

Eco Mark Product Category No. 503

“Hotels and Inns Version1.0” Certification Criteria

- Applicable Scope-

Lodging facilities that provide accommodation service as a hotel or an inn (ryokan) subject to the Hotel Business Law.

Note that tenants etc. of the applicant facility that are not under the control of the facility are excluded from the scope of certification.

Established: October 1, 2012
Expiration date: September 30, 2019

Japan Environment Association
Eco Mark Office

NOTE: This document is a translation of the criteria written in Japanese. In the event of dispute, the original document should be taken as authoritative.

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1. Purpose of Establishing Criteria

Omitted.

2. Applicable Scope

Lodging facilities that provide accommodation service as a hotel or an inn (ryokan) subject to the Hotel Business Law.

Note that tenants etc. of the applicant facility that are not under the control of the facility are excluded from the scope of certification.

3. Terminology

Omitted.

4. Certification Criteria and Certification Procedure

For certification of conformance to each criteria item, the attached certificate, explanatory material, etc. shall be submitted.

A. Consideration for peripheral environment and environmental communication with users

A-1. Criteria concerning consideration for peripheral environment

(1) Consideration for the locational environment

Consideration shall be made for the protection of natural environment and harmony with the ecosystem in the surrounding areas that may be affected by the facility. Consideration shall also be made for peripheral environment in urban areas.

(Examples):

- Actions required for environmental protection are taken, including environmental assessment.
- Protection and development of animals and plants in surrounding areas.
- Greening of surrounding areas and/or rooftop using local plant.
- Construction of a biotope for natural recovery and conservation.
- Effort to control the use of disinfectants, herbicides, and/or chemical fertilizers and switch to materials with less impact on ecosystem (natural origin, etc.)
- Prevention of noise, offensive odor, and light pollution
- Measures against heat island (greening of the premise, improvement of paving material, etc.)
- Building in consideration not to impair the scenery of surrounding areas.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the frequency, time, contents, and extent (scale, expected effects, etc.) of the actions implemented (attach photos, etc.).

(2) Participation in outside environmental activities

Participation in and cooperation with environmental activities performed by outside organizations.

Examples:

- Environmental conservation activities for surrounding areas (cleaning, development of the habitat of living things, nature conservation, etc.)
- Environmental activities with local government, organizations, and NGOs (campaigns, events, etc.)
- Establishment, support, donation, etc. concerning environmental funds and organizations.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the frequency of participation in, time, contents, and continual (periodical) implementation of the activities in which the applicant facility has been participating or cooperating (attach photos, etc.).

A-2. Criteria for environmental communication with users**(3) Disclosure of information on environmental policies and activities**

Information concerning environmental policies and/or activities shall be disclosed or provided through brochures available in the facility, on the website, etc.

[Certification Procedure]

The Applicant shall describe in the Attached Certificate how the information concerning environmental policies and/or activities are disclosed or provided. The Applicant shall also submit the copies of the information disclosed or provided.

(4) Provision of information on eco-friendly tourism and transportation means

Information concerning eco-friendly tourism and transportation means shall be provided.

Examples:

- Provision of information concerning eco-tourism, such as eco-friendly tourism route.
- Provision of information concerning environmental precautions and considerations in sightseeing of a national park, etc.
- Provision of information concerning eco-tours and nature experience programs that provide appropriate eco-tourism in consideration for the protection of natural environment resources.
- Provision of sightseeing information concerning tourist agents who provide recreational activities, such as diving and fishing, in a responsible manner considering load reduction and sustainability concerning the natural environment.
- Introduction of restaurants and sightseeing / tourist facilities that are active in environmental conservation.
- Provision of information concerning eco-friendly transportation means, such as rental bicycle and public transportation systems.

[Certification Procedure]

The Applicant shall submit the copies of materials providing the information and other materials, descriptive documents, etc. showing how the facility is considering for the environment. The Applicant shall also describe in the Attached Certificate how the information is provided.

(5) Call for awareness raising / cooperation in environmental conservation in the facility

The Applicant shall call to users for cooperation in the facility's efforts for environmental conservation and/or for raising the environmental awareness.

Examples:

- Calling guests for energy saving, water saving, and/or rubbish sorting in the guest room, and/or reduction of food residues in the dining room, etc., and providing information that

cooperation of guests will lead to the reduction of environmental impact.

(Addition of a message to guests will increase the effect, such as "Thank you for your cooperation in preserving the local XX", "Your cooperation will reduce waste X%", or "Your cooperation will reduce CO₂ emissions")

- Description / introduction is provided in an easy-to-understand way explaining that products sold in the facility's shops, services provided in the facility, etc. are eco-friendly.
- Video software, magazines, etc. provided in the facility contribute to enhancement of awareness of the importance of nature.
- Plants, photos, posters, etc. showing the local rich biodiversity are arranged in the facility together with written introduction.
- Distributing the maps and/or brochures explaining local living things and nature as well as the significance of protecting them.
- Providing, in order to promoting eco-tourism, activities for experiencing the natural environment, histories, and cultures in surrounding areas and thereby enhancing interest in preserving them (program to learn local rich biodiversity, local eco-tour, bird watching, gardening, farming experience, program for natural conservation activities, etc).
- The facility provides any means for users to state their opinions about the environmental activities, such as questionnaire about the facility's environmental activities.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. that call for cooperation in environmental conservation, or show the contents of activities implemented to educate users for improvement of their environmental consciousness (attach photos etc.).

(6) Eco-friendly foodstuffs and provision of their information

For example, the following eco-friendly foodstuffs are provided and explanation / introduction is provided about the choice of such foodstuffs. Note that this section applies only to the facilities that provide meals (except those providing simple breakfast or only breakfast).

Examples:

- Organic farm products, pesticide-free (reduced) agricultural products, chemical-free (reduced) agricultural products
- Foodstuffs in consideration for environmental impact in transport (local production for local consumption, etc.)
- Foodstuffs developed in the eco-friendly environment of culture or breeding
- Foodstuffs in season
- Foodstuffs with Eco-label Certification

[Certification Procedure]

The Applicant shall submit the materials and/or descriptive documents showing the contents of eco-friendly foodstuffs and copies of the information explaining / introducing the choice of such foodstuffs to users. The Applicant shall also describe in the Attached Certificate how such information is introduced to users.

B. Environmental impact reduction by equipment and management

B-1. Criteria for environment management

(7) Establishment of environmental policy and target

Environmental policy and target shall be drafted or established.

[Certification Procedure]

The Applicant shall submit the document describing the environmental policy and target.

(8) Environmental activity system

A system is established, through establishment of an environmental management system, for checking the implementation periodically (at least once a year) to achieve the environmental target and reflect the result of checking in next action plan.

[Certification Procedure]

The Applicant shall submit the operating procedure of the system for continual promotion of environmental operations. The Applicant shall also submit materials that verify the implementation more than once a year and the examination made based on check results to determine the targets, plans, and issues for next term. Alternatively, a copy of the certificate of registration may be provided if the environmental management system is certified by a third-party certification organization.

(9) Appointment of the environment management representative

The environment management representative in charge of the facility shall be appointed. The environment management representative shall be responsible for the management of Eco Mark Certification.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the title, name, responsibilities, and position in the organization concerning the environment management representative.

(10) Compliance with environmental laws and regulations

The facility shall comply with the applicable environmental laws and regulations, etc. (including municipal ordinances imposing the obligation of reduction under the "Obligation to Reduce Total Emissions of Greenhouse Gases and Emissions Trading System" in accordance with the Tokyo Metropolitan Ordinance on Environmental Preservation). Also, the status of compliance with environmental laws and regulations (e.g., whether there was any breach) shall be reported for the past five years retroactively from the application date. If there was any breach in the past, implementation of proper improvement and recurrence prevention measures and proper compliance with the relevant environmental laws and regulations etc. thereafter shall be required.

[Certification Procedure]

With respect to the compliance with the Environmental Laws, etc. in the area where the plant performing the final manufacturing process is located, a certificate issued by the representative of the business of manufacturing the applied product or the relevant plant manager (entry or attachment of a list of names of the Environmental Laws, etc.) must be submitted.

In addition, the applicants shall report whether there is any violation in the past five years, including a violation subject to administrative punishment or administrative guidance, and if there is, the following documents in a and b must be submitted:

- a. With respect to the fact of violation, guidance documents from administrative agencies (including order of correction and warning) and copies of written answers (including those reporting causes and results of correction) to such documents (clearly indicating a series of communication);
- b. Following materials (copies of recording documents, etc.) concerning the management system for compliance with the Environmental Laws, etc. in 1)-5):
 - 1) List of the Environmental Laws, etc. related to the area where the plant is located;

- 2) Implementation system (organizational chart with roles, etc.);
- 3) Bylaws stipulating retention of recording documents;
- 4) Recurrence prevention measures (future preventive measures);
- 5) State of implementation based on recurrence prevention measures (result of checking of the state of compliance, including the result of onsite inspection).

(11) Education of employees

The Applicant shall provide education to employees in order to ensure the implementation of environmental activities set forth in the environmental target or plan. Further, when outsourcing operations to an outside contractor, the Applicant shall fully communicate the content of environmental activities concerning the contract operations to the contractor.

[Certification Procedure]

The Applicant shall submit the written education programs and descriptive documents showing the participants in environmental education, the period, frequency, and content of environmental training and guidance seminars, and periodical holding of such education etc., as well as implementation records thereof. The Applicant shall also provide the written records etc. on the full communication of the facility's environmental activities to the operating contractor.

B-2. Criteria for waste reduction and recycling

B-2-1. Reduction of food waste

The provisions of (12) and (13) apply only to the lodging facilities that provide meal service. However, (13) will not apply to the facilities that provide only breakfast or simple breakfast.

(12) Control of generation of food waste

Generation of food waste shall be controlled through the prevention of dead stock with stock control of foodstuffs, adjustment of the amount of cooking according to the number of lodging reservations, effective use of cooking leftovers, etc.

[Certification Procedure]

The Applicant shall submit the materials, such as employee manual, and/or descriptive documents showing the specific method of controlling food waste. The Applicant shall also submit the records and forms concerning the implementation of food waste control.

(13) Recycling of food waste

For the lodging facilities subject to the duty of periodical reporting required by the "Law concerning Promotion of Recovering and Utilizing Food Resources" ("Food Recycling Law"), the actual ratio of recycling etc. set forth by the same Law shall exceed the reference recycling rate of the year determined according to food-related business operators.

Other lodging facilities shall be required to grasp the amount of food waste generated, set a reduction target, and recycle food waste (e.g., use for feed, fertilizer, oil and fat products, methane, carbonized products, raw material of ethanol, etc.) or recover heat from waste food (e.g., as use of waste food oil as fuel). (Also acceptable to outsource recycling to a third party contractor)

If it is difficult to implement recycling or heat recovery due to the locational conditions or acceptance capacity of the recycling facility, food waste that cannot be used for recycling or heat recovery shall be processed for volume reduction, such as drying, fermentation, or carbonization, through draining, dehydration, or use of garbage disposer.

[Certification Procedure]

The lodging facilities subject to the duty of periodical reporting under the Food Recycling Law shall submit the materials, descriptive documents, etc. showing the "ratio of recycling etc." for the food waste generated (including comparison with the last year result). (A copy of the report submitted to the Ministry of Agriculture, Forestry, and Fisheries may be submitted)

Other lodging facilities shall submit the materials, descriptive documents, etc. showing the amount of food waste generated, reduction target, and results of recycling, heat recovery, and volume reduction (including the amounts). (Reporting period: about the latest one year)

If it is difficult to implement recycling or heat recovery due to the locational conditions or acceptance capacity of the recycling facility, the reasons shall be specified.

B-2-2. Waste reduction other than food waste**(14) Sorting and recycling of waste other than food waste**

The lodging facility shall grasp the types and amounts of waste other than food waste (including rubbish from guest rooms) and reduce / recycle such waste according to a specific target and plan. Note that paper products (copy paper, newspapers, magazines, corrugated cardboard cartons), PET bottles, beverage cans, and glass bottles shall be sorted and recycled on the whole amount generated.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the types and amounts of waste, sorting method, and the target / plan / content of reduction / recycling (including the amount actually reduced / recycled). (Submission of such materials etc. is mandatory for paper products, PET bottles, beverage cans, and glass bottles) (Reporting period: about the latest one year)

(15) Reduction of food and drink waste

At least two out of the following activities "a" to "f" shall be implemented for reducing food and drink waste arising from the dining room and guest rooms. (except for waste from automatic vending machines)

- a. Disposable cups, plates, and cutlery are not used.
- b. Half-split chopsticks are not used.
- c. Liquors and soft drinks are served in containers that can be used repeatedly, such as bottles.
- d. Individually packaged cream, butter, or jam is not used.
- e. Returnable boxes, reusable containers / palettes, etc. are used in delivery of foodstuffs.
- f. Other (for other activities, Eco Mark Examination Committee will determine whether their effect is equivalent to or exceed the effect of those listed above).

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the contents of activities implemented. If recommended item "f. Other" is selected, the contents of the other activity and the (actual or estimated) amount of waste reduced as the result of implementing the activity shall be specified.

(16) Reduction of waste from guest rooms

For reduction of waste from guest rooms, the following mandatory items "a" and "b" and at least 3 out of the recommended items "c" to "i" shall be implemented.

<Mandatory items>

- a. No double packaging is used for amenity goods in guest rooms. (Not applicable when using commercial items and switching to conforming items is difficult)
- b. Striving to use guest room furniture (beds, chairs, tables, etc.) for long through repair and reform.

<Recommended items>

- c. Calling guests to bring their own toothbrush or shaver and provide the goods upon request.
- d. Used amenity goods in guest rooms are reused outside guest rooms or recycled.
Examples: Used solid soap, etc. are reused in the backyard or other places, or recycled.
- e. Unused amenity goods in guest rooms are provided again, if reusable, in guest rooms.
- f. For liquid soap, shampoos, and rinses, no disposable types are used but dispensers that can be refilled are used.
- g. Guest room slippers are not disposable.
- h. Rubbish can be sorted in guest rooms.
- i. Other (for other activities, Eco Mark Examination Committee will determine whether their effect is equivalent to or exceed the effect of those listed above).

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the contents of activities implemented (attach photos etc.). If recommended item "i. Other" is selected, the contents of the other activity and the (actual or estimated) amount of waste reduced as the result of implementing the activity shall be specified.

B-3. Criteria for energy saving

(17) Control of energy consumption

The Applicant shall grasp information on energy consumption and strive to reduce consumption by setting a target. Note that energies referred to herein mean the energies defined by the "Law concerning the Rational Use of Energy" ("Energy Saving Law"), i.e., fuel, heat, and electricity, except non-fossil energies such as solar power.

Also, annual energy consumption in the total floor area of the building (excluding the tenants not included in the scope of control of energy consumption but including indoor parking space) shall be no more than 3,000 MJ/m².

In the case of exceeding 3,000 MJ/m², total annual consumption shall be no more than 3,500 MJ/m² and at least 6% of the reference energy consumption (average of annual energy consumption during a period of 3 consecutive years since 2002) shall be reduced.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the recent annual energy consumption (for unit conversion, refer to the Energy Saving Law, website of the Agency for Natural Resources and Energy, etc.), reduction target / plan, total floor area, and (annual) energy consumption per square meter.

If the recent annual energy consumption is more than 3,000 MJ/m² but not more than 3,500 MJ/m², the reference energy consumption and reduced percentage shall also be reported. Note that (annual) energy consumption and year-to-year comparison shall be reported annually even after certification.

(18) Maintenance of electric equipment

The Applicant shall periodically maintain the equipment concerning heat source, lighting, and air conditioning (including guest room facilities, kitchens, washing machines, etc.) to ensure efficient operation.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the contents and frequency of maintenance implemented for the equipment concerning heat source, lighting, and air conditioning (including guest room facilities, kitchens, washing machines, etc.).

(19) Energy saving for heat sources and heat transport equipment

In energy saving for heat sources and/or heat transport equipment, the facility shall implement any activity or similar activity listed in at least two out of the following "a" to "d" categories.

a. Improvement by reviewing operation management

Examples:

- Temperature control for cool water, cooling water, and hot water
- Control of steam leak and thermal insulation
- Control of air ratio and exhaust gas for burning appliances
- Control of steam pressure and blow
- Quality control of cooling water (electrical conductivity)
- Control of valves and dumper opening / closing (automatic valve etc.)

b. Efficiency increase in pumps and fans for heat transport such as steam and coolant

Examples:

- Introduction of efficient equipment
- Heat insulation of piping
- Adjustment of the flow rate and pressure of pumps and fans
- Inverter control for cold / hot water pumps and cooling water pumps

c. Introduction of heat source equipment to enhance energy efficiency

Examples:

- Equipment for boiler waste heat utilization
- Micro gas turbine
- Cogeneration (combined heat and power) system
- Fuel cell
- Interval operation of the hot water circulation pump (timer etc.)
- High efficiency refrigerator
- Control of the number of gas cooling / heating machines and turbo refrigerators in operation
- Heat-pump-type water heater

d. Utilization of renewable energy (no less than 10% of total energy consumption)

Examples:

- Solar hot water supply
- Solar power generation, wind power generation, small hydraulic power generation
- Utilization of geothermal energy, hot-spring heat, or hot-spring waste heat
- Boiler burning waste material

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the contents of activities implemented, such as employee manual or implementation records. If introduction of equipment is concerned, the materials, photos, etc. of the equipment shall be submitted. When recommended item "d" is selected, the ratio to total energy consumption shall also be explained.

(20) Energy saving for air conditioners and ventilators

To save energy consumption in air conditioners and ventilators, the following mandatory items "a" and "b" and at least 6 out of the recommended items "c" to "p" shall be implemented.

<Mandatory items>

- a. Air conditioners in unoccupied guest rooms are turned off.
- b. Temperature is appropriately set to about 28°C in cooling and about 20°C in heating.
Also, the temperature of guest rooms is reset to the preset value after checkout.

<Recommended items>

- c. Double-entry doors or a pivoted door are installed to enhance heat insulation.
- d. Insulating sash, double-glazed glass, heat absorbing glass, heat reflection glass, or light shielding film is used.
- e. Greening of the rooftop or wall surface is implemented.
- f. Solar radiation from the roof is prevented (using heat reflective paint, etc.).
- g. Air-conditioners in the common-use space and guest rooms can be individually controlled.
- h. Fresh air intake is adjusted to an appropriate level. (Reduce the intake of fresh air in cooling / heating after confirming that there is no problem with CO2 concentration)
- i. The operation time of air conditioners and ventilators are reviewed. (e.g., review the 24-hour operation of air supply / exhaust fans in the water pump room, water recycle room, etc. and then switch to intermittent operation.)
- j. An inverter with the function to control revolving speed is adopted for the power machines (air conditioners, air supply / exhaust fans, pumps, etc.) that are expected to have load changes.
- k. The whole heat exchanger (Lossnay etc.) is effectively operated (e.g., operation using the cooling effect of open air when cooling the facility in spring and autumn).
- l. Local cooling and/or local ventilation are performed.
- m. In the case of 4-pipe type, either of the equipment is turned off. (Turn off the hot water pump in the cooling period and the cold water pump in the heating period)
- n. Ventilation control in time zones when car traffic is less in the indoor parking space.
Examples: Operation system linked with timer / CO sensor, manual switching by operator, etc.
- o. Night purge is conducted (a method for reducing the cooling load for next day by sending open air at night time into the rooms where heat is accumulated during the cooling time).
- p. Optimal arrangement of exterior units, removal of screens, and/or installation of a board for shielding wind / sunlight.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the contents of activities implemented, such as employee manual or implementation records. If introduction of equipment is concerned, the materials, photos, etc. of the equipment shall be submitted.

(21) Energy saving for lighting equipment, electric equipment, and elevators

To save energy consumption in lighting and electric equipment, all the following mandatory items "a" to "d" and at least 6 out of the recommended items "e" to "s" shall be implemented.

<Mandatory items>

- a. When using incandescent bulbs, the facility has a plan or policy to replace them with fluorescent light bulbs or other fluorescent lamps or other energy-saving bulbs such as LED.
- b. Lights are turned off when unnecessary and when rooms are not occupied. (including offices, locker rooms, warehouses, and rest rooms)

c. When cleaning the facility in the daytime, the lights are turned off except dark areas where natural lighting is difficult.

d. Cleaning of the lighting equipment is conducted.

<Recommended items>

e. At least 60% of the total number of bulb-type lamps (the base is E17 or E26) are bulb-type fluorescent lamps or LED lamps.

f. Illuminance is properly controlled. (Set to the illuminance specified in illuminance requirements for lodging facilities, stipulated by JIS Z 9110 "General Rules of Recommended Lighting Levels.")

g. Lighting equipment with high energy efficiency is used for at least 20% of the total lighting equipment.

Examples: Hf inverter equipment, LED lighting equipment, etc.

h. Exterior illumination is controlled by the timer or luminous intensity sensor.

i. Low-energy consuming lamps or lighting equipment, such as LED, are used in areas illuminated 24 hours a day (lobby, guest room story, emergency exit, outdoor night-light, etc.)

j. Illuminance sensors, timer function, and/or human sensing sensors are used to turn on the light only when it is dark.

k. A system is introduced to control automatically lighting areas and illuminance according to preset time zones.

l. The facility has a system to reduce power use in guest rooms when guests are out of the rooms, such as management of room keys, or calls guests to turn off the light when going out of the room.

m. Energy-saving type FFE (furniture, fixtures, and equipment in guest rooms) as compared with those initially introduced are introduced (TV set, refrigerator, etc.).

n. Low-loss transformer with high efficiency is adopted.

o. Low-loss type capacitor / reactor are adopted for electric equipment.

p. Elevators are running on a thinned-out schedule.

q. Inverter control is adopted for elevators.

r. Human sensing sensor is adopted for escalators.

s. The energy saving function of the heated toilet seat or warmwater bidet (automatic power saving when unused, automatic seat cover, etc.) is utilized. Alternatively, the temperature of hot water is adjusted according to seasons, and the heating function of toilet seat is turned off when unnecessary including the summer season.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the contents of activities implemented, such as employee manual or implementation records. If introduction of equipment is concerned, the Applicant shall submit the materials, photos, etc. of the equipment. When the recommended item "e" or "g" is selected and for the mandatory item "a", include the ratio of introduction in the explanation.

(22) Energy saving for plumbing equipment

To save the energy consumption by plumbing equipment, at least one of the following activities "a" to "c" shall be implemented.

a. The preset temperature and pressure of the hot water supply heater are changed according to seasons.

b. Interval operation of hot water / circulation pump is conducted.

c. When hot water needs to be supplied to a large facility located separately, the central hot-water supply system is switched to the individual hot-water supply

system (e.g., gas water heater, electric water heater, etc.).

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the contents of activities implemented, such as employee manual or implementation records.

B-4. Criteria for water saving

(23) Control of water consumption

The Applicant shall grasp information on the consumption of water (including the ground water and hot spring water subject to the regulations such as excavation permission and consumption reporting) and strive to reduce consumption by setting a target.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the latest annual water consumption, reduction target / plan, and comparison with the last year results. Note that (annual) water consumption and year-to-year comparison shall be reported annually even after the acquisition of Certification.

(24) Maintenance of plumbing equipment

Appropriate maintenance of plumbing equipment, which leads to the reduction of water consumption, shall be conducted.

Examples: Readjustment / optimization of the water pressure / quantity of plumbing equipment, check on water leakage, etc.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the content and frequency of maintenance implemented for plumbing equipment.

(25) Water saving means

For water saving, the following mandatory items "a" and "b" and at least 4 out of the recommended items "c" to "l" shall be implemented.

<Mandatory items>

a. Water saving loose disks, bubble caps, or spout flow rate control devices are used for at least 50% of the total number of water taps in lavatories, kitchens, and shower rooms.

b. Signs are posted in the backyard to encourage water saving in washing hands etc.

<Recommended items>

c. A system is adopted to ask guests staying two or more consecutive nights whether they request exchange of bedding goods, towels, etc.

d. Water-saving type toilets are introduced for at least 50% of the total number of toilets installed.

Examples: Water closet flushing water not exceeding 6.5L each time, urinal with flow control and automatic cleaning, etc.

e. Water-saving type is introduced for at least 50% of the total number of showers installed.

Examples: Shower head with the function to stop water flow, water-saving shower head, automatic shower stop device, etc.

f. Water-saving type is introduced for at least 50% of the total number of water taps.

Examples: Single lever faucet, thermostat faucet, automatic faucet, etc.

g. Waste water is cleaned for reuse (use of recycled water).

h. Rain water is used.

Examples: Rain water tank, toilet cleaning by rain water, etc.

- i. Dish washers of water-saving type as compared with those initially introduced are used.
- j. Washing machines of water-saving type as compared with those initially introduced are used.
- k. Saving water when washing company vehicles is conducted.
- l. Other (for other activities, Eco Mark Examination Committee will determine whether their effect is equivalent to or exceed the effect of those listed above).

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the contents of activities implemented, such as employee manual or implementation records. If introduction of equipment is concerned, the materials, photos, etc. of the equipment shall be submitted. When any recommended item is selected from "d" to "f", the ratio of introduction in the explanation shall be included. If recommended item "l. Other" is selected, the contents of the other activity and the (actual or estimated) amount of waste reduced as the result of implementing the activity shall be specified.

B-5. Criteria for chemicals

(26) Bactericides, disinfectants, insect repellents, and pesticides

Bactericides, disinfectants, insect repellents, and/or pesticides are used only when necessary in an appropriate amount.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the method and content of informing the facility employees of the proper use of bactericides, disinfectants, insect repellents, and/or pesticides.

(27) Detergents

Detergents used for washing clothes, dishes, etc. are used in an appropriate amount.

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the method and content of informing the facility employees of the proper use of detergents.

B-6. Criteria for green purchasing

(28) Green purchasing of supplies

For the supplies used in the facility, such as those listed below, the facility shall have a procurement policy for purchasing eco-friendly products(Note 1) and purchases them in accordance with the policy. For copy paper and toilet paper, the percentage of eco-friendly products purchased shall be no less than 80%. Note that if purchasing of eco-friendly products is difficult because the facility is located in an isolated island or similar place, or if transportation of eco-friendly products on the contrary increases environmental impact, green purchasing may be limited to the extent possible.

<Examples of supplies for which procurement policy should be provided>

- Copy paper (mandatory in the case of 80% or more)
- Toilet paper (mandatory in the case of 80% or more)
- Tissue paper
- Office supplies
- Toner / ink cartridge
- Order placement for printed matter

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing the procurement policy and purchase results (purchased items, quantity or amount of money) for the supplies to be used in the facility. (Reporting period: about the latest one

year)

(29) Green purchasing of fixtures and durable goods

Eco-friendly product (Note 1) shall be used for any of such fixtures or durable goods as listed below.

Examples:

- Building materials / interior materials
- Furniture
- Bedclothes
- Uniforms
- Towels / dishcloths
- Office equipment (printer, copy machine, PC, etc.)
- Electrical appliances
- Courtesy car / company car

[Certification Procedure]

The Applicant shall submit the materials, descriptive documents, etc. showing specific information on the eco-friendly fixtures and durable goods used in the facility. Also, if replacement with a similar type of product is expected, it shall be explained that the facility has a policy to purchase eco-friendly product upon replacement.

Note 1: Eco-friendly products strongly recommended to be purchased in green purchasing include the following.

- Eco-label certified product, such as Eco Mark product.
- Product using recycled material, such as recycled paper or reprocessed plastic.
- Product using thinned wood and unused resources.
- Wood material procured in consideration for greening of cutover area, tree planting, environmental restoration, and/or eco-system.
- Product manufactured with reduced environmental impact, such as unbleached textile product.
- Building material, interior material, and electrical appliances with low VOC.
- Product available for repair, parts replacement, and/or long-term service.
- Product recycled after use.
- Product in a reusable container.
- Energy-saving product.
- Next-generation automobile (electric car, natural gas car, hybrid car, plug-in hybrid car, fuel cell powered car, hydrogen fueled car, clean diesel car), low fuel consumption and low pollution car (low exhaust gas).

5. Application unit, indication, etc.

(1) The unit of application shall be each lodging facility. If there is any tenant or any other occupant of the facility that is not under the control of the facility, report the name of such tenant or occupant.

(2) In principle, Eco Mark shall be indicated in the facility, brochures, etc. For the indication specifications, "Guide to Eco Mark Usage (B-type display)" shall be followed. The Applicant shall submit the areas and contents of Eco Mark indication (sample of Eco Mark indication) when applying for the certification / use of Eco Mark product.

The certification information including the following (i) to (iii) shall be specified around the Mark. Indication of Eco Mark with information of only (iii) is acceptable when meeting certain conditions subject to "Guide to Eco Mark Usage."

(i) Wording including "Eco Mark" ("Eco Mark certification", "Eco Mark certified lodging facility", "Eco Mark certified hotel", "Eco Mark certified ryokan", "Eco Mark certification number", etc.)

(ii) Wording indicating environmental information

Brief statement according to main contents of the certification criteria. The following are examples of environmental information display.

We value environmental communication with customers while promoting waste reduction and energy / water saving.
--

Eco-friendly service / facility operation Environmental communication with customers

(iii) Indication of the Eco Mark certification number and the name of the certified lodging facility (also allowed to select and indicate either of them)

An example is shown below.



Eco-friendly service / facility operation
Environmental communication with customers

Eco Mark Certification No. 12345678
XXXX Hotel

(3) Site inspection is conducted in the facility upon certification or within one year after certification to check conformance to the certification criteria.

(4) For the content of the items (1), (2), and (4) to (6) of "A. Consideration for peripheral environment and environmental communication with users" in the Certification Criteria, the outlines of activities for which the applicants applied are disclosed on the website of Eco Mark Office as part of information service to consumers and business operators.

October 1, 2012

September 30, 2019

Established (Version1.0)

Expiration date

The Certification Criteria for the Product Category will be revised when necessary.