



HAWAII GREEN BUSINESS PROGRAM (HGBP) CHECKLIST

GUIDELINES FOR CERTIFICATION
(289 MAXIMUM POSSIBLE POINTS INCLUDING PREREQUISITES):

116 CREDITS - KULIA I KA NU 'U (STRIVE TO REACH THE SUMMIT)
117 - 151 CREDITS - KAULIKE (TO ACHIEVE BALANCE)
152 - 226 CREDITS - KELA (EXCELLENCE)
227 - 289 CREDITS - PO'OKELA (EXCELLENCE IN LEADERSHIP)

SOLID WASTE REDUCTION AND RECYCLING STANDARDS

a. **Paper Reduction Measures (measures in bold have to be implemented and at least five credits within this section)**

1. **Register, track and plot solid waste and recycled materials at the EPA's WasteWise website - <http://www.epa.gov/wastes/conservesmm/wastewise/index.htm>** 2. **Make double sided printing and copying standard practice in your business (set all computers to print double sided default)** 3. **Conduct a waste assessment. Review annually to determine if additional measures can be implemented**
2. **Keep a stack of previously used paper near printers; use it for drafts or internal memos**
3. **Purchase a fax machine that uses plain (recyclable) paper**
4. Use computer fax modems that allow faxing directly from computers without printing
5. Store and share documents, emails, and information electronically. Scan (PDF, images, etc.) documents with a scanner to save paper.
6. Eliminate all mailings that are unwanted, including:
 - i. Duplicate or other unwanted mail and magazine subscriptions by sending back mailing labels, calling or going online to request removal
 - ii. Remove your name/ company from junk mail lists by writing to senders requesting removal from mailing. Write "refused" on first class mail and it will be return to sender. You can get help by writing Mail preference Service- Direct Marketing Association, PO Box 3861, NY, NY 10163-3861. Or stopjunkmail.org
 - iii. Purge your own mailing lists to eliminate duplication
7. Develop report routing lists and minimize the number of employees who receive individual paper copies
8. Reuse envelopes as both send and return envelopes
9. Replace memos with email messages
10. Design marketing materials that require no envelope
11. Reduce office scrap paper (letters, faxes) by reusing as scratch paper
12. Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility

b. Solid Waste Reduction Methods (measures in bold have to be implemented and at least four credits within this section)

1. **In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt and pepper, etc. to avoid individual condiment packets**
2. **Eliminate the use of plastic bags (Replace with paper bags, preferably made with minimum 40% post-consumer waste, re-usable bags or BPI (<http://www.bpiworld.org>) certified compostable bags are acceptable)**
3. **Replace disposable cups and cutlery with durable items for in-room, reception, breakfast and room services**
4. **Eliminate plastic beverage bottles for employees**
5. Within the last two years, demonstrate a:
 - 25% diversion of your annual solid waste stream (1 credit)
 - 50% diversion of your annual solid waste stream (2 credits)
6. Switch to bulk-dispensed shampoo and other amenities in guest rooms (2 credits)
7. Use green caterers that use only reusable and/or compostable dishes, compost and recycle, and/or purchase produce from local, organic vendors
8. Procure grains in bulk (e.g., rice, flour, salt) packaged in multi-walled paper bags, which can be recycled with your cardboard
9. Install air hand dryers in staff washrooms or cloth roller towels instead of paper towels
10. Arrange with suppliers to ship orders in returnable/reusable items
11. Switch from individual condiment packets to refillable bottles. Refill from bulk (2 credits)
12. Use cloth napkins instead of paper <http://health.hawaii.gov/>
13. Work with vendors to minimize product packaging, use recyclable or reusable packaging and take-back packaging (2 credits)
14. Change amenity programs so that rarely used items are supplied only upon request
15. Eliminate inner-pack dividers in shipping containers for miscellaneous supplies
16. Replace:
 - Cocktail napkins with reusable coaster
 - Plastic beverage bottles with reusable or complementary ones (glass, stainless, etc.) for guests. Bottles may be branded for marketing opportunities
17. Use biodegradable garbage liners throughout your property
18. Replace wire/plastic hangers with permanent hangers to lower theft and replacement costs
19. Purchase reusable hats for kitchen employees instead of single use disposable paper ones

c. Donations (at least two credits within this section have to be implemented)

1. Donate partially used amenity bottles to local shelters, nursing homes, and halfway houses (2 credits)
2. Donate old uniforms and linens to shelters or nonprofits: <http://www.opala.org> (2 credits)
3. Donate unwanted furniture, supplies, electronics, scrap material, etc. (2 credits)
4. Send unused toiletries to organizations such as Clean the World - <https://cleantheworld.org/get-involved/hotel-recycling-program/> or the Global Soap Project - <http://www.globalsoap.org/>

d. Segregate, Reuse, or Recycle Materials (measures in bold have to be implemented and at least seven credits within this section)

1. **Implement a recovery and recycling program throughout the property**

2. **Recycle or reuse paper including: Cardboard (corrugated cardboard boxes), mixed paper (junk mail, scrap and colored paper), newspaper, office paper (white ledger, color paper, computer, large format and copier paper)**
3. **Recycle all glass, plastic, aluminum, and HI-5 containers for employees**
4. **Donate excess post-consumer food to employees, local homeless shelters and animal feed farmers (covered under the Good Samaritan law) and/or have an “employee use” policy for leftovers:**
<http://www.hawaiifoodbank.org/Home.aspx>
5. **Have staff separate materials from guest rooms and aid in waste diversion**
6. **Recycle all construction and demolition debris (in accordance with Honolulu’s Recycling ordinance)**
7. **Designate space throughout the property to make recycling easier. This space can be used to store recyclables or serve as drop off points for employees and guests.**
8. Recycle:
 - Wood- pallets, wood from remodeling activities
 - Condiment containers
 - Packaging materials
 - Non-deposit containers
9. Do “grass cycling.” Rather than disposing, leave grass clippings on the ground (2 credits)
10. Use shredded paper for packaging needs instead of purchasing Styrofoam pellets, bubble wrap, other packaging materials. If you receive Styrofoam and other packing material reuse it in your own packaging
11. Require re-usable containers such as boxes for produce which can be returned and reused
12. Reuse stained or old guest towels and linens and/or donate them to charitable organizations (homeless and animal shelters)
13. Provide recycling bins for glass, aluminum, plastic, and paper in common areas (eg. near vending machines, near elevators, in the lobby, inside or outside of conference rooms, etc.)
14. Provide recycling bins for glass, aluminum, plastic, and paper in all guest rooms (2 credits)
15. Sign up and join the EPA Food Recovery Challenge (2 credits):
<http://www.epa.gov/foodrecoverychallenge/joinnow.htm>
16. Reduce over-purchasing of food by creating guidelines or implementing a system to ensure that you only purchase what you need when you need it
17. Reduce plate waste (food left uneaten) by modifying menus and changing serving sizes and garnishes
18. Post informational signs at buffet-style food service venues to encourage guests to order or take only the food they can consume
19. Use excess pre-consumer food, and any other food not eaten or donated for animal feed
20. Compost all other unused food, and any other unused food not donated or eaten by employees or used for animal feed
21. Require laundry service to use reusable bags to transport dirty and clean linen

PURCHASING

a. **Recycled Products (at least three credits within this section have to be implemented)**

1. Implement procurement guidelines for purchase and the use of products with at least 30% post-consumer recycled content. For more information on these products visit <http://www.epa.gov/epawaste/conserves/tools/cpg/products/index.htm>. These products include but are not limited to:
 - Pencils/ rulers and other desk accessories

- Recycling containers
 - Refuse pails and bags (recycled HDPE trash liner bags instead of ones made of LDPE or LLDPE)
 - Rubber hoses made from tires
 - Toilet seat covers (public restrooms)
 - Take-out containers-paperboard and plastics
 - Toilet paper and paper towels
 - Office paper products
2. Purchase mulch, soil amendments and compost made of plant trimmings, or green waste
 3. Purchase at least 25% recycled content construction materials when building/remodelling:
 - Plastic lumber for decking
 - Benches
 - Railing
 - Carpet
 - Carpet padding
 - a. Purchase recycled oil and/or antifreeze for fleet vehicles
 - b. Use rechargeable batteries for TV remotes, pagers, etc
 - c. Use recyclable laser and copier toner cartridges
 - d. Purchase re-treaded tires for your fleet vehicles

ENERGY CONSERVATION

- a. **Equipment (measures in bold have to be implemented and at least seven credits within this section)**
 1. **Track and plot energy consumption using programs such as the Energy Star Portfolio Manager - <http://www.energystar.gov/buildings/about-us/how-can-we-help-you/benchmark-energy-use>. For properties reapplying, demonstrate energy savings from previous year**
 2. **Complete regularly scheduled maintenance on your HVAC (heating and air conditioning) and refrigeration system at least twice a year**
 3. **Clean permanent filters with a mild detergent every two months (change replaceable filters every 2 months).**
 4. **Check entire air handling system each year for coolant and air leaks, duct sealing, clogs, and obstructions of air intake and vents**
 5. **Clean condenser coils of dust and lint as specified by the manufacturer's guidelines**
 6. **Inspect and repair economizers on AC system as specified by the manufacturer's guidelines**
 7. **Assign a person to monitor energy bills for sudden spikes in energy use**
 8. **Have a commercial energy assessment of your facility done. Please indicate in the comments section if your property is Energy Star or is pursuing Energy Star certification**
 9. Install sensors on vending and ice machines and place machines in shaded areas
 10. Within the last two years, demonstrate a:
 - 15% reduction of your annual energy use (1 credit)
 - 25% reduction of your annual energy use (2 credits)
 - 35% reduction of your annual energy use (3 credits)
 - 50% reduction of your annual energy use (4 credits)
 - 75% or above reduction of your annual energy use (6 credits)
 11. Select and enable electrical equipment with energy saving features such as Energy Star qualified products

12. Install and use power management programs and settings that save energy by automatically turning off or powering down computers, monitors and idle printers
13. Install timers on hood fans, exhaust systems, and hood lights
14. During low occupancy periods, group guests in zones for more efficient use of mechanical and electrical systems (Saves energy in unoccupied areas)
15. Plug equipment and appliances into a time switch to ensure they are off after hours
16. If the following equipment is not energy-efficient, create a policy or plan so that when equipment is replaced, energy-efficient equipment is purchased. Visit EPEAT for computer/monitor purchasing at <http://www.epeat.net/>, and Energy Star for room, office, kitchen, and laundry equipment at <http://www.energystar.gov/products/certified-products>:
 - Room equipment: TVs, VCRs and DVD players, alarm clocks, hair dryers, irons, and coffee/tea makers
 - HVAC Equipment: chillers, packaged terminal air conditioners, central air conditioners, central heat pumps, split ductless heat pumps, geothermal heat pumps, water heaters
 - Office: fax machines, copiers, printers, computers, monitors
 - Kitchen equipment: freezers, refrigerators, cook tops, ovens, and dishwashers
 - Laundry equipment: boilers, washers, dryers, extractors
17. Leave air conditioning units off while guest rooms are unoccupied.
18. Install shading for rooftop HVAC systems
19. Use cool roofs for energy efficiency - <http://www.epa.gov/heatisd/mitigation/coolroofs.htm>

b. Lighting, Hot Water, Heating, Refrigeration (at least seven credits within this section have to be implemented)

1. Install daylight and/or occupancy sensors for low occupancy areas (2 credits)
2. Replace incandescent bulbs with CFLs, low voltage track lighting, LED, and other energy efficient lighting systems
3. Assess 24-hour lighting, upgrade fluorescent lighting with T-8 or T-5 lamps with electronic ballasts (T-8 systems consume up to 20% less energy than conventional T-12 systems)
4. Retrofit exit signs with LED or photo/bio-luminescent lighting
5. Install occupancy sensors to control light/AC/ heat and TVs (2 credits)
6. Clean fixtures, lighting, ceilings, walls, and windows (dirt can reduce efficiency by 50%)
7. Use light switch reminders to remind guests and staff to turn off lights
8. Institute a policy that all electronic devices and lighting be turned off in un-occupied rooms (2 credits)
9. Check pilot lights for proper adjustment
10. Insulate all major hot water pipes and storage tanks
11. Use weather-stripping to close air gaps around doors and windows
12. Set thermostat to 78 for cooling, and 68 for heating in unoccupied rooms (2 credits)
13. Drain and flush hot water tanks every 6 months to prevent scale build up/deposits (This can reduce efficiency)
14. Set hot water heaters to standard 125 -130oF (2 credits)
15. Turn cooling units off when the weather is cooler
16. Purchase walk-in refrigerators with open door buzzers or install open-door buzzers on all existing walk-in refrigerators
17. Install plastic air curtains and air blowers over walk-in refrigerator doors
18. Install solar water heating for the property
19. Install a renewable energy source for your property (wind,/turbine, photovoltaic, etc. 2 credits)
20. Install daylight sensors, occupancy sensors, and timers in all common areas

21. For heated pools, saunas, and spas, install energy efficient heat pumps or reroute HVAC water, or solar water system for reutilization

WATER CONSERVATION

- a. **Water Use Control (measures in bold have to be implemented and at least six credits within this section)**
1. **Track and plot water consumption using the Energy Star Portfolio Manager**
 2. **Install 1.5 gpm high efficiency pre-rinse spray valves for all dishwashing areas**
 3. **Institute a water saving program. Check for leaks, drips, and running toilets throughout the day. Train employees on detecting and reporting leaks. Minimize water use when cleaning sinks and tubs**
 4. Demonstrate a:
 - 15% reduction of your annual water use through any measure or combination of measures (1 credit)
 - 25% reduction of your annual water use through any measure or combination of measures (2 credits)
 - 35% reduction of your annual water use through any measure or combination of measures (3 credits)
 - 50% reduction of your annual water use through any measure or combination of measures (4 credits)
 5. Install WaterSense labeled faucets and aerators (80psi) -1.5 gpm for sink faucets (2.2 gpm is OK for kitchen) (2 credits) - <http://www.epa.gov/WaterSense>
 6. Install WaterSense labeled showerheads at 2.0 gpm or less (80 psi) (2 credits)
 7. Install WaterSense toilets at 1.28 gpf or more efficient (rebates available in some areas) (2 credits)
 8. Install quick closing toilet valves (2 credits)
 9. Institute an optional towel and linens reuse policy for guests
 10. Install water efficient washers (2 credits)
 11. Install WaterSense labeled urinals at 0.5 gpf or more efficient
 12. Replace water-cooled equipment with air-cooled equipment
 13. If local rules allow, install a grey water system to deliver reusable water for cooling, washing, and watering landscapes
 14. Reduce water levels in washing machines
 15. Soak dirty pots and pans verses cleaning with running water
 16. Install energy efficient washers and dryers
 17. Install booster heater for dishwashers and laundry equipment
 18. Check with manufacturer to see if dishwasher spray heads can be replaced with more efficient heads, or if flow regulators can be installed
 19. In conveyor type washer, ensure water flow stops when no dishes are in the washer. Install a sensing arm or ware gate to detect the presence of dishes
 20. Install dryer dampness sensors
 21. Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations
 22. Operate dishwasher only when fully loaded
 23. Replace worn and missing water jets on dishwashers
 24. Clean lint filters after every drying load
 25. Adjust boiler and cooling tower blowdown rate to maintain total dissolved solids (TDS) at levels recommended by the manufactures' specifications
 26. Install and monitor a conductivity controller and sub meter on the cooling tower, if it does not exist
 27. Reuse cooling water (bleed off) for other needs
 28. Use a high-efficiency hose spray nozzle to wash down the trash room
 29. Adjust ice machines to dispense less ice if ice is being wasted

30. Restrict the serving of drinking water to any customer unless expressly requested at any restaurant, hotel, café, cafeteria, or any other place where food is sold, served, or offered for sale
31. Educate employees and guest about the importance and benefits of water conservation (i.e. signs)
32. Install signs in restrooms, restaurants and guest rooms encouraging water conservation.

b. Landscape (measures in bold have to be implemented and at least five credits within this section)

1. **Test irrigation sprinklers monthly to ensure proper operation and coverage and repair all broken or defective sprinkler heads/ nozzles, lines and valves**
2. **Adjust sprinklers for proper coverage- optimize spacing, avoid runoff onto paved surfaces**
3. **Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours (generally before 7 am or after 9 pm)**
4. Plant native shrubs or trees near windows for shade
5. Modify existing irrigation system to include drip irrigation (or soaker hoses made from recycled rubber)
6. Clock irrigation usage on the water meter to monitor and prevent excessive use (2 credits)
7. Apply 2 to 4-inches of mulch in non-turf landscaped areas, preferably with recycled wood chips
8. Replace water intensive turf with woodchips, plant based mulch, loose stones or permeable pavers. Brick and cobblestones will block water from penetrating the ground since they are typically installed with concrete
9. If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads
10. Install rain shut-off devices or moisture sensors that turn off (or override) the irrigation system during rain. Maintain the area above the device/sensor to prevent obstructions
11. Plant (or renovate using) drought tolerant plants and ground cover, preferably native species. Assistance may be available from your local water department
12. Group plants with similar water requirements together (hydrozones) on the same irrigation line, separating plants with different water requirements on separate irrigation lines. Group similar zones together instead of placing a high water zone right next to a low water zone
13. Plant and maintain a street tree next to your business. If there is no space for a tree, install a sidewalk garden with drought tolerate plants (guidelines and permits are available with your City & County)
14. Use a pool cover to reduce evaporation and heat loss when pool is not in use
15. Reduce the water used to back flush pool filters, remain on site to watch the back-flush process
16. Use reclaimed water for irrigation and other approved uses instead of potable water, if available
17. Grasses that require irrigation are limited to areas where guest activities take place
18. Implement sweeping, mopping or dry mopping practices instead of hosing or power washing to clean surfaces
19. Use porous or pervious concrete when constructing or renovating your property
20. Water in 2 to 3 short run time cycles for sloped areas

POLLUTION PREVENTION

a. Wastewater and Run Off (measures in bold have to be implemented and at least three credits within this section)

1. **Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain**
2. **Regularly check and maintain storm drain openings and basins, clean them annually before the first rain and as needed afterward**

3. **Keep a spill kit handy to catch and clean spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill**
 4. **Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/ parking areas clean**
 5. **Do not use biological or chemical additives for your grease trap or interceptor. This passes grease from the trap to the sewer**
 6. **Minimize kitchen grease from washing down sewer drains by scraping grease from trays, grills and pans into waste grease can. Install grease traps, maintain traps and keep a maintenance log**
 7. Install a catch basin filter in your parking lot storm drains
 8. Clean private catch basins once each year
 9. Label all storm water inlets to prevent dumping
 10. Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing property practices
 11. Use landscaping to minimize erosion problems, especially during construction and demolition to protect storm drains, workers and the public
 12. Locate all hazardous materials and waste storage away from storm drains. To capture spills, install secondary containment or berms around areas where liquids are stored or transferred
 13. Install containment or berms around liquid storage and transfer areas to capture spills
 14. During construction, confine, contain and properly dispose of construction and demolition to protect storm drains, workers and the public
 15. Avoid placing leftover beverages and wet food in the garbage cans and dumpster
 16. Disconnect all garbage disposals.
 17. Place baskets in sink drains to catch solids that can be composted and/or materials that should go in the trash
 18. Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids.
 19. Have an outdoor ashtray or cigarette "butt" can for smokers
 20. Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer)
 21. Clean spills in a way that minimizes water use (sweeping, damp mopping, hydrophobic spill clean up methods rather than hosing) and routes water to sanitary sewer rather than storm drains
 22. Maintain green waste and food composting areas to prevent leaks or spills to storm drain
 23. Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains
- b. **Chemical Reduction (measures in bold have to be implemented and at least three credits within this section)**
1. **Evaluate and create an assessment of each area of your property to identify actual and potential sources of pollution, and ways to prevent it. Check Material Safety Data Sheets (MSDS) and labels for each product in use and identify safer alternatives**
 2. **Review your pollution prevention assessment and replace harmful products with safer alternatives for cleaning products, paints, pesticides and solvents. Establish a list of acceptable products. List specific product placements in the comment box at the end of this section:**
 - **Cleaning products**
 - **Paints Solvents**
 - **Pesticides/ biocides**

- **Fertilizers**

3. **Reduce or eliminate the use of chemical pesticides by implementing an Integrated Pest Management (IPM) program which utilizes good housekeeping, pest monitoring and exclusion as well as less toxic pesticides and/or non-chemical pest control**
4. Use natural or low emissions building materials, carpets, or furniture (2 credits). For more information on these products visit Green Seal (<http://www.greenseal.org/>) and Green Guard (<http://www.greenguard.org/en/index.aspx>)
5. Use electric power tools rather than gas powered tools
6. Use paint removal methods that minimize uncontrolled dust and debris (such as wet scraping, tenting, or HEPA-vac instrument) and avoid chemical paint stripping
7. Use high-efficiency paint spray application equipment
8. Buy recycled oil for your vehicles and equipment
9. Switch from commercial air fresheners to potpourri or vinegar and lemon juice
10. Switch from toxic permanent ink markers/pens to water-based markers
11. Purchase laundry detergents that have little or no phosphates (2 credits)
12. Purchase dishwashing detergent which reduces VOCs (a source of air pollution)
13. Become a "fragrance free" or "chemical free" facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens
14. Use an environmentally friendly garment cleaner (CO₂, wet cleaner)
15. Replace chlorine for pools with bromine, ozone, or convert to salt water for water treatment of pools.

c. **Recycling and Reusing Hazardous Materials (at least three credits within this section have to be implemented)**

1. Donate left over paint to local anti-graffiti program or paint exchange program (2 credits)
2. Recycle toner cartridges for copiers and printers through a reputable business or program (2 credits)
3. Dispose of non-alkaline batteries at local small quantity generator facility or through a reputable NICAD battery recycling program
4. Send spent fluorescent tubes and CFLs to a reputable mercury recycling company which does not export the tubes
5. Recycle your used motor oil through a reputable program or business. Avoiding export of the oil (2 credits)

d. **Emissions Reduction (measures in bold have to be implemented and at least three credits within this section)**

1. **Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same**
2. **Maintain an inventory of the company fleet. The inventory must include make, model, model year, fuel type, annual vehicle miles traveled and gallons of fuel type for one year**
3. **Develop a fleet greening plan. Provide a copy of your plan**
4. **Provide the criteria used for buying new vehicles**
5. **Provide your vehicle's retirement policy**
6. **Develop a plan that outlines strategies to reduce vehicle miles traveled (VMT) and provide a copy. If you do not have a plan, provide a description of how you will incorporate VMT reduction plans into your policies in the future. Include a no-idling policy for vehicles - <http://www.epa.gov/greenvehicles/>**
7. Make information on public transit and carpooling (transit schedules, commuter ride sign-up sheets etc.) available to employees
8. Offer lockers and showers for employees who walk, jog, or bicycle to work

9. Offer employee incentives for car pooling or using mass transit, such as a guaranteed ride home if needed
10. Set aside parking spaces for car/van pool and alternative fueled vehicles
11. Arrange for car transportation between your facility and remote events
12. Offer electric vehicle charging station(s) for visitors and employees using electric vehicles
13. Convert company vehicles to natural gas, alternative fuels, or electricity (low emissions vehicles)
14. Link your trips to accomplish all errands for your hotel in one outing
15. Provide commuter van.
16. Offer a shuttle service to and from bus, train and/or light rail stops.
17. Have a bike kit available for employees who may have bicycle emergencies or problems.
18. Provide secure bicycle storage areas for both guests and employees.
19. Provide loaner bicycles or rental bicycles for guests and employees.

COMMUNITY INVOLVEMENT AND SPECIAL ACTIVITIES

(All measures should be implemented)

1. **Assist and mentor at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program**
2. **Attend at least one Green Hotel Forum for the year in which you are applying**
3. **Designate a building “Green Team” to take responsibility for monitoring disposal and maintaining recycling and composting programs**
4. **Employee incentives for volunteering at community organizations**
5. **Train all staff on environmental policy and procedures**
6. **Educate guests on your properties’ environmental efforts. For example, offer your guests a walkthrough of your property to show what you are doing to conserve resources**
7. **Employ local companies when subcontracting labor force**
8. **For properties with beachfront access, offer beach shading equipment or plant trees to decrease the use of sun block which can damage nearby reefs. Inform guests of the damage sunblock can cause to the reefs and inform them of their options for sun protection**
9. **Use other certified Hawaii Green Businesses for services**

CULTURAL PRACTICES

(Measures in bold have to be implemented and at least four credits within this section)

1. **Host culturally relevant and respectful activities**
2. **Create a cultural point person that will oversee all cultural activities**
3. **Have point person engage with Hawaiian cultural experts to ensure all practices are respectful and relevant to the host culture**
4. Work with community/cultural leaders to develop curriculum for educational seminars/activities (2 credits)
5. Implement host culture education seminars for employees (2 credits)
6. Implement host culture educational events for visitors (2 credits)
7. Create a training seminar for all employees that is culturally relevant (2 credits)
8. Organize community outreach projects that give back to local communities (2 credits)
9. Contract cultural kumus to conduct culturally relevant events/programs (2 credits)

10. Ensure all practices regarding Hawaiian culture are:

- Relevant to Hawai'i
- Respectful to the culture
- Responsible
- Ethically implemented
- Ecologically responsible
- Appropriate for the place
- Accurate to Hawaiian culture
- Authentic to Hawaiian culture
- Locally based