



# Asian Ecotourism Standard for Accommodations (AESA)

## 亚洲生态旅游住宿业标准

July 24, 2019

2019 年 6 月 24 日

翻译：赖鹏智

审订：吴清墩

### I SUSTAINABILITY 可持续性

#### 1) EFFORTS MADE ON ENTIRE FACILITY 在所有場域与設施的努力

	AESA Criteria 准则	Performance Indicator(s) 绩效指标
1.1-1	<p>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?</p> <p>贵场所是否有书面的长期可持续管理系统，以解决环境、社会、文化、经济、质量、人权、健康、安全、风险和危机管理问题，并推动适合其规模和尺度的持续改进？</p>	<ul style="list-style-type: none"> <li>The Sustainability Management System is clearly documented. 可持续管理系统有翔实的纪录</li> <li>The SM System covers environmental, social, cultural, economic, quality, human rights, health, and safety issues. 可持续管理系统涵盖环境、社会、文化、经济、质量、人权、健康与安全等方面。</li> <li>The SM System includes consideration of risk and crisis management. 可持续管理系统包括风险和危机管理</li> <li>Documentary evidence shows implementation of the SM system. 有文件数据呈现可持续管理系统的执行情形</li> <li>The SM System includes a process for monitoring continuous improvement in sustainability performance. 可持续管理系统应能审视可持续绩效的持续改进</li> </ul>
1.1-2	<p>Do you know of any natural and cultural impact(s) by your facility and try to</p>	<p>The categories of impacts are listed and plans are made and executed to minimize them.</p>

	<p>minimize it (them) by making plans or targeted reductions?</p> <p>贵场所是否知道设施对自然和文化影响的程度，并制定计划针对问题改善，试着将影响降到最小？</p>	<p>列出影响的因素，制定和执行计划，以尽量减少这些影响。</p>
1.1-3	<p>Do you have a clear responsibility management on environmental issues?</p> <p>贵场所对环境管理有明确的责任区分吗？</p>	<p>Person(s) or positions are appointed with clear responsibility on the environmental issues.</p> <p>指定环境管理专责的人员或职务</p>
1.1-4	<p>Do you maintain the up-to-date environmental laws and policies that apply to your facility locally, nationally and internationally?</p> <p>贵场所是否时时掌握适用于本地、国内和国际设施的最新环境法律和政策？</p>	<p>Check annually where possible, or keep the date last checked to maintain updated.</p> <p>尽可能每年检视一次，或保留最后一版的最新资料。</p>
1.1-5 optional 选择性	<p>Do you monitor and verify your sustainability policy once a year or more to make future actions more effective?</p> <p>贵场所是否每年一次或多次管控和检视可持续管理政策，以使未来的作为更有成效？</p>	<p>Monitor and verify the sustainability policy if it is updated, and keep the date when actions are made.</p> <p>管控并确认该可持续管理政策是否已更新，且记录更改日期。</p>
1.1-6	<p>Do you publicly display your sustainability policy?</p> <p>贵场所是否公开宣示可持续管理政策？</p>	<p>Display or make available sustainability policy where visible, such as reception area and rooms.</p> <p>在接待处和客房等可见的地方显示或提供易于取阅的可持续管理政策。</p>
1.1-7	<p>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?</p> <p>贵场所是否每年一次或多次对所有员工进行可持续议题的培训，让他们可完全符合相关要求？</p>	<p>Keep the records of the date and the names of the person(s) trained, preferably with the contents of the sustainability issues.</p> <p>保存受训日期和受训人员姓名的纪录，最好附上有关可持续议题的培训内容。</p>
1.1-8	<p>Do you respect labor rights, provide a safe and secure working environment, and pay employees at least a living wage?</p> <p>贵场所是否尊重劳工权利，提供安全可靠的工作环境，并支付员工至少可应付最低生活费的薪水？</p>	<p>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.</p> <p>明示最新的国家/区域劳工权利和最低工资。询问员工是否认为贵场所已提供了安全可靠的工作环境，并据以改善。</p>
1.1-9	<p>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?</p> <p>贵场所是否保持关注最新的健康、安全、人权、风险和危机管理议题，以及劳动法律和政策？</p>	<p>Keep a record of when last updated.</p> <p>保存最新的相关议题资料</p>
1.1-10	<p>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?</p> <p>贵场所是否为所有员工提供有关其角色和职责（包括人权和风险/危机管理议题）的</p>	<p>Keep a record of training/guidance/experience/opportunities history.</p> <p>保存相关培训、指导、经验和晋升的纪录</p>

	定期培训、指导、经验和晋升机会？	
1.1-11	Are your staff engaged with development and implementation of the sustainability management system? 贵场所的员工是否参与了可持续管理系统的研讨和实施？	Keep a record of duty and responsibility allocation. 记录职责分配
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? 贵场所的宣传材料和营销传播是否确实、透明地介绍了业务及其产品和服务，包括可持续性的要求，并且没有言过其实？	Look for third-party sets of eyes to check for accuracy and transparency. 聘请客观第三方来检视确实性和透明度
1.1-13	[Destination engagement] (参与旅游目的地可持续管理) Is the facility involved with sustainable tourism planning and management in the destination, where such opportunities exist? 若有机会，贵场所是否参与了旅游目的地的可持续旅游规划和管理？	Name the destination organization(s) involved and the description of responsibility. 列出贵场所参与旅游目的地相关组织名称及其组织责任

2) EFFORTS MADE ON EACH CRITERION 對每項准则所做的努力

	AESA Criteria 准则	Performance Indicator(s) 绩效指标
1.2-1	<b>FOOD AND BEVERAGE 餐饮</b> Do you monitor the food and beverage waste by volume to reduce and recycle by setting concrete targets and waste management plans? 贵场所是否设定废弃物管理计划和具体目标，以监控餐饮废弃物减少与回收利用的数量？	<ul style="list-style-type: none"> <li>Depending on the volume, monitor F&amp;B waste daily or at least monthly. 根據数量，每天或至少每月一次监控餐饮废弃物。</li> <li>Know the percentage of the volume being recycled and/or composted. 了解回收和/或堆肥的百分比</li> <li>Create and update waste management plan regularly. 制定並定期更新废弃物管理计划</li> </ul>
1.2-2	<b>WASTES OTHER THAN FOOD AND BEVERAGE 餐饮之外的废弃物</b> 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? 贵场所是否设定废弃物管理计划和具体目标来监控餐饮之外（如包装与室内垃圾）的废弃物形态和数量，以减少并回收利用？	<ul style="list-style-type: none"> <li>Items like amenity and gift packaging, room trash, bottles and cans, batteries, soaps, etc. are monitored for its amount. 监控生活用品和禮品的包裝、房間垃圾、瓶罐、電池、肥皂等物品的数量。</li> <li>Separated by types and recycling/upcycling are maximized. 按类型分类，尽量回收/再利用。</li> <li>Create and update waste management plan regularly. 制定並定期更新废弃物管理计划</li> </ul>

1.2-3	<p><b>ENERGY AND WATER 能源与水</b></p> <p>Have you conducted an energy audit and set concrete plans and targets to reduce energy consumption (electricity, heavy oil, gas, etc.)?</p> <p>贵场所是否监控能源使用状况并制定具体计划和目标以减少消耗（电力、重油、天然气等）？</p>	<ul style="list-style-type: none"> <li>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. 按房間和建築物列出所有电器的清单，包括电器数量、消耗了几度电（kWh：功率為 1kW 的設備在 1 小時內產生或消耗的电能）和運行時間。石油、天然气等也要有使用量清单。</li> <li>Set concrete plans and targets for reduction. 制定具体的节能计划和目標</li> </ul>
1.2-4	<p>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?</p> <p>贵场所是否评估水资源匮乏的风险，了解用水量，并检测处理后的水质，确保有相应的具体指标和计划，以减少用水量，减轻污染？</p>	<ul style="list-style-type: none"> <li>In areas of high water risk, context-based water stewardship goals are identified and pursued. 在水資源匱乏高風險的地區，確立並進行基於環境特性的水資源管理目標。</li> <li>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. 瞭解水的來源和消耗量，包括自來水、河水、井水和收集來的雨水，以及它們最終在哪裡被處理或沒有處理。</li> </ul>
1.2-5	<p><b>GREEN PURCHASING AND CHEMICALS 绿色采购和化学品</b></p> <p>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?</p> <p>贵场所是否有绿色采购政策，若有可能，就优先选购对环境无害、在地生产和公平贸易的产品和供货商，并制定具体的计划和目标，确保质量并减少采购量（以免浪费）？</p>	<p>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)</p> <p>制定有计划和具体目标的绿色采购政策。可以参考准则V的采购品项与原则，但不同国家可能有不同的用具习惯，就依各自所在地的需求来考虑采购品项，当然也必须符合绿色采购规范。（如：有的国家规定不使用一次性的筷子和吸管）</p>
1.2-6	<p>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?</p> <p>贵场所是否清楚所使用化学药剂（除草剂、杀虫剂、清洁产品等）的数量，并制定了减少化学药剂使用量的计划和具体目标，确保对环境的污染降到最少？</p>	<p>Create a list of chemicals used and their purpose. Set targets to reduce the consumption and/or find the non-chemical alternatives.</p> <p>编制一份所使用化学药剂及其用途的清单。设定减少使用量的目标，并寻找非化学成分的替代品。</p>

### 3) INFORMATION DISCLOSURE AND SUSTAINABILITY COMMUNICATION 訊息披露与可持续管理傳播

AESA Criteria 准则	Performance Indicator(s) 绩效指标
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1.3-1	<b>INFORMATION DISCLOSURE 訊息披露</b> Do you provide information on sustainability policy, actions and performance to stakeholders including customers and suppliers, and seek to engage their support? 贵场所是否向包括客户和供货商在内的权益相关者提供有关可持续管理政策、作为和实施成效的讯息，并寻求他们的支持、配合？	Sustainable policy is made publicly available and the actions based on the policy are also listed. 发布可持续管理政策，并列出行动计划。
1.3-2	<b>CUSTOMERS 遊客</b> Do you have a system to effectively monitor and reflect the customer feedback and take corrective action? 贵场所是否有一套可以有效稽核和反映游客意见而采取改善措施的机制？	Showcase systems remedying sustainability issues within your premises. 贵场所有一套能呈现可持续管理缺失并予改善的机制
1.3-3 Optional 选择性	Do you offer or facilitate access to programs/tours related to local ecotourism? 贵场所是否提供或推介游客参加当地生态旅游的项目或游程？	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. 让游客了解生态旅游的概念，并直接或间接提供生态旅游行程。也可推介其他负责任的小区小旅行和在地游程。
1.3-4 Optional 选择性	Do you offer back of the house facility tours to showcase sustainability management and practices? 贵场所是否提供室内设施参观，以展示可持续管理和实务内容？	Demonstrate your sustainable practices by offering the tour. 透过游程来展示贵场所的可持续管理实务内容

## II FOOD AND BEVERAGE 餐饮

### 1) REDUCTION AND RECYCLING OF FOOD WASTE 减少和回收利用厨余

AESA Criteria 准则		Performance Indicator(s) 绩效指标
2.1-1	Do you practice effective procurement? 贵场所是否实行精准（不浪费食材）采购？	Make effective purchasing and procurement that contributes locally and demonstrate good responsible practices. 实施精准采购，对当地有所贡献，并表现出良好的负责任做法。
2.1-2	Do you have a system in place managing leftovers and food waste? 贵场所是否有一套管理剩菜和厨余的方法？	Make a good use of food waste by composting and/or animal feeding, etc. to turn it into a resource. 透过堆肥和/或饲养动物等方式充分利用厨余，将其转化为资源。
2.1-3 Optional 选择性	Do you drain water or dehydrate food waste to reduce volume? 厨余是否排水或脱水以减少体积？	Reduce the volume and weight of food waste by draining and dehydrating. 透过排水和脱水以减少厨余的体积和重量
2.1-4	Do you effectively reuse or recycle cooking oil? 贵场所是否有效地重复利用或回收食用油？	Where available, use the used cooking oil as fuel and/or soap. 如果可行，将用过的食用油作为燃料和/或肥皂。
2.1-5	Do you have a policy on reducing disposable materials? 贵场所是否有减少一次性用品的政策？	Is there a policy that covers on straws, spoons, chopsticks, and take-away containers? Avoid single-use plastics. 是否有涵盖吸管、汤匙、筷子和外卖容器的环保政策？避免使用一次性塑料用品。

## 2) FOOD PURCHASE 采购食品

AESA Criteria 准则		Performance Indicator(s) 绩效指标
2.2-1	Do you preferentially purchase organic food and low or chemical-free agricultural produce? 贵场所是否优先采购有机食品以及低或无化学成分的农产品？	Make a list of your suppliers and check with them regularly to help realize your preferences. 列出贵场所的供货商清单，并定期与他们检讨，好让他们了解你的优先选项。
2.2-2	Do you prioritize purchase of local, fair trade, and in-season food whenever these are available and of sufficient quality? 如果质量良好并可获得，贵场所是否会优先采购在地生产、公平贸易和当季的食材？	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. 有了采购清单，就可以知道哪些商品是在当地采购的，哪些是透過公平貿易的，哪些是當季的。每月統計這些類別的百分比，就是對綠色採購良好的稽核。

## III WASTE MANAGEMENT AND RECYCLING 废弃物管理与回收

### 1) ROOM SERVICE 客房服務

AESA Criteria 准则		Performance Indicator(s) 绩效指标
3.1-1	Do you minimize your complimentary disposable amenity set? 贵场所是否尽量不提供免费的一次性日用备品？	List your complimentary give-away amenity articles. i.e. toothbrush, soap, comb 列出贵场所免费提供的一次性日用备品，如牙刷、肥皂、梳子……等
3.1-2	Do you minimize packaging? 贵场所是否尽量减少日用备品的包装？	No double-wrapping of amenity set or on the non-required materials. 日用备品或非必要物品不双重包装
3.1-3	Do you encourage guests to bring their own toiletries? 贵场所是否鼓励客人自备盥洗用品？	Toothbrush, shaver, etc. 牙刷、刮胡刀……等
3.1-4	Do you use refillable dispenser/bottles avoiding disposable containers? 贵场所是否使用可重复装填的按压瓶/瓶罐以避免使用一次性容器？	Shampoo, hair conditioners, body soaps, shower gels, etc. 洗发精、润发乳、沐浴乳剂……等
3.1-5	Do you have a notice giving the guest choice of not to have bedding and towel changes for multi-day guests? 贵场所是否告知客人，他们若停留多日，可以选择不更换床上用品（如床单、枕头罩、被套）和毛巾？	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. 房间应摆置对多日住客不换床上用品的告示。在客人办理入住手续时告知，或在订房时以书面和口头方式告知这项环保政策。
3.1-6	Do you separate and recycle carried-in waste? 客房内垃圾是否有做分类与资源回收？	Train housekeeping staff for separation or provide multiple-bins in the room. Recycle them as much as possible. 训练房务人员进行废弃物分类，或在房间提供多个垃圾筒。尽可能资源回收。
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. 保存相片或登记在财产目录

	贵场所是否修复和翻新客房家具（如床、椅、桌……等），以延长使用寿命？	
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2) ADMINISTRATIVE AREA/ COMMON AREA/ STORE 行政區域/公共區域/賣場

AESA Criteria 准则		Performance Indicator(s) 绩效指标
3.2-1	Do you separate and recycle papers? 贵场所是否有回收纸类？	Copy paper, newspaper, magazine, cardboard 回收影印纸、报纸、杂志、纸板等
3.2-2	Do you segregate recyclable materials? 贵场所是否有做废弃物分类回收？	Segregate plastic PET bottles, drink cans, glass bottles, and other containers into categories and recycle them where feasible. 将塑料 PET 瓶、饮料罐、玻璃瓶和其他容器分类并回收
3.2-3	Do you use double-sided photocopying? 贵场所是否使用双面复印或打印？	The same goes for the facsimile machine. 传真机也一样
3.2-4	Do you minimize wrapping at store(s) or gift shops within your facility? 贵场所是否尽量减少商店或礼品店的贩卖包装？	Encourage guest to bring their own bag if not provide one that is locally produced and not made of plastic. 如果没能提供当地生产且不是塑料制成的提袋，请鼓励客人自备提袋。
3.2.5	Do you avoid selling, trading, or displaying historical and archeological artifacts except as permitted by local and international law? 除非当地和国际法律允许，贵场所是否避免出售、交易或展示历史和考古文物？	Check the artifacts on the premises that are legally possessed. 确认合法拥有所存的文物

3) ENTIRE AREA 整个場域

AESA Criteria 准则		Performance Indicator(s) 绩效指标
3.3	Do you have a solid waste management plan and is it implemented? 贵场所是否有固体废弃物管理计划并已实施？	Separate and dispose of fluorescent lamps, LED bulbs, batteries properly. Dispose of refrigerators and HVACs with a proper route of extracting HCFC. 妥善分类和处理荧光灯、LED灯泡、电池，按照抽取氢氯氟碳化物的正确方法处理冰箱和空调系统。
3.4	Is the provision of your basic sanitation system non-polluting? 卫生系统是否不污染环境？	It imposes no adverse effect by any residual waste to the environment and local population. 卫生系统残留物不会对环境和当地居民造成不良影响

（譯註：英文原稿編號就是 3.3 与 3.4，没有 3.1 与 3.2。）

## IV ENERGY AND WATER 能源与水

1) HEAT SOURCE/HEAT TRANSFER 热源/傳热

AESA Criteria 准则		Performance Indicator(s) 绩效指标
4.1-1	Do you generate heated water and/or power by utilizing natural energy and alternative sources such as solar, wind,	List the methods of power generation other than grid electricity and oil(diesel) generator.

	hydro, and geothermal energy? 贵场所是否利用自然能源和太阳能、风能、水能和地热等替代能源来产生热水和/或电力？	列出除了电网电力和石油（柴油）发电以外的发电方式
4.1-2	Are your sources and types of energy indicated and steps are taken to minimize overall consumption? 贵场所是否标示了能源来源和类型，并已采取减少耗能的措施？	Indicate the percentage over all consumption versus natural/alternative energy by sources and types. List what actions are being made to minimize the consumption. 标示自然/替代能源在所有能源来源和类型的百分比。列出正在努力减少耗能的措施。
4.1-3 Optional 选择性	Do you take preventative measures to minimize negative effects of the provision of basic energy services to neighboring communities? 贵场所是否采取预防措施，尽量减少对周边小区使用基本能源服务的负面影响？	Compare with the average consumption with your neighbors or use the national/regional data available per person or per area. 与邻近小区的平均能源消耗量相比，或比较国家/地区的每人或每个地区的统计资料。

2) HVACs (Heaters, Ventilators, and Air Conditioners) 空調系統（暖气机、通风机和空調）

AESA Criteria 准则		Performance Indicator(s) 绩效指标
<b>ENTIRE ESTABLISHMENT 整个机构</b>		
4.2-1	Do you try to improve building insulation? 贵场所是否尝试改善建筑物的隔热性能？	Install double door, pivoted door, double-glazed glass, insulated sash window, vegetated wall/rooftop etc. 安装双扇门、旋转门、双层玻璃、隔热推拉窗、植栽墙/屋顶等。
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? 贵场所是否按照国家标准来控制暖气、通风和空调以调节办公室和客房以外的房间室温？	i.e. Japanese public buildings, 28°C for summer months, 24 in Malaysia and Indonesia, 25 in Laos and Thailand 如日本的公共建筑在夏季应设定为 28°C，马来西亚和印度尼西亚为 24°C，老挝和泰国为 25°C。
<b>GUESTROOM 客房</b>		
4.2-3 optional 选择性	Does each guestroom have a control for air conditioning/heating? 每间客房是否有空调/暖气的控制装置？	Thermostat is installed in each room. 每个房間都裝有溫度調節器

3) LIGHTING 照明

AESA Criteria 准则		Performance Indicator(s) 绩效指标
4.3-1	Have you changed from incandescent light bulbs to CFLs(Compact Fluorescent Lamp) or LEDs? 贵场所是否已将白炽灯泡更换为省电灯泡（CFL）或 LED 灯？	<ul style="list-style-type: none"> <li>Installation of CFLs or LEDs comprise more than 20% of total lighting fixture. (engaged) 安裝的省电灯泡或 LED 灯占照明灯具总数的 20%以上（基本要求）</li> <li>Installation of CFLs or LEDs comprise more than 80% of total lighting fixture. (pass) 安裝的省电灯泡或 LED 灯占照明灯具总数的 80%以上（合格）</li> </ul>



4.3-2 Optional 选择性	Do you have override control device to reduce energy consumption of guestroom(s) not in use? 贵场所是否在客房装设没人时能自动关闭房间电源的断电设施？	A simple device to shut off the energy consumption or manual control by staff is in place. 装设自动断电设施或由服务人员控制
4.3-3	Do you have dark sensor, occupancy sensor, and/or auto timer fitted in public area? 公共区域是否装有传感器和/或自动定时器？	List the number and the places of sensors installed. 列出安装传感器的数量和位置

#### 4) OTHERS on SAVING ENERGY 其他节能方法

AESAs Criteria 准则		Performance Indicator(s) 绩效指标
4.4-1	Do you periodically maintain equipment to maximize energy savings? 贵场所是否定期维护设备以尽量节省能源？	Maintenance dates are documented on the inventory list. 在财产目录中记录设备维护日期

#### 5) CO<sub>2</sub> REDUCTION 减少排放二氧化碳

AESAs Criteria 准则		Performance Indicator(s) 绩效指标
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? 贵场所是否逐年统计比较，并尽可能减少因使用能源而排放的温室气体？	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 CO <sub>2</sub> per guest per month/year. 列出温室气体排放源（如电力、天然气、石油、运出的废弃物量），并尽可能统计其排放量，再与前一年度同期和/或上一个月进行比较，以减少排放量。若可能，则计算每人每次每月/每年的温室气体（如二氧化碳）排放量。
4.5-2	Do you implement procedures to control and offset greenhouse gas emission as a way to achieve climate neutrality? 贵场所是否实施控制和抵消温室气体排放的做法，以实现气候中和？	List procedures and actions taken. 列出控制和抵消温室气体排放的流程及行动
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? 贵场所是否寻求减少运输需求，并积极鼓励顾客、雇员、供货商在其自身业务中使用更洁净和更省能源的替代品？	Make an inventory list of transportation owned and outsourced including for employees, suppliers, etc. to help change to cleaner modes of transportation. 制作一份贵场所包括雇员及供货商等自营和外包的运输者清单，以协助转变为更洁净的运输方式。

#### 6) SAVING WATER 省水

AESAs Criteria 准则		Performance Indicator(s) 绩效指标
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4.6-1	Do you have water pressure regulator, water saving showerhead, sensor faucet etc. fitted to save overall consumption of water? 贵场所是否安装了水压调节器、节水花洒、感应水龙头等，以节约用水？	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. 制作所有出水口的清单，包括水龙头、淋浴喷头和冲水马桶，测量每分钟或每次冲水多少公升，以监控用水量。
4.6-2	Do you reuse purified wastewater or gray water? 贵场所是否使用净化后的废水或是灰水（相对干净的洗涤用水）？ （译按：灰水为洗涤用水如洗澡、洗车、洗衣、洗菜、洗碗等用过的水，收集后端较无洗剂的洗清水，可以用来浇花、灌溉、洗地面、冲马桶等，减少耗用干净的水。）	Estimate the percentage of waste or gray water is reused. 估算废水或灰水再利用占总用水量的比率
4.6-3	Do you collect and use rainwater where permitted? 若有可能，贵场所是否收集和使用雨水？	Estimate the amount collected. (Singapore cannot collect rainwater) 估算雨水收集量（新加坡除外，因为该国法令不准收集与运用雨水）
4.6-4	Do you measure water consumption from all sources? 贵场所是否统计每一水源的用水量？	List and measure all sources of water consumption and volume, preferably by month. 列出所有用水来源和用水量，最好是按月列出。
4.6-5	Are your sources of water indicated? 贵场所是否标示用水来源？	Indicate where alternative source(s) of water is used. 标示各种用水的来源
4.6-6	Do you not jeopardize the provision of basic water services to neighboring communities? 贵场所是否注意到不影响邻近小区用水的基本权益？	Water consumption imposes no adverse effect to the local population. 贵场所用水对当地居民没有不利影响

## V GREEN PURCHASING/CHEMICALS/MISC 绿色采购/化学品/杂物

### 1) GREEN PURCHASING 绿色采购

AESA Criteria 准则		Performance Indicator(s) 绩效指标
<b>CONSUMABLE SUPPLIES 消耗品</b>		
5.1. Do you have a policy on purchasing sustainable merchandise and measure the percentage thereof? 贵场所是否有采购可持续商品的政策并统计其百分比？		80 % of following products are environmentally-sound. 以下 80% 品项应是环保产品
5.1-1	Copy paper 影印纸	
5.1-2	Tissue paper 卫生纸	
5.1-3	Memo pad and envelop 便条纸与信封	
5.1-4	Other office and stationery supplies 其他办公或卫生用品	Toilet papers, Ball-point pens, employee uniforms, etc. where feasible. 卫生纸、原子笔、员工制服等。
5.1-5	Pamphlet/Catalog	

	小冊/目录	
<b>CONSUMER DURABLES 耐用品</b>		
	Do you have a purchasing policy and measure less than 50 % of following products are environmentally sound? 贵场所是否有绿色采购政策，并统计是否有不到一半的以下产品是环保产品？（译按：因为不到一半的环保产品，所以必须加强绿色采购政策。）	Make a policy on purchasing sustainable merchandise and measure the percentage thereof. 制定采购可持续商品的政策，并统计其百分比。 （译按：采购可持续商品政策必须确认采用认证合格的标章产品，例如：冷冻机使用减少破坏臭氧层的制冷剂、FSC 认证的纸张。）
5.1-6	Vehicles for company 公司車輛	
5.1-7	Computer, copier, printer, and other office equipment 电脑、影印机、印表机及其他事務机器	
5.1-8	Refrigerator in guestrooms 客房冰箱	
5.1-9	Heater, Ventilator and air-conditioner 暖气机、通風机和空調	
5.1-10	TV set in guestrooms, coffee cartridge, electric kettle 客房电视、咖啡壶、电热水壶	
<b>BUSINESS PARTNERS 生意伙伴</b>		
5.1-11	Do you encourage business partners to supply environmentally sound and/or fair trade product(s) and services? 贵场所是否鼓励生意伙伴提供对环境无害和/或公平交易的产品和服务？	List the names of suppliers and value chain with the description of your encouragement. 列出供货商和价值链的名称，并说明贵场所如何鼓励。
5.1-12	Do you request business partner(s) to stop engines when not in use (where possible) and/or use low emission vehicles? 如果可能的话，贵场所是否要求生意伙伴车子不长时间怠速而是关闭引擎和/或使用低排放车辆？	List the names of business partner(s) with the record of time of the request made and its outcome. 列出生意伙伴的名称，并记录要求配合的时间及其结果。
5.1-13 Optional 选择性	Do you talk about load efficiency, delivery time and route with carriers to be more efficient? 为了提高效率，贵场所会和货运商讨论装载效率、送货时间和路线吗？	Find the routine delivery route and time to avoid congested time and request to be more efficient. 找到可固定的送货路线和时间，以避免拥挤的时段，并可提高效率。
5.1-14	Do you recommend guests to use public transportation where applicable? 贵场所是否建议客人使用公共交通工具？	Provide information on public transportation access. 提供公共交通相关信息。
5.1-15	Do you prioritize purchase of local and in-season goods and services? 贵场所会优先购买当地和当季的产品及服务吗？	List seasonally available and local goods and services for prioritization. 列出优先采购的当季和当地的产品及服务。
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? 贵场所是否支持当地企业家和社会企业开发和销售基于该地区自然、历史和文化的可持续产品和服务？	List the names and descriptions of the entrepreneurs and enterprises you support. 列出并说明贵场所支持的企业家和企业。

2) CHEMICALS, GREENING 化学物品、环保化

AESA Criteria 准则		Performance Indicator(s) 绩效指标
5.2-1	Do you restrict the use of insecticides, herbicides, and chemical fertilizers to use more environmentally sound alternatives? 贵场所是否限制使用杀虫剂、除草剂和化学肥料，并使用环保替代品？	List, if any, the use of insecticides, herbicides, and chemical fertilizers, and with alternatives. 如果有使用的话，列出所用的杀虫剂、除草剂和化学肥料名称，并写出替代方法。
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? 贵场所是否限制使用洗洁剂、清洁用品、化学清洁剂、油漆和游泳池消毒剂，或者使用环保产品？	List, if any, the use of detergent, cleaning products, cleaning chemicals, paints, and swimming pool disinfectants, with their alternatives. 如果有使用的话，列出所用的洗洁剂、清洁用品、化学清洁品，油漆和游泳池消毒剂，并写出替代方法。
5.2-3 Optional 选择性	Do you assist the collection of rainwater in your property? 贵场所是否收集雨水加以利用？	From rooftop, rain gutters, parking lot, etc. to pond and tanks. 从屋顶、雨水槽、停车场等，到池塘和储水槽都收集雨水。
5.2-4	Do you participate in environmental protection programs locally either directly or indirectly and offer the opportunity to clients? 贵场所是否直接或间接参与在地的环保计划，并为顾客提供参与的机会？	i.e. beach clean-up, reforestation, nature conservation. 如净滩、重新造林、自然保育。

## VI CARE FOR ENVIRONMENT 环境议题

1) ECOTOUR 生态旅游

AESA Criteria 准则		Performance Indicator(s) 绩效指标
6.1-1	Do you offer ecotour programs? 贵场所是否提供生态旅游项目	In-house guide/local guide/outsourced 室内解说员/在地解说员/外聘解说员
6.1-2	Do you offer activities to learn about local nature, culture, history, etc.? 贵场所是否提供让游客了解当地自然、文化、历史等方面的活动？	In-house guide/local guide/outsourced 室内解说员/在地解说员/外聘解说员
6.1-3	Do you have a mechanism to improve interpretive program quality? 贵场所是否有提升解说质量的机制？	Describe how the improvements are made. i.e. invite researcher for detailed information, visit another party that offers the similar program 说明如何精进解说质量，例如聘请专家协助了解细节，或是观摩另一家提供类似服务内容的单位。
6.1-4	Do you use reusable meal kits made of sustainable materials during the tour? 在行程中是否使用由可持续材料制成而能重复使用的餐盒？	No single use plastic containers nor utensils. i.e. bamboo or wooden 不使用一次性塑料容器或器皿，可使用竹或木制品。

2) CARE FOR SURROUNDING 友善环境的措施

AESA Criteria 准则		Performance Indicator(s) 绩效指标
6.2-1	Do you have lighting system that does not disturb/not distract nocturnal animals? 贵场所是否有不干扰/不分散夜行动物注意力的照明系统？	Lights do not shine upwards, thick curtain or blinders for the openings like windows. 灯光不要往上照，窗户等开口处要有厚窗帘或百叶窗遮光。
6.2-2	Is the landscaping/vegetation on your property comprised of native plants? Do you control the use of invasive and exotic species? 贵场所内的景观/植物是否由原生植物组成？贵场所是否避免引进外来入侵种？	List the names of plants on the property especially the invasive and exotic species that needs a management plan. 列出场所内的植物名录，特别是必须移除的外来入侵种。
6.2-3	Do you have well-defined guidelines and rules on feeding of wild animals complying with national and international guidelines? 贵场所是否有符合国家和国际法规关于饲养野生动物的明确准则和规定？	No feeding should take place, but if yes to attract animals, there are rules set to minimize the negative impacts. 禁止喂食，但若是为了吸引动物给游客看，则应制定规则以尽量减少负面影响。
6.2-4 Optional 选择性	Do you have well-defined rules on accompanying pets complying with national and international guidelines? 贵场所是否制定了符合国家和国际准则关于陪伴宠物的明确规定？	Pets are allowed on the property when there are rules set to minimize the possible negative impacts. 若已有规定确保可能的生态负面影响降到最低时，则宠物可以进入贵场所。
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? 贵场所是否确认野生动、植物从野外捕获采集、消费、展示、销售或交易，都符合当地与国际管制的法律，以确保其利用的可持续性？	List the wildlife species that are utilized with its purpose to ensure healthy population. 列出为确保健康种群而加以利用的野生动、植物名录
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? 除了符合当地和国际法律规范的活动外，贵场所是否确保不收购、持有或饲养野生动物，而且受保护的野生动物活体只能由经过授权并有适当设备的人持有和照料？	Housing, care and handling of all wild and domestic animals meets the highest standards of animal welfare. 所有野生和豢养动物的居住、照护和处理都符合动物福利的最高标准。
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? 参观自然文化或史迹景点时，贵场所是否遵守相关准则或规范，并尽可能减少负面冲击且满足游客的需求？	Use established guidelines/code of behavior used widely. 引用广泛使用的既定准则/行为守则
6.2-8	Do you contribute to the protection, preservation, and enhancement of local	List the activities with description of your contribution. 列出各项活动，并说明贵场所的贡献。

	properties, sites, and traditions of historical, archeological, cultural, and spiritual significance? 贵场所是否为保护、保存和加强当地具有历史、考古、文化和精神象征的资产、遗址和传统而有所贡献？	
6.2-9	Do you contribute to the appropriate conservation management to support existing biodiversity upon your property? 是否有以适当的保护管理措施来维护场所里的生物多样性？	List the holistic sustainable system to support existing biodiversity not limited to monetary contribution or bringing in native species. 列出整体性的可持续管理系统，以支持现有的生物多样性，而不仅限于捐款或引进本地物种。
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? 贵场所是否确保与野生动物的互动不会对野外种群的生存能力和行为产生不利影响？	List the activities involving interactions with wildlife with actions taken to minimize adverse effects. 列出跟野生动物互动的活动，并采取措施尽量降低不良影响。
6.2-11	Do you avoid the disturbance of natural ecosystems, including interactions with free roaming wildlife, taking into account any cumulative impacts? 考虑到不好的累积效应，贵场所是否避免干扰自然生态系统，包括接触自由行动的野生动物？	List the activities involving interactions with natural ecosystem with actions taken to minimize disturbance. 列出跟自然生态系统互动的活动，并采取措施减少干扰。
6.2-12	Do you make efforts in rehabilitation or compensation on disturbed natural ecosystems? 贵场所是否努力恢复或补偿受干扰的自然生态系统？	List the activities involving rehabilitation or compensation and their results. 列出复育（生态修复）或生态补偿的作为及其结果
6.2-13	Do you implement practices to reduce pollution from noise, light, runoff, erosion, ozone-depleting compounds, and air and soil contaminants? 贵场所是否采取措施减少噪音、光害、径流、侵蚀、破坏臭氧层的化合物以及空气和土壤污染物等？	List the actions being made to achieve the reduction. 列出为减少破坏环境而采取的措施

### 3) LOCAL COMMUNITY ENGAGEMENT 社區参与

AESA Criteria 准则		Performance Indicator(s) 绩效指标
6.3-1	Do you offer equal employment opportunities and advancement for local residents? 贵场所是否为当地居民提供平等的就业与晋升机会？	Without discrimination by gender, race, religion, disability or in other ways. 没有性别、种族、宗教、残障或其他方面的歧视。
6.3-2	Do you return some benefits to the local community or for the environmental initiatives? 贵场所是否无提拨部分营业收入回馈当地小区公益或支持在地相关的环境保护、生态保育计划？	i.e. projects addressing the impacts of climate change and conservation of the area 例如支持该地区对应气候变化以及生态保育的计划。

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? 是否为了管理和促进当地或原住民小区的活动，制定了共同商议的相关行为规范？	i.e. community consent for a swim in the river where indigenous community practices sacred rituals 例如原住民举行神圣祭仪时可以在小区的河里游泳。
6.3-4	Do you involve community in sustainable practices? 是否有让小区参与贵场所的可持续实践？	The code of conduct was developed with the consent of and in collaboration with the communities. 行为规范是与小区共同制定并经小区同意的。
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? 贵场所是否确保当地居民的生计需求（尤其当贵场所举办活动时），包括土地和水资源的使用权、通行权、交通和住房的权益等？	i.e. a beach-front property does not block passage to the public beach 例如海滨设施不会封闭居民通往公共海滩的通道

#### 4) ENERGY 能源

AESA Criteria 准则		Performance Indicator(s) 绩效指标
6.4-1	Do you make an inventory of all the equipment that consume energy in your facility? 贵场所是否盘点所有使用能源的设备？	Make an equipment list that consumes energy by room/wing/building/garden. 按房间/机房/建筑/花园列出使用能源的设备清单。
6.4-2	Do you measure how much energy is consumed by various appliances used? 贵场所是否测量过所有设备的耗能量？	Measure total and specific energy use with appliances that consumes the most. i.e. refrigerator/freezer that runs 24/7, air conditioners, pumps 找出耗能多的设备其总耗能量和个别耗能量，如随时运转的冰箱/冷冻柜、空调、水泵等。
6.4-3	Do you keep records and measurements of your facility energy consumption? 贵场所是否保存所有设施的耗能纪录和测量结果？	Take a monthly measurement if possible and keep them over time to see the consumption trend. 尽可能每月进行一次测量，并长期保存纪录，以查阅能源消耗趋势。
6.4-4	Do you have a concrete energy saving action plan with goals to increase the use of renewable energy and implement it? 贵场所是否有具体的节能行动计划，其目标是增加使用可再生能源？	From the measured record, make an energy-saving plan and targets to implement them. 根据测量的结果，制定节能计划与目标。
6.4-5	Do you monitor and verify energy savings achieved by implementation of action plan? 贵场所是否有稽核并审视实施节能计划后的成效？	Verify the saving achieved if accords with the plan. 审视节能成效是否与计划相符。

#### 5) DESIGN, SITING, CONSTRUCTION, AND OPERATION 設計、选址、营建和营运

AESA Criteria 准则		Performance Indicator(s) 绩效指标
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. 向政府机关查询是否合法。

	土地运用是否符合当地分区使用管制以及保护区或遗产地区的法律和规定？	
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? 设计、选址、营建、装修、营运和拆除是否符合当地与保护区或敏感地区（包括遗产址）相关的分区使用管制、法律和规定？	Check with your governmental institution for its compliance. 向政府机关查询是否合法。
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? 贵场所的设施规划、选址、设计和装修是否考虑到自然和文化遗产环境的承载量和完整性？	Check to avoid each element does not threat the capacity and integrity. 检视每个元素以避免抵触到承载量和完整性。
6.5-4	Is your facility construction, renovation, and demolition based on locally appropriate and green building principles? 贵场所的设施建设、装修和拆除是否符合当地绿色建筑原则？	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. 区位可持续性：该方法优化土地利用和开发，减少不利影响并减少建筑物的生态足迹。 能源效率：该技术专注于建立性能目标，要考虑到新建筑和装修项目的预定用途、能源使用率和其他能源的运用。 节水效率：该技术透过优化景观规划、整合收集雨水、灰水回收利用和废污水处理系统，强调降低淡水需求并减少废水产生的价值。 建材：使用可持续性的建材和资源，因为绿色建材有助于减少产制、加工、运输、固体废弃物和消耗等。 健康的室内环境质量：透过通风和热舒适性、湿度控制、日光照明、环境中的烟雾控制，以及在施工过程中保护室内空气质量等方法，增强了可持续性的发展。
6.5-5	Does your facility provide access, and relevant access information for persons with special needs? 贵场所是否有为特殊需求的人提供服务和相关的服务讯息？	List the types of persons that may need special assistance and their information. i.e. wheelchair access 列出可能需要特别服务的顾客类型及其所需信息，如轮椅无障碍环境。



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? 贵场所是否重视并在经营、设计、装饰、食品或商店中融入当地传统和当代艺术、建筑或文化遗产的真实元素？	List which elements are incorporated and their description. 列出融入了哪些元素并说明
6.5-7	Does your facility respect the intellectual property rights of local communities? 贵场所是否尊重当地小区的知识产权？	The local themes used in the facility do not violate the intellectual property rights. 设施使用的在地主题未侵犯知识产权。

6) OTHER ACTION ITEMS 其他项目

AESA Criteria 准则		Performance Indicator(s) 绩效指标
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.? 贵场所是否在客房/公共空间展示或在客人到达时告知在地的自然和文化、安全事项、资源回收、节能等内容？	Describe how you display or inform. i.e. guest room, website, upon check-in. 说明贵场所如何展示或告知，如客房、网站、入住登记时。
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? 贵场所是否在客房/公共空间展示或在客人到达时告知客人参观自然区域、当地小区、文化遗址时的行为守则？	Describe how you display or inform. i.e. guest room, website, upon check-in. 叙明贵场所如何展示或告知，如客房、网站、入住登记时。
6.6-3	Do you make efforts to prepare food with local produce/recipes to encourage appreciation of local gastronomy? 贵场所是否努力采用在地食材/食谱烹饪食物，以鼓励人们享用当地美食？	Mark on the menu that are locally inspired among others. Inform the overall percentage of the local produce/recipes used. 在菜单上标记采用在地元素的菜色。显示所使用的在地食材/食谱的百分比。
6.6-4 Optional 选择性	Do you sell local food, craftwork, and products in a shop? 贵场所是否在商店出售当地食品、手工艺品和产品？	If yes, state the percentage over non-local products. 如果是，请说明本地与非本地产品的比例。
6.6-5 Optional 选择性	Do you have a compliance statement on Asian Ecotourism Network guidelines in your website/brochure? 贵场所的网站/手册中是否有符合《亚洲生态旅游联盟》准则的声明？	The template is available on AEN website; 范本可在 AEN (亚洲生态旅游联盟) 网站上找到 <a href="https://www.asianecotourism.org/ecotourism-standard">https://www.asianecotourism.org/ecotourism-standard</a>
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? 如果事先被告知，贵场所是否可以为过敏、素食和/或宗教因素的人准备适合的餐食？	List the types of available meal preferences. 列出可供选择的餐食类型

*\*In response to the disbandment of the Japan Ecolodge 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.*

因应日本生态旅馆协会的解散，GSTC 认可的《可持续环境旅馆国际标准》（ESAIS）已于 2017 年底将其所有权利转让给亚洲生态旅游联盟（AEN）。AEN 对原标准进行了修订，以反映：1）配合更新的 GSTC 产业标准而有所修改；2）适应亚洲生态旅游的环境，并删除了与其他亚洲国家无关的日本元素。虽然大多数标准是必要条件，但有些则标示为选择性条件，并在表中用灰底呈现。