Great Forest

Recycling and Waste Metrics:
Data Collection, Verification, and Posting

Protocols and Procedures

Version: 2.1
As of October 2011
Owner: Richard Fuller (fuller@greatforest.com)

Preamble

Waste and recycling metrics are critical for a performance measurement relative to sustainability goals, and as a means of managing waste removal costs.

This document, and its associated documents defines Great Forest's process and protocols for ensuring that waste metrics are as accurate and credible as possible, and establishes a common methodology and format for clients and locations globally.

All portions of the waste stream are intended for measurement, including dry and wet wastes, mixed glass/metal/plastic containers, composting, shredding, construction and demolition waste, hazardous wastes, bulk wastes and the like. Each location and client will vary with mix of these materials, and as a result data collection is specific to each location.

Specific activities to be undertaken under this process document may be defined in related documents. All documents may be found at www.greatforest.com/protocols-procedures.html.

This document is for internal use for metrics collections and coordination, and may be shared with clients as needed.

Overview

The standard procedure for waste metrics is four-step process as follows:

- Data collected monthly from waste haulers, per *Recycling Metrics Request Guidelines* (Appendix 1) and *Metrics Database Client Update Form* (Appendix 1)

- Data verified against historical information for relative accuracy, and clarification requested as needed, per *Data Verification Guidelines* (Appendix 2)

- Input into Great Forest Recycling Database (www.greatforest.com/recycle), per *Recycling Metrics Database Guidelines* (Appendix 3)

- Annually, or as otherwise defined in client contract, spot audits of locations conducted, per *Waste Audit Prep Guidelines, Auditor Instructions, Waste Audit Procedures*, and *Bin Fullness Guidelines* (Appendix 4)

Some client's requirements will define additional steps, including export function to SMS reporting systems, additional auditing requirements for LEED, and audit work for bid management. These steps are incorporated into the standard procedures appropriately.

Variations in some of these procedures will occur in different states

Client Reports

Client access to the database is via on-line portal, with access granted during contract discussions.

Clients can use the database with the *Metrics Instructions* manual, also available online.

Clients may request excel database downloads from time to time, or for real-time connection to sustainability management systems. These specifics are relevant to each client contract.

Additional reports, for specific client outreach programs, can be prepared for clients by the Metrics Coordinator on an as needed basis.

Updates

This protocol, and its associated procedures, is to be updated each year, and reviewed for correctness and local applicability in the third quarter of each year.