

FOREVER EARTH

ENVIRONMENTAL GLOSSARY

Accepted Practices Exchange: *APEX is an initiative of the Convention Industry Council that is bringing together all stakeholders in the development and implementation of industry-wide accepted practices to create and enhance efficiencies throughout the meetings, conventions and exhibitions industry.*

Additives: *Much of the food we find at today's supermarkets is highly processed and contains numerous food additives. These substances are used to change the way food tastes and looks (altering the color and texture), to improve the nutritional quality of foods (adding vitamins and minerals), and to increase the food's shelf life to prevent spoilage.*

Aerosols: *Cans which store their contents under pressure to spray a light mist. A propellant is used to create this pressure and occupies one half to two thirds of the space in the can. In the past, most aerosols used CFCs; however, evidence linking CFCs to ozone depletion and global warming has led to the creation of new propellants. Very few aerosols now contain CFCs, except for very specialized applications such as medical usage. Non-CFC aerosols contain substances that present a variety of serious health hazards. All pressurized cans are highly explosive, even when emptied, and are not recyclable.*

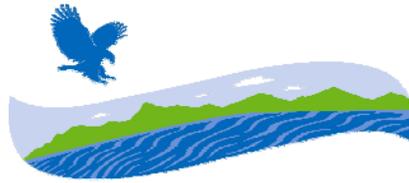
Allergies: *An approach by the lodging property to take care of people with chemical sensitivities and allergies to airborne particles that also reside in carpets, drapes, and bedding.*

Alkaline paper: *Paper produced without the use of acids to bleach the paper. This type of paper has a longer life than acidic paper (acidic paper yellows and becomes brittle over time) and is the preferred choice for documents that must be archived.*

Alternative Energy: *Renewable energy sources, such as biomass, small hydro, solar, wind, geothermal, tidal energy and photovoltaic conversion systems. It excludes fossil fuels.*

Alternative Fiber Paper: *Look for paper which contains at least 50% Tree Free Content. Some of the more promoted papers include hemp, kenaf, cotton, and agricultural byproducts. As these products exist today, they are an option for every consumer, although some questions about production methods are being voiced. Hopefully, these issues will be resolved with more time and research. By choosing to switch at least some of your office paper to even a partially tree free paper you can help reduce the square mileage of forests felled each year. Seek out papers that incorporate fibers which would traditionally be burned or wasted in other ways (e.g., banana stalks; recovered cotton, denim, or currency; tobacco leaves; coffee bean residues; and other types of agricultural or manufacturing remainders). If you choose a paper which is not entirely tree free, look for paper which makes up the balance with post consumer waste (PCW). If choosing a paper that has been bleached, choose a paper that is classified as either TCF (Totally Chlorine Free) or PCF (Process Chlorine Free). Look for paper fibers that are grown and processed near you. This cuts down on transportation and environmental costs.*

Biodegradable: *Matter having the capability of being broken down by bacteria into basic elements and compounds such as water, and organic matter. Current scientific opinion indicates that biodegradability claims as an environmental benefit for products destined for a landfill site may not be supportable. Therefore, claims of biodegradability may only be appropriate for products normally disposed of through a waste-water system, providing that the by-products of degradation*



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and/or the products in question do not create synthetic, hazardous or toxic residues, and will not harm the sewage collection/treatment system or water body. Capable of being broken down by natural processes, such as bacterial action.

Bio-diesel: A clean burning, alternative fuel derived from animal fats or vegetable oil that can be used in diesel burning engines. It does not contain petroleum products, but may be blended with petroleum-based diesel.

Bulk Soap and Amenities: Soap, shampoo, conditioner, and lotion provided from a bulk dispenser rather than in individual packages. This approach saves time and money for the lodging property and natural resources and landfill contributions by cutting down on the packaging.

CFCs (chlorofluorocarbons): Chlorine-based compounds used as aerosol propellants, coolants in refrigerators and air conditioning, solvents in fire extinguishers, and in the production of insulating-foam packaging. CFCs contribute to ozone depletion and global warming.

Carbon Neutral - Carbon neutral represents the point at which greenhouse gas emissions have been identified, measured, reduced where possible, and 100% of the remaining emissions have been offset through high quality renewable energy or energy efficiency projects.

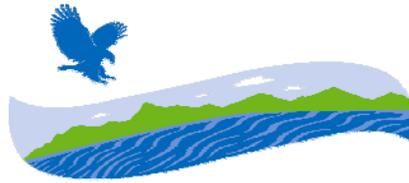
Carbon Offset - A mechanism by which the impact of emitting a ton of carbon dioxide (CO₂) can be negated or diminished by avoiding the release of a ton elsewhere, or absorbing a ton of CO₂ from the air that otherwise would have remained in the atmosphere. Green Tags are one many strategies for offsetting; others include reforestation and afforestation. A way of counteracting the carbon emitted when the use of fossil fuel causes greenhouse gas emissions. Offsets commonly involve investing in projects such as renewable energy, tree planting and energy efficient projects.

Chlorine Free: Paper bleached with Oxygen or Hydrogen Peroxide (PCF), and not with Chlorine Dioxide (ECF). Chlorine will create Dioxins and poison our fish and pollute our water. When buying computer or typing paper next, look for paper that's Processed Chlorine Free (PCF) and contains at least 30% recycled content. This paper is an affordable environmentally friendly alternative to virgin, chlorine-bleached paper.

Climate Neutral: Products or services that reduce and offset the greenhouse gases generated at each stage of their life-cycle on a cradle-to-cradle basis: The sourcing of their materials, their manufacturing or production, their distribution, use, and ultimate end-of-life disposition.

Climate Neutral Network - CNN is another certification available to renewable energy programs as well as broader greenhouse emissions reduction strategies such as tree planting and carbon sequestration.

Compact Fluorescent Lighting: By switching from incandescent lighting to compact fluorescent lighting the average consumer can save 50 to 80% in energy costs without any loss in lighting quality. The average compact fluorescent bulb lasts 8 to 10 times longer than any incandescent bulb. Depending on the initial cost of the bulb, the Federal Trade Commission estimates that it costs \$2.60 less per year to power a compact fluorescent bulb than an incandescent bulb. The full purchase price of the bulb will be paid back well within the 10 year life expectancy.



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Compostable Disposables: *Sometimes the use of disposable service items can't be avoided. In those cases choose disposable items, like paper napkins and corn-based plastic that are biodegradable.*

Compost: *A mixture of humus-rich, decomposed vegetable matter, used as a fertilizer or soil enrichment.*

Composting: *A biological decomposition of solid organic materials by bacteria, fungi, and other organisms into a soil-like product can be used to enrich garden soils. This enrichment not only nourishes the soil but helps increase moisture retention and thus decrease the need for additional watering.*

Cooperative purchasing: *A system whereby similar organizations pool their purchases into a single bid instead of buying products individually.*

Cotton Towels and Linens: *Cotton products don't add VOCs to the air, thus helping air quality in guestrooms where they are used. Towels and linens that are a blend of cotton and synthetic fabrics aren't sustainable because of their reliance on petrochemicals. Organic cotton is even better because of their non-use of petrochemicals.*

Degradable: *Capable of being broken down into smaller elements. Biodegradation occurs as the result of the activity of micro-organisms such as bacteria; photo-degradation as the result of light; thermal degradation as the result of heat and chemical degradation as the result of chemicals.*

Dioxins: *The bleaching process used to make pure white and colored papers creates a toxic substance called dioxin that is polluting our air, soil and water. Dioxins are highly fat-soluble; they accumulate in foods containing fat and foods such as meat, dairy products, and mother's milk. Dioxins have just been designated as known human carcinogens by the government's National Toxicology Program.*

Donating to Charity: *One often overlooked aspect of recycling is what to do with sheets, towels, table linens, furniture, carpeting, window coverings, appliances, bedspreads, etc that aren't useable or useful to the property any longer. Selling or donating them to others is a great way to have the goods reused and keep the items out of the landfill. Food scraps can be donated to farmers while buffet leftovers can be given to shelters or farmers. What can't be given away can be composted.*

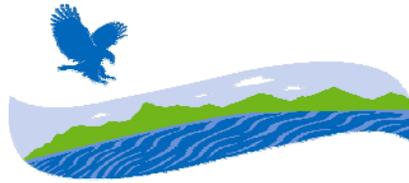
Durable Service Items: *Dishes, cups, glasses, mugs, tableware, and serving pieces that are long-lasting, not disposable.*

Eco-friendly Food Served: *Offering food that's been grown in a manner sensitive to its natural habitat for preserving wildlife and other plants, organically grown and raised, or local and thus freshly "harvested".*

Ecological Footprint: *The measure of area needed to supply national populations with the resources and area needed to absorb their wastes.*

Ecology: *The system of relationships between organisms and their environments.*

Ecosystem: *A community of living organisms interacting with themselves and with their environment.*



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Ecotourism: Tourism that respects the culture, natural history and environment of destinations and seeks to minimize the negative impact of travel on the environment.

Educate Guests About "Green": Teaching people looking at their website or staying at their property about the green actions they take and why those actions are important, as well as encouraging others to take their own green actions.

Educate Staff About "Green": Teaching people working at their property about the green actions the property takes, why those actions are important, why the staff needs to support the program, as well as encouraging staff to take their own green actions.

Electricity Grid - Also referred to as the "Power Pool" or "energy transmission system," the Grid is a system of interconnected producers and consumers of electricity fed through one large electricity transmission system. When we plug into an outlet and consume electricity, we are receiving a blend of electricity produced from any number of resources from various geographic locations feeding into the grid. For instance, at any given moment, a person using power in Oregon could be receiving electricity produced from a coal-burning plant in Colorado, a large hydro system in Idaho, a nuclear facility in Washington, a natural gas plant in California, and etc. When thinking of using electricity, think about a large interconnected system and a blend of power types.

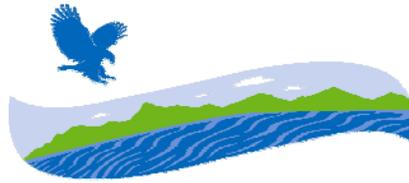
Energy Conservation: Reducing the amount of energy used, for example, through the use of energy efficient lighting and appliances, turning off lights and appliances when not in use and using insulation and weather stripping. This may also be referred to as energy efficiency. It is possible to dramatically reduce energy consumption for powering our homes and buildings (and cars) without major sacrifices. This lessens our dependency on non-renewable resources and reduces the costs connected with excessive energy use.

Energy Star Equipment: A voluntary labeling program of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy that identifies energy efficient products. Qualified products exceed minimum federal standards for energy consumption by a certain amount, or where no federal standards exist, have certain energy saving features. Such products may display the Energy Star label.

Energy/Water Conservation: Practices and strategies that are designed to minimize the amount of energy and water used.

Environmental Cleaning: Approaching housekeeping and laundry from the perspective of not using harsh or harmful-to-people chemicals or cleaning styles. That includes not using perfumed or scented laundry supplies, carpet cleaners, cleaning supplies, or air fresheners. Don't be fooled by the label saying "Environmentally Friendly" or Eco-Friendly. Start by reading the caution label on the container – this will give a good indication if the product is potentially harmful to the environment.

Environmental Stewardship: The concept of an individual, company or institution taking responsibility for, and reducing the impact of, its actions on the environment. Stewardship is responsible management of goods and property, with respect for the prosperity of future generations.



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Environmentally Preferred Products: *The least environmentally damaging products and services at any given time that are commercially available at a reasonably competitive price and that meet acceptable performance standards. Related terms include “environmentally appropriate”, “environmentally sensitive” and “environmentally sound”.*

Environmentally Responsible Transportation: *Transportation options that minimize environmental impact such as mass public transportation (light rail, subway, electric/hybrid/biodiesel buses) and electric/hybrid vehicles.*

Fair Trade: *Small farmers are paid a fair market price that enables them to improve their standard of living.*

Fresh Air: *Guestrooms that either have windows that open or are part of a fresh-air exchange system within the hotel. Fresh air, even in cities, is healthier than the musty, stale air of closed-up rooms.*

Fossil Fuel: *An organic, energy-rich substance formed from the long-buried remains of prehistoric life.*

Glassine: *Glassine paper has been used to cover windows in envelopes for 25 years, and in the past few years has become increasingly popular as an alternative to plastic for this use. Refining during the paper-making process causes the cellulose fibers to absorb sufficient water to become semi-transparent. A secondary ironing process uses heat and pressure to render the paper more transparent. Glassine is completely recyclable and does not have to be separated from a paper envelope; it breaks down in water and becomes reusable pulp along with the rest of the envelope.*

Gray Water Recycling: *Gray water is wastewater composed of water from the kitchen, bathrooms sinks and showers/tubs, laundry sinks and tubs, and washing machines (clothes and dish) where only non-polluting, biodegradable soaps are used. Recycling this water is done via using it to water gardens and landscaping and as it filters through the soil on its way to ground and subterranean water sources it is cleaned. Using it on the gardens and landscaping reduces the amount of fresh water needed for that purpose.*

Green: *A common expression meaning environmentally responsible. Can also refer to the color.*

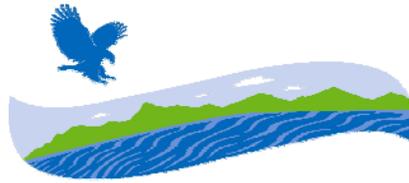
Greenhouse Effect: *Heating of the atmosphere that results from the absorption of solar radiation by certain gases.*

Greenhouse Gas: *A gas which contributes to the greenhouse effect by absorbing solar radiation. These gases include, but are not limited to, carbon dioxide, ozone, methane, and chlorofluorocarbons.*

Greenhouse Gas Emissions - *Typically expressed as carbon dioxide emissions. Greenhouse gas emissions are linked to global climate change and are a known byproduct of conventional electricity production based on burning fossil fuels. Supporting clean renewable energy in place of fossil fuels reduces greenhouse gas emissions.*

Green Seal Certified *An organization, product or process that has passed a specific environmentally responsible standard as outlined by Green Seal.*

Green Tag - *A BEF Green Tag is a legal representation of a measured amount of renewable energy entering the energy system. It's essentially the "green" portion of green power. A Green Tag represents one Megawatt-hour of renewable energy*



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entering the grid and displacing energy that would have been produced through burning fossil fuels (such as coal or natural gas). Each Green Tag reduces 1,400 pounds of greenhouse gas emissions. When a person purchases a Green Tag, they are paying a voluntary premium in order to support more renewable energy in the system. As a result, they get to claim the legal credit for supporting the environmental results associated with their purchase. Their dollars got more renewable energy into the system and caused a reduction in pollution.

1 Green Tag = 1 Megawatt-hour (or 1,000 kWh) of clean energy.

1 Green Tag = 1,400 pounds of greenhouse gas emissions offset.

Green Tag Marketer - The Bonneville Environmental Foundation (BEF) is a marketer of Green Tags. It's role is to purchase the bulk output from renewable energy facilities. such as a wind farm. and then make them available for sale to smaller markets such as individuals or businesses. Green Tags are also purchased by utilities and sold as green power.

Guestroom Recycle Bins: Special containers placed in guestrooms so they can put their recyclable items there, rather than in the trash. This approach can teach a hotel's guests about the ease and benefit of recycling, and makes it easier for a hotel to sort recyclable items.

HCFCs (hydrochlorofluorocarbons): Used to replace CFCs, HCFCs still deplete the ozone layer but to a lesser extent. Their contribution to the greenhouse effect is 90 percent less than that of controlled CFCs.

Hazardous products: Many hazardous products are federally and/ or provincially regulated during parts of their life cycle (e.g., transportation or disposal). They present a threat to human health and the environment if not handled properly and are marked with special hazard symbols. Examples are products classified as flammable, compressed gas, corrosive, poisonous and infectious.

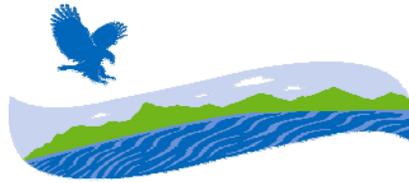
Hotel Recycle Bins: Special containers placed around the property guests can put their recyclable items there, rather than in the trash. This approach can teach a hotel's guests about the ease and benefit of recycling, and makes it easier for a hotel to sort recyclable items.

Hybrid Vehicle: Vehicle that uses a combination of two engine types. Cars are most commonly gasoline-electric hybrids.

Kilowatt (kW): Electricity production capacity of 100 Watts. For instance a solar array might be sized at 5 kilowatts. This means that at its maximum capacity, it can produce 5 kilowatts of electricity.

Kilowatt-hour (kWh) - Measured production of electricity over a given period of time. For instance the 5-kilowatt solar array running at 100% capacity for a period of one hour will produce 5 kilowatt-hours worth of energy. To get a sense of scale, the average U.S. home consumes approximately 10,000 kilowatt-hours of electricity annually.

LEED Leadership in Energy and Environmental Design: A Green Building Rating System® is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings developed by the US Green Building Council. Currently there are very few hotels/resorts with the LEED Certification.



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Life-cycle analysis: This is a tool to evaluate the environmental impact of a product or process. A life-cycle analysis examines the use of natural resources; energy and water, and the production of emissions; air pollution, water pollution, and solid waste. The analysis reviews the environmental impacts at every stage including extraction of raw materials, processing, manufacturing, transportation, and consumption, disposal or recycling.

Maintenance for Conservation: A hotel's approach to their green program can be replacing old, wasteful fixtures, light bulbs, old toilets that use lots of water in their flushing, old shower heads and faucets that allow more than 2 gallons per minutes through and appliances (like refrigerator and freezers, ice machines, washing machines and dryers, air conditioners, furnaces/heaters, and computers) as they break or wear out, with new efficient fixtures and appliances.

Megawatt (MW) - Also electricity capacity, but expressed as 1,000,000 Watts or 1,000 kilowatts.

Megawatt-hour (MWh) - Also measured production of electricity over a given time period, but expressed as 1,000,000 Watt-hours or 1,000 kilowatt-hours.

Mini-Green Tag, BEF - A fractional Green Tag representing 1/10 of a "full" Green Tag. Mini-Green Tags are used for small retail purchases of renewable energy as a way to offset other activities. For instance a person might buy a Mini-Green Tag to offset the emissions associated with their drive to and from their favorite ski area.

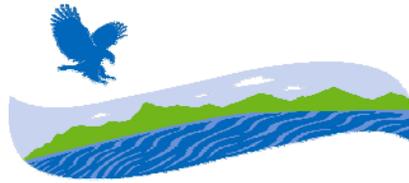
1 Mini-Green Tag = 29.3 kilowatt-hours of clean energy.

1 Mini-Green Tag = 33.7 pounds of greenhouse gas emissions offset.

Naturally Raised Meats: Meat production has come a long way since the bucolic days of farm animals roaming free in barnyards and pastures. Many would argue it has changed for the worse. Large-scale factory farms—which pack thousands of animals into confined areas—have squeezed many smaller, family farms out of business, replacing sustainably produced food animals with unsustainably raised livestock. Between the years 1987 and 1997, the hog population in North Carolina swelled from 2.5 to 10 million animals, and hog waste increased 282 percent to 18 million tons. This waste eventually leaches into surrounding watersheds and emits noxious gases into the air. Fortunately, there are still farmers who consciously raise pork, poultry, and beef to be healthier for consumers and the environment, and they are gaining a new stronghold. As people begin to recognize the dangers of concentrated waste lagoons, pesticide-laced feed, and the overuse of growth hormones and antibiotics, the market for pasture-raised, organic meat products continues to grow.

Newspaper Program: Newspapers shouldn't be delivered to every guest in the hotel because it is a waste of paper and resources. Instead, newspapers should be available to those who want them, either free or at a reduced price, thus saving resources and landfills.

Non-Smoking Rooms: Guestrooms guaranteed to be safe from the pollution of smoking. Some hotels have either entire floors that are non-smoking or are completely non-smoking. Once a room has been smoked in, it's very difficult to clean it enough to get rid of the odor that so many people are sensitive to.



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Organic Food Served: *Organic food has been grown without the application of pesticides or fertilizers. Plant nourishment comes from the use of compost. Pest protection comes from growing healthy plants, companion planting, and natural pest controls like beneficial insects. Grown without chemicals that can harm the land, water or human health. Organic certification of food can be through an independent organization or government program.*

Ozone-friendly products: *The term used by industry for products no longer containing ozone-destroying CFCs. Frequently, however, substitutes are also environmentally harmful.*

Ozone layer: *Layer of gaseous ozone in the stratosphere that protects life on earth by filtering out harmful ultraviolet radiation from the sun. "Ozone depletion" refers to the deterioration of this protective gaseous layer.*

Paper Facts: *It takes 60 percent less energy to manufacture paper from recycled stock than from virgin materials. Producing a ton of virgin paper requires 20 trees and 7,000 more gallons of water than a ton of 100% recycled paper. Furthermore, chlorine is generally used in the bleaching process, releasing the carcinogenic chemical dioxin and other toxins. Although only 5% of the world's population lives in the U.S., Americans use 27% of the wood harvested worldwide. Did you know that, on average, an American uses more than 730 pounds of paper each year? That means we each use the equivalent of nine trees as big as telephone poles and four stories high. About half of the wood we use goes into paper products, including boxes, computer printouts, napkins, toilet paper, magazines and more. Some of these will contain recycled fiber, but most are still made from newly cut trees. Even if something is made with 20% recycled content, it's still 80% virgin tree. Despite our recycling efforts, paper makes up nearly 40% of our garbage. Fortunately we don't need to use trees to meet all our paper needs; we can make excellent paper by recycling and using other waste material such as weed grasses or leftover straw from food crops. Farmers can also grow fiber crops, such as kenaf, for paper. By making paper from a variety of materials and recycling what we make, we can preserve our forests.*

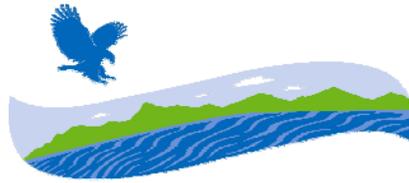
Participate in Green Programs: *Properties involved in a certification program or have a membership in a green program is no guarantee that the property is taking green action. Just because they are a member of a green association we hope their membership is an indication of some green action. Experience indicates that involvement in a certification program doesn't guarantee as much green action as indicated by the program.*

Pesticide: *Any agent used to kill or control insects, weeds, rodents, fungi or other organisms.*

Photovoltaics, or PV: *A solar power technology that uses solar cells or solar photovoltaic arrays to convert light from the sun directly into electricity. Photovoltaics are also the field of study relating to this technology and there are many research institutes devoted to work on photovoltaics.*

Promote "green" in PR: *Properties that at the very least mention their green focus are acknowledged here. It is sad to see the number of properties and organizations that don't share their green actions via their website and hope to see that change with time.*

Phosphates: *Water-softening agents found in many cleaning products, including automatic dishwasher detergent, laundry detergents and all-purpose cleaners. Phosphates are also a plant nutrient. Thus, when phosphates are discharged into*



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waterways, algae have an abundant food source and reproduce at an explosive rate. The decomposition of the algae (once they die) consumes large quantities of oxygen, thereby starving fish and other organisms that need oxygen to live.

Pollution: *Undesirable change in the physical, chemical or biological characteristics of air, water or land that can negatively affect living organisms.*

Polystyrene: *A type of plastic foam used in disposable food containers such as coffee cups, plates, fast food and egg cartons. Commonly called "Styrofoam"*

Post-commercial waste: *Waste generated by commercial operations that process and convert manufactured materials into new products, e.g., companies that convert cardboard into boxes (definition from the Environmental Choice Program).*

Post-consumer waste: *Products disposed of after final use by consumers and businesses, including office buildings and retail stores. An end product that has completed its life cycle as a consumer item and would otherwise have been disposed of as solid waste. Post-consumer materials include recyclables collected in commercial and residential recycling programs, such as office paper, cardboard, aluminum cans, plastics and metals. Office recycling programs and household recycling programs are the main source of post-consumer waste.*

Pre-Consumer waste: *paper that was not printed on, was not sent to the ultimate consumer, and should not be considered in your purchasing decision when you are considering recycled paper. The mills don't send it to the dumps. It is valuable to them.*

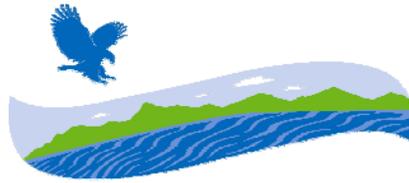
Processed Chlorine Free (PCF): *"Processed chlorine free" describes a bleaching process free of chlorine or chlorine compounds, which poisons rivers. The most common PCF bleaching agent is hydrogen peroxide (which breaks down into water and oxygen). Using PCF paper eliminates most of the toxic byproducts of traditional bleaching, such as dioxins and other organochlorides, and this means cleaner rivers.*

Product life cycle: *The cradle-to-grave impact of a product on the environment, including the extraction of resources, energy consumption and emissions into the air and water during processing, manufacturing, transporting, use and disposal. Opportunities for reduction, reuse and recycling are also considered when evaluating the environmental impact of the product.*

Recycling: *The process of collecting waste materials such as glass, rubber, steel, fine paper, aluminum and newspapers and manufacturing them into new products.*

Recyclable: *A claim of recyclability is reasonably justified if at least one third (1 / 3) of the population in the market area for that material has convenient access to appropriate recycling facilities through departmental recycling programs.*

Recyclable Disposables: *Foam products -- cups, bowls, plates, and clam-shell boxes -- not only consume petrochemicals in their production but aren't recyclable, and they fill landfills with materials that will be around for hundreds of years. Some of the same plastic products don't degrade in landfills and consume precious non-renewable resources in their manufacture. There are recyclable disposable products that we encourage the use of instead.*



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Recycled content: *When indicating a level of recycled content in products, any reference to recycled content should exclude “in-house” or recovered materials that are routinely reprocessed on the premises as part of the manufacturing process and would never have been sent for disposal.*

Recycled paper: *Paper containing recycled paper fibers. The amount and type of recycled material can vary widely from product to product, supplier to supplier. The Environmental Choice Program has set guidelines for various paper products made from recycled content. The level of post-consumer and post-commercial wastes recycled varies from product to product. According to U.S. government standards, uncoated paper with at least 30% post-consumer waste and coated paper with at least 10% post-consumer waste can be called “recycled” paper.*

Reduction: *Reduction of materials and/or energy consumption, for example, using less paper with double-sided photocopying.*

Resource recovery: *The retrieval of reusable materials from the waste stream. These materials are used to manufacture new products or as a fuel or energy source.*

Renewable Energy - *Also known as green power or clean energy. These are general terms used to describe electricity produced in an environmentally friendly manner such as power produced with no air pollution or greenhouse gas emissions. Common sources of renewable energy are wind, solar, geothermal, small-certified hydro, and biomass. The common theme among these technologies is that they do not create a negative impact when producing electricity.*

Renewable Energy Credit - *Also known as REC, this is another term used to describe a Green Tag.*

Reuse: *The repeated use of products and waste materials in their original form.*

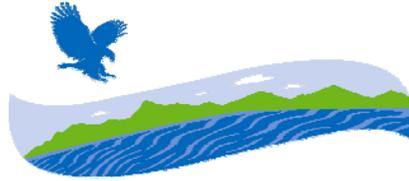
Shade Grown Coffee: *Coffee that is grown in the traditional manner, with coffee plants interspersed under a canopy of trees. End result: more habitats for birds, less need for chemical inputs, and the forest is not disrupted.*

Sheet Re-use Program: *Different hotels have different names for this, but it's a way of reducing the water and energy consumption involved in washing sheets daily. Sometimes the hotel states they wash sheets at a specific interval, unless requested for more frequent changes, and sometimes the hotel lets the guests request a less frequent than daily sheet change. Either way, when housekeeping complies with the "rule" it saves on resources, time, and wear and tear on the sheets.*

Solid Waste: *Discarded non-hazardous solid materials, including industrial, institutional and residential wastes.*

Solid Waste Management: *The management and regulation of the entire process of generating, storing, collecting, transporting, processing, recovering and disposing of solid waste.*

Sustainable Development: *Giving equal weight to economic development and the preservation of the environment to ensure that the actions of one generation do not compromise the ability of future generations to have an equal quality of life.*



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Many businesses and governments at the local, national and international levels have adopted this concept in decision-making.

Sustainably Caught Seafood: Poor fishing practices are not only wiping out the populations of target fish, but also those of other marine animals caught and discarded as bycatch, including sea turtles, sharks, and many thousands of seabirds. These species constitute up to 25 percent of what is caught by the world's fisheries—in the early 1990s that was estimated to be about 60 billion pounds of bycatch each year. Some fishing equipment, like heavy metal dredges, can also destroy important feeding and breeding habitat along the ocean bottom. In today's \$55 billion U.S. seafood market, consumers wield a lot of influence in increasing or reducing the demand for overfished species. When looking at a menu or a fish counter, it's important to ask questions and then weigh your decision carefully—choosing a sustainably fished species like wild Alaskan salmon over farm-raised salmon, which pollutes watersheds, or wild Atlantic salmon, which is at historic lows, for example.

Trawling: Also known as dredging, the process of dragging huge, heavy nets over the sea floor, scooping up everything in their path.

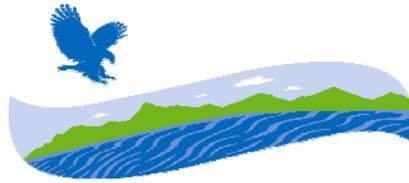
Towel Re-use Program: Different hotels have different names for this, but it's a way of reducing the water and energy consumption involved in washing towels daily. Sometimes the hotel states they wash towels at a specific interval, unless requested for more frequent changes, and sometimes the hotel lets the guests request a less frequent than daily towel change. Either way, when housekeeping complies with the "rule" it saves on resources, time, and wear and tear on the towels.

Transportation: Some properties offer free transportation within its grounds, between the property and town, or within town (when the property is located in a town/city). The service can reduce air pollution and fuel consumption by increasing the efficiency of moving guests around. When the property uses a vehicle that runs on alternative fuels including Propane or bio-fuels it's very conserving and efficient.

Travelers' Philanthropy: A voluntary movement of conscientious consumers and responsible travel companies who are donating financial resources, time, talent and economic patronage to protect, positively impact and support environmental conservation, cultural heritage preservation, and community economic development.

Unbleached paper: Paper not treated by chlorine process. By using as many unbleached paper products as we can find in our stores and asking store owners to carry more of these products, we can take a step toward reducing this serious health risk to us all. Why buy white coffee filters when you can buy unbleached brown ones? They are going to turn brown anyway. Americans are the only people in the world who use white and brightly colored toilet paper. Buying unbleached, recycled content toilet paper takes us a big step toward conserving our natural resources. Ask your local stores to carry unbleached recycled content paper products and use them in your homes, churches, offices and shops.

U.S. EPA Green Power Partnership: The Environmental Protection Agency sponsors a voluntary program called the Green Power Partnership that offers recognition to those industries supporting renewable energy through purchasing green power or Green Tags.



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U.S. EPA National Environmental Performance Track: *The National Environmental Performance Track ("Performance Track") is a public-private partnership that encourages continuous environmental improvement through environmental management systems, community outreach, and measurable results. All members commit to making specific environmental improvements when they join the program. <http://www.epa.gov/perfrac/index.htm>*

Vegan: *Lifestyle choice which excludes the consumption and use of animal flesh and by-products.*

Vegetarian: *Dietary choice which excludes the consumption of animal flesh or by-products, but may include eggs and dairy.*

Vegetable-based Inks: *Environmentally friendly printing inks which are made from vegetable oils combined with pigments. The most common type is made from soy.*

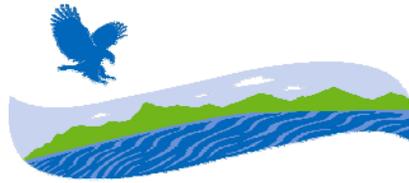
Venue: *Location where an event takes place.*

VOCs (volatile organic compounds): *Compounds that have a high vapor pressure and low water solubility. A large group of organic compounds which readily vaporize. Several VOCs are carcinogenic, while many others have been implicated in a variety of health problems. Many VOCs are human made chemicals used and produced in the manufacture of paints, pharmaceuticals and refrigerants. VOCs typically are industrial solvents, such as trichloroethylene; fuel oxygenates, such as methyl tert-butyl ether (MTBE); or by-products produced by chlorination in water treatment, such as chloroform. VOCs are often components of petroleum fuels, hydraulic fluids, paint thinners and dry cleaning agents. VOCs are common ground water contaminants. Common sources of indoor air pollution include wet-process photocopiers, paints (especially oil-based), synthetic furnishings and art supplies. A major source of exterior VOC pollution is vehicle emissions.*

Waste exchange: *Waste exchanges are primarily operated by the federal and provincial governments. By matching needs for materials, they provide a service to waste generators and potential users, and reduce the amount of material that would be otherwise be sent for disposal.*

Waste management hierarchy: *Popularly know as "the 3Rs" (reduce, reuse, and recycle), this waste management concept is advocated by federal, provincial and municipal governments. Waste reduction is the preferred option, followed by reuse and then recycling.*

Water Conservation: *The practice of reducing water usage. Water use reduction methods range from more efficient practices to capturing water for use through water storage or conservation projects. More efficient practices include using low-flow toilets, shower heads, and faucets; washing sheets and towels less frequently (though of course between guests); planting xeric gardens -- using native plants that don't require much additional water beyond what falls from the sky; and gray water recycling systems.*



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Xeric Gardens: Xeriscape is a coined word derived from the Greek 'Xeros', meaning dry. It is used to describe landscaping with water conservation as a major objective. It often is also accomplished by using plants native to the region. A xeric garden is an attractive, sustainable landscape that conserves water and is based on sound horticultural practices.