**THE SUSTAINABILITY BASICS VERIFICATION PROCESS**

**FOR GREEN KEY CERTIFIED ESTABLISHMENTS**

Given the requests advanced by Green Key certified establishments to better streamline their potential HSB application process, Green Key has performed an analysis of the overlap between the BASICS and Green Key criteria and explanatory notes ([Green Key criteria 2022-2025](https://static1.squarespace.com/static/55371f97e4b0fce8c1ee4c69/t/6110fc7d9c1b137e0236d6c5/1628503166577/Green%2BKey%2Bcriteria%2Band%2Bexplanatory%2Bnotes%2B2022-2025%2Bhotels%2Band%2Bhostels.pdf)). As a result, Green Key and WTTC have agreed on the below.

**1.SERVICES**

Green Key will perform its role as official HSB verifiers, only in case the Green Key certified hotel formally expresses the interest of receiving the HSB verification.

Hotels must sign the T&C at the end of the Green Key - HSB landing page ([Green Key — Sustainability Basics Verification Scheme](https://www.greenkey.global/sustainabilitybasics)) and proceed with the registration and payment through the platform. (Charges and FEEs are explained in paragraph 2 of this document).

Green Key certified hotels undergoing the HSB verification must ensure their commitment to keeping their Green Key certificate valid throughout the BASICS verification process and the period of validity of the BASICS logo. Should the Green Key certificate expire or be revoked, the hotel will also be excluded from the BASICS and therefore will not be entitled to show the BASICS and the Green Key logo in their communication channels and their property.

PARTICIPATION TO THE BASICS AS A GREEN KEY CERTIFIED ESTABLISHMENT

* visit our HSB landing page: [Green Key — Sustainability Basics Verification Scheme](https://www.greenkey.global/sustainabilitybasics)
* accept T&C
* fill out the payment form with the required data and the green key id (can be found on the certificate
* select the standard package (99 euro) and finalise the payment
* you will be redirected to the application form but please ignore it, you do not need to fill it out. After receiving the payment, our team will get back to you via email with the logo and guidelines package within 5 business days.
* please notice that the requirements for the application change from year 1 to 3. see below.

REQUIREMENTS TO YEAR 1-2-3 OF THE BASICS

**Year 1:** Green Key certified hotels can claim to be considered HSB verified for Year 1 **without providing additional information**, as fully compliant with the criteria:

* **E1 Measure and reduce energy consumption**
* **E2 Measure and reduce water**
* **E3 Measure and reduce carbon emissions**
* **PL1 Bed linen reuse**
* **PL2 Green cleaning products**
* **PL4 No SUP straws and stirrers**
* **PL5 Replace SUP water bottles**
* **P1 Community benefit**

**Year 2:** Green Key certified hotels can claim to be considered HSB verified for Year 2, as compliant with:

**In addition, to the above for Year 1:**

* **E4 Measure and reduce waste**, prior provision of **further proof of compliance** with Green Key guideline criterion 6.15 (attach Green Key application form).
* **PL3 Vegetarian options**. For establishments without F&B outlet, documentation (photo/PDF) about the information given to guests about the nearest location with vegetarian options

**Year 3:** Green Key certified hotels can claim to be considered HSB verified for Year 2, as compliant with:

* **In addition to the above for Year 1 and 2:**
* **PL6** **No SUP mini toiletry** bottles, prior provision of proof of compliance with the Green Key guideline criterion 6.11 (attach Green Key application form).
* **P2** **Reduce inequalities**, prior provision of the BASICS mandatory information and documentation related to criterion P2. (read the P2 requirements [here](https://www.greenkey.global/s/Document-checklist-2024.pdf)[.](https://www.greenkey.global/s/Document-Checklist-Hotel-Sustainability-Basics.pdf))

**2. CHARGES AND FEES**

Green Key will charge Applicants for the Services in accordance with the 99-euro **Standard Package** for each year of Hotel Sustainability Basics application.

Please notice that HSB is only one of the projects the head office of Green Key is involved with.

The structures, rules, criteria of the Green Key certification programme stay the same.