

# HRS GREEN STAY CRITERIA OVERVIEW ADVANCED

Green Stay provides travelers and corporate partners transparency over sustainability data.

Green Stay is free of charge to all HRS hotel partners. Regardless how far along you are on your sustainability journey, Green Stay allows you to share data on your sustainability efforts and report on progress over time.

If you have any questions about Green Stay or require any help with your reporting, please contact your hotel partner or email: [greenstay@hrs.com](mailto:greenstay@hrs.com).

To achieve the Advanced level of the Green Stay Initiative, you need to complete:

- 1 A self-assessment checklist with 25 questions covering topics related to Policy, Energy, Waste, Water, Pollution, Purchasing, Mobility, Biodiversity and Social Sustainability.
- 2 A footprint report including data on energy and water consumption as well as the waste generation at your establishment.

You can submit your energy consumption-related data using the Green Stay reporting tool, which will automatically calculate your hotel's carbon footprint. Alternatively, if you already have credible data on your carbon footprint, you can claim pre-existing footprint metrics to be used for your Green Stay Footprint Report.

In this document, you will find all the criteria that are part of the Advanced level self-assessment checklist, and information on how to collect and enter data for the footprint report.

## ADVANCED LEVEL CRITERIA

- Q1 Policy** The establishment has a sustainability policy implemented, which involves measuring and reducing carbon emissions following industry standards and methodologies (e.g. HCMI).  
*A sustainability policy is a formal document outlining your commitment to sustainable practices and responsible business conduct. Each business should build a policy that reflects its own context. Climate action must be a core part of your policy. See [Hotel Carbon Measurement Initiative \(HCMI\)](#).*
- Q2 Policy** The establishment informs its suppliers about its sustainability policy and strongly encourages the suppliers to follow the same sustainability commitments.  
*Your sustainability policy should serve as a communication tool to improve stakeholder engagement. Be sure to inform and regularly update your suppliers on your policy and what impacts your sustainability commitments have on your suppliers. Where possible, provide concrete guidance on what you expect from your suppliers in order to improve their practices according to your objectives.*
- Q3 Energy** At least 50% of all lighting uses low energy technology (e.g. LED).  
*Switching to energy efficient lighting options is a great way to lower your electricity bills and carbon footprint. Audit your current lighting needs at your establishment, and implement energy-saving measures such as low-energy light bulbs and sensors. Seek information on available options in your location. Some examples include: [European Commission](#), [Energy Saver \(USA\)](#), [Energy.gov.au \(Australia\)](#)*
- Q4 Energy** The establishment has an automatic system that turns off electrical appliances when leaving the guest/meeting room.  
*To achieve further energy saving, eliminate unnecessary electricity usage in unoccupied rooms by installing automation for lighting and smart energy management technologies for HVAC.*
- Q5 Energy** The establishment uses or purchases at least 75% renewable and/or eco-labelled electricity.  
*Cover at least 75% of your electricity needs through renewable sources such as solar, wind, hydroelectric and geothermal energy. This includes energy generated on-site using solar panels, wind turbines, etc. and purchased from suppliers with certificates of origin.*
- Q6 Energy** There is a towel and sheet reuse program available and promoted to guests.  
*By avoiding unnecessarily washing towels and linens, you avoid wasting water, which leads to cost-saving. Most guests are familiar with towel reuse programs. Make it easy for your guests and staff to implement the reuse steps.*
- Q7 Pollution** Toiletries such as soap, shampoo and shower gel are provided in dispensers or in travel size containers made of recycled plastic, ecolabelled or biodegradable material.  
*Bathroom amenities are among the largest sources of single-use plastic waste in the hospitality sector. Aim to eliminate such waste by using refillable dispensers instead. If switching to dispensers is not immediately possible, purchase products with alternative packaging, considering factors such as recyclability in your local area.*
- Q8 Policy** The establishment keeps the guests informed about and involved in its environmental initiatives.  
*Share concrete steps guests can take to save energy and water and to reduce waste during their stay. Use simple and positive messages to encourage sustainable behavior.*

- Q9 Policy** The management holds periodic meetings with the staff to brief them on issues concerning existing and new environmental initiatives (i.e. use of green cleaning products).  
*Many environmental initiatives rely on staff participation to be effective. For example, your recycling policy cannot be implemented if your cleaning staff do not know how to sort waste. Make sure they know what to do and how.*
- Q10 Policy** Staff members receive yearly training on environmental and other sustainability commitments and issues.  
*Keep your staff up-to-date on your hotel's environmental practices and sustainability goals. Make training on green skills a regular part of your employee training and development programs.*
- Q11 Policy** Information is displayed in the staff area to promote responsible behaviour.  
*Provide practical, timely and easy-to-follow tips and reminders (for example, recommended thermostat settings for energy efficient heating or cooling) to encourage staff participation in your sustainability efforts.*
- Q12 Water** At least 75% of toilets, showers and taps have water saving flow controls installed.  
*Install low-flow technologies for at least 75% of water fixtures (toilets, shower heads, taps) in your guest rooms and facilities to reduce water consumption.*
- Q13 Water** Wastewater is treated in accordance with statutory law, or if not available, under most advanced treatment possible for the establishment.  
*If a proper treatment system is available within your municipality, wastewater from your establishment must be disposed of through the approved system. Where such a system is not available, hotels must establish a system on site to treat wastewater and ensure that reusing or releasing treated wastewater does not have adverse effects to the local population or the environment.*
- Q14 Water** Information is made available to raise guest and employee awareness for water conservation.  
*Provide practical, timely and easy-to-follow tips and reminders (for example, correct use of installed water-saving appliances, options for reusing towels) to encourage guests and staff to conserve water.*
- Q15 Waste** The establishment separates waste as per statutory law but with a minimum of three categories and the separated waste is handled separately by the local or national, private or own waste management.  
*Depending on the locally available waste collection services and recycling options in your location, you should sort your waste according to the required categories. At the minimum, you should be separating recyclable waste, organic waste, and non-recyclable waste (waste to landfill). In locations where appropriate municipal waste management systems do not exist, hotels must have alternative solutions to safely process and dispose of waste.*
- Q16 Waste** No single-use tableware products related to food and beverage are used.  
*Remove single-use plastic items from your F&B offers, such as plastic cups and disposable cutlery.*
- Q17 Social** The hotel supports the local community and takes initiatives to reduce inequalities.  
*Sustainability means minimizing negative impacts and maximizing positive benefits. Your hotel's sustainability efforts should address social impacts, and promote local benefits, e.g. supporting marginalized groups through scholarships and capacity building programs; helping improve infrastructure and services for the local community through funding for community development needs.*

- Q18 Waste** The establishment takes initiatives to reduce the use of paper at the front desk, in offices, and in guest/meeting rooms.  
*Implement concrete steps to eliminate unnecessary paper usage in your operations and in guest / meeting rooms, for example by updating standard processes for frontdesk staff, and changing office protocol around staff meetings.*
- Q19 Purchasing** When purchasing and offering goods and services, the establishment gives priority to local and fair trade suppliers whenever these are available and of sufficient quality.  
*Maintain a record of your suppliers, and aim to increase the proportion of goods and services purchased from locally-owned businesses, and when purchasing from businesses outside your region, prioritize suppliers with proven fair-trade and ethical practices.*
- Q20 Purchasing** The F&B options contain at least 50% seasonal products and at least 20% plant-based, vegetarian or vegan products.  
*You can significantly reduce your footprint by choosing local and seasonal products, and reducing consumption of meat and dairy products. Work with your kitchen staff to incorporate such lower-impact products in your menus.*
- Q21 Purchasing** The hotel follows a clearly recognizable concept for regional sourcing (< 100 km) of F&B products and outsourced laundry.  
*Your ability to source locally will depend on your location and its surroundings. As such, it's important for your business to clearly define your goal for favoring suppliers from within your local area, preferably within a 100km radius of your establishment.*
- Q22 Biodiversity** The establishment supports and contributes to biodiversity conservation and regeneration (ex.: through own initiative or in partnership with local projects, NGOs, etc.).  
*Identify opportunities to support and contribute to biodiversity conservation and regeneration efforts by local environmental groups, for example by providing financial support and facilitating in-kind contributions.*
- Q23 Biodiversity** The establishment is aware of activities with potential to disturb wildlife and habitats and mitigates/avoids them.  
*Support healthy ecosystems in your area by minimizing disturbance to natural habitat (e.g. fauna-friendly lighting), adding green spaces (e.g. green roofs, green walls), planting native species in your garden, and providing favorable conditions for local species (e.g. safe areas for birds, insect hotels).*
- Q24 Pollution** At least 50% of the chemical cleaning products for daily use have a recognised eco-label.  
*Ensure that at least 50% of chemical cleaning products used in your hotel are proven to be safer for human health and the environment through reliable third-party certifications.*
- Q25 Pollution** Hazardous solid and liquid chemicals are stored safely and hazardous waste is transported safely to an approved reception facility.  
*As much as possible, minimize the use of harmful substances such as pesticides, paints and disinfectants, by replacing them with environmentally friendly alternatives. Maintain safety data sheets with clear instructions for handling, disposal and transport related to any harmful substances.*

## FOOTPRINT ASSESSMENT

To achieve the Advanced level, you also need to complete the footprint assessment. This is where you report on your carbon footprint and environmental performance.

The data provided through this assessment helps travelers identify those hotels that align with their climate goals and sustainability reporting requirements. In other words, completing the footprint assessment will help your hotel achieve greater visibility through procurement processes and booking platforms.

\*The data required for your footprint assessment report will be based on the metric measurement system. If you need to convert your available data into the metric system, you can use a free online tool (for example, calculator.net) to do so.

### Basic Information

The first set of mandatory questions concerns basic details of your hotel such as the country, size and occupancy. These are necessary in order to calculate the footprint values for your hotel.

- Location
- Total area of guest rooms and corridors (in square meters)
- Total area of meeting facility space (in square meters)
- Total number of guest rooms in hotel
- Total count of occupied guest rooms in report year

### Energy Consumption

In this section, you have questions regarding your hotel's energy consumption.

Footprint assessment field	Required?	Guidance
Total electricity consumption (in kilowatt hours)	Yes	<i>You should be able to find this amount from your energy bill.</i>
Carbon emissions (in grams per kWh) from your electricity consumption.	No	<p><i>Your energy supplier may provide this information on your bill. If you have accurate data on your electricity carbon emission amount, you can enter the number here. If you don't have access to such data, you can leave this field blank, and Green Stay will automatically calculate it for you based on market based calculations, and assign an average amount for your hotel according to your location.</i></p> <p><i>If you have electricity carbon emissions data specific to your hotel, including this information will help make your reporting more accurate. This is because, for example, your footprint may be lower than that of your local average if you are sourcing from an electricity supplier with renewable energy sources.</i></p>

<b>Total Gas consumption (in kilowatt-hours)</b>	No	<i>If your hotel is buying gas, you can enter your consumption amounts based on the annual billing you receive from your suppliers.</i>
<b>Total Oil consumption (in liters)</b>	No	<i>If your hotel is buying oil, you can enter your consumption amounts based on the annual billing you receive from your suppliers.</i>
<b>Total district heating consumption (in kilowatt-hours)</b>	No	<i>If your hotel buys district heating, the consumption amount in kilowatt hours and the associated carbon emission amount in grams per kWh should be entered.</i>
<b>District heating carbon emission (in grams per kWh)</b>	No	<p><i>This field is only relevant if you enter data on district heating consumption. The carbon emission amount associated with your district heating consumption may be available on your bills or the local energy company website.</i></p> <p><i>If you don't have access to such data, you can leave this field blank, and Green Stay will automatically calculate it for you based on market based calculations, and assign an average amount for your hotel according to your location.</i></p>

## Water Consumption

In this section, you can enter data on your hotel's water consumption, if available. If you do not have this information, you can click on "Water consumption data is not available", which will allow you to skip this section. If you are reporting on your water consumption data, the first field on "Total metered water consumption (in liters)" is required. You will likely have access to this data on your annual water bill.

In addition, optionally, you can also report on "Total unmetered water consumption (in liters)". This may include water sources such as delivered water, ground or surface water (e.g. rainwater or well water), on-site desalinated water or on-site recycled water. Depending on data availability, use estimates to report on this amount.

If applicable, provide data related to these additional reporting fields (not mandatory):

- Total amount of waste water which is treated on-site and re-used (in liters)
- Total amount of water used for ground irrigation or reservoir charging (in liters)

You can also refer to additional guidance in the [Hotel Water Measurement Initiative](#) by the Sustainable Hospitality Alliance.

## Waste Production

In this section, you can enter data on your hotel's waste production, if available. If you do not have this information, you can click on "Waste production data is not available", which will allow you to skip this section.

If you are reporting on your waste data, you must enter the amount of "Total volume of solid waste going for landfilling (in cubic meters)". This refers to the waste that is not otherwise processed or recycled.

If you have the actual data provided by the waste disposal provider, enter that amount, converted to cubic meters. If you don't, you can enter an estimated amount, which you can calculate based on: [the waste container size in cubic meters] x [the average filling ratio (%)] x [the collection count in the report year.]

You can also refer to additional guidance in the [Hotel Waste Measurement Methodology](#) by the Sustainable Hospitality Alliance.

## Appendix

Lastly, in the Appendix section, there are additional fields with specific questions about your hotel's conditions related to the footprint assessment. Depending on how you responded to the assessment questions on energy, water and waste above, some of these additional questions are important in clarifying your conditions.

Click on the checkboxes if the conditions described in these fields are applicable to you. Once clicked, the Appendix field will open sub-topics with additional related questions.

Select if applicable	(If selected) additional questions	Guidance
Renewable energy is consumed or generated	<ul style="list-style-type: none"> <li>• Total energy and heat purchased using renewable sources (in kWh)</li> <li>• Total energy and heat generated on-site using renewable sources (in kWh)</li> </ul>	<p>If you've entered your "<b>Electricity carbon emission</b>" (under the Energy Consumption section) as 0, you must provide information on your renewable energy sources here. Otherwise, your assessment would not be accepted since the amount "0" would be considered an error.</p>
Laundry is outsourced to a contractor	<ul style="list-style-type: none"> <li>• Laundry tonnage (in metric tons)</li> <li>• Know your share of energy and water consumption from laundry contractor? &gt; If yes, provide additional details</li> </ul>	<p>If your hotel outsources laundry to an external contractor, select this point, and enter the outsourced laundry load (in metric tons).</p> <p>In addition, if you have access to data specific to your establishment from your laundry contractor, click on the checkbox "<b>Know your share of energy and water consumption from laundry contractor?</b>" and enter relevant data (additional fields will open when checked).</p>
There are private areas not accessible to guest included in above energy totals	<ul style="list-style-type: none"> <li>• Total Area of Private Conditioned Space in hotel (in square meters)</li> <li>• Total area of Conditioned Space in hotel (in square meters)</li> <li>• Private space is sub-metered. &gt; If yes, provide additional details</li> </ul>	<p>Your footprint calculation will include energy consumed in "Conditioned Space" (i.e. heated or cooled areas), and exclude conditioned space that is private and not used by guests. That's why your footprint associated with such private areas should be deducted from your total footprint.</p>
There has been a gas leak of over 100 kg or major maintenance on AC systems in reporting year	<ul style="list-style-type: none"> <li>• Select the type of refrigerant from the drop-down menu and enter the amount in kilograms.</li> </ul>	<p>Footprint calculation usually requires including what is called "fugitive emissions", which come from unintentional releases of refrigerants from cooling systems (such as air-conditioning units, fridges, and freezers), as these contain greenhouse gasses that can be more damaging to the atmosphere than CO<sub>2</sub>. When known, therefore, refrigerant leakage fugitive emissions (produced when cooling equipment is installed, operated, serviced or retired) should be manually added to the calculations.</p>
There are vehicles used (e.g. shuttle bus, site car, landscaping equipment)	<ul style="list-style-type: none"> <li>• Select the type of fuel from the drop-down menu, and enter the amount used in liters.</li> </ul>	<p>If your hotel operations include vehicles such as shuttle buses or onsite transfer cars, the type and amount of fuel consumed by such vehicles must be reported.</p>