

ENVIRONMENTALLY SUSTAINABLE ACCOMMODATIONS INTERNATIONAL STANDARD CHECKLIST

(ESAIS - CHECKLIST)

環境に配慮した地域振興型宿泊施設のための
国際基準チェックリスト

April 2012



JAPAN ECOLODGE ASSOCIATION

ENVIRONMENTALLY SUSTAINABLE ACCOMMODATIONS INTERNATIONAL STANDARD (ESAIS) CHECKLIST

1. OBJECTIVE OF ESAIS

ESAIS is intended to promote environmentally sound management of nature-based accommodations.

ESAIS CHECKLIST

<CATEGORY>

ESAIS CHECKLIST is comprised of six categories

- I Sustainability
- II Food and Beverage
- III Waste Management and Recycling
- IV Energy and Water
- V Green Purchasing/Chemicals/Misc.
- VI Care for environment
- VII Compliance with Global Sustainable Tourism Criteria (GSTC Criteria)

*The categories between I and V comply partly with Green Purchase Network 'Hotels and Inns Guidelines''

<POINT ALLOCATION>

In general, each criterion is worth one point with exceptions of 0.5 point and 2 point allocations as follows;

0.5 point allocation

- A criterion that is in principle already in generally conformed with, but considered important enough to be separately identified in the checklist.

2 point allocation

- A criterion with the potential to alleviate or mitigate a significant environmental impact.
- A criterion with the potential to significant impacts on environmental or community welfare.
- A criterion that demonstrates innovative improvement or better environmental practices requiring originality, ingenuity, and/or significant capital investment.

* This checklist is subject to revision with change in social conditions and knowledge.

April 2006

1st Revision in September 2011

2nd Revision in April 2012

Japan Ecolodge Association

ESAIS CHECKLIST

I SUSTAINABILITY

1) EFFORTS MADE ON ENTIRE FACILITY

No	CHECK ITEMS	Pts.
1.1-1	Do you have a sustainability policy on environmental and socio-cultural issues suitable to its size and scale?	2
1.1-2	Do you know of any natural and cultural impact(s) by your facility and try to minimize it (them) by making plans or targeted reductions? < EFFORT LEVEL > · I know one or two categories of impacts and working to minimize them. · I know three or more categories of impacts and working to minimize them.	1 2
1.1-3	Do you have a clear responsibility management on environmental issues?	2
1.1-4	Do you maintain the up-to-date environmental laws and policies that apply to your facility?	2
1.1-5	Do you monitor and verify your sustainability policy once a year or more to make future actions more effective?	2
1.1-6	Do you train your employee(s) on environmental issues once a year or more often?	2
1.1-7	Do you publicly display your environmental policy or have all your employee(s) trained to be able to fully comply with its requirements?	2

2) EFFORTS MADE ON EACH CRITERION

1.2-1	【FOOD AND BEVERAGE】 Do you monitor the food and beverage waste by volume to reduce and recycle by setting concrete targets and waste management plans?	2
1.2-2	【WASTES OTHER THAN FOOD AND BEVERAGE】 Do you know the types and amount of waste other than food and beverage (i.e. packaging and room trash) to reduce and recycle by setting concrete targets and waste management plans?	2
1.2-3	Do you explain your waste management policy to waste disposal companies with regard to the need for recycling and proper treatment to ensure environmental sustainability?	2
1.2-4	【ENERGY AND WATER】 Have you conducted an energy audit and set concrete plans and targets to reduce energy consumption (electricity, heavy oil, gas, etc.)?	2
1.2-5	Do you know the amount of water consumption and monitor treated water quality to ensure appropriate concrete targets and plans are put in place to reduce volume and alleviate contamination?	2
1.2-6	【GREEN PURCHASING AND CHEMICALS】 Do you have a green purchasing policy that preferentially chooses environmentally sound products and reduces purchasing volume by setting concrete targets and plans?	2
1.2-7	Do you know the amount of chemicals (Herbicides, Insecticides, Cleaning, etc.) and set concrete targets and plans to reduce the volume of chemical used and ensure minimal environment pollution?	2

3) INFORMATION DISCLOSURE AND ENVIRONMENTAL COMMUNICATION

1.3-1	【INFORMATION DISCLOSURE】 Do you disclose or provide environmental policy/information on sustainability both on and off-line?	2
1.3-2	【CUSTOMERS】 Do you display or have a manner to indicate environmental policy where visible, such as reception area and rooms?	2
1.3-3	【CUSTOMERS】 Do you have a system to effectively measure and reflect the customer feedback including environmental issues within your premises?	2
1.3-4	【ENVIRONMENTAL SERVICE FOR CUSTOMERS】 Do you offer programs such as local ecotours and/or environmental facility tours?	2
1.3-5	【SUPPLIERS】 Do you explain your environmental policy to suppliers to better procure environmentally sound products and services?	2

4) EMS CERTIFIED BY THIRD PARTY (OPEN-ENDED DESCRIPTION)

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5) OTHERS (OPEN-ENDED DESCRIPTION)

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II FOOD AND BEVERAGE

1) REDUCTION AND RECYCLING OF FOOD WASTE

No	CHECK ITEMS	Pts.
2.1-1	Do you try to minimize excess stock of foodstuffs, adjust cooking portion for number of reservations, make effective use of leftovers, and curb generating kitchen wastes?	1
2.1-2	Do you drain water or dehydrate food wastes to reduce volume?	0.5
2.1-3	Do you reuse food wastes (compost and/or animal feed)?	1
2.1-4	Do you further reduce drained or strained food wastes by 20% or more by condensing (using garbage dehydrator, etc.) and/or reusing (for compost and animal feed)? <EFFORT LEVEL> · Reduction of more than 20% is achieved. · Reduction of more than 80% is achieved	1 2
2.1-5	Do you effectively reuse or recycle cooking oil as fuel and/or soap?	1
2.1-6	Do you encourage food suppliers to make use of returnable containers?	1
2.1-7	Do you use returnable containers for drinks such as sake, beer, etc. where feasible?	1
2.1-8	Do you use returnable containers for other drinks and condiments? <EFFORT LEVEL> · Specifically requested to suppliers. · Returnable containers are used.	0.5 2
2.1-9	Do you try to simplify and/or reduce excess wrapping of disposable containers for food, beverage and condiments?	1

2) FOOD PURCHASE

2.2-1	Do you preferentially purchase organic (processed) food and low or chemical free agricultural produce?	1
2.2-2	Do you prioritize purchase of local and in-season food?	1

3) OTHERS (OPEN-ENDED DESCRIPTION)

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III WASTE MANAGEMENT AND RECYCLING

1) ROOM SERVICE

No	CHECK ITEMS	Pts.
3.1-1	Do you limit your complimentary disposable amenity set to a maximum of 6 articles?	1
3.1-2	Do you minimize packaging? (No double-wrapping of amenity set)	1
3.1-3	Do you encourage guests to bring their own toothbrush, shaver, etc.?	1
3.1-4	Do you use refillable dispenser/bottles avoiding disposable shampoo and conditioner containers?	1
3.1-5	Do you use in-room slippers that stand long use and are not disposable?	1
3.1-6	Do you regulate per-container volume of disposable soap, rinse, and conditioner in a proper manner?	1
3.1-7	Do you reuse solid soaps in back of house or recycle by caking?	1
3.1-8	Do you reuse disposable amenity set when unused by guests under certain condition?	1
3.1-9	Do you have a notice giving the guest choice of not to have bedding and towel changes for multi-day guests?	1
3.1-10	Do you separate and recycle carried-in waste?	1
3.1-11	Do you restore and refurbish guestroom furniture (bed, chair, table, etc.) for long-term use?	1

2) ADMINISTRATIVE AREA/ COMMON AREA/ STORE

3.2-1	Do you separate and recycle papers? (copy paper, newspaper, magazine, cardboard)	1
3.2-2	Do you separate PET bottles, drink cans and glass bottles into three categories and recycle them?	1
3.2-3	Do you separate and dispose of fluorescent lamps properly?	1
3.2-4	Do you separate and dispose of batteries properly?	1
3.2-5	Do you dispose of refrigerators and HVACs with a proper route of extracting HCFC?	1
3.2-6	Do you use double-sided photocopying?	1
3.2-7	Do you minimize wrapping at store(s) within your facility?	1
3.2.8	Do you avoid selling, trading, or displaying historical and archeological artifacts except as permitted by law?	1

3) ENTIRE AREA

3.3	Do you have a solid waste management plan and is implemented?	1
3.4	Do you not jeopardize the provision of basic sanitation services to neighboring communities?	1

4) OTHERS (OPEN-ENDED DESCRIPTION)

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IV ENERGY AND WATER

1) HEAT SOURCE/HEAT TRANSFER

No	CHECK ITEMS	Pts.
4.1-1	Is your heat source facility equipped with any of the following; boiler waste heat recovery system, micro gas turbine, cogeneration equipment, fuel cell system, etc. to increase energy efficiency?	2
4.1-2	Are energy efficient pump(s) and fan(s) installed and piping insulated for heat transfer of steam, refrigerant, etc. within your facility?	2
4.1-3	Do you generate heated water and/or power by utilizing natural energy such as solar, wind, geothermal energy?	2
4.1-4	Are your sources of energy indicated?	1
4.1-5	Do you not jeopardize the provision of basic energy services to neighboring communities?	1

2) HVACs

ENTIRE ESTABLISHMENT		
4.2-1	Do you try to improve building insulation by installing double door, pivoted door, double-glazed glass, insulated sash window, vegetated wall/rooftop etc.?	2
4.2-2	Do you regulate room temperature in office and back of house by controlling HVACs with your own rule?	1
GUESTROOM		
4.2-3	Does each guestroom have a control for air conditioning/heating?	2

3) LIGHTING

4.3-1	Have you changed from incandescent light bulbs to CFLs(Compact Fluorescent Lamp) and retrofit with energy efficient device such as high frequency inverter or VFD(Variable Frequency Drive)? < EFFORT LEVEL > <ul style="list-style-type: none"> · Installation of CFL and inverter comprise more than 20% of total lighting fixture. · Installation of CFL and inverter comprise more than 80% of total lighting fixture. 	1 2
4.3-2	Do you have override control device to reduce energy consumption of guestroom(s) not in use?	2
4.3-3	Do you have dark sensor, occupancy sensor, and/or auto timer fitted?	1

4) OTHERS on SAVING ENERGY

4.4-1	Do you maintain equipments to maximize energy savings?	0.5
4.4-2	Do you divide facility in terms of effective individual energy management?	2

5) CO2 REDUCTION

4.5-1	Do you calculate amount of CO2 emission of your facility from energy consumption and measures are taken to reduce CO2 with a comparison of standard year you set?	2
4.5-2	Do you implement procedures to offset greenhouse CO2 emission as a way to achieve climate neutrality?	2

6) SAVING WATER

4.6-1	Do you have water pressure regulator, water saving showerhead, sensor faucet etc. fitted to save overall consumption of water?	1
4.6-2	Do you reuse purified wastewater (gray water)?	2
4.6-3	Do you collect and use rainwater?	1
4.6-4	Do you measure water consumption from all sources?	1
4.6-5	Are your sources of water indicated?	1
4.6-6	Do you not jeopardize the provision of basic water services to neighboring communities?	1

7) OTHERS (OPEN-ENDED DESCRIPTION)

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V GREEN PURCHASING/CHEMICALS/MISC.

1) GREEN PURCHASING

No	CHECK ITEMS	Pts
CONSUMABLE SUPPLIES		
< EFFORT LEVEL >		
Do you have a green purchasing policy and measure more than 80 % of following products are environmentally-sound? 1 Pt.		
5.1-1	Copy paper	1
5.1-2	Toilet paper	1
5.1-3	Tissue paper	1
5.1-4	Ball point pen	1
5.1-5	Memo pad and envelop	1
5.1-6	Other office and stationery supplies	1
5.1-7	Pamphlet/Catalog	1
5.1-8	Employee uniform	1
CONSUMER DURABLES		
< EFFORT LEVEL >		
· Do you have a purchasing policy and measure less than 50 % of following products are environmentally sound? 0.5 Pt.		
· Do you have a purchasing policy and measure more than 50 % of following products are environmentally sound? 1 Pt.		
5.1-9	Automobile	0.5 1
5.1-10	Computer, copier, printer, and other office equipment	0.5 1
5.1-11	Refrigerator in guestrooms	0.5 1
5.1-12	HVAC	0.5 1
5.1-13	TV set in guestrooms	0.5 1
5.1-14	Office furniture	0.5 1
5.1-15	Guestroom furniture, interior accessory, bedclothes, linen supply, wall paper	0.5 1
BUSINESS PARTNERSHIPS AND SHIPPING		
5.1-16	Do you request information on environmentally sound product(s) and its delivery to supplier?	1
5.1-17	Do you request business partner(s) to stop engine when not in use and/or use low emission automobile?	1
5.1-18	Do you talk about load efficiency, delivery time and route with carriers to be more efficient?	1
5.1-19	Do you recommend guests to use public transportation in your brochure and/or other media?	1
5.1-20	Do you prioritize purchase of local and in-season goods?	1

2) CHEMICALS, GREENING

5.2-1	Do you restrict the use of insecticides, herbicides, chemical fertilizers to use more environmentally sound alternatives?	1
5.2-2	Do you restrict the use of detergents, cleaning chemicals, paints, and swimming pool disinfectants or switch to environmentally sound products?	1
5.2-3	Do you use cleaners with no volatile organic compounds in guestrooms?	1
5.2-4	Do you assist recharging of rainwater by greening property (includes rooftop) or fitting permeable pavements in open-air parking lot?	1
5.2-5	Is more than 20% of your property set aside for greening (includes rooftop) and pervious area?	1
5.2-6	Do you offer environmental protection programs locally (cleaning and/or nature conservation) or actively participate (including employees) in programs provided by local government and organization?	2

3) OTHERS (OPEN-ENDED DESCRIPTION)

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VI CARE FOR ENVIRONMENT

1) ECOTOUR

No	CHECK ITEMS	Pts.
6.1-1	Do you have a resident naturalist/nature guide versed in surrounding nature or in a reach with prior notice?	1
6.1-2	Do you offer activities to learn about local nature, culture, history, etc. or positively refer to a third party?	1
6.1-3	Do you offer ecotour programs regularly or only occasionally (i.e. on request)? < EFFORT LEVEL > <ul style="list-style-type: none"> · Programs are offered occasionally. · Programs are offered regularly. 	1 2
6.1-4	Do you have a mechanism to improve interpretive program quality?	1
6.1-5	Do you use reusable lunch boxes?	1

2) CARE FOR SURROUNDING

6.2-1	Do you have lighting system that does not disturb/not distract nocturnal animals?	1
6.2-2	Is the landscaping/vegetation on your property comprised of mainly native plants and use of exotic and invasive species controlled?	1
6.2-3	Do you have well-defined guidelines and rules on feeding of wild animals?	1
6.2-4	Do you have well-defined rules on accompanying pets?	1
6.2-5	Do you make sure that wildlife species are only harvested from the wild, consumed, displayed, sold, or internationally traded, as part of a regulated activity that ensures that their utilization is sustainable?	1
6.2-6	Do you make sure that no captive wildlife is held, except for properly regulated activities, and living specimens of protected wildlife species are only kept by those authorized and suitably equipped to house and care for them?	1
6.2-7	Do you follow established guidelines or a code of behavior for visits to culturally or historically sensitive sites, in order to minimize visitor impact and maximize enjoyment?	1
6.2-8	Do you contribute to the protection of local historical, archeological, culturally, and spiritually important properties and sites, and do not impede access to them by local residents?	1
6.2-9	Do you contribute to the support of biodiversity conservation?	1
6.2-10	Do you support natural protected areas and areas of high biodiversity value?	1
6.2-11	Do you make sure that interactions with wildlife do not produce adverse effects on the viability of populations in the wild?	1
6.2-12	Do you make sure that any disturbance of natural ecosystems is minimized?	1
6.2-13	Do you make efforts in rehabilitation on disturbed natural ecosystems?	1
6.2-14	Do you make a compensatory contribution to conservation management?	1

3) LOCAL COMMUNITY ENGAGEMENT

6.3-1	Do you hire local employees?	1
6.3-2	Do you return some benefits to the local community or for the environmental initiatives?	1
6.3-3	Is a code of conduct is in place for activities in the local community?	1
6.3-4	Has the code of conduct been developed with the consent of and in collaboration with the community?	1

4) ENERGY

6.4-1	Do you know all the equipments that consume energy in your facility?	1
6.4-2	Do you know how much energy is consumed by various appliances used?	1
6.4-3	Do you keep records and measurements of your facility energy consumption?	1
6.4-4	Do you have a concrete energy saving action plan with goals and implement it?	1
6.4-5	Do you actually reduce energy consumption in accordance with action plan?	1
6.4-6	Do you monitor and verify energy savings achieved by implementation of action plan?	1

5) DESIGN, CONSTRUCTION, AND OPERATION

6.5-1	Is land use in compliance with local zoning and protected or heritage area laws and regulations?	1
6.5-2	Is design and construction in compliance with local zoning and protected or heritage area laws and regulations?	1
6.5-3	Does your lodge siting respect natural and cultural heritage surroundings?	1
6.5-4	Does your lodge design respect natural and cultural heritage surroundings?	1
6.5-5	Is your lodge design based on locally appropriate principles of sustainability?	1
6.5-6	Is your lodge construction based on locally appropriate principles of sustainability?	1
6.5-7	Does your lodge provide access for persons with special needs?	1
6.5-8	Does your lodge use elements of local art, architecture, or cultural heritage in its operations, design, decoration, food, or shops?	1
6.5-9	Does your lodge respect the intellectual property rights of local communities?	1

6) OTHER ACTION ITEMS

6.6-1	Do you display in guestroom/common space or inform on guest arrival the local nature and culture, safety issues, recycling, energy conservation etc.?	1
6.6-2	Do you display in guestroom/common space or inform on guest arrival appropriate behavior while visiting natural areas, living cultures, and cultural heritage sites?	1
6.6-3	Do you make efforts to prepare food with local produce/recipes to encourage appreciation of local gastronomy?	1
6.6-4	Do you sell local food, craftwork, and produce in a shop?	1
6.6-5	Do you have a compliance statement on Japan Ecolodge Association guidelines in your website/brochure?	1
6.6-6	Can you prepare meals with dietary restriction for people with allergy, vegetarianism, and/or for religious reasons when informed ahead of time?	1

VII COMPLIANCE WITH GLOBAL SUSTAINABLE TOURISM CRITERIA (GSTC Criteria)

No	CHECK ITEMS	Pts.
7.1	Do you maintain the up-to-date health, safety, and labor laws and policies that apply to your facility?	1
7.2	Do you train your employee(s) periodically on socio-cultural practices, health, and safety?	1
7.3	Are you equitable in hiring women and local minorities?	1
7.4	Are you equitable in hiring women and local minorities in management positions?	1
7.5	Are your promotional materials accurate and complete and do not promise more than can be delivered by the business?	1
7.6	Do you implement practices to reduce pollution from noise, light, runoff, erosion, ozone-depleting compounds, and air and soil contaminants?	1