

**SAMPLE
CORPORATE POLICIES
OR
BEST MANAGEMENT PRACTICES**

FOR CONSTRUCTION AND DEMOLITION MATERIALS RECYCLING

Background. The [Organization Name] has joined the Environmental Protection Agency's Waste Wise Building Challenge Program. The [Organization Name] has made a commitment to institute best management practices for construction and demolition (C&D) waste diversion and recycling, with the goal of diverting a minimum of 50% [75%] of solid waste generated by selected projects from landfills, whenever it is financially feasible to do so, and wherever local C&D recycling facilities are available.

Policy Statement. Construction and demolition debris constitute as much as 25% of the waste stream in certain localities, the materials are highly recyclable in certain areas; and cost savings to the [Organization Name] may be achieved by reuse and recycling. [Organization Name] has the opportunity to expand its current recycling rate by incorporating best management practices to require that construction and demolition materials are re-used or recycled by its construction and demolition contractors on selected projects;

Best Management Practices. The [Organization Name] Adopts the Following Construction And Demolition Best Management Practices (BMPS):

1. Recycling Requirement. Selected construction, demolition, renovation, and remodeling projects that take place under the [Organization Name] building program will be required to divert a minimum of 50% [75%] of construction and demolition (C&D) debris from disposal in landfills. Achieve diversion through re-use, recycling, or composting of C&D materials, which may include concrete, asphalt, scrap metal, drywall, cardboard, and other construction materials.
 - a. New construction or renovation projects that are located in areas where C&D recycling facilities are very limited or do not exist, or when costs for recycling are prohibitive, may be exempted from these requirements, as provided below.
2. Solid Resources Management Plan. Prior to obtaining a building or demolition permit, the responsible party (i.e. project manager or construction or demolition contractor), shall submit a Solid Waste Management and Recycling Plan to [Organization Name], which will be reviewed and approved by the [Organization Name] representative who will review and approve the Plan_____].

- a. Provide estimated tons of C&D materials that will be generated by the project; estimated tons to be reused, recycled, composted, or disposed; types of materials that will be generated, reused, recycled, composted or disposed; reuse organizations or centers that may be used; recycling or composting facilities that may be used.
 - b. Complete and submit the Solid Waste Management and Recycling Plan on the form(s) provided by [Organization Name] representative that will provide forms.
3. Contractor's Report of Solid Waste and Recycling. Prior to obtaining a Certificate of Occupancy or approval of final inspection, the responsible party (i.e. building owner or construction or demolition contractor) shall submit a report of a Contractor's Construction and Demolition Waste Management and Recycling Form to the [Organization Name] representative to whom Reporting Form is to be submitted.
 - a. The Contractor's Construction and Demolition Waste Diversion Reporting Form shall be properly completed and submitted on the form(s) provided by [Organization Name] representative who will provide Reporting Form.
 - b. The Contractor's Construction and Demolition Waste Diversion Reporting Form shall be reviewed by the [Organization Name] representative who will review the Reporting Form, whose approval is required prior to obtaining a Certificate of Occupancy or final inspection, as applicable.
4. Request for Exemption. If a minimum of 50% diversion of C&D debris (measured by weight in tons) cannot be achieved due to site conditions, because of the type of material generated, or other reasonable factors or conditions, the applicant may request an exemption or modification to the minimum recycling rate from the [Organization Name] representative who will grant the exemption.
 - a. Prior to obtaining a building or demolition permit, the applicant shall submit a request for exemption or modification to the minimum recycling rate on the applicant's letterhead, which clearly states the basis of the request.
 - b. The request for exemption shall include a properly completed Solid Resources Management Plan, as required in item 2. above.
 - c. [Organization Name], at its sole option, shall either grant the request or modify the request for exemption or modification of the minimum recycling rate and return it to the applicant.

Passed, Approved, and Adopted this XX day of [Month] 200[].

[Organization Name] Representative