
PROPERTY MANAGEMENT AND CONSTRUCTION, SUSTAINABILITY, WASTE MANAGEMENT

1.0 POLICY

All Property Managers are responsible for implementing a waste management program that meets the more stringent of either minimum jurisdictional recycling requirements OR the Shorenstein Minimum Recycling Standards.

2.0 PURPOSE/RISK ASSESSMENT

The purpose of this policy is to ensure the implementation of waste management programs at Shorenstein buildings. This policy addresses waste sorting and handling education for Tenants and janitorial staff. The policy also addresses security and liability concerns as related to waste management.

3.0 APPLICABILITY

This policy applies to all Shorenstein-owned buildings that are occupied by Tenants. For buildings that are under construction or redevelopment, see the *Tenant Construction Standards Template* for waste management information.

4.0 DEFINITIONS

- 4.1 **Composting:** Diversion of organic materials, such as food waste, paper towels, and other biodegradables, from the trash stream.
- 4.2 **Durable Goods Waste (Non-Electronic):** Long-lasting goods such as furniture, furnishings, books and non-electronic equipment.
- 4.3 **Electronic Waste or E-Waste:** Waste from electronic equipment such as computers, monitors, printers, mobile phones, and audio/visual equipment.
- 4.4 **Minimum Jurisdictional Recycling Requirements:** The minimum recycling service that is mandated by the city or agency with jurisdiction over the building's waste management.
- 4.5 **Ongoing Waste:** Non-hazardous waste that is generated from day-to-day operation and that must be removed from the building on an ongoing basis. The ongoing waste stream is distinct and must be tracked separately from construction and demolition waste, electronic waste, and durable goods waste.
- 4.6 **Property Waste Management Policy:** Waste management policy specific to the property addressing LEED waste management prerequisite and credit requirements, including goals, strategies, and personnel.
- 4.7 **Recycling:** The processing of a waste into new material such as paper, plastic, or glass.
- 4.8 **Shorenstein Minimum Recycling Standards:** Shorenstein requires, at a minimum, that recycling service be provided at the building for the following materials: Paper, plastic, glass, metal, cardboard and electronic waste (e-waste).
- 4.9 **Waste Diversion:** The reduction and prevention of trash through recycling, composting, donation, and source reduction.

- 4.10 Waste Diversion Rate:** The percentage of ongoing waste that is diverted from landfill/incineration via recycling and composting. The building's waste diversion rate is the metric used for assessing sustainability performance.
- 4.11 Waste Diversion Report:** A written report produced by the waste hauling Contractor on a quarterly basis, which documents the monthly tonnage for each waste stream serviced (i.e., trash, recycling, compost).
- 5.0 PROVISIONS OR PROCEDURES**
- 5.1 LEED Waste Management Procedures:** Property Manager should implement the *LEED Purchasing and Waste Policy* at the property.
- 5.2 Waste Hauling Contracting and Contractor Requirements**
- (A) Contracting
- (1) Property Manager shall bid and award hauling contracts for ongoing waste according to *PM-04-02 - Bidding Requirements*. Refer to the *Waste Hauling – Schedule 2*.
- (B) Minimum Service Requirements
- (1) Contractor's ongoing waste service must meet the more stringent of either minimum jurisdictional recycling requirements OR the Shorenstein Minimum Recycling Standards (see Section 4.0 Definitions).
- (C) Contractor Reporting:
- (1) Property Manager shall obtain, on a quarterly basis, a written waste diversion report from Contractor. Refer to the *Sample Waste Diversion Report*.
- (2) Where actual tonnage is not available, Property Manager shall ensure that Contractor provides a conversion factor for estimating tonnage based on monthly service volume.
- (D) Permit:
- (1) Property Manager shall ensure that the Contractor possesses proper jurisdictional permitting for waste hauling and that a copy of permit is publically displayed at the building, as may be required.
- 5.3 Janitorial Staff Training and Procedures**
- (A) Per Shorenstein's janitorial contract specifications, janitorial Vendors are required to provide janitorial staff training on proper handling of trash, recycling, and compost streams.
- 5.4 Tenants**
- (A) Property Manager shall provide proper bins for each ongoing waste stream (i.e., trash, recycling, and compost) and shall provide bin labels upon tenant request.
- (B) Property Manager shall maintain recycling education and guidelines for Tenants on the property's website. Property Manager shall promote the *Recycling @ Shorenstein: Online Education*.

- (C) The Sustainability Committee shall promote recycling with Tenants at least once per year via the property website.
- 5.5 Waste Diversion Reporting**
- (A) Property Manager shall use ENERGY STAR Portfolio Manager to report the monthly tonnage of ongoing waste including trash, recycling, and compost on a quarterly basis per the *PM-12-02-ENERGY STAR policy*. The monthly tonnage of ongoing waste is provided by the waste hauling Contractor (See section 5.2(C) Contractor Reporting).
- (B) Property Manager shall send a copy of the Contractor's waste diversion report annually to the Sustainability Team.
- 5.6 Annual Waste Audit**
- (A) Property Manager shall complete an annual waste audit that conforms to the *Waste Audit Guidelines*.
- 5.7 Composting**
- (A) Where available, Property Manager shall implement composting of food waste, paper towels and biodegradable materials.
- 5.8 Electronic Waste (E-Waste) –** Property Manager shall provide e-waste recycling at the property.
- (A) Certified Vendor: Property Manager shall retain the services of an e-waste recycling Vendor that is certified by one of the following e-waste standards organizations:
- (1) E-Stewards (preferred standard): an independent e-waste recycling standard created by the Basel Action Network. E-Steward recyclers adhere to the most stringent e-waste recycling practices.
 - (2) R2: a collaborative partnership between the public, private, and nonprofit sectors. R2 is short for Responsible Recycling practices for Use in Accredited Certifications Programs.
 - (3) Sustainability Committee Assistance: Property Manager may request support from the Sustainability Committee in identifying and contracting with a certified e-waste recycling Vendor.
- (B) Data Security:
- (1) Tenants assume all responsibility for private and confidential information that may be disposed of via e-waste recycling offered at the property. E-waste recycling guidelines are included in the Tenant Handbook located on each property website.
- (C) E-waste shall NOT be reported in the ongoing waste stream.

- 5.9 Durable Goods Waste (Non-Electronic):**
 - (A) Property Manager should provide donation, reuse, and/or recycling options for non-electronic durable goods waste.
- 5.10 Construction and Demolition Waste**
 - (A) Construction and demolition waste should be separately tracked and shall NOT be reported in the ongoing waste stream.
 - (B) Construction contractors are required to track and report construction waste recycling per the Shorenstein *Tenant Construction Standards Template*.
- 6.0 EXHIBITS**
 - 6.1** [LEED Purchasing and Waste Procedure TEMPLATE](#)
 - 6.2** [Property Waste Diversion Report](#)
 - 6.3** [Recycling @ Shorenstein: Online Education](#)
- 7.0 REFERENCES OR RELATED TECHNICAL INFORMATION**
 - 7.1** [Tenant Construction Standards Template](#)
 - 7.2** [PM-04-02 – Bidding Requirements](#)
 - 7.3** [Waste Hauling – Schedule 2](#)
 - 7.4** [PM-12-02 – ENERGY STAR](#)
 - 7.5** [Waste Audit Guidelines](#)
 - 7.6** [PM-12-03 - Tenant Engagement](#)