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

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