

Environmental Choice^M Program Panel Review Process

VERIFICATION AND LICENSING CRITERIA CCD-140



Product : Accommodation Facilities

Notice

Throughout this document, any reference to a standard or guideline means to its latest edition.

The Environmental Choice Program (ECP) reserves the right to accept equivalent test data for the test methods specified in this document.

Interpretation

1. In this set of requirements, please note the following definitions:

“Accommodation Facility” means any business establishment that offers accommodation to guests as a primary service offering; while other customer services and facilities may be offered (including, *inter alia*, restaurant/room services, lounges, conference/meeting rooms, recreational facilities) it is understood that some form of guest accommodation (including, *inter alia*, guestrooms and dorms) is an essential service offering; accommodation facilities include, *inter alia*, hotels, motels, lodges, Bed & Breakfast establishments, hostels, resorts and conference centres;

“best practices” means best current environmental measures and practices for the accommodation sector, as determined by a multi-stakeholder consultation process; stakeholders involved includes, *inter alia*, industry representatives, environmental consultants and representatives of Environment Canada and other relevant government departments;

“eco-labelled products” means a product or service that has been third-party certified under the Environmental Choice Program or other recognized labelling program that verifies the performance and environment preferability of said product;

“Environmental Management System (EMS)” means a set of practices that integrates a systematic approach into all levels of decision making at the facility affecting the environment; it is generally assumed that a formal standard for EMS development, such as the *International Organization for Standardization’s* EMS standards (*ISO 14001* and *14004*) or the Canadian Standards Association’s *CAN/CSA Z750-94 Guidelines for and Environmental Management System* are followed in the development of a formal EMS for the facility;

“Environmental Policy” means a formal declaration of the organization’s goals and dedication to environmental care and improvement and is designed to focus and direct all aspects of management and operations from an environmental perspective; issues covered in a formal policy statement include, *inter alia*, implementation of environmental management practices, intentions to meet and exceed all relevant laws and regulations, consideration of impacts from both daily operations and planned projects and a commitment to ongoing and continuous environmental improvement;

“environmentally sensitive area” means, *inter alia*, a national park, provincial park, UNESCO World Heritage site, and/or other environmentally/biologically sensitive areas such as those housing endangered or threatened species;

“Audubon Green Leaf™ Survey” refers to the checklist used to assess the relative environmental performance of accommodation facilities participating in the Audubon Green Leaf™ Program Eco-Rating Program;

“Audubon Green Leaf™ Program” refers to a voluntary environmental rating program offered by TerraChoice Environmental Marketing and Audubon International, in which participating accommodation facilities are assessed against a set of accepted industry best environmental practices, and receive a relative performance rating of from one to five “Green Leafs”;

“HVAC systems” means the facility’s overall building Heating, Ventilation and Air Conditioning systems;

“low-flow showerheads” means showerheads that reduce water flow to less than 9.5 litres/minute;

“low-flow tap aerators” means devices that enable sink faucets to reduce water consumption to less than 6.4 litres/minute;

“low-flow toilets” means toilets that consume less than 6.0 litres/flush;

“public consultation” means a process in which members of the local community and other relevant stakeholders have an opportunity to review, offer input and make recommendations concerning the potential environmental impacts of a proposed project; components of a public consultation include, *inter alia*, encouragement of participation in the process by all stakeholders, dissemination of all relevant information to stakeholders, convening of public hearings or other means of soliciting stakeholder comment and subsequent implementation of recommended mitigating actions.

General Requirements

2. To be authorized to carry the EcoLogo^M, the *Accommodation Facility* must:
 - (a) meet or exceed all applicable governmental and industrial safety and performance standards; and
 - (b) be provided in such a manner that all steps of the process, including the disposal of waste products arising therefrom, will meet the requirements of all applicable governmental acts, by laws and regulations including, for facilities located in Canada, the *Fisheries Act* and the *Canadian Environmental Protection Act (CEPA)*.

Product Specific Requirements

3. To be authorized to carry the EcoLogo^M, the *Accommodation Facility*,
 - (c) when graded against the current version of the Audubon Green Leaf™ Survey, must receive a minimum overall score of 70% (i.e. qualify for, at minimum, a “4” Green Leaf rating);
 - (d) when graded against the current version of the Audubon Green Leaf™ Survey, must attain a minimum score of 60% in each Green Leaf performance area (Energy Efficiency, Resource Conservation, Pollution Prevention and Environmental Management);

- (e) regardless of overall total and metric scores, must provide evidence of implementing the following specific *best practices*:
- (i) either an Environmental Management System or a formal environmental policy has been developed and implemented at the facility;
 - (ii) a towel re-use option is offered and promoted to guests staying for more than one night;
 - (iii) a bed-linen re-use option is offered and promoted to multi-night guests or else a practice exists of changing linens no more often than once every two days;
 - (iv) at least one major HVAC efficiency appliance/system has been installed, including, *inter alia*: digital control of HVAC systems, high-efficiency boilers ground-source heat pumps or other heat-exchange systems, heat recovery equipment on major air conditioning units, etc.;
 - (v) over 90% compact fluorescent (or comparable high-efficiency) lighting has been installed in lobby, hallways and other common areas;
 - (vi) a recycling program has been implemented and includes the capability of separating and collecting recyclable material from hotel guests (and meeting clients if applicable);
 - (vii) at least two of: low-flow/water conserving showerheads, tap aerators and toilets must be installed in all guestrooms and public washrooms;
 - (viii) at least 4 eco-labelled products are being purchased for use by facility staff;
 - (ix) use of chemical pesticides has been completely eliminated throughout facility and grounds;
 - (x) employee training includes an environmental awareness/practices component;
 - (xi) the facility's (or corporate) environmental commitment and initiatives are communicated to guest via, *inter alia* guest room directories, tent cards or personal communication by staff; and
 - (xii) company either sponsors or directly participates in at least one local conservation/environmental stewardship initiative; and
- d) when the accommodation facility is located in an environmentally sensitive area, any planning for site expansion or major renovation must include provision for public consultation.

Verification

5. To verify a claim that a product meets the criteria listed in this document, the ECP will require access, as is its normal practice, to relevant quality control and production records and the right of access to facilities and/or areas used in growing, drying, processing and storing on an announced basis.
6. Compliance with requirement 2(b) shall be attested to by a signed statement of the Chief Executive Officer or the equivalent officer of the licensee. The ECP shall be advised in writing immediately by the licensee of any noncompliance which may occur during the term of the license. On the occurrence of any noncompliance, the license may be suspended or terminated as stipulated in the license agreement.

Conditions for EcoLogo Use

7. The EcoLogo may appear on wholesale or retail packaging, or on the product itself, provided that the product meets the requirements in this document.

8. All licensees and authorized users must comply with the ECP's *Guide to Proper Use of the EcoLogo^M* regarding the format and usage of the EcoLogo.
9. Any accompanying advertising must conform with the relevant requirements stipulated in this guideline, the license agreement and the ECP's *Guide to Proper Use of the EcoLogo^M*.