



# Sustainable Farms & Gardens Application

## *About the NC GreenTravel Initiative*

This program has been created to recognize those businesses in the travel industry in North Carolina that have established and adhere to a set of guidelines that protect the environment. The initiative has been developed through a partnership of the North Carolina Division of Environmental Assistance and Customer Service, East Carolina University, Visit North Carolina, and the Waste Reduction Partners program.

## *Applying for NC GreenTravel Recognition*

To have your business recognized as a Sustainable Farm or Community Garden, first save this document on your computer so you can fill it in at your leisure. You may type directly into the saved document and click on the checkboxes to complete it. Please **save your completed application and email it to [ncgreentravel@ncdenr.gov](mailto:ncgreentravel@ncdenr.gov). If you have questions, you may call us at (877) 623-6748 for assistance.**

Name of Farm or Garden \_\_\_\_\_

Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Website URL \_\_\_\_\_

Date Submitted \_\_\_\_\_

## *Overview of Accomplishments*

Tell us why you feel your farm or community garden should be recognized by the NC GreenTravel Initiative.

## ***Core Requirements for NC GreenTravel Recognition***

- I certify that this farm or community garden is in compliance with ALL applicable regulatory laws and requirements that relate to our business type.      Yes      No.    If not, please explain on a separate sheet.
- Has your business had any violations of applicable laws and regulations in the past 2 years?  
          Yes      No.    If so, please explain on a separate sheet.
- Do you operate under any permits issued by the Department of Environmental Quality?  
          Yes      No.    If yes, please include titles and permit numbers on a separate sheet.

**Policy Statement Required:** Enter or attach a copy of your farm's or community garden's environmental policy statement. **If your business does not have an environmental policy, please read our Environmental Policy Tutorial on the last page of this form and create your own policy using our example.**

**How do you advise staff of your environmental policy? Required:** List where your environmental policy is displayed.

**Environmental Team Required:** Describe your environmental team. List names, job titles and meeting schedule.

## ***Raising Your Recognition Score***

If your farm or community garden has previously been recognized by the NC GreenTravel Initiative and you would like to increase your recognition level based on additional sustainable practices you have included in your program, please indicate by checking this box.

## *Sustainable Farming and Gardening Practices.*

- 2 pt Crop rotation is used to replenish soil nutrients and reduce pest problems.
- 2 pt Cover crops are used to prevent soil erosion, suppress growth of weeds and to enhance soil quality.
- 2 pt Soil is enriched by leaving crop residue after harvest, adding compost and/or animal manure.
- 2 pt We make and use our own compost.
- 2 pt Bio-intensive Integrated Pest Management is used to control pests.
- 4 pt Honey bee hives are located near crops to help improve pollination and enhance honey bee populations.
- 4 pt Other pollinators, such as bats and insects are supported by our farm practices.
- 5 pt We produce organic or sustainable vegetables, fruits and other food products.
- 5 pt Our organic or sustainable products are certified by a credible certification organization. List the name of the certifying organization.
  
- 2 pt We sell our produce, meats and/or other products to local restaurants, farmers markets and food co-ops.
- 2 pt We have a farm stand or outlets where consumers can buy directly from our farm.
- 1 pt We teach sustainable farming classes.
- 1 pt We have an apprenticeship or work-trade program.
- 2 pt We use vermiculture to create soil amendments.
- 2 pt We use permaculture principles.
- 2 pt We use forest garden principles.
- 2 pt We grow diverse crops as a best practice for soil health and food security.
- 3 pt We collaborate with our community, other farms and producers.
- 2 pt We donate part of what we grow to those in need or to local charities.
- 3 pt We use untreated, organic and heirloom seeds for planting our crops when at all possible.
- 2 pt We hold educational tours and events showcasing out sustainability efforts.
- 2 pt We have planted a succession garden of native plants as food sources for birds and bees.
- 1 pt Our website and/or literature tell about the methods we use and efforts to be environmentally responsible.
- 4 pt Farm animals are not subjected to the misuse of antibiotics, hormones or “factory farm” practices.
- 5 pt We use best management practices in water efficient irrigation. (e.g. drip irrigation, center pivot, etc.) list methods used.
- 5 pt Rainwater is harvested for use in crop irrigation.
- 4 pt We observe humane animal welfare practices such as allowing animals to free range, prevention of animal abuse, etc.

## ***Waste Reduction and Recycling.***

- 1 pt Fax and copy machines don't create cover sheets.
- 1 pt Two-sided copying and printing is standard operating procedure.
- 2 pt Electronic documents are used instead of printing.
- 1 pt Clean, once-used paper is reused for memos and drafts.
- 5 pt A solid waste assessment has been performed.
- 5 pt 50 percent of solid waste assessor recommendations have been implemented.
- 2 pt Visitors and employees are encouraged to recycle by way of printed reminders, labeled recycling containers, verbally and by other communications.

### ***List of materials recycled, donated or refurbished for reuse.***

- 2 pt Paper (Includes newspaper, office paper, cardboard, magazines, etc.)
- 5 pt All food and beverage containers (steel, aluminum, plastic, glass, etc.)
- 1 pt Toner, ink and other printer cartridges.
- 2 pt Pallets.
- 2 pt Plastic packaging (film, stretch wrap, shrink wrap, plastic bags, etc.)
- 5 pt Goods, equipment and materials no longer needed are donated to organizations that can reuse them. (Habitat for Humanity, Good Will, Salvation Army, etc.)

### ***List other materials recycled donated or refurbished.***

### ***List locations of recycling containers available to staff and guests.***

- 2 pt Staff work areas—please describe. (in offices, in kitchens, in dock areas, etc.)
- 3 pt In public or customer areas—please describe. (in common areas or meeting spaces, in guest rooms, in dining areas, etc.)
  
- 3 pt Signs are posted directing users toward recycling areas.
- 2 pt Recycling containers are clearly marked and located adjacent to waste containers.

### ***List additional locations other than those listed above.***

## *Energy Management.*

- 5 pt An Energy Assessment has been performed.
- 5 pt 50 percent of assessor recommendations have been implemented.
- 5 pt Our facility has switched to energy-efficient lighting. (describe replacement program in place)
  
- 2 pt Our facility implemented de-lamping/de-commissioning of lights based on light level measurements and aesthetic needs.
- 2 pt Occupancy sensors have been installed.
- 2 pt LED or electroluminescent exit signs have been installed.
- 3 pt Daylight sensors have been installed or facility is using day-lighting.
- 2 pt Automatic, low-energy hand dryers or recycled content paper towels have been installed in public restrooms.
- 10 pt Solar panels, wind generators and/or other renewable energy sources have been installed to generate electricity.
- 5 pt Our facility is selling excess green power to power company.
- \_\_ pt We purchase Carbon Offset Blocks or Renewable Energy Certificates. (specify how many blocks or R.E.C.s your facility purchases monthly for 2 points per block or R.E.C.) \_\_\_\_\_ Blocks \_\_\_\_\_ R.E.C.
- 5 pt Energy Star labeled HVAC has been installed.
- 7 pt Innovative, high efficiency HVAC has been installed. (ground source heat pump, solar, etc.)
- 2 pt Programmable HVAC controls have been installed.
- 7 pt Solar panels have been installed for water heating.
- 1 pt Insulation jacket has been installed on water heaters.
- 4 pt Heat pump water heater has been installed.
- 3 pt Our facility is using on-demand water heating.
- 1 pt Water temperature is set back to 120 degrees for non-food related use.
- 2 pt Window film and treatments have been installed to reduce solar gain.
- 5 pt Energy Star labeled windows, doors and skylights have been installed. (please specify)
  
- 2 pt Green insulation has been properly installed. (green foam, hemp, cellulose, etc.) (please specify)
  
- 2 pt Tightly sealed weather stripping has been installed on all doors and windows.
- 3 pt 50% or more of our appliances are Energy Star labeled.
- 2 pt Energy Star Labeled computers, monitors, printers, copiers and other business equipment are being used.
- 3 pt We have a motor management/replacement plan to use high-efficiency motors and/or we are maintaining a motor inventory.
- 1 pt Vending machines have been de-lamped or lighting minimized.
- 2 pt Vending machines have been equipped with energy-saving technology. (timers, vending misers, etc.)

## ***Water Efficiency.***

- 5 pt A water efficiency assessment has been performed.
- 5 pt 50% of assessor's recommendations have been implemented.
- 1 pt All plumbing is regularly checked for leaks and all leaks are repaired as soon as possible.
- 3 pt Common area restrooms have automatic water shut-off faucets.
- 4 pt 1.28 gallon-per-flush High Efficiency Toilets (HET) or dual flush toilets are installed.
- 1 pt 0.5 gallon-per-minute sink faucet aerators are installed.
- 4 pt Restrooms have ultra low-flow flush (0.125 gpf) or waterless urinals.
- 2 pt 1.5 gallon per minute showerheads are installed.

## ***Air Quality***

- 2 pt Low VOC paints are used.
- 2 pt Smoking is prohibited in buildings.

## ***Transportation***

- 1 pt Employees are offered incentives to carpool, walk, bike to work, or use public transit.
- 2 pt Bike racks are provided for guests and employees.
- 3 pt Special parking is provided for guests with hybrid, electric, and alternative fuel vehicles.
- 5 pt Electric vehicle charging station(s) are provided for guests.
- 5 pt Alternative fuel fleet vehicles are used, including bio-fuel, hybrid, electric vehicles, pedal-powered, natural gas, or propane.
- 2 pt A no idling policy/signage is in place for fleet vehicles, guest vehicles, delivery trucks, and tour busses.

## ***Environmental Measurements.***

- 1 pt Solid waste disposal-to-landfill is tracked by weight or volume monthly and recorded on a spreadsheet.
- 1 pt Recycling totals are estimated by weight or volume and recorded periodically on a spreadsheet.
- 1 pt Energy usage is tracked monthly and recorded on a spreadsheet.
- 1 pt Water consumption is tracked monthly and recorded on a spreadsheet.
- 1 pt Environmental measurements are published to management and staff.
- 2 pt Environmental measurements are published in public media.

## ***Grounds Keeping.***

- 2 pt Our facility practices planting native plants that require little maintenance. (Describe)
  
- 2 pt Our facility practices planting drought tolerant plants to reduce the need to water. (Describe)
  
- 2 pt Our facility minimizes the use of synthetic pesticides and herbicides in landscaping.
- 5 pt Our facility has a vegetation planting program for strategic environmental enhancement.
- 5 pt Walkways and outside parking areas at our facility are pervious.

## ***Education and Promotion.***

- 2 pt Our staff is required to recycle and has received recycling training.
- 2 pt Our visitors are encouraged to conserve resources through the use of flyers, signs, decals, magnetic signs, verbal reminders and other communications.
- 1 pt Our community is made aware of our environmental program through our advertisements and/or public media releases.

## ***Housekeeping and Clean-up.***

- 2 pt Our facility housekeeping and clean-up procedures include recycling practices.
- 1 pt We purchase cleaning products in bulk containers or concentrated to reduce waste.
- 2 pt Cleaning products and methods are assessed for their environmental impact.
- 1 pt Cleaning products used throughout the facility are natural cleaners and/or meet or exceed sustainable product standards. (Describe)
  
- 2 pt Employees are given training in the use of green cleaners.
- 1 pt A cleaning products waste reduction plan has been implemented.
- 1 pt Vendors give feedback on environmental impact from using their environmentally sustainable products. Results are available to staff and public.

## ***Green Purchasing.***

- 3 pt Environmentally Preferable Procurement (EPP) program has been established and is communicated to staff.
- 2 pt Our employees are required to comply with EPP policy.
- 1 pt Vendors of environmentally sustainable products are given preference.
- 2 pt Durability and lifespan of the products is considered in addition to cost when purchasing.
- 2 pt Recycled content paper products are purchased.
- 2 pt The number of items such as printers, staplers, paper cutters and other multi-user equipment is minimized.
- 3 pt Vendors are asked to deliver supplies with returnable packaging or to take back packaging for recycling or reuse.
- 3 pt Environmentally preferable furnishings, and equipment are used. (Reused, remanufactured or made from sustainable materials) (Describe)

## ***LEED Certification.***

LEED is the acronym for Leadership in Energy and Environmental Design. LEED Certification can save energy and reduces operating costs. Visit [www.usgbc.org/LEED](http://www.usgbc.org/LEED) to learn more about LEED Certification.

- 10 pt Our facility has attained LEED Certification.
- 5 pt Our facility has applied for LEED Certification.
- 10 pt All new building projects are planned and executed using LEED standards.
- 5 pt Our facility has a fully functional Environmental Management System (ISO 14001) (explain)

## ***Certification by Organizations & Agencies.***

- 15 pt If your facility has received recognition or certification as a green or sustainable business by another recognized certifying organization or agency, what is the name of the organization or agency?

## ***Additional Comments.***

## *Tallying your score*

List the total number of points for each section and total your score in the box at the end of the section. Our review team may add additional points for other sustainability practices.

SECTION	SCORE
Sustainable Farming Practices	
Waste Reduction & Recycling	
Energy Management	
Water Efficiency	
Air Quality	
Transportation	
Environmental Measurements	
Grounds Keeping	
Education and Promotion	
Housekeeping and Cleanup	
Green Purchasing	
LEED Certification	
Certification By Other Agencies	
Additional Points Awarded by Reviewer	
TOTAL	

## *Determining your recognition level*

Your recognition level—One Dogwood Blossom, Two Dogwood Blossoms or Three Dogwood Blossoms will be determined by the point system found in the chart below. Additional points may be acquired by facilities that implement other sustainable practices that are not part of those prescribed in this application.

One Dogwood Blossom	Two Dogwood Blossoms	Three Dogwood Blossoms
50	100	120

# Four Simple Rules for Creating an Environmental Policy

There are four basic rules for writing and displaying an environmental policy for your business. The policy should include:

- A commitment to protecting the environment. This may be a simple statement that your business promises to do all it can to keep the environment healthy or it may specifically mention environmental stewardship methods. For instance, it could simply state, “(Name of Business) is committed to protecting our environment by conducting business in such a way as to conserve energy, water and natural resources.” OR, it may state, “(Name of Business) practices environmental stewardship by reducing waste, recycling, installing energy efficient lighting, and by installing low-flow water fixtures.”
- A commitment to observing all laws and regulations governing the protection of the environment.
- A commitment to continually improve your environmental stewardship program.
- The completed policy should be signed and dated by the owner or manager of the business and should be displayed where employees and customers can easily see it.

Here is an example that may give you some ideas for your own policy:

## Green Mountain Farm and Community Garden Environmental Policy

*Green Mountain Farm and Community Garden seeks to be a better steward of the earth by creating a healthy environment for its guests, employees and community. We promise to do this by observing sustainable business principles and by implementing an energy reduction program, water conservation program, by helping to protect air quality and by reducing the amount of solid waste generated. Our facility is also committed to setting a good corporate example of environmental stewardship.*

*Green Mountain Farm and Community Garden is committed to observing all Federal, state and local laws and ordinances aimed at protecting the environment.*

*Green Mountain Farm and Community Garden will continually seek to reduce its environmental footprint by looking for new and better ways to reduce its reliance on natural resources.*

If you need further assistance in writing your environmental policy, call us at **(877)623-6748** or email, [ncgreentravel@ncdenr.gov](mailto:ncgreentravel@ncdenr.gov).



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