



# Florida Green Lodging Program

## *Application for Admission*

### Introduction and Instructions

The Florida Green Lodging Program is an effort initiated by the Florida Department of Environmental Protection (FDEP) to encourage the lodging industry to conserve and protect Florida's natural resources. Hotels and motels that implement "green" practices have found that they can save money and generate good publicity while helping protect the environment.

Please read over this entire application and familiarize yourself with the information provided. Fill out the contact information in Section I completely. Initial the boxes at the end of Sections II and III to indicate that you have read and understood the information in each section. Then, have the General Manager sign Section IV and submit this application to the Florida Green Lodging Program (FGLP) Office. If you have any questions, please contact the FGLP Program at (850) 245-8707.

## SECTION I: Contact Information

### Hotel Information

|                   |   |   |                                   |
|-------------------|---|---|-----------------------------------|
| Name of Hotel     | _____ <u>Saddlebrook Resort Tampa</u> _____ |   |                                   |
| Address           | Street                                      | _____ <u>5700 Saddlebrook Way</u> _____ |                                   |
|                   | City  | _____ <u>Wesley Chapel</u> _____        | Zip Code _____ <u>33543</u> _____ |
| Main Phone Number | _____ <u>813.973.1111</u> _____             |   |                                   |
| Number of Rooms   | _____ <u>800</u> _____                      |   |                                   |

### Point-of-Contact (a.k.a. Environmental Champion)

|                |   |
|----------------|---|
| Name           | _____ <u>Sean Dempsey</u> _____                   |
| Position Title | _____ <u>Director of Midwest Sales</u> _____      |
| Phone Number   | _____ <u>813.907.4713</u> _____                   |
| Email Address  | _____ <u>sdempsey@saddlebrookresort.com</u> _____ |

## SECTION II: Procedures

### Getting Started

Becoming a certified “Florida Green Lodge” means more than simply implementing a few environmental activities. The process of certification has been designed to help encourage and reinforce sustainable behaviors that lead to positive results both for the environment and your hotel’s bottomline.

The following list represents the typical sequence of activities a hotel must pursue to achieve the *Florida Green Lodge* designation. A certain degree of flexibility has been built into the process to allow hotel management the ability to choose environmental efforts to best suits their needs and situation. The journey to the first level certification (One Palm) will likely take eight to twelve months. Afterwards, continuous environmental improvement will be required to move on to Two Palm or Three Palm certification levels.

## SECTION III: Requirements

### Overview

As stated earlier, the main purpose the certification program is to encourage hotels to understand and improve their environmental performance rather than simply implement a few green practices. To obtain a “Florida Green Lodge” designation at any level, a hotel must satisfy the following criteria:



### **One Palm Certification**

Organization and Commitment: Activities include obtaining support from top management, forming an active multi-disciplinary “Green Team”, and operating in compliance with all applicable environmental regulations.

#### **A. Identify an environmental champion.**

A successful program needs an enthusiastic person with good communication and organizational skills who can get everyone working together as a team. The “environmental champion” does not necessarily have to be an environmental specialist; many champions have come from areas such as personnel, food and beverage, administrative offices and engineering. The environmental champion will serve as a liaison between the FGLP Program Office and the hotel/motel during the certification process.

#### **B. Obtain top management commitment and submit the admission application.**

The most important ingredient for a successful environmental initiative is General Manager commitment. Having official sanction will let employees know that resource conservation is an important work responsibility. Once upper management has decided to pursue certification, complete this application. Once received, the FGLP Program Office will assign a liaison to assist you in the certification process and/or answer any questions.

### C. Create a Green Team.

A “Green Team” can be a formal or informal group responsible for ensuring that all environmental improvement practices in which the hotel is participating are being performed timely and correctly. A Green Team is usually comprised of individuals from each area of the hotel/motel, namely: housekeeping, engineering, kitchen, front office, maintenance and upper management.

### D. Complete Application.

*Core Activities:* Certain green practices will be required of all hotels seeking certification. These core activities have been selected to provide some continuity between Florida Green Lodges. As part of the certification process, these efforts will be verified on-site by a trained assessor of the FGLP Program. The core activities represent a minimum set of *best management practices* in the areas of communication, water conservation, energy efficiency, waste reduction and clean air that all certified Florida Green Lodges will have to implement.

#### 1. Communication

All of the following communication efforts will be required for certification.

- Make available the hotel’s *Environmental Self-Assessment and Planning Checklist* to the public upon request.
- Ensure hotel staff are familiar with the hotel’s environmental policy and their role in it.
- Discuss green practices at staff meetings (documentation will be required such as meeting agendas or minutes).
- Communicate environmental initiatives to guests and staff through such avenues as: newsletters, TV, placards in guest rooms, etc...
- Provide a formal process for guests and staff to give feedback on green practices (e.g. suggestion box or survey form).

#### 2. Water Conservation

At a minimum, three of the following water conservation efforts must be implemented for certification.

- Offer towel reuse program in guest rooms.
- Offer linen reuse program in guest rooms.
- Use low flow faucets (that use 2.5 gallons or less per minute) in guest rooms.
- Use low flow showerheads (that use 2.75 gallons or less per minute) in guest rooms.
- Use low flow toilets (that use 1.6 gallons or less per flush) in guest rooms.
- Use automatic faucets or toilets in public restrooms.
- Use water efficient clothes washing machines (that use less than 25 gallons per load).

#### 3. Energy Efficiency

At a minimum, two energy efficiency efforts must be implemented for certification.

- Use Energy Star-rated equipment (other than lighting).
- Use programmable thermostats.
- Use sensor lighting indoor/outdoor.
- Use high energy efficient lighting (must be front-of-house).
- Use a computerized Energy Management System.
- Support green power: Either install renewable energy generating equipment (e.g. solar water heating system), purchase at least 5% green power through local utility, or purchase green tags (renewable energy certificates) from a green power generation source in Florida.

#### 4. Waste Reduction

All four waste reduction categories below must be implemented for certification.

- Provide opportunity to recycle the following materials (at least one must be available to guests): office paper, newspaper, aluminum cans, magazines, steel cans and corrugated cardboard.
- Purchase minimum 30% post-consumer recycled content for one of the following products: office paper, toilet tissues, paper towels or paper napkins.
- Institute one of the following source reduction activities: bulk purchasing, reduced packaging or manufacturer take-back.
- Recycle ink cartridges and toner cartridges.

#### 5. Clean Air Practices

All of the following clean air practices must be implemented for certification.

- Use environmentally preferable cleaners.
- Use environmentally preferable High Efficiency Particulate Air (HEPA) filters.
- Clean all air handler units and coils at least annually; follow a preventive maintenance schedule and keep a record of activities.

Schedule on-site certifying visit: Once the Green Team feels they have satisfied the certification criteria, a brief on-site visit from a trained assessor is required. Fill out and submit the *Request for On-site Certification Review* form. A visit won't be scheduled until a completed application is received. The purpose of the visit is to determine if all the criteria have been met. A hotel will be notified of the decision within 30 days of the visit. Upon receiving certification, the hotel's name and accomplishments will be posted on the Florida Green Lodge web locator and the hotel will receive all the benefits outlined in Section IV.

**NOTE:** Please understand that one palm certification depends not only on implementing the green practices stated above, but also on securing top management commitment.



## Two Palm Certification

Maintain One Palm Certification Status: You must maintain the facility's One Palm status for at least 12 consecutive months prior to applying for Two Palm certification.

Performance Improvement: Activities include conducting an environmental baseline assessment, developing and implementing performance improvement goals, implementing green projects and evaluating progress.

### **A. Conduct an environmental assessment.**

How green is your facility right now? The Green Team should identify and evaluate opportunities to improve environmental performance by conducting a walk through of the hotel property. An *Environmental Self-Assessment and Planning Checklist* has been designed to provide guidance in obtaining baseline data and help you learn what environmental practices your property is currently doing

([www.dep.state.fl.us/waste/categories/recycling/GreenLodging/GreenLodgingApplication.htm](http://www.dep.state.fl.us/waste/categories/recycling/GreenLodging/GreenLodgingApplication.htm)).

A review of product purchases, utility bills and hauling records will help determine environmental baselines. It is not required that the property have any environmental practices in place until it is ready for certification. This form also asks that you list the baseline utility data for water, energy and waste for the property. Be sure to have at least one year of baseline utility data to cover seasonal fluctuations.

**NOTE:** You must submit the *Environmental Self-Assessment and Planning Checklist*, to the FGLP Program Office for Two Palm certification within 6 months of receiving your One Palm certification.

### **B. Establish goals and identify environmental improvement projects.**

The Green Team should set goals for improvement. Goals should include short- and long-term benchmarks (e.g. reduce electricity usage by 10% during the next year; reuse or recycle all corrugated cardboard; and reduce water usage by 15% by implementing a sheet and towel reuse program). Be sure to list these goals in the *Environmental Self-Assessment and Planning Checklist*. To meet these goals, refer to the list of best management practices at [www.FloridaGreenLodging.org](http://www.FloridaGreenLodging.org) for ideas on environmental improvement projects.

### **C. Submit your self-assessment and environmental baseline data to the FGLP Program Office.**

Once the Green Team has completed the *Environmental Self-Assessment and Planning Checklist*, submit to the FGLP Program Office. Once received and approved, the hotel will be recognized as a Florida Green Lodge "candidate for the Two Palm certification" on the FGLP Program website.

### **D. Implement environmental improvement projects.**

Begin implementing your environmental improvement projects. Remember staff training is a crucial part of a hotel's environmental performance. Both new and veteran employees will benefit from ongoing training on resource conservation techniques.

#### **E. Track progress of your goals.**

Improvement is determined by utilizing the *Florida Green Lodging Performance Worksheet* located at:

([http://www.dep.state.fl.us/waste/quick\\_topics/publications/shw/recycling/GreenHotel/FGLForm130PTWorksheet](http://www.dep.state.fl.us/waste/quick_topics/publications/shw/recycling/GreenHotel/FGLForm130PTWorksheet)). On the worksheet, you will be asked to list the baseline utility data for your property (previous year's data) and the improved utility data (current year). The worksheet does take into account seasonal fluctuations and occupancy rates. Finally, you are asked to list goals that you will implement over the year following one palm certification.

#### **F. Evaluate and monitor the program.**

Periodically monitor and evaluate the effectiveness of the improvement projects and make any changes necessary to improve performance. Keep your staff informed about their accomplishments.

#### **G. Schedule on-site certifying visit.**

Once the Green Team feels they have satisfied the certification criteria, a brief on-site visit from a trained assessor is required. Complete and submit the *Request for On-site Certification Review* form. At this point, you should have implemented performance improvement goals and shown performance improvements for reducing energy and water usage and waste disposal. Utility improvements are determined by utilizing the Florida Green Lodging Performance Worksheet

([www.dep.state.fl.us/waste/quick\\_topics/publications/shw/recycling/GreenHotel/FGLForm130PTWorksheet.xls](http://www.dep.state.fl.us/waste/quick_topics/publications/shw/recycling/GreenHotel/FGLForm130PTWorksheet.xls)).

A visit won't be scheduled until a completed application is received. The purpose of the visit is to determine if all the criteria have been met. A hotel will be notified of the decision within 30 days of the visit. Upon receiving certification, the hotel's name and accomplishments will be posted on the Florida Green Lodge web locator and the hotel will receive all the benefits outlined in Section IV.

#### **H. Practice continual improvement.**

A Florida Green Lodge strives for continual improvement. After receiving certification, new goals and improvement projects must be established. After the first year, the hotel simply performs a self-assessment by evaluating utility and other bills to document changes in environmental performance since becoming a Florida Green Lodge. After the second year, the hotel will be re-certified by brief visit from a trained assessor.

Once performance improvement is shown, the hotel will be awarded Two Palm certification.


**NOTE:** Please understand that Two Palm certification will depend on maintaining top management commitment and demonstrating improved environmental performance. If Two Palm certification status is not achieved within 24 months of obtaining to one palm certification, the property will run the risk of being moved to inactive status in the program and will be removed from the locator website. A hotel in inactive status will no longer be able to consider itself a Florida Certified Green Lodge and will no longer be able to use the Florida Green Lodging Certification Program to promote the property.



## Three Palm Certification

Three palm certification occurs when a hotel is Two Palm certified and has shown continual improvement for three consecutive years. To retain this certification level, the facility must maintain or improve its high level of commitment to the Green Lodging program.



Please acknowledge that you have read and understood the information in Section III above by placing a check here:    
If you have any questions, please contact the FGLP office.

## SECTION IV: Benefits of Certification

Hotels will seek *Florida Green Lodge* certification for different reasons. Some will implement environmental improvements to reduce operating costs. Others will recognize an opportunity to generate additional revenue by attracting environmentally-conscious business travelers, meeting planners and vacationing families. And yet others will regard it as simply the right thing to do. Most will do it for some combination of factors, but if that's not enough the FGLP Program offers additional benefits:

- Hotels who reach the "applicant" stage will be posted on the FGLP Program website, be eligible for certain promotional items such as towel reuse door hangers (while supplies last), and be eligible for group purchasing discounts on "green" supplies through FGLP business partners.
- In addition, hotels that go on to achieve "certification" will have their contact information placed on Earth's 911 online hotel locator (linked through FLAUSA's website), receive a *Florida Green Lodging* flag to fly on the property, and be placed on the list of preferred hotels for State conferences, meetings and travel.

Don't delay, get started today!

## SECTION V: Initial Commitment

The Florida Green Lodging Certification Program is a voluntary program. By signing and submitting this application you are simply expressing intent to pursue certification. You are not entering a contractual agreement nor obligating yourself or the hotel to perform any green activities in the future.

Upon receiving your application, you will be assigned a liaison from the FGLP Program. This liaison will serve as a technical advisor and help answer any questions your Green Team may have as they pursue certification. Additional information and resources can be found at [www.FloridaGreenLodging.org](http://www.FloridaGreenLodging.org) or by contacting Karen Moore, Environmental Specialist with the FDEP @ (850) 245-8726 or [Karen.S.Moore@dep.state.fl.us](mailto:Karen.S.Moore@dep.state.fl.us).

|  |                         |
|--|-------------------------|
| <b>Application for Admission</b>   |                         |
| I have read and understand the information provided in this application and am interested in pursuing Florida Green Lodging certification at my hotel. |                         |
| <br>_____<br>Signature of General Manager                             | 8/8/07<br>_____<br>Date |

### Send completed application to:

Florida Department of Environmental Protection  
ATTN: Green Lodging Program  
2600 Blair Stone Road, MS 4570  
Tallahassee, FL 32399-2400