

# DURABLE GOODS RECYCLING POLICY: FURNITURE & ELECTRONIC WASTE

To learn more please visit the sustainability section of our website:  
[www.slgreen.com](http://www.slgreen.com) or contact Jay Black, SL Green's director of  
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The intent of this policy is to reduce the amount of durable goods from landfills. Durable goods are to be considered end of life office furniture and electronics.

## Which building operations are affected?

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This policy affects the following building vendors:

- ✓ **WASTE HAULER**

## What are the goals?

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This policy will track the waste reduction performance of the building by monitoring the following components of the building's waste streams:

- Durable goods (See definition below under "*What types of goods are included?*")

### ***Furniture Waste:***

Aim to reuse/recycle 75%, by weight, of the durable goods waste stream

### ***Electronic Waste:***

Aim to reuse/recycle 75%, by weight, of the durable goods waste stream

## What types of goods are included?

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The building's waste stream components will include the following materials:

- Durable goods are defined as goods that are replaced infrequently and/or may require capital program outlays to purchase. Examples include, but are not limited to:
  - Office equipment (computers, monitors, copiers, printers, scanners, fax machines)
  - Appliances (refrigerators, dishwashers, water coolers); external power adaptors
  - Televisions and other audio-visual equipment
  - Office furniture (tables, chairs, desks, lamps, etc.)

Management will work with tenants to help donate/liquidate/recycle office furniture items that are no longer wanted. Records of all removed items will be documented and tracked by building management. The tenant notifies building management when a durable good item(s) need to be removed. Building management then contacts the hauler to schedule a pickup of the item(s). The tenant is billed for any associated cost. Manifest documents are supplied to confirm property disposal.

As a convenience to tenants, the building owner has setup recycling services for the following electronic waste items:

- Standard desktop printers
- Large printers/copiers
- Free standing printers/copiers
- LED/LCD monitors
- CRT/monitors or TVs
- Keyboards
- CPUs
- UPS or standard batteries
- Light bulb tubes, CFLs, incandescent bulbs
- Toner cartridges
- Microwaves
- Mini, regular, or oversize refrigerators

## How do we maintain quality control?

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The durable goods recycling program requires that removals of durable goods be tracked to demonstrate that goods are diverted from landfill. When durable goods are removed from the building, the following information will be required:

- Hauler reports or similarly reliable data that quantifies the materials that left the building in weight, quantities, item description, date of removal and end-location
- Photographs of the removal process (If Applicable)

For projects pursuing LEED certification, these reports will be necessary during the LEED Performance Period.

## What are our LEED responsibilities?

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As required with the Durable Goods Recycling Policy, certain actions will be required to be tracked and maintained once the LEED process is initiated. Complying with all above requirements will help the building earn one (1) LEED point. The following will need to be maintained on a monthly basis:

- **Solid Waste Management – Durable Goods (MRc8)**

## Who is responsible for making sure the plan is followed?

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**The Facility Manager**, will ensure that the following procedure and strategies are implemented in the facility to ensure that the policy is being met. This point of contact will also be notified when durable goods need to be removed from the building. The facility manager will also ensure that upon vendor contract renewal that the vendor's contract is inclusive of all the policy requirements listed above.

## When does the policy go into effect?

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This policy is effective as of **immediately** and will be revised annually as per contract renewals.

## What are some useful resources?

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- Earth 911 – [www.earth911.org](http://www.earth911.org)
- National Recycling Coalition – [www.nrc-recycle.org](http://www.nrc-recycle.org)
- EPA Waste Wise Program – [www.epa.gov/wastewise/about/index.htm](http://www.epa.gov/wastewise/about/index.htm)



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