



LEED O+M: Existing Buildings | v4 - LEED v4

## Ongoing purchasing and waste policy

Required

### Intent

To reduce the environmental harm from materials purchased, used, and disposed of in the operations within buildings.

### Requirements

#### Establishment

##### Environmentally preferable purchasing

Have in place an environmentally preferable purchasing (EPP) policy for products purchased during regular operations of the building. Include at a minimum:

- Ongoing Purchases
  - The five most purchased product categories based on total annual purchases.
  - Paper, toner cartridges, binders, batteries, and desk accessories.
  - Lamps (indoor and outdoor, hard-wired and portable fixtures)
  - Food (required for EBOM Schools and Hospitality only)
- Durable Goods Purchases
  - Office equipment, appliances, and audiovisual equipment
  - Electric powered equipment

The policy should address the criteria in the following credits:

- Materials and Resources Credit: Purchasing—Ongoing
- Materials and Resources Credit: Purchasing—Lamps

The policy must cover at least those product purchases within the building and site management's control.

#### Solid Waste Management

Establish storage locations for recyclable materials, including mixed paper, corrugated cardboard, glass, plastics, and metals. Establish safe storage areas for batteries and mercury-containing lamps.

Have in place an environmentally preferable solid waste management policy that addresses reuse, recycling, or composting of products purchased during regular operations of the building. Include at a minimum:

- Ongoing waste
  - The five most purchased product categories based on total annual purchases.
  - Food (required for EBOM Schools and Hospitality only)
- Durable goods waste
  - Office equipment, appliances, and audiovisual equipment
  - Electric powered equipment
- Hazardous Waste
  - Safe disposal of batteries and lamps (indoor and outdoor, hard-wired and portable fixtures)

The policy must cover at least those product purchases within the building and site management's control.

#### Performance

Maintain a high-performing solid waste management program by conducting a waste stream audit of ongoing consumables at least once every five years or by diverting 75% of ongoing waste and achieving Materials and Resources Credit Solid Waste Management—Ongoing.

