



Asian Ecotourism Standard for Accommodations (AESA)

July 24, 2019

I SUSTAINABILITY

1) EFFORTS MADE ON ENTIRE FACILITY

	AESA Criteria	Performance Indicator(s)
1.1-1	Do you have a long-term sustainability system in a written form that addresses environmental, social, cultural, economic, quality, human rights, health, safety, risk and crisis management issues and drives continuous improvement suitable to its size and scale?	<ul style="list-style-type: none"> ● The Sustainability Management System is clearly documented. ● The SM System covers environmental, social, cultural, economic, quality, human rights, health, and safety issues. ● The SM System includes consideration of risk and crisis management. ● Documentary evidence shows implementation of the SM system. ● The SM System includes a process for monitoring continuous improvement in sustainability performance.
1.1-2	Do you know of any natural and cultural impact(s) by your facility and try to minimize it (them) by making plans or targeted reductions?	The categories of impacts are listed and plans are made and executed to minimize them.
1.1-3	Do you have a clear responsibility management on environmental issues?	Person(s) or positions are appointed with clear responsibility on the environmental issues
1.1-4	Do you maintain the up-to-date environmental laws and policies that apply to your facility locally, nationally and internationally?	Check annually where possible, or keep the date last checked to maintain updated.
1.1-5 optional	Do you monitor and verify your sustainability policy once a year or more to make future actions more effective?	Monitor and verify the sustainability policy if is updated, and keep the date when actions are made.
1.1-6	Do you publicly display your sustainability policy?	Display or make available sustainability policy where visible, such as reception area and rooms.
1.1-7	Do you train all your employees on the sustainability issues once a year or more often to be able to fully comply with its requirement?	Keep the records of the date and the names of the person(s) trained, preferably with the contents of the sustainability issues.
1.1-8	Do you respect labor rights, provide a safe and secure working environment, and pay employees at least a living wage?	File your latest national/regional labor rights and minimum wage. Ask your employees if the safe and secure working environment are offered and for improvement.
1.1-9	Do you maintain the up-to-date health, safety, human rights, risk and crisis management issues, and labor laws and policies that apply to your facility?	Keep a record of when last updated.
1.1-10	Do you offer all your employees regular training, guidance, experience, and opportunities for advancement regarding their roles and responsibilities including human rights and risk/crisis management issues?	Keep a record of training/guidance/experience/opportunities history.
1.1-11	Are your staff engaged with development and implementation of the sustainability management system?	Keep a record of duty and responsibility allocation.

1.1-12	Are your promotional materials and marketing communications accurate and transparent with regard to the operation and its products and services, including sustainability claims-and do not promise more than can be delivered?	Look for third-party sets of eyes to check for accuracy and transparency.
1.1-13	[Destination engagement] Is the facility involved with sustainable tourism planning and management in the destination, where such opportunities exist?	Name the destination organization(s) involved and the description of responsibility.

2) EFFORTS MADE ON EACH CRITERION

	AESA Criteria	Performance Indicator(s)
1.2-1	FOOD AND BEVERAGE Do you monitor the food and beverage waste by volume to reduce and recycle by setting concrete targets and waste management plans?	<ul style="list-style-type: none"> ● Depending on the volume, monitor F&B waste daily or at least monthly. ● Know the percentage of the volume being recycled and/or composted. ● Create and update waste management plan regularly.
1.2-2	WASTES OTHER THAN FOOD AND BEVERAGE Do you monitor the types and amount of waste other than food and beverage (i.e. packaging and room trash) to reduce and recycle by setting concrete targets and waste management plans?	<ul style="list-style-type: none"> ● Items like amenity and gift packaging, room trash, bottles and cans, batteries, soaps, etc. are monitored for its amount. ● Separated by types and recycling/upcycling are maximized. ● Create and update waste management plan regularly.
1.2-3	ENERGY AND WATER Have you conducted an energy audit and set concrete plans and targets to reduce energy consumption (electricity, heavy oil, gas, etc.)?	<ul style="list-style-type: none"> ● Create an inventory list of all electric appliances by rooms and buildings including the number of appliances, consumption kWh, and the operation hours. The same list goes to oil, gas, etc. ● <u>Set concrete plans and targets for reduction.</u>
1.2-4	Do you assess the water risk and know the amount of water consumption and monitor treated water quality to ensure appropriate concrete targets and plans are put in place to reduce volume and alleviate contamination?	<ul style="list-style-type: none"> ● In areas of high water risk, context-based water stewardship goals are identified and pursued. ● Know the sources and volume of consumption of water including tap water, diverted river, wells, and rain catchment and where they end up either treated or untreated.
1.2-5	GREEN PURCHASING AND CHEMICALS Do you have a green purchasing policy that preferentially chooses environmentally sound, local, and fair trade products and suppliers whenever these are available, and of sufficient quality and reduces purchasing volume by setting concrete targets and plans?	Create a green purchasing policy with concrete targets and plans. Items are suggested in V, but also include ones that are unique to your area. (i.e. chopsticks and straws)
1.2-6	Do you know the amount of chemicals (Herbicides, Insecticides, Cleaning products, etc.) and set concrete targets and plans to reduce the volume of chemical used and ensure minimal environment pollution?	Create a list of chemicals used and their purpose. Set targets to reduce the consumption and/or find the non-chemical alternatives.

3) INFORMATION DISCLOSURE AND SUSTAINABILITY COMMUNICATION

AESAs Criteria		Performance Indicator(s)
1.3-1	INFORMATION DISCLOSURE Do you provide information on sustainability policy, actions and performance to stakeholders including customers and suppliers, and seek to engage their support?	Sustainable policy is made publicly available and the actions based on the policy are also listed.
1.3-2	CUSTOMERS Do you have a system to effectively monitor and reflect the customer feedback and take corrective action?	Showcase systems remedying sustainability issues within your premises.
1.3-3 optional	Do you offer or facilitate access to programs/tours related to local ecotourism?	Understand the concepts of ecotourism and offer ecotourism programs either directly or indirectly. Look into other responsible CBT and local tours as an additional option.
1.3-4 optional	Do you offer back of the house facility tours to showcase sustainability management and practices?	Demonstrate your sustainable practices by offering the tour.

II FOOD AND BEVERAGE

1) REDUCTION AND RECYCLING OF FOOD WASTE

AESAs Criteria		Performance Indicator(s)
2.1-1	Do you practice effective procurement?	Make effective purchasing and procurement that contributes locally and demonstrate good responsible practices.
2.1-2	Do you have a system in place managing leftovers and food waste?	Make a good use of food waste by composting and/or animal feeding, etc. to turn it into a resource.
2.1-3 optional	Do you drain water or dehydrate food waste to reduce volume?	Reduce the volume and weight of food waste by draining and dehydrating.
2.1-4	Do you effectively reuse or recycle cooking oil?	Where available, use the used cooking oil as fuel and/or soap.
2.1-5	Do you have a policy on reducing disposable materials?	Is there a policy that covers on straws, spoons, chopsticks, and take-away containers? Avoid single-use plastics.

2) FOOD PURCHASE

AESAs Criteria		Performance Indicator(s)
2.2-1	Do you preferentially purchase organic food and low or chemical-free agricultural produce?	Make a list of your suppliers and check with them regularly to help realize your preferences.
2.2-2	Do you prioritize purchase of local, fair trade, and in-season food whenever these are available and of sufficient quality?	With a list of your all purchased goods, find out which are procured locally, fair trade, or in-season. Supportive data such as the percentage per month is considered well-monitored.

III WASTE MANAGEMENT AND RECYCLING

1) ROOM SERVICE

AESA Criteria		Performance Indicator(s)
3.1-1	Do you minimize your complimentary disposable amenity set?	List your complimentary give-away amenity articles. i.e. toothbrush, soap, comb
3.1-2	Do you minimize packaging?	No double-wrapping of amenity set or on the non-required materials.
3.1-3	Do you encourage guests to bring their own toiletries?	Toothbrush, shaver, etc.
3.1-4	Do you use refillable dispenser/bottles avoiding disposable containers?	Shampoo, hair conditioners, body soaps, shower gels, etc.
3.1-5	Do you have a notice giving the guest choice of not to have bedding and towel changes for multi-day guests?	The turn down service can be displayed in a room. Encourage it at the check-in or upon booking both written and orally where possible.
3.1-6	Do you separate and recycle carried-in waste?	Train housekeeping staff for separation or provide multiple-bins in the room. Recycle them as much as possible.
3.1-7	Do you restore and refurbish guestroom furniture (bed, chair, table, etc.) for long-term use?	Keep photos or on the inventory list.

2) ADMINISTRATIVE AREA/ COMMON AREA/ STORE

AESA Criteria		Performance Indicator(s)
3.2-1	Do you separate and recycle papers?	Copy paper, newspaper, magazine, cardboard
3.2-2	Do you segregate recyclable materials?	Segregate plastic PET bottles, drink cans, glass bottles, and other containers into categories and recycle them where feasible.
3.2-3	Do you use double-sided photocopying?	The same goes for the facsimile machine.
3.2-4	Do you minimize wrapping at store(s) or gift shops within your facility?	Encourage guest to bring their own bag if not provide one that is locally produced and not made of plastic.
3.2.5	Do you avoid selling, trading, or displaying historical and archeological artifacts except as permitted by local and international law?	Check the artifacts on the premises that are legally possessed.

3) ENTIRE AREA

AESA Criteria		Performance Indicator(s)
3.3	Do you have a solid waste management plan and is it implemented?	Separate and dispose of fluorescent lamps, LED bulbs, batteries properly Dispose of refrigerators and HVACs with a proper route of extracting HCFC.
3.4	Is the provision of your basic sanitation system non-polluting?	It imposes no adverse effect by any residual waste to the environment and local population.

IV ENERGY AND WATER

1) HEAT SOURCE/HEAT TRANSFER

AESA Criteria		Performance Indicator(s)
4.1-1	Do you generate heated water and/or power by utilizing natural energy and alternative sources such as solar, wind, hydro, and geothermal energy?	List the methods of power generation other than grid electricity and oil(diesel) generator.
4.1-2	Are your sources and types of energy indicated and steps are taken to minimize overall consumption?	Indicate the percentage over all consumption versus natural/alternative energy by sources and types. List what actions are being made to minimize the consumption.
4.1-3 optional	Do you take preventative measures to minimize negative effects of the provision of basic energy services to neighboring communities?	Compare with the average consumption with your neighbors or use the national/regional data available per person or per area.

2) HVACs (Heaters, Ventilators, and Air Conditioners)

AESA Criteria		Performance Indicator(s)
ENTIRE ESTABLISHMENT		
4.2-1	Do you try to improve building insulation?	Install double door, pivoted door, double-glazed glass, insulated sash window, vegetated wall/rooftop etc.
4.2-2	Do you regulate room temperature in office and back of house by controlling heating, ventilating and air-conditioning with your national guidelines?	i.e. Japanese public buildings, 28C for summer months, 24 in Malaysia and Indonesia, 25 in Laos and Thailand
GUESTROOM		
4.2-3 optional	Does each guestroom have a control for air conditioning/heating?	Thermostat is installed in each room.

3) LIGHTING

AESA Criteria		Performance Indicator(s)
4.3-1	Have you changed from incandescent light bulbs to CFLs(Compact Fluorescent Lamp) or LEDs?	<ul style="list-style-type: none"> ● Installation of CFLs or LEDs comprise more than 20% of total lighting fixture. (engaged) ● Installation of CFLs or LEDs comprise more than 80% of total lighting fixture. (pass)
4.3-2 optional	Do you have override control device to reduce energy consumption of guestroom(s) not in use?	A simple device to shut off the energy consumption or manual control by staff is in place.
4.3-3	Do you have dark sensor, occupancy sensor, and/or auto timer fitted in public area?	List the number and the places of sensors installed.

4) OTHERS on SAVING ENERGY

AESA Criteria		Performance Indicator(s)
4.4-1	Do you periodically maintain equipment to maximize energy savings?	Maintenance dates are documented on the inventory list.

5) CO2 REDUCTION

AESA Criteria		Performance Indicator(s)
4.5-1	Do you measure, calculate and reduce where possible the amount of significant greenhouse gas emissions of your facility from energy consumption using a comparison of the year you set?	List the sources of greenhouse gas emissions and measure each amount where possible. i.e. electricity, gas, oil, waste volume(that get transported out) and compare with the previous year(s) and/or month(s) to reduce them. If possible, calculate the amount of greenhouse gas emission like CO2 per guest per month/year.
4.5-2	Do you implement procedures to control and offset greenhouse gas emission as a way to achieve climate neutrality?	List procedures and actions taken.
4.5-3	Do you seek to reduce transportation requirements and actively encourage the use of cleaner and more resource efficient alternatives by customers, employees, suppliers and in its own operations?	Make an inventory list of transportation owned and outsourced including for employees, suppliers, etc. to help change to cleaner modes of transportation.

6) SAVING WATER

AESA Criteria		Performance Indicator(s)
4.6-1	Do you have water pressure regulator, water saving showerhead, sensor faucet etc. fitted to save overall consumption of water?	Make an inventory list of all water outlets including faucets, shower heads, and toilet flush with measurement of cubic meters per minute or per flush to monitor the consumption.
4.6-2	Do you reuse purified wastewater or gray water?	Estimate the percentage of waste or gray water is reused.
4.6-3	Do you collect and use rainwater where permitted?	Estimate the amount collected. (Singapore cannot collect rainwater)
4.6-4	Do you measure water consumption from all sources?	List and measure all sources of water consumption and volume, preferably by month.
4.6-5	Are your sources of water indicated?	Indicate where alternative source(s) of water is used.
4.6-6	Do you not jeopardize the provision of basic water services to neighboring communities?	Water consumption imposes no adverse effect to the local population.

V GREEN PURCHASING/CHEMICALS/MISC

1) GREEN PURCHASING

AESA Criteria		Performance Indicator(s)
CONSUMABLE SUPPLIES		
5.1. Do you have a policy on purchasing sustainable merchandise and measure the percentage thereof?		80 % of following products are environmentally-sound.
5.1-1	Copy paper	
5.1-2	Tissue paper	
5.1-3	Memo pad and envelop	
5.1-4	Other office and stationery supplies	Toilet papers, Ball-point pens, employee uniforms, etc. where feasible
5.1-5	Pamphlet/Catalog	
CONSUMER DURABLES		
Do you have a purchasing policy and measure less than 50 % of following products are environmentally sound?		Make a policy on purchasing sustainable merchandise and measure the percentage thereof.
5.1-6	Vehicles for company	
5.1-7	Computer, copier, printer, and other office equipment	
5.1-8	Refrigerator in guestrooms	
5.1-9	Heater, Ventilator and air-conditioner	
5.1-10	TV set in guestrooms, coffee cartridge, electric kettle	
BUSINESS PARTNERS		
5.1-11	Do you encourage business partners to supply environmentally sound and/or fair trade product(s) and services?	List the names of suppliers and value chain with the description of your encouragement.
5.1-12	Do you request business partner(s) to stop engines when not in use (where possible) and/or use low emission vehicles?	List the names of business partner(s) with the record of time of the request made and its outcome.
5.1-13 optional	Do you talk about load efficiency, delivery time and route with carriers to be more efficient?	Find the routine delivery route and time to avoid congested time and request to be more efficient.
5.1-14	Do you recommend guests to use public transportation where applicable?	Provide information on public transportation access.
5.1-15	Do you prioritize purchase of local and in-season goods and services?	List seasonally available and local goods and services for prioritization.
5.1.16	Do you support local entrepreneurs and social enterprises in the development and sale of sustainable products and services that are based on the area's nature, history and culture?	List the names and descriptions of the entrepreneurs and enterprises you support.

2) CHEMICALS, GREENING

AESA Criteria		Performance Indicator(s)
5.2-1	Do you restrict the use of insecticides, herbicides, and chemical fertilizers to use more environmentally sound alternatives?	List, if any, the use of insecticides, herbicides, and chemical fertilizers, and with alternatives.
5.2-2	Do you restrict the use of detergent, cleaning products, cleaning chemicals, paints, and swimming pool disinfectants or to use more environmentally sound products?	List, if any, the use of detergent, cleaning products, cleaning chemicals, paints, and swimming pool disinfectants, with their alternatives.
5.2-3 optional	Do you assist the collection of rainwater in your property?	From rooftop, rain gutters, parking lot, etc. to pond and tanks.
5.2-4	Do you participate in environmental protection programs locally either directly or indirectly and offer the opportunity to clients?	i.e. beach clean-up, reforestation, nature conservation

VI CARE FOR ENVIRONMENT

1) ECOTOUR

AESA Criteria		Performance Indicator(s)
6.1-1	Do you offer ecotour programs?	In-house guide/local guide/outsourced
6.1-2	Do you offer activities to learn about local nature, culture, history, etc.?	In-house guide/local guide/outsourced
6.1-3	Do you have a mechanism to improve interpretive program quality?	Describe how the improvements are made. i.e. invite researcher for detailed information, visit another party that offers the similar program
6.1-4	Do you use reusable meal kits made of sustainable materials during the tour?	No single use plastic containers nor utensils. i.e. bamboo or wooden

2) CARE FOR SURROUNDING

AESA Criteria		Performance Indicator(s)
6.2-1	Do you have lighting system that does not disturb/not distract nocturnal animals?	Lights do not shine upwards, thick curtain or blinders for the openings like windows.
6.2-2	Is the landscaping/vegetation on your property comprised of native plants? Do you control the use of invasive and exotic species?	List the names of plants on the property especially the invasive and exotic species that needs a management plan.
6.2-3	Do you have well-defined guidelines and rules on feeding of wild animals complying with national and international guidelines?	No feeding should take place, but if yes to attract animals, there are rules set to minimize the negative impacts.
6.2-4 optional	Do you have well-defined rules on accompanying pets complying with national and international guidelines?	Pets are allowed on the property when there are rules set to minimize the possible negative impacts.
6.2-5	Do you make sure that wildlife species are only harvested from the wild, consumed, displayed, sold, or traded, as part of a regulated activity in compliance with local and international laws that ensures that their utilization is sustainable?	List the wildlife species that are utilized with its purpose to ensure healthy population.
6.2-6	Do you make sure that no captive wildlife is acquired, held, or bred except for properly regulated activities in compliance with local and international law, and living specimens of protected wildlife species are only kept by those authorized and suitably equipped to house and care for them?	Housing, care and handling of all wild and domestic animals meets the highest standards of animal welfare.
6.2-7	Do you follow established guidelines or a code of behavior for visits to culturally naturally, or historically sensitive sites, in order to minimize adverse impacts and maximize visitor fulfillment?	Use established guidelines/code of behavior used widely.
6.2-8	Do you contribute to the protection, preservation, and enhancement of local properties, sites, and traditions of historical, archeological, cultural, and spiritual significance?	List the activities with description of your contribution.
6.2-9	Do you contribute to the appropriate conservation management to support existing biodiversity upon your property?	List the holistic sustainable system to support existing biodiversity not limited to monetary contribution or bringing in native species.
6.2-10	Do you make sure that interactions with wildlife do not produce adverse effects on the viability and behavior of populations in the wild?	List the activities involving interactions with wildlife with actions taken to minimize adverse effects.
6.2-11	Do you avoid the disturbance of natural ecosystems, including interactions with free roaming wildlife, taking into account any cumulative impacts?	List the activities involving interactions with natural ecosystem with actions taken to minimize disturbance.

6.2-12	Do you make efforts in rehabilitation or compensation on disturbed natural ecosystems?	List the activities involving rehabilitation or compensation and their results.
6.2-13	Do you implement practices to reduce pollution from noise, light, runoff, erosion, ozone-depleting compounds, and air and soil contaminants?	List the actions being made to achieve the reduction.

3) LOCAL COMMUNITY ENGAGEMENT

AESA Criteria		Performance Indicator(s)
6.3-1	Do you offer equal employment opportunities and advancement for local residents?	Without discrimination by gender, race, religion, disability or in other ways.
6.3-2	Do you return some benefits to the local community or for the environmental initiatives?	i.e. projects addressing the impacts of climate change and conservation of the area
6.3-3	Is a locally agreed code of conduct or guidelines in place for management and promotion of activities in the local or indigenous communities?	i.e. community consent for a swim in the river where indigenous community practices sacred rituals
6.3-4	Do you involve community in sustainable practices?	The code of conduct was developed with the consent of and in collaboration with the communities.
6.3-5	Do you ensure local residents' access to their livelihoods (in spite of your activities) including land and aquatic resource use, rights-of-way, transport and housing?	i.e. a beach-front property does not block passage to the public beach

4) ENERGY

AESA Criteria		Performance Indicator(s)
6.4-1	Do you make an inventory of all the equipment that consume energy in your facility?	Make an equipment list that consumes energy by room/wing/building/garden.
6.4-2	Do you measure how much energy is consumed by various appliances used?	Measure total and specific energy use with appliances that consumes the most. i.e. refrigerator/freezer that runs 24/7, air conditioners, pumps
6.4-3	Do you keep records and measurements of your facility energy consumption?	Take a monthly measurement if possible and keep them overtime to see the consumption trend.
6.4-4	Do you have a concrete energy saving action plan with goals to increase the use of renewable energy and implement it?	From the measured record, make an energy-saving plan and targets to implement them.
6.4-5	Do you monitor and verify energy savings achieved by implementation of action plan?	Verify the saving achieved if accords with the plan.

5) DESIGN, SITING, CONSTRUCTION, AND OPERATION

AESA Criteria		Performance Indicator(s)
6.5-1	Is the land use in compliance with local zoning systems and protected or heritage area laws and regulations?	Check with your governmental institution for its compliance.
6.5-2	Is design, siting, construction, renovation, operation, and demolition in compliance with local zoning systems, laws, and regulations related to protected or sensitive areas including heritage considerations?	Check with your governmental institution for its compliance.
6.5-3	Does your facility planning, siting, design, and renovation take account of the capacity and integrity of the natural and cultural heritage surroundings?	Check to avoid each element does not threat the capacity and integrity.
6.5-4	Is your facility construction, renovation, and demolition based on locally appropriate and green building principles?	Sustainable Siting: this approach optimizes land use and development to reduce adverse impacts and minimize the building's ecological footprint. Energy Efficiency: this technique focuses on the establishment of

		performance targets that account for intended use, occupancy and other energy operations for new construction and renovation projects. Water efficiency: this technique emphasizes the value of decreasing demands for fresh water and reducing the generation of wastewater through optimized landscaping, integrated rainwater catchments, gray water recycling, and wastewater treatment systems. Building Materials: by using sustainable construction materials and resources, green building materials have aided the reduction of extraction, processing, transportation, solid waste, and consumption. Healthy Indoor Environmental Quality: these processes have enhanced the sustainable communities through ventilation and thermal comfort, moisture control, day-lighting, environmental tobacco smoke control, and protecting indoor air quality during construction.
6.5-5	Does your facility provide access, and relevant access information for persons with special needs?	List the types of persons that may need special assistance and their information. i.e. wheelchair access
6.5-6	Does your facility value and incorporate authentic elements of traditional and contemporary local art, architecture, or cultural heritage in its operations, design, decoration, food, or shops?	List which elements are incorporated and their description.
6.5-7	Does your facility-respect the intellectual property rights of local communities?	The local themes used in the facility do not violate the intellectual property rights.

6) OTHER ACTION ITEMS

AESA Criteria		Performance Indicator(s)
6.6-1	Do you display in guestroom/common space or inform on guest arrival the local nature and culture, safety issues, recycling, energy conservation etc.?	Describe how you display or inform. i.e. guest room, website, upon check-in.
6.6-2	Do you display in guestroom/common space or inform on guest arrival appropriate guidelines when visiting natural areas, local communities, and cultural heritage sites?	Describe how you display or inform. i.e. guest room, website, upon check-in.
6.6-3	Do you make efforts to prepare food with local produce/recipes to encourage appreciation of local gastronomy?	Mark on the menu that are locally inspired among others. Inform the overall percentage of the local produce/recipes used.
6.6-4 optional	Do you sell local food, craftwork, and products in a shop?	If yes, state the percentage over non-local products.
6.6-5 Optional	Do you have a compliance statement on Asian Ecotourism Network guidelines in your website/brochure?	The template is available on AEN website; https://www.asianecotourism.org/
6.6-6	Can you prepare meals with dietary restrictions for people with allergy, vegetarianism, and/or for religious reasons when informed ahead of time?	List the types of available meal preferences.

**In response to the disbandment of the Japan Ecotourism Association, the GSTC recognized standard, Environmentally Sustainable Accommodations International Standard (ESAIS), has transferred all its rights to Asian Ecotourism Network (AEN) as the end of year 2017. The revision of the original standard took place within AEN to reflect 1) the changes made to comply with the updated GSTC Industry Criteria and 2) the Asian ecotourism contexts and deleted the Japanese contexts that were not relevant for other Asian countries. While the majority criteria are mandatory, some criteria are identified as optional and are shaded in the table.*