



| Mixed Paper | Metal, Glass, Plastic & Cartons | Cardboard | Garbage |
|-------------|---------------------------------|-----------|---------|
|-------------|---------------------------------|-----------|---------|

Tie off bags collected from marked bins

Recycle:

Paper including window faced envelopes and staples



Desk-side and central bins



Tie off bags collected from marked bins

Recycle:

Rigid plastics, glass, cans, foil, Tetra Pak cartons



Central bins



Collect cardboard separate to trash

Recycle:

Clean un-waxed cardboard boxes



Flatten and place in designated freight area



Tie off and keep separate to all recycling

Reduce:

Non-recyclable items



Central bins



**KEEP RECYCLING AND TRASH SEPARATE IN TRANSPORT
PLACE SEPARATELY FOR COLLECTION**



Ongoing Waste Management Policy for 1407 Broadway

Effective Date: Updated June 1, 2017

i. Scope

This plan applies to all ongoing waste leaving 1407 Broadway. This policy covers the following:

Waste:

- all ongoing waste, including recyclables
- office equipment, appliances, audiovisual equipment
- electric powered equipment
- hazardous waste, such as mercury-containing lamps and batteries

ii. Goals

The property's performance goals for ongoing purchasing and waste management are consistent with LEED for Building Operation and Maintenance prerequisite and credit requirements.

| <u>Category</u> | <u>Goal</u> | <u>Performance measurement unit</u> |
|---|--|--|
| Waste: Ongoing consumables | 60% diverted from landfill | weight |
| Waste: Durable goods and electric-powered equipment | 75% diverted from landfill | weight |
| Batteries and mercury containing lamps | 100% diverted from landfill and disposed according to procedures described below | weight |

This policy will be fully implemented starting on the effective date.

iii. Roles and Responsibilities

Ongoing Purchasing and Waste Team

| Name/Title | Responsibilities |
|---|--|
| Overall responsible party: Shorenstein Realty Services, Property Manager | <ol style="list-style-type: none">1. Ensuring that this policy is implemented2. Ensuring that the Tenants and Vendors are aware of this policy and adheres to the policy procedures3. Overseeing work performed by the Vendors4. Reviewing performance, making updates to the policy as necessary, and informing Tenants and Vendors of updates |
| IESI, Waste Hauling Vendor | <ol style="list-style-type: none">1. Adhering to the relevant procedures outlined in this policy and to the DSNY recycling rules.2. Providing quarterly reports documenting waste diversion amount of each waste stream, in tons. |
| Janitorial/Cleaning Vendors | <ol style="list-style-type: none">1. Adhering to the relevant procedures outlined in this policy2. Providing supplies and products that meet the goals stated above3. Reporting performance to the Property Manager |
| Tenants | <ol style="list-style-type: none">1. Adopting DSNY-compliant waste management practices within their spaces. |

iv. Procedures for Implementation

Waste Handling Procedures

Source-Separated Recycling: All ongoing waste shall be sorted according to the requirements of New York Department of Sanitation (DSNY), Rules Governing Recycling. Recyclable materials shall be source-separated, with paper collected separately from mixed recyclables.

Bins: All Tenant spaces must be equipped with three (3) separate bins for collection of:

- 1) Mixed Recyclables including glass, metal, plastic, (GMP) and beverage cartons, excluding paper. Mixed recyclables must be collected in clear plastic bags for transportation to the loading dock for disposal. Tenants are recommended to use a **green bin**.
- 2) Paper Recyclables including office paper, paperboard, newspaper, magazines, and cardboard. Paper recyclables must be collected in clear blue plastic bags for transportation to the loading dock for disposal. Tenants are recommended to use a **blue bin**.
- 3) Garbage for non-recyclable materials. Garbage must be collected in black plastic bags for transportation to the loading dock for disposal. Tenants are recommended to use a **black bin**.
- 4) Textiles must be collected separately from other waste streams. Textiles are a mandatory recyclable if 10% or more of a business's waste consists of textiles including fabric scraps, clothing, belts, bags, and shoes. Contact the Property Management Office if your organization disposes textiles.

Bins for recycling and garbage shall be located in Tenant common spaces including breakrooms and kitchens. Bins may be located at individual occupant work stations. Tenants shall line bins with the correctly colored plastic bags for collection nightly. Tenants are encouraged to provide recycle bins only at individual occupant workstations, with garbage bins located in tenant common spaces only.

Bags: All waste bin liners (bags) must be transported from the tenant space to the loading dock in plastic bags. Each waste stream must be transported in plastic bags of the following colors:

- Mixed Recyclables: Clear Plastic
- Paper Collection: Clear Plastic
- Garbage: Black Plastic

Signage: Bins will be labeled with signage stating which materials belong in each bin. Signage describing how recyclables and garbage should be separated will be posted in maintenance areas, waste storage areas, and public areas. Signage indicating recycling instructions shall be posted at all waste collection stations throughout the building.

Nightly Collection: Tenants shall cause each waste stream (mixed recyclables, paper recyclables, and garbage) to be separately bagged and removed from each of the three bins nightly. The separately bagged waste shall be transported to the loading dock in separate containers and place the bags sorted correctly into the designated collection areas on the loading dock (mixed recyclables, paper recyclables, and garbage).

Loading Dock: Waste Hauling Vendor (“carter”) will provide the necessary recycling and garbage infrastructure at the loading dock for pick-up of recyclable and trash waste streams. Carter will ensure that each waste stream is separately transported from the building and properly diverted.

Training: Janitorial/Cleaning Vendor shall provide training to janitorial staff on proper handling of each waste stream for removal from the building to the loading dock. Tenant shall ensure that all janitorial/cleaning personnel receive training.

Property Manager shall provide information and training to Tenants, including information about the New York Department of Sanitation’s rules for recycling, demonstration of which materials belong in which bins, and individual assistance as required and requested. Property Manager will notify tenants annually of the building’s waste management policy.

Battery and Lamp Waste: All batteries and mercury-containing lamps are collected and stored in a separate storage bin located in the building. Tenants should contact the Property Management Office for battery or lamp disposal.

Durable Goods Waste: Electronic waste (e-waste) shall be collected by a certified e-waste collection service. Tenants should contact the Property Management Office when they have e-waste for disposal. A drop-off location is located within the building and e-waste collection events are held periodically. The e-waste hauler shall be certified by E-Stewards. Any nonrecyclable waste is to be disposed of according to New York state and federal law.

Furniture and other non-electronic durable goods shall be tenant’s responsibility to dispose of responsibly. Tenants may contact the Property Manager for assistance identifying suitable channels for reuse, donation, recycling, and finally responsible disposal. Property Manager shall facilitate diversion of furniture and non-electronic durable goods. Tenant should provide an itemized list of all durable goods diversion to the Property Manager.

v. Quality Assurance/Quality Control Processes

Waste Hauling Vendor will provide waste diversion performance reports to the Property Manager no less frequently than quarterly. Tenant contacts are also encouraged to provide performance reports to the Property Manager.

The Property Manager will evaluate the waste activity on a quarterly basis to evaluate progress towards the implementation goals. If any purchases or waste is not being recorded properly, the Property Manager will inform the appropriate individuals to ensure that activities are recorded moving forward. If any implementation goals are not being met, the Property Manager will investigate the situation and will work with the individuals purchasing materials and building occupants disposing of waste to resolve the issue.

The Property Manager will evaluate whether updates to the waste policy are necessary in order to achieve the implementation goals.