



Revised December 23, 2013

Solid Waste Management Policy

901 Fifth Avenue

The Environmental Building Operations Policies are meant to be used by property managers to institutionalize environmental procedures within existing building operations. The policy provided herein covers solid waste management. This policy is a requirement for LEED for Existing Buildings: Operations and Maintenance (LEED-EB OM). LEED-EB OM is a green building rating system developed and administered by the U.S. Green Building Council (USGBC). All policies and plans must meet the LEED prerequisite and credit requirements.

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I. Introduction

This policy establishes the best management practices for operating in a manner that takes into consideration the long-term health and environmental effects of solid waste management practices for the building. Solid waste management choices impact the environment by curbing the high demand for virgin natural resources while protecting ecosystems from the negative impacts of materials misplaced as a result of poor choices in waste stream management. The Solid Waste Management Policy addresses this by employing environmentally acceptable standards in recycling and solid waste disposal practices.

Recycling materials and reducing waste helps minimize the amount of waste entering landfills, preserve natural resources, and reduce the need for energy and potable water in the process of raw materials. Through the Solid Waste Management Policy, the building ensures that business practices and contracting of services support the following key concerns:

- *Waste Management* – Curbing consumption, recycling materials, and purchasing durable products with recycled content in order to reduce overall waste generated
- *Improved Work Environment* – Providing a safe, comfortable, and accessible work environment for employees and building occupants
- *Bottom Line Improvements* – Environmentally responsible practices will cut operational costs by minimizing energy and water usage

This policy is based on the requirements of the LEED-EBOM rating system as excerpted from the 2009 edition – LEED-EB OM REQUIREMENTS: MRp2, Solid Waste Management Policy (prerequisite, required):

“Have in place a solid waste management policy for the building and site addressing the requirements of the waste management credits listed below as well as recycling of all mercury-containing lamps. This policy must adhere to the LEED for Existing Buildings: O&M Policy model. At a minimum, the policy must cover the waste streams that are within the building and site management’s control.”

- MRc7 Solid Waste Management: Ongoing Consumables
- MRc8 Solid Waste Management: Durable Goods
- MRc9 Solid Waste Management: Facility Alterations and Additions

II. Goals

The goal of the Environmental Building Operations Policy for Solid Waste Management is to reduce the amount of solid waste that is disposed of in landfills or incineration facilities through recycling, reuse and composting practices.

III. Scope

The scope of this policy includes management of the building's solid waste. This includes, but is not limited to, recycling and waste control efforts for ongoing consumables; durable goods; construction and demolition activities; and mercury-containing light bulbs. The policy specifies the procedures and strategies that will be employed. Service providers are responsible for carrying out their services in accordance with this policy without exception.

The policy also includes all contracting activities undertaken by building management and maintenance staff. This includes, but is not limited to, all construction activities at the facility conducted by contractors and subcontractors.

IV. Responsibilities

The property manager will be responsible for informing all other building personnel, service partners and tenants of this Solid Waste Management Policy. Moreover, the property manager will be responsible for implementing the practices set forth in this document in order to ensure that the standards specified within are upheld. The property manager may delegate certain duties relating to solid waste management to janitorial staff but will bear ultimate responsibility for the effective implementation of the policy.

V. Time Period

This policy is to take effect immediately. While some outstanding contracts may prevent building operations and maintenance personnel from immediately abiding by certain policy requirements, persons responsible for implementing the solid waste management policy will ensure that new policy language is included in all subsequent contracts.

Once the policy is fully implemented and the staff is following the requirements, the performance period will begin. The performance period for which this policy is in effect shall be no longer than a year, at which point the policy will be reviewed and updated.

VI. Performance Metric

Performance will be measured through compliance with the requirements of the following respective LEED-EB OM credits:

- MRc7 – Solid Waste Management – Ongoing Consumables
- MRc8 – Solid Waste Management – Durable Goods
- MRc9 – Solid Waste Management – Facility Alterations and Additions

Performance will be evaluated by quantifying diversions of construction and demolition debris from landfill and incineration disposal by weight, volume, or replacement value as appropriate.

VII. Procedures and Strategies

Property Facilitation of Recycling and Waste Disposal

Please see an appendix on the Ongoing Consumables Policy – a recycling and waste disposal plan describing recycling and waste measures instituted throughout the building. This plan will include the following information:

- Central recycling and waste area for the property
- Exterior dumpsters
- Recycling signage and container designations
- Schedule
- Vendor

Encouraging Building Occupants to Reduce Solid Waste

Encouraging occupants to consume less, whether recyclable or not, is the first step towards reducing the amount of solid waste produced. The following measures shall be employed to promote employee and tenant participation in material reduction:

Education, training, and participation

- All building staff, tenants, contractors and service partners shall be informed about the Building's solid waste management policy and given access to a shared printed or digital copy of the policy.
- The above-listed entities shall receive an update, either annually or when significant changes occur, regarding the latest company goals and protocols concerning solid waste disposal, recycling, and composting.

Reuse of previously or gently used furniture and equipment

- The building's management and maintenance staff will provide a list of local companies which accept used furniture, equipment, electronics, and semi-durable office supplies to all employees and tenants in the building.

Monitoring participation/measuring results

- Building's assigned staff will monitor:
- Quantities of purchased paper products, seeking ways to reduce these purchases and to use paper products more efficiently
- Purchases of ongoing consumables, comparing weight of similar products and their packaging material
- Quantities of durable goods sent in for refurbishment versus disposed of as waste.
 - Tenant participation in recycling and composting efforts
 - Tenants are encouraged to monitor:
 - Quantities of purchased paper products, seeking ways to reduce these purchases and to use paper products more efficiently
 - Purchases of ongoing consumables, comparing weight of similar products and their packaging material
 - Quantities of durable goods sent in for refurbishment versus disposed of as waste

Recycling Program

The following outlines what items shall be targeted for recycling and how best to meet the goals set forth. These measures shall be followed when possible and within reason:

Recycling ongoing consumables

- All non-organic, non-hazardous materials which are considered ongoing consumables are to be collected in a single-stream, co-mingled compactor to be recycled or reused by a designated solid waste processing facility.
- At a minimum, 50% of all ongoing consumable solid waste (by weight or volume) produced by the facility must be diverted from landfill in order to meet the requirements of LEED-EBOM.
- The following materials must be collected for recycling:
 - Paper products
 - Office supplies (including toner cartridges)
 - Corrugated cardboard
 - Plastics

- Products, or materials which are composed of mixed materials are acceptable for recycling and must be recycled, provided they are not hazardous, organic wet wastes, or durable goods.
- Tenants may choose to have additional materials hauled under their own contract to either be recycled or entered into the waste stream. In this event, tenants are not required to provide the volume and recycling rate of these materials. However, this tracking information is helpful in achieving LEED-EBOM requirements if a tenant chooses to participate.

Hazardous lamps and battery collection

- Lamps which contain mercury are considered hazardous material and will not be combined with other waste streams, including the single-stream recycling collection.
- Many types of batteries are also considered hazardous waste and therefore, no batteries will be combined with other waste streams, including the single-stream recycling collection.
- 901 Fifth Avenue's management staff will ensure that all batteries (including portable dry-cells, single-use and rechargeable batteries) and hazardous lamps are collected in appropriate containers, to be recycled.
- At a minimum, 80% of batteries discarded throughout the Building on an annual basis, will be diverted from landfills to meet the requirements of LEED-EBOM.
- Batteries for electronics and other small devices from each tenant will be stored in a container provided by the Building's Management staff, which will be collected once filled, and recycled.
- All lamps containing mercury will be collected for proper disposal.

Recycling durable goods

- All durable goods which have ceased to be of use will be recycled, reused, or sent to be refurbished in order to divert the materials from landfills.
- Durable goods include, but are not limited to: office equipment, computers, monitors, copiers, printers, scanners, fax machines, and maintenance equipment, appliances, external power adapters, televisions, and other audiovisual equipment.
- Tenants who arrange for the disposal of their own durable goods will be provided with a list of local companies which accept used furniture, equipment, electronics, and semi-durable office equipment to be recycled, reused, or refurbished.
- In order to fulfill the LEED-EBOM requirements, 75% of all durable goods being disposed of must be diverted from landfills (by weight, volume, or replaceable value).

Facility alterations and additions

- Construction and demolition waste from all Building alterations and additions will be diverted from landfills or incineration to the greatest extent possible. At a minimum, 70% of the total waste generated, by volume, must be processed for recycling or reuse to meet the requirements of LEED-EBOM.
- Materials to be recycled or reused include, but are not limited to: studs, insulation, hardware, drywall, trim, millwork, casework, countertops, doors, windows, ceiling systems, carpets, flooring, adhesives, sealants, paints, coatings, cardboard, plastic, wood, and glass.
- Furniture, fixtures, and equipment, along with MEP systems and specialty items, do not count towards the 70% minimum of materials diverted from landfills. However, all materials will be considered of value for another use, and a responsible destination must be considered for these items.
- The acceptable rate of recycling is the project rate achieved by the processing plant where the construction and demolition waste is hauled. The volume of each material type will be multiplied by the processing plant's annual recycling rate for that particular material. This final number is the amount of material diverted from landfill which can be counted towards the 70%.
- Incineration is not considered an acceptable end use for diverted construction waste, even if used for energy generation.

Waste management plan for contractors

- Analysis of proposed construction waste generation, to include all types of materials and quantity of each material measured in tons.
- Landfill options to estimate cost of disposal at transfer stations/landfills.
- Alternatives to landfills by identifying opportunities to salvage or recycle materials during the course of the project. Provide a list of materials that have been recognized as recyclable or salvageable:
 - Concrete
 - Asphalt
 - Bricks
 - Concrete Masonry Units (CMU)
 - Landscaping debris
 - Clean dimensional lumber

- Plywood, OSB and particle board
 - Cardboard
 - Paper
 - Metals
 - Gypsum Wallboard
 - Carpet
 - Paint
 - Plastic
 - Glass
 - Rigid Foam Insulation
 - Beverage containers
- Material Handling Procedures to describe how the materials will be protected from contamination and procedure/means to ensure the above materials are consistent with the sorting/recycling facilities requirements.
 - Transportation means used to haul and deliver the materials to the final destination by including information that describes if the materials are size-separated, self-hauled to designated centers or whether the materials are commingled and sorted at sorting facility.

Non-Recyclable Solid Waste

Materials that cannot be either recycled or composted will be removed from the site by a licensed waste hauler and disposed of either in a landfill or a combustion facility. All hazardous materials will be disposed of according to applicable laws and regulations.

VIII. Recordkeeping Documents

All documentation relating to the tasks required by this Solid Waste Management Policy will be kept on file for purposes of LEED-EBOM (re)certification. The management team will provide an annual Environmental Sustainability Report at the end of the first quarter detailing the previous year's environmental achievements. Since LEED-EBOM requires ongoing monitoring, it is important to include subcontractor specifications and reports, photographs, and a written description of any findings concerning any of the activities found herein.