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| ***Instructions to complete the template for your Waste Reduction and Diversion Policy****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Additional Resources[[1]](#footnote-2) can be found here:*
* [*3RCertified*](http://3rcertified.ca/) *is a certification program for buildings in the Industrial, Commercial and Institutional (IC&I) sectors that reviews how organizations manage solid waste reduction and diversion operations.*
1. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
2. *Complete the Checklist below to confirm your Waste Reduction and Diversion Policy meets the BEST Practice requirements.*
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| ***Checklist****The Waste Reduction and Diversion Policy must include:* [ ]  *A signed commitment in the Waste Reduction and Diversion Policy to continuous improvement in the prevention, reduction, diversion, and management of solid waste generated as a result of the following:* [ ]  *Day to day activities from all waste producing areas, including food service and retail; and* [ ]  *Periodic events such as conferences, catered meetings and functions, training, tenant relocation activities, construction, renovation and demolition projects, fit-ups, etc.*[ ]  *(If applicable) Copy of 3R Certification achieved for the building.*  |

**WASTE REDUCTION AND DIVERSION POLICY**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

# Introduction and Purpose

[Insert Name of Organization] is committed to continuously improve the building’s performance regarding the reduction and diversion of solid waste.

The Waste Reduction and Diversion Policy represents a commitment from the organization or building management to continuously improve performance regarding the reduction and diversion of solid waste.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Describe how waste is managed at the building and the respective responsible parties (landlord, tenants etc.)
* Determine appropriate waste management strategies for the building: organizing options from most preferable (3Rs[[2]](#footnote-3)) to least preferable (recovery / disposal).
* Outline recommendations to reduce waste generation and encourage waste diversion.
* Prepare and sign the Waste Reduction and Diversion Policy document.

# Strategy

## Applicable Waste Streams

The following waste streams are collected at [Insert Building Name]:

* [Recyclables
* Treatment of Contaminated Waste
* Food and Organics
* Electronic Waste (e-waste)
* Construction Waste Diversion
* Waste (or Garbage)
* Furniture, Equipment
* Miscellaneous (can contain hazardous materials)
* Hazardous]

*Review the list above and edit as applicable to represent the respective waste streams at your building. Add a note related to each that describes how the waste is collected at source (such as a dedicated bin at an occupant’s desk, or centralized collection bin in the lobby etc.) and what is co-mingled.*

## Day-to-Day Activities

[Describe the steps the landlord organization are taking to address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities from all waste producing areas, including food service and retail.

Recommendations may include reusable plates / cutlery, sorting waste at source, sharing construction waste diversion specifications etc.]

## Events

[Describe the steps the landlord organization are taking to address the prevention, diversion, and management of solid waste generated as a result of periodic events such as conferences, catered meetings and functions, training, tenant relocation activities, construction, renovation and demolition projects, fit ups, etc. that have taken place at the building over the course of the last couple years.]

# Commitment

[Insert Name of Organization] is committed to continuously improve performance regarding the reduction and diversion of solid waste generated at [Insert Building Name] as a result of the following:

* Day to day activities from all waste producing areas, including food service and retail; and
* Periodic events such as conferences, catered meetings and functions, training, tenant relocation activities, construction, renovation and demolition projects, fit-ups, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert name and signature of Senior Management for the building]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Date the Waste Reduction and Diversion Policy was implemented]

1. *The additional resources presented above are suggestions and not intended as an endorsement by BOMA Canada of any method, process or specific product* [↑](#footnote-ref-2)
2. 3R stands for Reduce, Reuse, and Recycle [↑](#footnote-ref-3)