



**Sustainable Tourism Eco-certification Program™ (STEP) Application**

*Please Print Legibly*

Email the completed application form to S. Petie Davis ([davis@nsf-isr.org](mailto:davis@nsf-isr.org)) or mail it to NSF-International Strategic Registrations 789 N. Dixboro Road, Ann Arbor, MI 48105 USA:

Company: \_\_\_\_\_ Months of Operation: \_\_\_\_\_

Address of location seeking certification: \_\_\_\_\_

Business Owner or Manager: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact for Eco-certification: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

1. Level of eco-certification your company is seeking (circle one): Self-assessment or Professionally Audited

2. If seeking Professionally Audited eco-certification status, expected timeframe for completion (fill in the blank): \_\_\_\_\_ Month(s)

3. STEP is sought for the following (review the STEP Provider Category definitions on the following pages, and then *circle all categories that apply*):

Accommodation – Large  
Accommodation – Small to Medium-sized  
Attraction

Tour Operator – Large  
Tour Operator – Small to Medium-sized  
Transportation Service Provider

4. Identify the dominant components of your business (*circle all that apply*).

Accommodation  
Administrative Office  
Aircraft Operation  
Car Rental  
Marina  
Motorized Boat or Cruise Ship operation

Public / Private Park or Reserve  
Tour Operator  
Tour Wholesaler  
Transportation Service Provider  
Visitor Center  
Other: \_\_\_\_\_

5. Regions of operation (countries, states, provinces, etc.): \_\_\_\_\_

6. Please detail the scope of your business. Does your business operate or manage any of the following (*circle all that apply*)

Landfill  
Hazardous waste storage  
Chemical storage  
Other: \_\_\_\_\_



7. Detail any existing certifications that your company possesses: \_\_\_\_\_

8. Detail the total number of part-time and full-time employees employed domestically and internationally:

Domestic - Part-time: \_\_\_\_\_ Full-time: \_\_\_\_\_

International - Part-time: \_\_\_\_\_ Full-time: \_\_\_\_\_

9. Detail the following information about your clients:

The total number of day trip clients per annum: \_\_\_\_\_

The total number of overnight trip clients per annum: \_\_\_\_\_

Percentage of clients participating in domestic operations: \_\_\_\_\_

Percentage of clients participating in international operations: \_\_\_\_\_

10. Please specify if your company owns all of its own facilities and or you rent or leases your

facilities: \_\_\_\_\_

### STEP Provider Category definitions

STEP is designed for businesses of all sizes that operate within the following segments of the travel and tourism industry:

**Tour Operators:** are defined as companies whose main business is taking individuals or groups of people to one or several places. Tours typically combine multiple vacation elements such as walking and driving and viewing and interacting with the environment. This category encompasses both in-bound and out-bound tour operators as well as tour wholesalers and travel agents.

Tour operators may offer air, land, or water-based transportation and or overnight accommodations as separate services, but these services are to be assessed separately.

Small- to Medium-sized tour operators are defined as tourism providers whose annual gross revenues from their operations are \$2,000,000 (USD) or less.

Large-sized tour operators are defined as tourism providers whose annual gross revenues from their operations range from \$2,000,001-Plus (USD).

**Accommodations:** Accommodations are defined as facilities designed for transient occupancy to house overnight visitors or travelers. Accommodations typically include, but are not limited to bed and breakfasts, campgrounds, condominiums, cottages, eco-lodges, home-stays, hostels, hotels, inns, lodges, motels and resorts.

The accommodation may offer air, land, or water-based transportation and or tours as separate services, but these services are to be assessed separately. Please note that swimming pools, golf courses, or restaurants associated with the properties are not included in Eco-Certification.

Small- to Medium-sized Accommodations are defined as tourism providers whose annual gross revenues from their operations are \$2,000,000 (USD) or less.

### Sustainable Travel International

**Address:** 2885 May Street • Hood River, OR 97031 • **Phone:** 720-273-2975

**Web:** [www.sustainabletravelinterational.org](http://www.sustainabletravelinterational.org) • **Email:** [info@sustainabletravel.com](mailto:info@sustainabletravel.com)

**Leave the World a Better Place®**



Large Accommodations are defined as tourism providers whose annual gross revenues from their operations range from \$2,000,001 - Plus (USD).

**Attractions:** Attractions are defined as facilities and or natural areas with fixed infrastructure that offers entertainment and or educational experiences for the public.

Attractions typically include, but are not limited to aquariums, heritage centers, museums, parks (city, state, regional, or national), theme parks, visitor centers and zoos. Please note, however, that aquariums and zoos associated with the attraction are currently not included in Eco-Certification.

The attraction may offer overnight accommodations, tours, and or air, land, or water-based transportation as separate services, but these services are to be assessed separately.

**Transportation Service Providers:** Transportation Service Providers are defined as companies whose main business is offering tourism-related, air, land or water-based transport services to individuals or groups of people. This category encompasses taxi, shuttle and charter services as well as small airlines, scenic cruises, off-road vehicle tours and the like.

The transportation service provider may offer overnight accommodations and tours as separate services, but these services are to be assessed separately.