

The W² Challenge is a ground-breaking, two-year initiative to support real estate practitioners and local BOMA associations in benchmarking water consumption and waste output, and implementing best practices to improve performance. Thanks to generous support received from Yardi, this project of BOMA International aims to take the industry’s sustainability efforts to the next level. Participants are asked to benchmark water and waste in ENERGY STAR® Portfolio Manager®, and in return receive progress reports, helpful tips and additional resources and recognition opportunities.

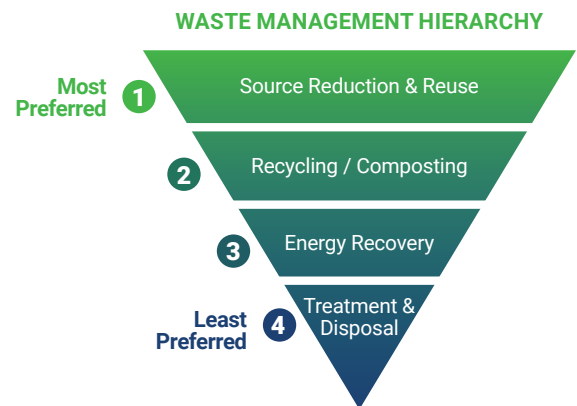
Waste Management Improvement Guide

The true cost of waste is not simply the cost of discarded materials; it encompasses the inefficient use of raw materials and the unnecessary use of water and energy. Waste reduction is a growing field with more sectors focusing on waste prevention and waste recovery through recycling and composting. Typical cost savings of 15% to 20% are readily available by using industry best practices.

The Environmental Protection Agency created a four-tier preferred [solid waste management hierarchy](#), highlighted in the diagram to the right. The hierarchy ranks various waste management strategies from most to least sustainably preferred. The hierarchy places emphasis on source reduction, also known as waste prevention, which is the idea of reducing waste at its source (tier 1). Examples of source reduction are reducing packaging and buying in bulk. When developing a waste management plan, it is important to think holistically.

By implementing waste-efficient best management practices, property owners and operators have an opportunity to:

- Achieve cost savings – Waste management practices can help cut disposal costs and streamline waste collection efficiency across your property/ portfolio.
- Ensure regulatory compliance – Improving recycling rates and reducing the volume of landfill waste that your property produces will help ensure compliance, reduce risks associated with regulatory obligations, and avoid costly fines.
- Expand marketing & leadership – Carrying out and communicating waste management efforts demonstrates



commitment to environmental stewardship by enhancing public perception and differentiating properties/ organizations from competitors.

- Champion resiliency – By reusing, recycling, diverting and composting, waste-efficient facilities can help conserve natural resources, reduce carbon emissions and support local community wellbeing.
- Enhance CSR objectives – Appropriately managing waste and materials helps organizations with corporate social responsibility or environmental, social and governance objectives achieve their goals by reducing impact on their communities and environments. This benefit can also help attract tenants or residents with similar goals.

A Roadmap to Help You Navigate

The following checklist provides action-oriented recommendations on waste management best practices. It is intended to be used as a guide to help facilitate conversations, identify what your property is already doing and address areas for waste management. Some action items are directed at short-term reduction efforts, while others are for long-term commitments.

- ✓ **STEP 1:** Make Commitment
- ✓ **STEP 2:** Assess Performance
- ✓ **STEP 3:** Set Goals
- ✓ **STEP 4:** Create Action Plan
- ✓ **STEP 5:** Implement Action Plan
- ✓ **STEP 6:** Evaluate Progress
- ✓ **STEP 7:** Recognize Achievements

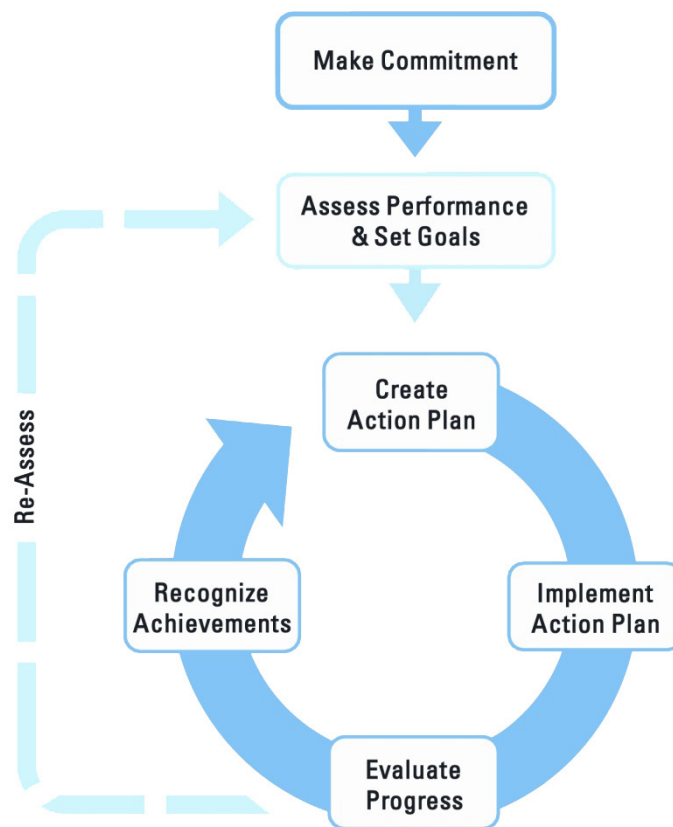


IMAGE SOURCE: <https://www.energystar.gov/buildings/reference/guidelines>

Checklist for Waste Management Best Practices	Estimated cost (\$, \$\$, \$\$\$)	Opportunity Exists?	Target Reduction	Who Is Responsible?	Target Date to Complete	Actual Date Completed	Notes
Meter/Measure/Manage/Educate							
Identify the amount of waste generated at your property							
Evaluate recycling and composting options to manage waste that cannot be prevented							
Check with your waste hauler to see if they offer waste audit and recycling services							
Perform a waste audit to identify where the most waste is coming from on your property, while also identifying any waste stream contamination (recyclables in landfill stream and trash in recycling stream)							
Determine if your facility is covered under recycling and or composting regulations and understand compliance requirements. Often, jurisdictions with regulatory programs will offer resources and assistance							

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Communicate							
Establish short-term and long-term waste reduction goals							
Create a waste management team and recruit representatives from different areas of your organization							
Conduct a staff training on waste management programs and processes							
Send a staff-wide email, newsletter section or other announcement to discuss waste management programs and processes							
Provide consistent signage and infrastructure for all waste streams. (These are sometimes available from your local waste management office.)							
Disseminate education materials to employees/tenants/residents explaining how they can help with waste management							

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Reducing Waste							
Expand recycling program to include more materials, such as corrugated cardboard, coated paper, polystyrene, vinyl, glass and all types of paper							
Install more recycling receptacles across your property. Make sure that each receptacle is properly labelled (e.g. mixed recycling, compost, trash and conveniently located across your facility.)							
Remove deskside trash bins and replace with deskside recycling bins. Train occupants to throw away trash in common areas only.							
Identify opportunities for improvement in supply chain purchasing to select products that use less material, less packaging and opt to purchase in bulk							
Identify unique waste types and organize appropriate collection, such as electronic waste (e-waste), plastic bags and film, batteries and light bulbs.							

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Contact your waste hauler and determine if composting collection is offered and any special requirements that they have. Otherwise, consider hiring a compost collection service (Guide to Workplace Composting)							
Implement double-sided copying as the default setting on all printers and copiers							
Unsubscribe from junk mail sent to the office							
Use renewable, refillable or returnable shipping containers							
Use reusable mugs, plates and cutlery in the lunch room, and for office parties and events							
Provide filtered water and reusable cups and/or water bottles to discourage single-use plastic water bottles							
Substitute paper towels with dishcloths for cleaning and drying							

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Keep a selection of reusable bags in the office for employees to use for takeout, rather than plastic bags							
Buy recycled content products such as: office paper, paper towels, carpeting, office furniture and decorations							
Buy recycled toner cartridges, and send your spent toner cartridges to be recycled							
Reusing Materials/Donating							
Donate products or materials, such as old office furniture and supplies							

Waste Management Resources

- The Sustainable Office Toolkit - <http://infohouse.p2ric.org/ref/45/toolkit/index.html>
- Recycling@Work - <http://recyclingatwork.org/10-step-action-plan/>
- Green Office Guide - <https://www.northwestern.edu/sustainability/docs/green-office-docs/Green-office-checklist-and-guide-2016-01.pdf>
- Source Reduction Now - <https://www.pca.state.mn.us/sites/default/files/srn.pdf>
- Commercial Recycling Toolkit (Delaware) - https://dnrec.delaware.gov/dwhs/Recycling/Documents/Commercial%20recycling_office_final.pdf
- Additional Workplace Composting Toolkit - http://www.gcgbc.org/_files/GCGBC-Workplace-Composting-Toolkit.pdf
- BOMA Green Lease Guide - http://www.techstreet.com/boma/shopping_product_detail.asp