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- [LEED](#)
- [Credentials](#)
- [Community](#)

- [Store](#)
- [Resources](#)
- [Education](#)
- [Directory](#)
- [Articles](#)

- [Account](#)

- [Credits](#)
- [Material & resources](#)
 - [Awareness & education](#)
 - [Energy & atmosphere](#)
 - [Indoor environmental quality](#)
 - [Innovation & design process](#)
 - [Location & linkages](#)
 - [Material & resources](#)
 - [Sustainable sites](#)
 - [Water efficiency](#)
- [MR105 | Ongoing purchasing and waste policy](#)
 - [MMRc1 | Material-efficient framing](#)
 - [MMRc2 | Environmentally preferable products](#)
 - [MMRc3 | Waste management](#)
 - [MR1 | Sustainable purchasing](#)
 - [MR101 | Storage and collection of recyclables](#)
 - [MR101 | Storage and collection of recyclables](#)
 - [MR102 | Storage and collection of recyclables](#)
 - [MR102 | Storage and collection of recyclables](#)
 - [MR103 | Construction and demolition waste management planning](#)
 - [MR103 | Construction and demolition waste management planning](#)
 - [MR104 | PBT source reduction - mercury](#)
 - [MR105 | Ongoing purchasing and waste policy](#)
 - [MR105 | Ongoing purchasing and waste policy](#)
 - [MR105 | Ongoing purchasing and waste policy](#)
 - [MR106 | Facility maintenance and renovation policy](#)
 - [MR106 | Facility maintenance and renovation policy](#)
 - [MR107 | Long-term commitment](#)
 - [MR108 | Building life-cycle impact reduction](#)
 - [MR108 | Building life-cycle impact reduction](#)
 - [MR108 | Building life-cycle impact reduction](#)
 - [MR109 | Interiors life-cycle impact reduction](#)
 - [MR109 | Interiors life-cycle impact reduction](#)
 - [MR110 | Solid waste management - ongoing](#)
 - [MR110 | Solid waste management - ongoing](#)
 - [MR110 | Solid waste management - ongoing](#)
 - [MR111 | Solid waste management - facility maintenance and renovation](#)
 - [MR112 | Building product disclosure and optimization - environmental product declarations](#)
 - [MR112 | Building product disclosure and optimization - environmental product declarations](#)
 - [MR114 | Building product disclosure and optimization - sourcing of raw materials](#)
 - [MR114 | Building product disclosure and optimization - sourcing of raw materials](#)
 - [MR115 | Building product disclosure and optimization - material ingredients](#)
 - [MR115 | Building product disclosure and optimization - material ingredients](#)
 - [MR116 | Purchasing - lamps](#)
 - [MR118 | PBT source reduction - lead, cadmium and copper](#)
 - [MR119 | Furniture and medical furnishings](#)
 - [MR120 | Design for flexibility](#)
 - [MR121 | Purchasing - ongoing](#)
 - [MR121 | Purchasing - ongoing](#)
 - [MR122 | Purchasing - facility maintenance and renovation](#)
 - [MR122 | Purchasing - facility maintenance and renovation](#)
 - [MR123 | Construction and demolition waste management](#)
 - [MR123 | Construction and demolition waste management](#)
 - [MR123 | Construction and demolition waste management](#)
 - [MR2 | Construction, demolition and renovation waste management](#)
 - [MR2.1 | Solid waste management](#)
 - [MR3 | Resource reuse](#)
 - [MR4.1 | Assessment and optimization - life cycle assessment](#)
 - [MR4.2 | Assessment and optimization - life cycle impact disclosure](#)
 - [MR4.3 | Assessment and optimization - prescriptive attributes](#)
 - [MR4.4 | Responsible extraction of raw materials](#)
 - [MR4.5 | Avoidance of chemicals of concern in building materials](#)
 - [MR5 | Tenant space, long-term commitment](#)
 - [MR904 | PBT source reduction - mercury](#)
 - [MRc1 | Building reuse - maintain existing walls, floors and roof](#)
 - [MRc1 | Material-efficient framing](#)
 - [MRc1 | Durability management verification](#)
 - [MRc1 | Building reuse - maintain existing walls, floors and roof](#)
 - [MRc1 | Sustainable purchasing - ongoing consumables](#)
 - [MRc1.1 | Building reuse - maintain existing walls, floors and roof](#)
 - [MRc1.1 | Building reuse - maintain existing walls, floors and roof](#)
 - [MRc1.1 | Building reuse - maintain existing walls, floors and roof](#)
 - [MRc1.1 | Building reuse - maintain existing walls, floors and roof](#)
 - [MRc1.1 | Building reuse - maintain existing walls, floors and roof](#)
 - [MRc1.1 | Tenant space - long-term commitment](#)
 - [MRc1.1 | Building reuse - maintain 75% of existing walls, floors & roof](#)
 - [MRc1.1 | Tenant space - long-term commitment](#)
 - [MRc1.1 | Construction, demolition and renovation waste management](#)
 - [MRc1.1 | Building reuse - maintain 75% of existing walls, floors and roof](#)
 - [MRc1.1 | Building reuse - maintain 25% of existing walls, floors and roof](#)
 - [MRc1.1 | Building reuse - maintain 75% of existing walls, floors and roof](#)

- [MRc1.1 | Building reuse - maintain 75% of existing walls, floors and roof](#)
- [MRc1.1 | Sustainable purchasing - ongoing consumables](#)
- [MRc1.1 | Building reuse: maintain 75% of existing walls, floors & roof](#)
- [MRc1.1 | Tenant space, long-term commitment](#)
- [MRc1.1 | Building reuse - maintain existing walls, floors and roof](#)
- [MRc1.2 | Building reuse - maintain interior nonstructural elements](#)
- [MRc1.2 | Building reuse - maintain interior nonstructural elements](#)
- [MRc1.2 | Building reuse - maintain interior nonstructural elements](#)
- [MRc1.2 | Building reuse - maintain 95% of existing walls, floors & roof](#)
- [MRc1.2 | Building reuse - maintain 40% of interior non-structural components](#)
- [MRc1.2 | Building reuse - maintain 95% of existing walls, floors and roof](#)
- [MRc1.2 | Building reuse - maintain 50% of existing walls, floors and roof](#)
- [MRc1.2 | Building reuse - maintain 100% of existing walls, floors and roof](#)
- [MRc1.2 | Building reuse - maintain 100% of existing walls, floors and roof](#)
- [MRc1.2 | Construction, demolition and renovation waste management](#)
- [MRc1.2 | Sustainable purchasing - ongoing consumables](#)
- [MRc1.2 | Building reuse - maintain 95% of existing walls, floors & roof](#)
- [MRc1.2 | Building reuse, maintain 40% of interior non-structural components](#)
- [MRc1.2 | Building reuse - maintain interior nonstructural elements](#)
- [MRc1.3 | Building reuse - maintain 50% of interior non-structural elements](#)
- [MRc1.3 | Sustainable purchasing - ongoing consumables](#)
- [MRc1.3 | Building reuse - maintain 60% of interior non-structural components](#)
- [MRc1.3 | Building reuse - maintain 50% of interior non-structural elements](#)
- [MRc1.3 | Building reuse - maintain 75% of existing walls, floors and roof](#)
- [MRc1.3 | Building reuse - maintain 100% of shell/structure and 50% of non-shell/non-structure](#)
- [MRc1.3 | Building reuse - maintain 100% of shell/structure and 50% of non-shell/non-structure](#)
- [MRc1.3 | Building reuse: maintain 50% of interior nonstructural elements](#)
- [MRc1.3 | Building Reuse, Maintain 60% of Interior Non-Structural Components](#)
- [MRc2 | Construction waste management](#)
- [MRc2 | Construction waste management - divert from disposal](#)
- [MRc2 | Environmentally preferable products](#)
- [MRc2 | Construction waste management](#)
- [MRc2 | Environmentally preferable products](#)
- [MRc2 | Environmentally preferable products](#)
- [MRc2.1 | Sustainable purchasing - electric-powered equipment](#)
- [MRc2.1 | Construction waste management - divert 50% from disposal](#)
- [MRc2.1 | Construction waste management - divert 50% from landfill](#)
- [MRc2.1 | Optimize use of alternative materials](#)
- [MRc2.1 | Construction waste management - divert 50% from disposal](#)
- [MRc2.1 | Construction waste management - divert 50% from landfill](#)
- [MRc2.1 | Sustainable purchasing - durable goods](#)
- [MRc2.1 | Construction waste management: divert 50% from disposal](#)
- [MRc2.1-2.2 | Construction waste management](#)
- [MRc2.2 | Construction waste management - divert 75% from disposal](#)
- [MRc2.2 | Sustainable purchasing - durable goods](#)
- [MRc2.2 | Construction waste management - divert 75% from landfill](#)
- [MRc2.2 | Construction waste management - divert 75% from disposal](#)
- [MRc2.2 | Construction waste management - divert 75% from landfill](#)
- [MRc2.2 | Sustainable purchasing - furniture](#)
- [MRc2.2 | Optimize use of alternative materials](#)
- [MRc2.2 | Construction waste management: divert 75% from disposal](#)
- [MRc2.2 | Construction waste management, divert 75% from landfill](#)
- [MRc2.3 | Optimize use of alternative materials](#)
- [MRc2.4 | Optimize use of alternative materials](#)
- [MRc2.5 | Optimize use of alternative materials](#)
- [MRc3 | Materials reuse](#)
- [MRc3 | Materials reuse](#)
- [MRc3 | Materials reuse](#)
- [MRc3 | Sustainable purchasing - facility alterations and additions](#)
- [MRc3 | Materials reuse](#)
- [MRc3 | Materials reuse - 1%](#)
- [MRc3 | Sustainably sourced materials and products](#)
- [MRc3 | Materials reuse](#)
- [MRc3 | Materials reuse](#)
- [MRc3 | Waste management](#)
- [MRc3 | Construction waste management](#)
- [MRc3 | Construction waste management](#)
- [MRc3 | Sustainable purchasing - facility alterations and additions](#)
- [MRc3.1 | Materials reuse](#)
- [MRc3.1 | Materials reuse - 5%](#)
- [MRc3.1 | Resource reuse - 5%](#)
- [MRc3.1 | Optimize use of IAQ compliant products](#)
- [MRc3.1 | Resource reuse - 5%](#)
- [MRc3.1 | Materials reuse](#)
- [MRc3.1 | Materials reuse: 5 %](#)
- [MRc3.1 | Resource reuse, 5%](#)
- [MRc3.1-3.2 | Resource reuse](#)
- [MRc3.2 | Materials reuse - furniture and furnishings](#)
- [MRc3.2 | Materials reuse - 10%](#)
- [MRc3.2 | Resource reuse - 10%](#)
- [MRc3.2 | Resource reuse - 10%](#)
- [MRc3.2 | Optimize use of IAQ compliant products](#)
- [MRc3.2 | Materials reuse: 10%](#)
- [MRc3.2 | Resource reuse, 10%](#)
- [MRc3.3 | Resource reuse - 30% furniture and furnishings](#)
- [MRc3.3 | Resource Reuse, 30% Furniture and Furnishings](#)
- [MRc4 | Recycled content](#)
- [MRc4 | Sustainable purchasing - reduced mercury in lamps](#)
- [MRc4 | Recycled content \(post-consumer + 1/2 pre-consumer\)](#)
- [MRc4 | Material-efficient framing](#)
- [MRc4 | Recycled content](#)

- [MRp1 | Sustainable purchasing policy](#)
- [MRp1 | Storage and collection of recyclables](#)
- [MRp1 | Storage & collection of recyclables](#)
- [MRp1 | Storage and collection of recyclables](#)
- [MRp1 | Certified tropical wood](#)
- [MRp1 | Storage and collection of recyclables](#)
- [MRp1.1 | Source reduction and waste management - waste management policy and waste stream audit](#)
- [MRp1.2 | Source reduction and waste management - storage and collection of recyclables](#)
- [MRp2 | Construction, demolition and waste management planning](#)
- [MRp2 | Solid waste management policy](#)
- [MRp2 | PBT source reduction - mercury](#)
- [MRp2 | Solid waste management policy](#)
- [MRp2 | Toxic material source reduction - reduced mercury in light bulbs](#)
- [MRp2 | Durability management](#)
- [MRp2.1 | Solid waste management policy](#)
- [MRp2.2 | Storage and collection of recyclables](#)
- [MRp2.3 | Facility alterations and additions policy](#)

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LEED O+M: Retail | v4 - LEED v4

Ongoing purchasing and waste policy

Required

1 result in All .

- [Glossary](#)

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.

In addition to the requirements above, retail projects should promote environmentally responsible sourcing of retail merchandise through one of the four following options.

Option 1. supply chain survey

Establish a supply chain survey.

The survey should collect information from each supplier regarding the following:

- social equity practices;
- energy and carbon reduction measures;
- material selection practices for products, packaging, and distribution;
- waste reduction and waste management measures; and
- human health protection measures.

OR

Option 2. supply chain education program for retail employees and/or retail tenant representatives

Establish a program to inform employees and tenants engaged in merchandise purchasing, packaging, and distribution about environmentally preferable supply chain strategies.

Include the following in the education program:

- environmental best practices for supply chain decisions;
- resources for additional information; and
- internal contacts for more information.

OR

Option 3. supply chain environmental criteria list

Establish criteria for retail products encouraging an environmentally preferable supply chain strategy addressing the following areas:

- purchasing;
- materials handling and packaging;
- inventory;
- materials recovery during manufacturing;
- waste disposal; and
- product take-back.

OR

Option 4. sustainable purchasing education for customers

Install an educational program display for customers displaying environmental initiatives that the store has implemented. The educational display should incorporate information that includes the supply chain environmental criteria listed in Option 3.

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.