GREEN KEY

AN ECO-LABEL FOR

TOURISM ESTABLISHMENTS



APPLICATION FORM

FOR CONFERENCE CENTRES

2016-2021

1. **Introduction**

Aim

Green Key has the following overall aims:

* Increase the use of environmentally friendly and sustainable methods of operation and technology in the establishments and thereby reducing the overall use of resources
* Raise awareness and create behavioural changes of guests, staff and suppliers of individual tourism establishments
* Increase the use of environmentally friendly and sustainable methods and raise awareness to create behavioural changes in the hospitality and tourism industry in overall

Criteria

The Green Key criteria and explanatory notes can be downloaded from the Green Key website: <http://www.greenkey.global/criteria/>.

The current set of criteria/explanatory notes is valid until 31 December 2020. Changes in criteria/explanatory notes will normally be announced with at least six months’ notice.

The criteria are divided into the categories:

* Imperative (I) criteria must all be fulfilled in Green Key establishments
* *Guideline (G)* criteria must increasingly be fulfilled in Green Key establishments as according to the following point system:

|  |  |
| --- | --- |
| Year | Percentage of total guideline criteria |
| 1 | 0% |
| 2 | 5% |
| 3 | 10% |
| 4 | 15% |
| 5-9 | 20% |
| 10- | 50% |

Some criteria will need to be documented in the application form, and other criteria will need to be documented in connection with the on-site audits (in the criteria and explanatory notes document, there is information about the expected check of compliance with criteria during on-site audits).

Application and award procedure

The Green Key application and award procedure can be found on the Green Key website: <http://www.greenkey.global/application-process/>.

Contact

For any question about the criteria and application and award procedure, please do not hesitate to contact Green Key: Green Key International, Foundation for Environmental Education (FEE), Scandiagade 13, 2450 Copenhagen SV, Denmark, Tel: +45 61248082 or +45 61248088, Skype: finn.feeglobal or isabel.feeglobal, E-mail: [finn@fee.global](mailto:finn@fee.global) or [isabel@fee.global](mailto:isabel@fee.global).

1. **Agreement between Green Key and applicant establishment**

In connection with the first application for award or subsequent annual renewal of award, the applicant establishment and Green Key must mutually agree upon and sign the terms and conditions in the agreement (replacing any previous existing agreements between the applicant establishment and Green Key):

***Access to information about Green Key:***

* The applicant establishment confirms that it has had access to and read/understood the Green Key criteria and explanatory notes (indicate website link, for establishments managed by Green Key International: <http://www.greenkey.global/criteria/>).
* The applicant establishment confirms that it has had access to and read/understood the Green Key application process (indicate website link, for establishments managed by Green Key International: <http://www.greenkey.global/application-process/>).
* The applicant establishment confirm that it has had access to and read/understood the Green Key participation fees (indicate website link, for establishments managed by Green Key International: <https://static1.squarespace.com/static/55371f97e4b0fce8c1ee4c69/t/5b7d6170575d1f282cfed60b/1534943601206/Costs+for+participating+in+Green+Key.pdf>)

***Responsibilities of the applicant establishment***

* The applicant establishment will complete the Green Key application form with correct data and pay the Green Key fees.
* The applicant establishment will allow scheduled onsite audits to take place within the premises of the establishment by an auditor authorised by Green Key, and to provide all necessary information and arrangements in connection with these audits.
* The applicant establishment will allow unannounced control visits by an auditor authorised by Green Key; however, the auditor must notify the reception of the establishment on arrival to request to be followed around by the general manager/owner, environmental manager or other relevant person.
* The applicant establishment will ensure conformity with the Green Key criteria throughout the award period, including correct information and communication about the achieved Green Key award as set in the Green Key criteria/explanatory notes and the Green Key Branding Guidelines.
* The applicant establishment will inform Green Key of any changes that might affect compliance with Green Key criteria within ten days of them occurring.
* The applicant establishment will record, handle and inform Green Key of complaints and corrective actions taken relating to compliance with the Green Key requirements (in correspondence with the official complaint handling procedure).
* The applicant establishment will inform Green Key of any changes in contact details within 30 days after occurring.
* The applicant establishment can decide to terminate its Green Key award at any time without penalty by providing 30 days’ written notice to Green Key (fees for the remainder of the award period will not be reimbursed).

The applicant establishment will in case of termination of award ensure that all references to Green Key are removed.

***Responsibilities of Green Key***

* Green Key will carry out an effective and impartial certification procedure, which means that no person with a potential conflict of interest can be involved in the third-party verification of the Green Key award.
* Green Key will communicate any changes in the Green Key criteria/explanatory notes as well as overall procedures to the establishment with normally at least six months’ notice.
* Green Key will treat all received and viewed documents with confidentiality.
* Green Key will keep the names, phone numbers and e-mail addresses for the establishment for the duration of the application and award period. When Green Key is informed about updated contact details, the previous information will immediately be deleted. The applicant/awarded establishment can at any time access information about the contact information. The contact details will be used in case of contact, information (including newsletters) and promotion (see point below) in relation to Green Key. Within two years after an establishment is not awarded or re-awarded, the contact details will be deleted. Green Key will not use the contact details for other purposes than described in this agreement.
* Green Key will promote the awarded establishment on the Green Key website (name and contact details). The same information will be sent to OTAs, tour operators and other tourism databases where Green Key has established a cooperation agreement.
* Green Key will not publish any data or other sensitive information with reference to the individual establishment without prior consent of the establishment.
* Green Key has the right to suspend/terminate the award in case of non-compliance with requirements being revealed during the award period through monitoring, notified changes, complaints, etc.

***Signing of the agreement***

For the applicant establishment:

Name of establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of establishment owner or operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person signing this agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of person signing this agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Green Key:

Name of Green Key Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Green Key National Operator/Int. Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Details about the applicant establishment**

|  |
| --- |
| **Name of the establishment:** |
| **Address:** |
| **Country:** |
| **Phone:** |
| **E-mail:** |
| **Website:** |
| **Social media links:** |
| **Number of visitors/year:** |
| **Number of employees:** |
| **Name of General Manager:** |
| **Name of Environmental Manager:** |
| **E-mail Environmental Manager:** |
| **Text about the establishment for the Green Key website (max. 100 characters):** |
| **Purchase of Green Key flag (€40/flag) in connection with the award:**  **🞎 Yes (indicate number of flags: ) 🞎 No** |

1. **Application form**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **ENVIRONMENTAL MANAGEMENT** | | | |
| *1* | **Criteria** | **Validated** | **Comments** |
| 1.1 | The management must be involved and appoint an environmental manager from amongst the staff of the establishment. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1.2 | The establishment must formulate an environmental policy. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1.3 | The establishment must formulate objectives and an annual action plan for constant improvement. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1.4 | All documentation concerning the Green Key must be kept and maintained in a binder ready for inspection. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1.5 | The environmental manager must ensure that the Green Key criteria are reviewed annually. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1.6 | The establishment must establish active collaboration with relevant stakeholders. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1.7 | *The establishment will measure its carbon footprint through the use of a recognised CO2 measurement tool. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **STAFF INVOLVEMENT** | | | |
| 2.1 | The management must hold periodic meetings with the staff in order to brief them on issues concerning existing and new environmental initiatives. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 2.2 | The environmental manager must participate in meetings with management for the purpose of presenting the environmental developments of the establishment. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 2.3 | The environmental manager and other staff members must receive training on environmental and other sustainability issues. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 2.4 | The environmental manager must ensure that the employees are aware of the establishment’s environmental undertakings. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **GUEST INFORMATION** | | | |
| 3.1 | The Green Key award must be displayed in a prominent place. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 3.2 | Information material about Green Key must be visible and accessible for guests. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 3.3 | Information about Green Key and environmental information must be available on the establishment’s website. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 3.4 | The establishment must keep the guests informed and involved about its environmental work and encourage guests to participate in environmental initiatives. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 3.5 | Front desk staff must be in a position to inform guests about Green Key and the current environmental activities and undertakings of the establishment. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 3.6 | The establishment must be able to inform guests about local public transportation systems, shuttle bus or cycling/walking alternatives. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 3.7 | Information about energy and water saving should be visible for guests. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 3.8 | *The establishment provides its guests with the opportunity to evaluate its environmental and/or socio-cultural performance. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **WATER** | | | |
| 4.1 | The total water consumption must be registered at least once a month. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.2 | Newly purchased toilets must not flush more than 6 litres per flush. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.3 | The staff and cleaning personnel must have a system in place to regularly check for dripping taps and leaky toilets. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.4 | Water flow from at least 75% of the taps in the toilets must not exceed 8 litres per minute. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.5 | Urinals must have sensors, water saving devices or be water free. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.6 | Newly purchased cover or tunnel dishwashers must not consume more water than 3.5 litres per basket. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.7 | Instructions for saving water and energy during operation of dishwashers must be displayed near the machine. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.8 | All wastewater must be treated in accordance with national and local regulations. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.9 | *Newly purchased dishwashers and laundry machines must not be conventional domestic appliances. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.10 | *Separate water metres are installed in areas with a high degree of water consumption. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.11 | *Wastewater is re-used (after treatment). (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.12 | *Rainwater is collected and used for toilets or other suitable purposes. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 4.13 | *Newly purchased toilets have 3/6 litres dual flush. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **WASHING AND CLEANING** | | | |
| 5.1 | Newly purchased chemical cleaning products for daily use must either have a nationally or internationally recognised eco label or cannot contain compounds listed in the Green Key blacklist. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 5.2 | Disinfection substances must only be used when necessary and in correspondence with the legislation on hygiene. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 5.3 | In EU countries, newly purchased paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 5.4 | *In non-EU countries, newly purchased paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 5.5 | *The establishment uses eco-labelled dishwasher and laundry detergents. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 5.6 | *Fibre cloth is used for cleaning to save water and chemicals. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 5.7 | *The establishment avoids fragrance spray and perfume in connection with washing and cleaning. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **WASTE** | | | |
| 6.1 | The establishment must separate waste as per national legislation but with a minimum of three categories. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.2 | The separated waste must be handled separately by the local or national waste management facilities, by a private entity or by the establishment’s own facilities. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.3 | If the local waste management authorities do not collect waste within a reasonable distance from the establishment, then the establishment must ensure safe transportation of its waste to the nearest appropriate site for waste treatment. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.4 | Instructions on how to separate and handle waste must be easily available to the staff in an understandable and simple format. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.5 | Newly purchased pumps and refrigeration plants must not use CFC or HCFC refrigerants. All equipment must always comply with national legislation on phasing out refrigerants. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.6 | Disposable cups, plates and cutlery must only be used at certain events and in connection with take-away of food and drinks. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.7 | Hazardous solid and liquid chemicals must be stored in separate containers preventing leaking and contamination of the environment. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.8 | Hazardous solid and liquid chemical waste must be transported safely to an approved reception facility. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.9 | Each bathroom must have a waste bin. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.10 | *The establishment must register the total amount of waste and have a waste plan in place to reduce and/or reuse waste. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.11 | *Guests have the possibility to separate waste into categories that can be handled by the waste management facilities. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.12 | *The establishment has dispensers for hand soap/shampoo. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.13 | *Soap provided for the guests have a nationally or internationally recognised eco-label. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.14 | *Single dose packages for cream, butter, jam etc. are not used, reduced or packaged in material that can be recycled. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.15 | *The establishment makes arrangements for the collection and disposal of packaging with an appropriate supplier. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.16 | *The establishment uses biodegradable disposals cups, plates and cutlery. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 6.17 | *Organic waste is composted. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **ENERGY** | | | |
| 7.1 | Energy use must be registered at least once a month. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.2 | Heating and air-conditioning control systems must be applied according to the seasonal changes or when the establishment’s facilities are not in use. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.3 | At least 75% of the light bulbs are energy efficient. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.4 | Fat filters in the exhaust must be cleaned at least once a year. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.5 | The surfaces of the heating/cooling exchanger of the ventilation plant must be cleaned at least once a year. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.6 | The ventilation system must be checked at least once a year and repaired if necessary in order to be energy efficient at all times. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.7 | Refrigerators, cold stores, heating cupboards and ovens must be equipped with intact draught excluders. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.8 | There is a written procedure regarding electric devices in empty meeting rooms. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.9 | The establishment has defined a standard temperature for cooling and heating in meeting rooms. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.10 | *Outside lighting is minimised and/or has an automatic turn off sensor installed. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.11 | *All windows have an appropriately high degree of thermal insulation or other energy efficient initiatives corresponding to the local regulations and climate. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.12 | *The establishment ensures that electric devices used in meeting rooms, kitchen, laundry, etc. are energy efficient. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.13 | *An energy audit is carried out at least once every five years. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.14 | *Heating from electrical panels or other forms of direct functioning electrical heating are not allowed. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.15 | *The establishment uses eco-certified and/or renewable energy. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.16 | *Ventilation plants are equipped with an energy-optimum ventilator and an energy-saving engine. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.17 | *The establishment has an automatic system or key card that turns off the light and electrical appliances when guests leave the meeting room. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.18 | *Hall and corridor lighting have motion detectors. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.19 | *Automatic systems are installed in public areas for energy-efficient lighting. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.20 | *Separate electricity and gas meters are installed at strategically important places for energy monitoring. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.21 | *Air-conditioning and heating automatically switches off when windows are open. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.22 | *A heat recovery system for e.g. refrigeration systems, ventilators or sanitary wastewater is installed. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.23 | *The building is insulated above the minimal national requirements to ensure a significant reduction of energy consumption. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.24 | *Hot water pipes are well insulated. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.25 | *Computers, printers and copy machines switch to energy saving mode and turn off automatically. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.26 | *Newly purchased computers, printers, copy machines and domestic appliances have an eco-label or produced by a company with an environmental management system. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.27 | *Vending machines, coffee and water dispensers are switched off in periods of non-use. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 7.28 | *The kitchen hoods are equipped with supply/extract infrared fan controls. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **FOOD AND BEVERAGE** | | | |
| 8.1 | The establishment must purchase and register at least three types of food/drink products that are organic, eco-labelled, fair-trade labelled and/or locally produced. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 8.2 | The share of organic, eco-labelled, fair-trade labelled and/or locally produced food/drink products must be increased every year. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 8.3 | *The establishment is taking initiatives to buy seasonal products, less meat products and no products from endangered fish, seafood or other species. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 8.4 | *The establishment must register the level of food waste and take initiatives to reduce it. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 8.5 | *The establishment communicates on the menu card or in the buffet the products that are organic, eco-labelled, fair-trade labelled and/or locally produced. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 8.6 | *A vegetarian alternative menu is proposed in the restaurant. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 8.7 | *Where the water quality is of an adequate standard, tap water is offered to guests in restaurants and meeting rooms. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **INDOOR ENVIRONMENT** | | | |
| 9.1 | The restaurant should be non-smoking or at least have a non-smoking section. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 9.2 | A minimum of 75% of the rooms must be non-smoking. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 9.3 | *The establishment has a personnel policy concerning smoking during working hours. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 9.4 | *In case of refurbishing or new building, the establishment uses environmentally friendly products. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **GREEN AREAS** | | | |
| 10.1 | Chemical pesticides and fertilisers must not be used unless there is no organic or natural equivalent. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 10.2 | Newly purchased lawnmowers must either be electrically driven, use unleaded petrol, be equipped with a catalyst, be awarded with an eco-label, or be manually driven. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 10.3 | Smart flower and garden watering procedures are in place. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 10.4 | *Garden waste is composted. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 10.5 | *Rainwater or grey water is collected and used for watering flowers and gardens. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 10.6 | *When planting new green areas, native species are used. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **CORPORATE SOCIAL RESPONSIBILITY** | | | |
| 11.1 | The establishment is in compliance with international, national and local legislation and its CSR policy regarding environment, health, safety and labour. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 11.2 | *The establishment provides access for people with special needs. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 11.3 | *The establishment is equitable in hiring women and local minorities, including in management positions, while restraining from child labour. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 11.4 | *The establishment actively supports green activities or initiatives for social community development including, among others, education, health, sanitation and infrastructure. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 11.5 | *The establishment offers the means for local small entrepreneurs to develop and sell sustainable products that are based on the area’s nature, history, and culture. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 11.6 | *Endangered plants and animals, historical and archaeological artefacts are not sold, traded, or displayed, except as permitted by law. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 11.7 | *Material/supplies that are no longer used are collected and donated to charitable organisations. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **GREEN ACTIVITIES** | | | |
| 12.1 | Information about nearby parks, landscape and nature conservation areas must be available to the guests. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 12.2 | The establishment must provide information about the nearest place to rent or borrow bicycles. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 12.3 | *The guests have the opportunity to borrow or rent bicycles. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 12.4 | *The establishment provides activities for raising awareness focused on sustainable development, environment and nature in or around the premises. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 12.5 | *The establishment provides information to their guests regarding Blue Flag awarded marinas, beaches and boat operators in the vicinity. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 1. **ADMINISTRATION** | | | |
| 13.1 | All staff areas must fulfil the same criteria as guest areas. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.2 | The stationery and brochures produced or ordered by the establishment must be eco-labelled, be recycled or produced by a company with an environmental management system. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.3 | Third party operated shops and businesses located on the premises of the establishment must be informed about the environmental initiatives of the establishment as well as Green Key, and be encouraged to manage their activities in the same spirit following the Green Key criteria. (I) | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.4 | *The establishment takes initiatives to reduce the use of paper in offices and meeting rooms. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.5 | *The establishment informs its suppliers about its environmental commitments and encourages the suppliers to follow Green Key criteria. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.6 | *The establishment ensures that the suppliers used are eco-certified, have a written environmental policy and/or are committed to sustainable development. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.7 | *Local and fair-trade services and goods are purchased by the establishment, when possible. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.8 | *Newly purchased durables have an eco-label or must be produced by a company with an environmental management system. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.9 | *The purchase of disposable and consumable goods is measured, and the establishment actively seeks ways to reduce their use. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |
| 13.10 | *The use of environmentally–friendly means of transportation by the staff is encouraged. (G)* | Yes 🞎 No 🞎  N/A 🞎 |  |

1. **Annex A: Documents check list**

The documents related to imperative (I) criteria must be enclosed. The documents related guideline (G) criteria are enclosed if the establishment complies with the criteria concerned.

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Document** | **Attached? (yes/no)** |
| 1.2 | Environmental policy |  |
| 1.3 | Annual action plan |  |
| 1.7 | *Carbon footprint calculated through the use of a recognised CO2 measurement tool (GUIDELINE)* |  |
| 3.2 | Information material for guests about Green Key (draft) |  |
| 3.4 | Information material for guests about sustainability initiatives of the establishment (draft) |  |
| 4.1 | Monthly water consumption of the past 12 months |  |
| 4.9 | Confirmation from the local authorities or other responsible entity that the establishment is connected to an existing sewage system |  |
| 5.2 | List of all daily cleaning products with indication of compliance (eco-labelled or no compounds from the blacklist) including proof of compliance |  |
| 6.1 | Information about the different types of waste collected (photo of the waste reception facilities or other proof) |  |
| 6.10 | *Monthly registration of waste of the past 12 months (GUIDELINE)* |  |
| 7.1 | Monthly energy consumption of the past 12 months |  |
| 8.1 | List the minimum of three food and/or beverage products that are organic, eco-labelled, fair-trade labelled and/or locally produced |  |
| 8.4 | *Monthly registration of food waste of the past year (GUIDELINE)* |  |
| 11.1 | Corporate Social Responsibility policy |  |