower VOC products purchased where available. The VOC content shall not exceed:

Paints:

Interior Flat 50 g/l; Interior Non-Flat 150 g/l; Exterior Flat 100 g/l; Exterior Non-Flat 200 g/l; Anti-Corrosive All Finishes 250 g/l.

An exception may be made for limited-use architectural paints used in historic areas or high-abuse areas if compliant options are not available.

General Purpose Cleaning Products: less than 10% VOCs by weight.

Additional products that shall be considered include other building materials, rugs and carpets, furniture and furnishings, laminated products, adhesives, sealants, caulking compounds, and office supplies.

3.6.6 Preference shall be given to product suppliers who provide and take back reusable packaging and shipping pallets. Packaging that is not reusable shall be minimal and recyclable.

3.6.7 Preference shall be given to environmentally responsible service suppliers (e.g., alternative fuel taxis, bicycle rentals, landscaping service, etc.).

GOLD (HIGHEST LEVEL)

Properties must achieve all criteria in Silver and the following criteria:

3.7 The property has a substantive plan for achieving meaningful continual improvement in its environmental performance. The plan should include goals with short- and long-term benchmarks (e.g., reduce waste generation by 10% during the next year) and use quantifiable metrics wherever possible.

3.8 Any three (3) of the following:

3.8.1 Energy Reduction: The property has set substantive, meaningful goals for energy reduction; alternatively, the property is an ENERGY STAR Leader.

3.8.2 Sustainable Building: The property has registered for and is actively achieving the LEED certification; alternatively, the property is an ENERGY STAR Building.

3.8.3 Renewable Energy: The property uses renewable energy for at least 25% of its needs, not including any renewable energy certificates; alternatively, the property is a member of the Center for Resource Solutions' Green-e Marketplace.

3.8.4 Greenhouse Gas Reduction: The property achieves zero greenhouse gas emissions within the property, with proven partnerships and/or through carbon offsets (e.g., Certified Carbon Fund Carbon-Free Partner) and has an active program to reduce its carbon footprint through emissions reductions, not including carbon offsets.

3.8.5 Zero Waste: The property does not dispose of or incinerate 90% of its solid or water by-products from reduction, reuse, recycling, and composting activities.

3.8.6 Green Cleaning: The property meets the requirements, or is certified, for the Green Seal Environmental Standard for Cleaning Services (GS-42).

3.8.7 Water Conservation: The property meters and monitors its water usage and has only EPA WaterSense toilets, bathroom faucets, shower heads, and landscape irrigation.

4.0 LABELING REQUIREMENTS

Unless otherwise approved in writing by Green Seal, the following labeling requirements shall apply to all levels of certification.

4.1 The Green Seal Certification Mark may appear on the property in common areas, administrative areas, and guest areas, and on promotional material.

4.2 The Green Seal Certification Mark shall not be used in conjunction with any modifying terms, phrases, or graphic images that might mislead consumers as to the extent or nature of the certification.

4.3 Whenever the Green Seal Certification Mark appears, it shall include the level of certification.

4.4 Whenever the certification mark appears, a description of the basis for the certification must also appear. The description shall be in a location, style, and

typeface that are easily readable by the consumer. Unless otherwise approved in writing by Green Seal, the description shall read as follows:

“This property meets the Green Seal™ environmental standard for Lodging Properties for waste minimization, water and energy efficiency, hazardous substances handling, and environmentally responsible purchasing.”