

GPN-GL15 Using Guidelines for

Hotels and Inns

Green Purchasing Network (GPN)

1. Scope

These guidelines cover important environmental issues that shall be considered when selecting and using accommodations such as hotels and inns.

2. Guidelines

When selecting and using accommodations such as hotels and inns, the matters listed in the Eco-challenge Checklist for “Hotels and Inns” shall be considered in selecting and using accommodations that are advanced in environmental conservation.

Eco-challenge Checklist for “Hotels and Inns”

<Contents>

The checklist consists of the following five categories.

- I. Attitudes toward environmental conservation
- II. Food- and drink-related environmental consideration
- III. Resource efficiency and recycling
- IV. Efforts to combat climate change
- V. Green purchasing, chemical substances, etc.

<Basic Items>

Of the items of the Eco-challenge Checklist for “Hotels and Inns” the items which are basic and easily implemented as the first steps shall be selected.

<Allotment>

In principle, one point shall be allotted to each item and half point or two points shall be allotted to the items that come under the following cases.

Half point allotment:

- Cases where the efforts have already been carried out by the majority of accommodation facilities, but are still needed to be remained as important ideas

Two points allotment:

- Cases where the item shall contribute to environmental conservation and be expected for great improvement by the efforts
- Cases where the efforts shall greatly influence the organization and other efforts
- Cases where the efforts with originality and active capital investment shall be considered as

advanced

*These guidelines are subject to change in accordance with new findings and changes in social conditions.

Established December 13, 2002
 Revised October 17, 2005
 Latest Revised March 22, 2018
 By Green Purchasing Network (GPN)

The conditions for hotels and inns to be run in the Eco-challenge Database for “Hotels and Inns”

The conditions for hotels and inns to be run in the database shall be to meet the requirements of at least 11 of the following 15 “basic items”.

Basic 15 items		No.
<input type="checkbox"/>	A hotel or an inn shall have its own environmental policies.	1
<input type="checkbox"/>	A hotel or an inn shall regularly review its environment management and implementation results more than once a year to make its future activities more effective.	5
<input type="checkbox"/>	A hotel or an inn shall determine the quantities and types of wastes such as packing materials and wastes from guestrooms except for food waste to set concrete targets and plans for waste reduction and recycling.	9
<input type="checkbox"/>	A hotel or an inn shall assess its own energy consumption including electricity, heavy oil, and gas to set concrete targets and plans to reduce consumption of those.	11
<input type="checkbox"/>	A hotel or an inn shall prevent dead stock through food inventory management, control food preparation based on the expected number of guests, and use leftover ingredients effectively in order to reduce kitchen wastes and leftover food.	20
<input type="checkbox"/>	Kitchen wastes and leftover food shall be dehydrated to reduce weight.	23
<input type="checkbox"/>	None of amenities shall be doubly wrapped.	34
<input type="checkbox"/>	Wastes brought in by guests shall be separated and recycled.	42
<input type="checkbox"/>	Furniture including beds, chairs, and tables in the guest rooms shall be repaired and reformed to be used for a long time.	43
<input type="checkbox"/>	Various types of paper including copy paper, newspapers, magazines, and	44

	corrugated cardboard shall be separate and recycled.	
<input type="checkbox"/>	PET bottles, beverage cans, and glass bins shall be separated and recycled.	45
<input type="checkbox"/>	A hotel or an inn shall replace incandescent light bulbs inside facilities with compact self-ballasted fluorescent lamps or LED lamps and install HF inverters or LED luminaires as fluorescent luminaires (20% or more of light bulbs and fluorescent luminaires shall be replaced with compact self-ballasted fluorescent lamps/LED lamps and HF inverters/LED luminaires).	55
<input type="checkbox"/>	A hotel or an inn shall proactively maintain machines and devices considering energy-saving for their efficient work.	65
<input type="checkbox"/>	A hotel or an inn shall have developed procurement policies for copy paper, and environmentally friendly products shall account for 80 percent of all copy paper that have been already used.	69
<input type="checkbox"/>	A hotel or an inn shall have developed procurement policies for toilet paper, and environmentally friendly products shall account for 80 percent of all toilet paper that have been already used.	70

* "No." corresponds to the item number of The Eco-challenge Checklist.

Eco-challenge Checklist for "Hotels and Inns"

I. Attitudes for environmental conservation

(1) Efforts at the level of the entire business

* Basic items

No	Check items	Allotment
1	A hotel or an inn shall have its own environmental policies.	2
2	A hotel or an inn shall determine its environmental impacts, and set targets and plans to reduce the impacts; <ul style="list-style-type: none"> ● In one or two categories ● In more than three categories 	1 2
3	A hotel or an inn shall clearly assume responsibility for environmental management.	2
4	A hotel or inn shall determine the environmental laws and regulations relevant to its business.	2
5	A hotel or an inn shall regularly review its environment management and implementation results more than once a year to make its future activities more effective.	2
6	A hotel or an inn shall regularly conduct employee training on environmental conservation more than once a year.	2

7	A hotel or an inn shall post its environmental policies or targets in places where employees can easily notice them. Or, all employees shall carry the environmental policies or targets and understand how they should act in their duties in accordance with the policies.	2
---	--	---

(2) Efforts in each area

8	[Food and drink] A hotel or an inn shall determine its food waste to set concrete targets and plans to reduce and recycle of food waste.	2
9	[Wastes] A hotel or an inn shall determine the quantities and types of wastes such as packing materials and wastes from guestrooms except for food waste to set concrete targets and plans for waste reduction and recycling.	2
10	A hotel or an inn shall explain its waste management policies to waste disposers and request them to recycle or dispose the waste in an appropriate manner.	2
11	[Energy/Water] A hotel or an inn shall assess its own energy consumption including electricity, heavy oil, and gas to set concrete targets and plans to reduce consumption of those.	2
12	A hotel or an inn shall assess water consumption and drainage water quality to set concrete targets and plans to reduce the consumption as well as environmental impacts.	2
13	[Green purchasing] Having policies for the practice of green purchasing, a hotel or an inn shall set concrete goals and plans to reduce the purchased amounts and to shift toward purchasing of environmentally friendly products.	2
14	[Chemical substances] Determining the usages of chemical substances including herbicides and disinfectant as well as detergents, a hotel or an inn shall set concrete goals and plans to reduce of chemical usage and environmental pollution.	2

(3) Information disclosure and environmental communication

15	[Information disclosure] A hotel or an inn shall actively disclose and provide information on its environmental policies and activities in brochures and web sites.	2
----	--	---

16	[For guests] A hotel or an inn shall post its environmental policies and activities where the guests can easily notice them.	2
17	[For guests] A hotel or an inn shall have a system to gather feedback on environmental management system in its facilities from the guests to make its environmental activities more effective.	2
18	[Environmental services for guests] A hotel or an inn shall provide programmes on local eco-tour or facility inspection tour to learn about its environmental activities.	2
19	[For suppliers] A hotel or an inn shall explain its environmental policies and activities to suppliers to obtain their cooperation for purchasing environmentally friendly products and services.	2

(4) EMS certified by the third party (Open-ended matters)

(5) Others (Open-ended)

II. Food- and drink-related environmental consideration

- Should a hotel or an inn have a restaurant as a tenant, the restaurant shall be considered for the answer.
- Should a hotel or an inn offers no meals to guests, the text “a hotel or an inn offers no meals” shall be filled in the following open-ended section.

(1) Reducing and recycling of food waste

No	Check items	Allotment
20	A hotel or an inn shall prevent dead stock through food inventory management, control food preparation based on the expected number of guests, and use leftover ingredients effectively in order to reduce kitchen wastes and leftover food.	1
21	Kitchen wastes and leftover food shall be recycled as compost, feed, etc.	1
22	A hotel or an inn shall recover energy from its food waste with the higher efficiency than that of methane.	1
23	Kitchen wastes and leftover food shall be dehydrated to reduce weight.	0.5
24	As a result of waste reduction by using disposer, recycling through compost and feed, and recovering energy, more than 20% of kitchen	

	wastes and leftover shall be reduced after dehydrated.	
	More than 20% of food waste generated in the facilities shall be reduced.	1
	More than 80% of food waste generated in the facilities shall be reduced.	2
25	A hotel or an inn shall effectively recycle used cooking oil as fuel or as raw materials for soap.	1
26	A hotel or an inn shall encourage suppliers to use returnable boxes to deliver products.	1
27	A hotel or an inn shall preferably purchase Japanese sake, beer and other sparkling liquor in returnable containers.	1
28	A hotel or an inn shall try to shift toward returnable containers for drink and condiments other than mentioned above; By asking supplier to use returnable containers. By using returnable containers.	0.5 2
29	A hotel or an inn shall lighten packages and reduce wrapping of disposable containers for food, drink, and condiment.	1

(2) Purchase of food

30	A hotel or an inn actively purchase organic produce, organic processed food products, and produce cultivated with little or no usage of agricultural chemicals and chemical fertilizers.	1
31	A hotel or an inn shall endeavour to preferentially purchase food from the surrounding areas or seasonal ingredients.	1
32	A hotel or an inn shall endeavour to trace back food growing methods and places of production.	1

(3) Others (Open-ended)

III. Resource efficiency and recycling

(1) Room service

No	Check items	Allotment
33	No more than six kinds of disposable amenities shall be provided in a guest room.	1
34	None of amenities shall be doubly wrapped.	1
35	A hotel or an inn shall encourage guests to bring their own toothbrushes and shavers.	1
36	A hotel or an inn shall replace individual packages of shampoo and	1

	conditioner with those in refillable dispensers or bottles.	
37	A hotel or an inn shall use slippers that are non-disposable and used for a long time.	1
38	A hotel or an inn shall appropriately control the content quantity of amenities such as disposable soap, shampoo, and conditioner.	1
39	Bar soap used by guests shall be reused in the backyard and other places or recycled to produce oil and fat.	1
40	Unused amenities shall be provided to another guest, depending on the condition.	1
41	A system asking guests about the necessity of the replacement of towels shall be introduced.	1
42	Wastes brought in by guests shall be separated and recycled.	1
43	Furniture including beds, chairs, and tables in the guest rooms shall be repaired and reformed to be used for a long time.	1

(2) Spaces for administration, common use, stores, etc.

44	Various types of paper including copy paper, newspapers, magazines, and corrugated cardboard shall be separate and recycled.	1
45	PET bottles, beverage cans, and glass bins shall be separated and recycled.	1
46	Fluorescent lamps shall be appropriately separated and treated.	1
47	Batteries shall be appropriately separated and treated.	1
48	A hotel or an inn shall encourage its office clerks to use both sides of a sheet of paper for copying and other purposes.	1
49	A hotel or an inn shall carry out simple wrapping in the stores inside its facilities.	1

(3) Water saving

No	Check items	Allotment
50	A hotel or an inn shall use water-saving equipment including packings, shower heads, and sensors for its toilets, showers, and faucets.	1
51	A hotel or an inn shall purify and reuse wastewater.	2
52	A hotel or an inn shall utilize rainwater by installing rainwater tanks and other facilities.	1

(4) Others (Open-ended)

IV. Efforts to combat climate change

(1) Heat source and heat transport

No	Check items	Allotment
53	A hotel or an inn shall introduce devices to use waste heat of boilers, micro gas turbines, cogeneration systems, fuel batteries, etc. to improve energy efficiency.	2
54	A hotel or an inn shall introduce pumps and fans with good efficiency and pipe insulation to improve heat transport of steam or refrigerant inside its facilities.	2
55	A hotel or an inn shall use renewable energy such as solar water heating systems, photovoltaic generation, wind generation, and geothermal power.	2

(2) Air conditioning

For facilities		
56	A hotel or an inn shall endeavour to improve the insulation of its buildings by adopting double-entry doors, revolving doors, double-glazed windows, and insulating sashes as well as by greening rooftops and walls.	2
57	A hotel or an inn shall set its voluntary standards for the setting of the temperature in its offices and backyards.	1
For guest rooms		
58	Air conditioning of each guestroom shall be able to be controlled independently.	2
59	A hotel or an inn shall introduce sheer curtains, window shades, fusuma and shoji doors for its guest rooms.	1
60	Guest rooms shall introduce	1

(3) Lighting equipment

61	A hotel or an inn shall replace incandescent light bulbs inside facilities with compact self-ballasted fluorescent lamps or LED lamps and install HF inverters or LED luminaires as fluorescent luminaires.	
	More than 20% of light bulbs and fluorescent luminaires shall be replaced with compact self-ballasted fluorescent lamps/LED lamps and HF inverters/LED luminaires.	1
	More than 80% of light bulbs and fluorescent luminaires shall be replaced with compact self-ballasted fluorescent lamps/LED lamps and HF inverters/LED luminaires.	2

62	A hotel or an inn shall manage its electricity usage in guestrooms when no guests in the room. A hotel or an inn shall ask guests to turn off the light whenever they leave guestrooms. Electricity usage in guestrooms shall be reduced by key management when no guest is in the room.	1 2
63	A hotel or an inn shall adopt illuminance sensors, timer function, and motion sensors to switch on lights only when it is dark.	1
64	A hotel or an inn shall utilize daylight by devices to bring natural light into the building or a lighting control system to turn on/off the light by the window separately.	1

(4) Other energy efficiency

65	A hotel or an inn shall proactively maintain machines and devices considering energy-saving for their efficient work.	0.5
66	A hotel or an inn shall efficiently divide its facilities into sections to control the independent energy consumption of each section.	2

(5) CO₂ reduction

67	A hotel or an inn shall determine its CO ₂ emission from energy consumption of all facilities and compare it with that of reference year set by itself in order to reduce CO ₂ emission.	2
68	A hotel or an inn shall adequately manage commercial air conditioners and cold storage and refrigeration equipment that use CFC, HCFC, and HFC as refrigerant according to the Act on Rational Use and Proper Management of Fluorocarbons.	1

(6) Others (Open-ended)

V. Green purchasing, chemical substances, others

(1) Green purchasing

No	Check items	Allotment
Consumables		
● For products that have been already used under own procurement guidelines, environmentally friendly products shall account for more than 80%. → 1 point		
69	Copy paper	1
70	Toilet paper	1
71	Tissue paper	1

72	Ballpoint pens	1
73	Memo pads and envelopes	1
74	Other office supplies	1
75	Brochures for facility information	1
76	Uniforms of employees	1
<p>Durables</p> <ul style="list-style-type: none"> ● For products that have been already used under own procurement guidelines, environmentally friendly products shall account for less than 50%. → 0.5 point ● For products that have been already used under own procurement guidelines, environmentally friendly products shall account for 50% and more. → 1 point 		
77	Automobiles	0.5 1
78	Office equipment including PC, copiers, and printers	0.5 1
79	Refrigerators in guestrooms	0.5 1
80	Air conditioners	0.5 1
81	TV sets in guestrooms	0.5 1
82	Office furniture	0.5 1
83	Furniture, interior, bedclothes, linens, and wallpaper in guestrooms	0.5 1
Suppliers and delivery		
84	A hotel or an inn shall ask its suppliers to present and deliver environmentally friendly products.	1
85	A hotel or an inn shall ask its suppliers to implement idling reduction and to use low emission vehicles for delivery.	1
86	A hotel or an inn shall negotiate with suppliers on loading efficiency, delivery time, delivery route, and other matters for efficient delivery.	1
87	A hotel or an inn shall encourage guests to use public transportation through a brochure, etc.	1

(2) Chemical substances, greening, etc.

88	A hotel or an inn shall reduce the usage of disinfectant, herbicide, and chemical fertilizer and replace them with materials with less environmental impacts.	1
----	---	---

89	A hotel or an inn shall reduce the usage of detergents or replace them with those with less environmental impacts.	1
90	A hotel or an inn shall use cleaning agents that contains no volatile organic compounds (VOC) to clean guestrooms and other places.	1
91	A hotel or an inn shall recharge groundwater from rainwater by planting trees in its premises and permeable surfacing of outside parking lots.	1
92	More than 20% of premises shall be planted with trees or permeably surfaced.	1
93	A hotel or an inn shall implement environmental activities such as cleaning and conservation of its neighbouring areas or actively participate in activities organized by local municipality or organizations (and employees shall be encouraged to join such activities).	2

(3) Others (Open-ended)