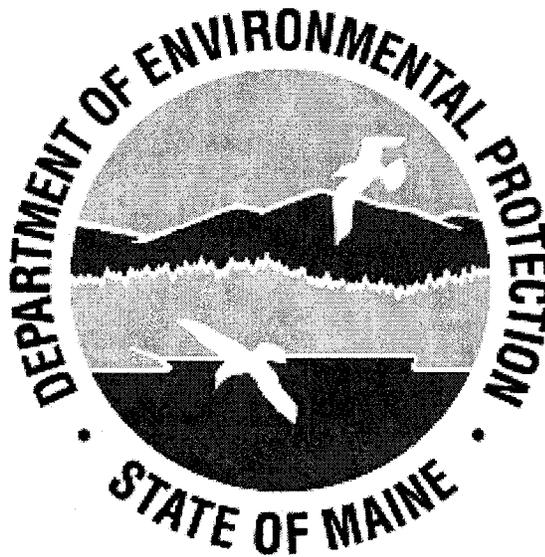


EXHIBIT 4 BUA  
DATE 2-19-09  
HR 438

# Environmental Leader Self-Certification Workbook



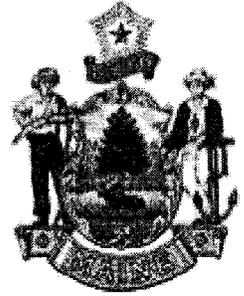
## Lodging Businesses Under 12 rooms

Updated: September 2008

# Maine's Environmental Leader Certification Lodging Businesses



**BECOME AN ENVIRONMENTAL LEADER  
AND RECEIVE FREE BENEFITS**



Become a certified Environmental Leader in the lodging sector and receive **free benefits**:

- Environmental Leader flag and decals to display at your property.
- Environmental Leader logo to use for advertising (website, literature, decals, etc).
- A listing on the Maine Tourism Association and Maine Office of Tourism web sites and for members, a listing on the Maine Inn Keeper's Association website, all of which identify your business as Maine certified environmentally preferable.
- A listing on a brochure available at the Maine Visitor's Centers.
- Free on-going technical assistance from Maine Departmental of Environmental Protection on how to continue to reduce environmental impact while saving money.



## How the program works:

1. Complete the self-certification workbook by checking off all of the initiatives that your facility is currently undertaking. If you need assistance filling out the workbook, please call Peter Cooke 1-800-452-1942.

Maine lodging businesses range from 1 room to 300 rooms, this workbook is designed to be a resource for businesses under 20 rooms. Please understand that not all of the items in the workbook are necessary; none of them are mandatory; the workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations, no matter what size business you operate.

2. Calculate your estimated score by adding up all of the checked boxes (a minimum of 5 of the 10 categories must be used).
3. Send completed workbook to the DEP's Pollution Prevention Program Manager.

Peter Cooke  
Maine Departmental of Environmental Protection  
312 Canco Road  
Portland, ME 04103  
1-800-452-1942

4. Your workbook will be reviewed and receive a final score by the DEP's Pollution Prevention Program Manager.

You do not need to have 100 points to participate in this program. Free technical assistance is available from DEP's Pollution Prevention Program Manager to help any business achieve more points, regardless of point total. Low cost recommendations will be given to help businesses achieve more points.

If your business scores 100 points (with initiatives in a minimum of 5 of the 10 categories), your business qualifies for an automatic certification from the state for 2 years. In two years you will need to increase the point total to 130 points to be eligible for a free re-certification.

*\*\*\*\*\*If your business scores less 100 points, your business is eligible for a **provisional certification** which includes all the benefits of a fully certified business provided you agree to accumulate the remainder of the points within an agreed upon time frame (typically 3 months).*

5. Upon final scoring of the workbook, you will be sent an official letter detailing your point total and possible low cost recommendations. You will also receive a desk-top Environmental Leader flag to display, an electronic Environmental Leader logo that you can begin using for marketing and advertising purposes, and 2 free Environmental Leader decals.
6. The Pollution Prevention Program Manager will randomly select businesses for verification appointments through out the year. These visits will be scheduled and not "unannounced".

# Self-Certification Workbook – under 12 rooms

(final score subject to finalization by P2 Program Manager)

**400+ total available points**

**Only 100 points necessary for automatic certification**

(initiatives must be in place in a minimum of 5 of the 10 categories)

**Qualify for provisional certification with less than 100 points**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Number of rooms: \_\_\_\_\_ Email (for electronic logo) \_\_\_\_\_

ph	crt	tri
el	ml	as
Boxes for DEP use only		

## ADMINISTRATIVE OFFICES

- ✓ **Adopt and display an environmental policy.**  10 Points
  - \*\*\*\*\*Attach a copy of the written environmental policy.\*\*\*\*\*
  - Describe where it is displayed to customers and communicated to employees:
  
- ✓ **Create an environmental team/ task force and meet at least quarterly.**  3 Points
  - \*\*\*\*\*Attach meeting dates and attendees for past 3 meetings.\*\*\*\*\*
  
- ✓ **Property uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content OR tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content OR tree-free fiber content.**  3 Points
  - \*\*\*\*\*Attach description from packaging and brand\*\*\*\*\*
  
- ✓ **Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional.**  3 Points
  
- ✓ **Cut up used office paper for note pads.**  2 Points
  
- ✓ **Computer disks and ink jet cartridges are recycled.**  2 Points
  - Method:

Page point total:

## HOUSEKEEPING

✓ Use cleaners and detergents that are readily biodegradable and do not contain certain chemicals. Some of the chemicals to avoid that are commonly used are listed below, however this list is not the complete list and awarding of points is subject to the Pollution Prevention Manager:

- chlorine bleach
- phosphates
- ethylene diamine tetraacetic acid or ethylene dinitrilotraacetic acid (EDTA)
- nitrilotriacetic acid (NTA)
- monoethanolamine (MEA)
- 2-butoxyethanol or ethylene glycol monobutyl ether (EGBE) or butyl cellusolve
- 2-Methoxyethoxy ethanol or diethylene glycol monomethyl ether (DEGME)
- Alkylphenol ethoxylates (APE)
- Dibutyl phthalate (DBP)

*Describe which product brands are used and for which purpose.*

glass cleaner: \_\_\_\_\_

2 Points

floor cleaner: \_\_\_\_\_

2 Points

bathroom cleaner: \_\_\_\_\_

2 Points

all purpose/ counter top cleaner: \_\_\_\_\_

2 Points

other: \_\_\_\_\_

2 Points

**OR**.....

✓ Use of "Green Seal certified" cleaning materials throughout property.  
<http://www.greenseal.org/certproducts.htm#cleaners>

10 Points

✓ Use laundry detergents that are biodegradable, do not contain:

5 Points

- Phosphates
- nonylphenol ethoxylate (NPE) or nonionic surfactants

laundry detergent: \_\_\_\_\_

✓ Purchase supplies 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.

3 Points

✓ Ozone washing machines (which use no hot water). Type and model:

10 Points

Page point total:

## WASTE MANAGEMENT

- ✓ Distribute recycling bins throughout the hotel and the dormitories for use by the employees and guests in order to recycle soda cans, food cans, newspapers, glass, and plastics.

Common areas only

2 Points

Common areas and guest rooms

5 Points

Describe recycling procedures. Who performs it, how often, can customers segregate waste.:

Paper \_\_\_\_\_

2 Points

Cardboard \_\_\_\_\_

2 Points

Glass \_\_\_\_\_

2 Points

Metal \_\_\_\_\_

2 Points

Plastic \_\_\_\_\_

2 Points

Television sets and how many? \_\_\_\_\_

5 Points

Mattresses and how many ? \_\_\_\_\_

5 Points

### Universal Waste (State Law)

- ✓ Store all universal waste items in a secure storage area protected from the weather. Universal waste item likely to be encountered include unwanted or spent fluorescent lamps (including compact fluorescent lamps, straight tubes, U tubes and circle lamps); PCB lamp ballasts; mercury thermostats and switches; rechargeable batteries and many small non-rechargeable batteries; as well as CRT's (computer monitors and televisions). Universal wastes can be stored on site no more than one year before they must be sent to a central accumulation facility, consolidation facility or recycling facility. *Attach documentation*

2 Points

This is a LEGAL obligation for all businesses within the state of Maine. You can get further guidance along with the applicable rules and Universal Waste Handbook at: <http://www.maine.gov/dep/rwm/hazardouswaste/index.htm#uwad>

### Points will be awarded with proof of proper management and disposal.

This activity is only awarded 2 points because conformance to this is expected as it is a legal obligation for all businesses in Maine to dispose of Universal Wastes properly

If you need further assistance complying with this law, please contact the Pollution Prevention Program Manager to assist you.

Page point total:

## LANDSCAPING AND MAINTENANCE

- ✓ **Minimize use of pesticides, fertilizers and irrigation water on lawns and in gardens. Practice integrated pest management (IPM) techniques to treat pest problems both inside and outside. Plant low input and sustainable grasses and ornamental plants that demand less fertilizer and pesticide use. Use pesticides as a last resort and when needed use the least toxic products that pose the lowest risk of exposure to people and animals. Use slow release or timed-release nitrogen fertilizer products. Use phosphorus free fertilizers unless a soil test indicates need or planting a new lawn or over seeding. Do not plant invasive plant species, use native or non-invasive, non-native plants to reduce the potential for natural habitat degradation.**  5 Points
- *Describe low input plant species used and list fertilizer and pesticides used and;*
  - *Describe pesticides used inside the building(s):*

**This is also a state law. For a reference to this state law see:**

[http://www.maine.gov/agriculture/pesticides/chapter\\_26/index.htm](http://www.maine.gov/agriculture/pesticides/chapter_26/index.htm)

- ✓ **Vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc) from parking lots and driveways etc.**  2 Points  
*Describe buffer zone and how it is maintained*
- ✓ **Automatic sprinkler systems with moisture sensors so they don't run when it has already rained and not going on every day. Should apply 1 inch of water per week in one or two waterings.**  5 points
- ✓ **Chlorine alternative used in pool: ozonation, ionization or saltwater chlorinator.**  10 Points  
• *Describe which water treatment system is currently being used.*
- ✓ **Chlorine alternative used in Jacuzzi: ozonation, ionization or saltwater chlorinator.**  2 Points  
• *Describe which water treatment system is currently being used.*
- ✓ **Purchases of paint products with volatile organic compounds (contribute to ground level ozone) off-gassing potential shall be evaluated and lower VOC products purchased where available.**  5 points  
Interior Flat paint: less than 50 g/l VOC content  5 points  
Exterior Flat paint: less than 100 g/l VOC content  5 points  
• *Describe brand of paint and VOC content and percent purchased:*

**Page Point total:**

## GUEST AND STAFF ROOMS

- ✓ **Guests requests to have sheets changed in an effort to reduce energy use and detergent waste.**
  - *Every 2 nights-*
  - *Every 3 nights*
  - *More than three nights* 1 Point  
 2 Points  
 5 Points
- ✓ **Guests required to request to have towels changed in an effort to reduce energy use and detergent waste.**  3 Points
- ✓ **Use refillable amenity dispensers rather than individual containers for shampoo, conditioner, soap, lotion in guest rooms.**  10 Points
- ✓ **Use cruelty free amenities that do not contain: sodium lauryl ether sulfate, parabens, formaldehyde, mineral oil, petroleum derivatives, and animal-based products.**  3 Points
  - *Name and brand of product:*
- ✓ **Pillow card places on pillow signed by the cleaning staff about cleaning products used to clean room.**  10 Points
  - *\*\*\*\*\*Attach a copy to receive points for this\*\*\*\*\**

## WATER CONSERVATION

- ✓ **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).**

approx# of rooms: \_\_\_\_\_ have 2.2 gpm faucets and aerators;  up to 3 Points

approx# of rooms: \_\_\_\_\_ have 1.6 gpf toilets;  up to 3 Points

approx# of rooms: \_\_\_\_\_ have 2.5 gpm showerheads.  up to 5 Points

- ✓ **Automatic shut off sinks installed in common area rest rooms.**  2 Points

Page point total:

## Energy

- ✓ Guest room lighting shall be energy-efficient (compact fluorescent bulbs to T-8 fluorescent) 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 (incentives are available for this from Efficiency Maine).

95% to 100% of the property  
approx # of CFL's \_\_\_\_\_

Avg. CFL's per room \_\_\_\_\_

10 Points

50% to 95% of property  
approx # of CFL's \_\_\_\_\_

Avg. CFL's per room \_\_\_\_\_

3 Points

25% to 50% of the property  
approx # of CFL's \_\_\_\_\_

Avg. CFL's per room \_\_\_\_\_

1 Point

- ✓ Efficient products for lobby and hallway lighting: Describe

Up to 5  
Points

# of CFL's \_\_\_\_\_

- ✓ 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, parking lots) (incentives are available for this from Efficiency Maine).

Up to 5  
Points

# of exterior \_\_\_\_\_ # of interior \_\_\_\_\_

- ✓ Install high efficiency "energy star" appliances (incentives are available for this from Efficiency Maine).

90%- 100% of property  
10% - 90% of property

2 Points

1 Point

- Describe types of products used and where

Page point total:

## ENERGY continued.

- ✓ LED or electroluminescent exit signs through out 100% of the property.  
approx # \_\_\_\_\_  5 Points
- ✓ Low E or thermapane windows.  
95 - 100% of property  10 Points  
75%- 95%  5 Points  
50 - 75% of property  2 Points
- ✓ Vending Misers on vending machines. approx # \_\_\_\_\_  Up to 10 Points
- ✓ Natural light substituting for electrical light, or use of the daytime dimming sensor  
(incentives are available for this from Efficiency Maine). *Describe:*  Up to 5 Points
- ✓ Hybrid vehicle for business.  10 Points
- ✓ Solar hot water system.  50 Points
- ✓ Use solar panels or wind turbines to generate electricity.  20-75 Points
- ✓ Purchase zero emission electricity from Maine Green Power.  
• \*\*\*\*\*Attach documentation\*\*\*\*\*  
# of kilowatt hours \_\_\_\_\_  Up to 50 Points
- ✓ Purchase carbon off sets (renewable energy credit, green tags, etc.)  Points Negotiable  
• quantity \_\_\_\_\_

Page point total:

## ENVIRONMENTAL EDUCATION

- ✓ Maintain environmental information (display, brochure, etc) for guests and staff with current information on what your business is doing to reduce environmental impact. Can include tips and solicit suggestions from customers.

\*\*\*This is separate from posting the environmental policy and from pillow cards\*\*\*

- Describe display:

Up to 10 Points

- ✓ Encourage other businesses to become certified "Environmental Leaders"

3 Points Per business

Page point total:

## KITCHEN and FOOD

- ✓ Purchase food grown from local farms as much as possible.

- Describe which farms or businesses are used and give an estimated percentage of local food that is purchased or percentage of food budget.

Up to 5 Points

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For lodging businesses with restaurants:

Participation in the state Environmental Leader restaurant certification will add an additional 5 points to your lodging certification. Please contact the Pollution

Prevention Program Manager to assist you or download application at:

<http://www.maine.gov/dep/oia/p2/restaurant.doc>

- ✓ Establish a program to compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed.

5 Points

- ✓ Grow herbs and flowers for use in kitchen and hotel.

2 Points

- ✓ Eliminate the use of Styrofoam food containers in food service including "to-go" orders and reduce the amount of plastic containers and utensils, except where absolutely necessary. Paper cups are preferred over plastic.

5 Points

- ✓ High Temperature dish machine (as opposed to low temperature dish machines that use more chemicals).

7 Points

Page Point total:

## Measurement (optional)

This section is an optional section but is designed to help you track your waste generation, energy usage and water usage. The emphasis of this section is to find value in tracking these aspects.

If you have had an increase please do not get discouraged from using this section, but describe why the increase occurred (expansion, more customers, etc) and if there was a decrease, please describe what you attribute the decrease to.

For the year marked 200\_\_, use a year where you had a full year of bills or info so you can establish a baseline year to make comparisons with.

**Business activity(has your business increased or decreased?)**

Please enter a percentage (estimates are acceptable) \_\_\_\_\_ %

Pounds (or yards) of waste generated in 2006 or \_\_\_\_\_

Pounds or yards of waste generated in 2007 \_\_\_\_\_

Pounds or yards of recycled material generated in 200\_\_ \_\_\_\_\_

Pounds or yards of recycled material generated in 2007 \_\_\_\_\_

Businesses may need to get creative in tracking waste and recycling. If your hauler will not give you amounts by weight, try coming up with your own method to determine amounts and describe how you do it.

kWh used in 200\_\_ \_\_\_\_\_

kWh used in 2007 \_\_\_\_\_

Gallons of fuel (oil) used in 200\_\_ \_\_\_\_\_

Gallons of fuel(oil) used in 2007 \_\_\_\_\_

Gallons of fuel(propane) used in 200\_\_ \_\_\_\_\_

Gallons of fuel(propane) used in 2007 \_\_\_\_\_

Cubic feet or Therms of natural gas used in 200\_\_ \_\_\_\_\_

Cubic feet or Therms of natural gas used in 2007 \_\_\_\_\_

Gallons of water used in 200\_\_ \_\_\_\_\_

Gallons of water used in 2007 \_\_\_\_\_

2 Pts  4 Points  
If business Signs on to Governor's Carbon Challenge

2 Pts  4 Points

Sign up for the Governor's Carbon Challenge to baseline and track the carbon footprint of your business and receive more points.. DEP's Pollution Prevention Program will provide free technical assistance to calculate carbon emissions and assistance to fill out participation forms. Forms can be downloaded here: [www.maine.gov/dep/oc/carbon.htm](http://www.maine.gov/dep/oc/carbon.htm)

Page Point total:

**OTHER INITIATIVES (points negotiable)**

✓ Emphasize local, Maine-made and environmental education products made from natural ingredients with no animal testing in gift shop.

Points negotiable

✓ Other environmental certifications and awards.

Points negotiable

✓ New furnace. Year:

Points negotiable

✓ Segregated heat zones. Numbers of zones:

Points negotiable

✓ Other activities to reduce environmental impact.

Points negotiable

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**Add up points and enter the total.....**  
*100 points is an instant certification, a provisional certification is available for businesses with less than 100 points. For recertification, 130 points is required for an automatic re-certification, if less contact P2 Program Manager for provisional recertification.*

**Total Points**