



Lao People's Democratic Republic

**Ministry of Information, Culture and Tourism
Tourism Business Management Department**

**Self-assessment
ASEAN Green Hotel Standard**



APPLICANT CONTACT DETAILS

Name of Organisation, City or Business:	Contact Person:
Province:	Title / Position:
District:	Mobile:
Village:	Email:
Physical Address:	

AUTHORISATION:

We certify that all information filled in this application is reliable and true, we also have followed all the procedures and Self - Assessment Guidelines for Lao Tourism Standards.

Authorised Signature on behalf of the Applicant:

Name: _____

Date: _____

Title: _____

Signature: _____

ASEAN Green Hotel Standard Self-Evaluation Checklist		Use (✓) for the relevant	
1. Environmental policy and actions for hotel operation		Yes	No
1.1 Promotion of environmental activities in order to encourage the involvement of hotel staffs, clients and suppliers to participate in environmental management practices.	Environmental policy/practice (compliant with the international standard) shall be defined and documented by top management, and easily accessible as evidence of the organization.		
	The organization shall communicate environmental policy practice to staffs, clients and suppliers to participate in.		
1.2 Existence of plan for raising staffs to be aware of environment i.e. training.	The hotel has a staff training plan for environmental management		
	Up-to-date training records are available		
	The organization shall establish environmental activity plan to encourage staffs, (clients) and suppliers to participate.		
	Hotel keeps a record of environmental activities that involve staff, clients and suppliers		
1.3 Existence of environmental management plan for hotel operation.	Environmental management plan shall be established, documented and implemented by the organization.		
	The hotel can provide evidence of environmental practices such as: monthly records of energy reduction, water consumption, waste water management, reduction in solid waste etc		
	Other evidence of environmental management can be provided		
1.4 Existence of monitoring program for environmental management of hotels.	Systems are in place to measure and monitor environmental activities		
	The hotel can provide evidence of continuous improvement to its environmental management systems		
2. Use of Green products		Yes	No

2.1 Encouragement for the use of local products for hotel operation i.e. food and handicrafts.	The organization shall have a policy or a regulation to encourage of using local product.		
	Rooms, restaurants, lobbies and other spaces are decorated with local products		
	The hotel uses local food as much as possible		
2.2 Encouragement for the use of environmentally friendly products.	The hotel has a policy or a regulation to use environmentally friendly products (especially cleaning liquids)		
	The organization shall use environmentally friendly products and biodegradable		
3. Collaboration with the community and local the organizations		Yes	No
3.1 Existence of plans / activities to help improve quality of life of the community.	The organization shall establish plans or arrange activities for improving quality of life for example, health and education in local areas.		
	The hotel can provide evidence that it is helping local communities		
3.2 Existence of awareness rising programs for local community on environmental protection.	The hotel has awareness programs/activities on environmental protection for the local community		
	The hotel can provide evidence that it is assisting with raising environmental awareness with local communities		
.3 Creation of activities in promoting culture and traditional performance and local ways of life.	The organization shall conceive a project or establish activity for promotion of local tradition and culture.		
	The hotel can provide evidence of projects promoting local culture		
3.4 Creation of job opportunity for local community	The hotel has a project or activity plan to support the local workforce		
	The hotel can provide evidence that it is supporting the local workforce		
	The organization shall support for create job opportunity for its local community.		
4. Human resource development		Yes	No
4.1 Provision of training programs for operation and	Environmental training plan shall be documented by the organization and announce to staffs.		

management staff on environmental management.	Environmental training curriculum/ module of staff shall be evaluated.		
	A record of environmental training activities is kept by the hotel		
5. Solid waste management system		Yes	No
5.1 Introduction of waste management techniques e.g. waste reduction, reuse, recycling, waste separation and composting.	Waste management shall abide by the law or be in accordance with relevant academic frameworks, for example, assessment may be done through exploring records of waste volume and provision of spaces for waste segregation etc.		
	The hotel practices 3R's principles: reduction, recycling and reuse (3Rs) of solid waste for solid waste management.		
5.2 Encouragement of the involvement of hotel staff in waste reduction, reuse, recycling, waste separation and composting program.	The hotel has a project or activity plan encouraging good practice in waste management (such as waste segregation, recycling etc)		
	The organization shall provide evidences showing that activities are carried out according to the plans.		
5.3 Encouragement of the involvement of hotel client in reuse, recycling, waste separation.	The organization shall communicate through public announcement or in-house activities to encourage its customers to participate in waste management programs (via signs, information, incentives)		
	The organization shall support waste sorting activities into different types, such as, non-recyclable-waste, recyclable waste, hazardous waste according to different waste management methods required etc. and provide the different color of recycle bins in the public area and guest room.		
	The organization shall have activities encouraging client to support waste management of the hotel, for example giving the options of using recyclable/biodegradable plastics/fabric bags to the clients.		

6. Energy efficiency		Yes	No
6.1 Introduction of energy saving techniques and / or energy saving technology and equipment for hotel to reduce energy consumption.	The organization shall establish plans, policies and activities for encouraging saving energy.		
	The organization shall selectively utilize electrical appliances and equipment with energy savings efficiency, for example, energy efficient lighting, or low loss ballast and other appliances certified with the highest energy saving rated as NO.5.		
	The organization shall encourage staffs to involve in energy efficiency activities		
6.2 Installation of meters / equipment to monitor energy consumption.	The organization shall efficiently design for installation sites of power and energy metering equipment.		
	The organization shall separately collect records of energy consumption for every location.		
6.3 Encouragement of the involvement of hotel Guest in energy saving.	The organization shall encourage client to save energy, possibly using energy saving friendly reminder in the guest rooms and advertisement boards.		
7. Water efficiency and water quality		Yes	No
7.1 Introduction of water saving techniques and / or use of water saving technology and equipment to reduce water consumption.	The organization shall establish plans or activities for water saving and encouraging efficient water consumption.		
	The organization shall document a guideline for reducing water consumption of staff.		
	Water – saving equipment is used in the hotel such as automatic shut-off taps, and low-flow dual flush toilets		
	The organization shall reuse water for the proper activities according to law and in the safety way.		
	The organization shall collect data and statistics of water consumption and expenses.		
7.2 Regular maintenance for water saving equipment.	The organization shall establish maintenance plan of sanitary ware or water saving equipment; including to checking leak water area.		

	The organization shall record the result of maintaining plan of sanitary ware or water saving equipment; including to checking leak water area.		
7.3 Encouragement of the involvement of hotel guest in water saving.	The organization shall promote for encouraging clients to participate in water saving campaign, for instance of water saving friendly reminder in guest room and advertisement board.		
	The organization shall provide a regulation for water saving and asking for co-operation from clients, for example, defining the frequency of changing bed sheet and towel, etc.		
7.4 Ensure the quality of water used in the hotel.	The organization shall establish a plan to test the quality of water consumed at least once a year.		
	The hotel keeps a record of water quality test results and checks that this complies with local regulations for water use in hotels		
	The organization shall have contingency plan in case the water consumed does not meet the standard.		
8. Air quality management (indoor and outdoor)		Yes	No
8.1 Designation of smoking and non-smoking area.	Separate smoking areas are provided throughout the hotel and post the symbol		
	The hotel encourages non-smoking as a health initiative		
8.2 Regular monitoring and maintenance for equipment and hotel facilities to ensure the air quality i.e. air conditioning.	The hotel has a maintenance plan for making sure air purifiers, air conditioning, ventilation and other air quality systems are working effectively		
	The organization shall record the result of the maintenance in accordance with the maintenance plan.		
9. Noise pollution control		Yes	No
9.1 Existence of noise control program from hotel operation.	The organization shall set up the activities for checking noise sources and evaluating the effects to clients and local residences.		

	The organization shall define guidelines of noise control system and apply the appropriate means to reduce noise, if any.		
10. Waste water treatment and management		Yes	No
10.1 The use of mechanisms to prevent water contamination and reduce waste water generation	Waste water treatment system plan shall be documented by the organization.		
	The organization shall have a method to evaluate the risk of water contaminated in hotel activities.		
	The organization shall have an evaluation report for the risk of water contamination and corrective and preventive actions in hotel activities.		
10.2 Promotion of the use of recyclable/grey water in operation i.e. watering trees.	The organization shall establish a policy or a guideline of water reuse for example, for watering plants.		
	The organization shall have activities in conformity with policy or guideline of water reuse for example, for watering plants.		
10.3 Encouragement for an appropriate use of waste water treatment.	The hotel uses its own certified waste water treatment system suitable for its size in situations where there is no public waste water treatment system available		
	The organization shall provide a report of waste water treatment system control and maintenance if applicable.		
	Waste water testing is carried out regularly to monitor discharge to the environment		
	A grease trap system is installed for the kitchen, restaurant and other grease contaminated areas		
	The organization shall have a contingency plan in case the waste water does not meet the standard if applicable.		
11. Toxic and chemical substance disposal management		Yes	No
11.1 Provision of clear signs for toxic substance.	The hotel keeps a list of all toxic chemicals and other hazardous waste used or produced by the hotel		

	The organization shall present hazardous chemical symbols in conformity with the international law's requirements.		
	The organization shall have a safe place isolated from its staff and clients for storing hazardous and toxic substances.		
11.2 Appropriate hazardous waste disposal management.	The hotel uses a material safety data sheet (MSDS) for staff and suppliers		
	The organization shall properly specify hazardous waste disposal management to client and hotel staff.		
	The organization shall provide a training and a seminar necessary for improving knowledge about hazardous waste disposal management.		
	The organization shall dispose of hazardous waste according to its waste management plans.		
	The organization shall communicate information about hazardous waste disposal management to clients and hotel staff, for example, using friendly reminder, brochures, advertisement boards, etc.		
11.3 Regular inspection, cleaning and maintenance for storage in order to avoid leakage of gas or toxic chemical substance.	The organization shall specify methods of cleaning and maintenance the storage area for hazardous and toxic chemical substance.		
	The organization shall implement methods of cleaning and maintenance the storage area for hazardous and toxic substance.		
	The organization shall monitor the amount of chemical usage.		