



Zero Waste Business Certification Summary Checklist

Certification Levels

Bronze: 31-37 points

Silver: 38-45 points

Gold: 46-63 points

Platinum: 64-80 points

Requirements

1. Zero Waste policy in place
2. 90% overall diversion from landfill and incineration for non-hazardous wastes
 - Discarded materials are reduced, reused, recycled, composted or recovered for productive use in nature or the economy at biological temperatures and pressures
 - Materials can be processed above ambient biological temperatures (>200° F) to recover energy from the 10% residual, but they do not count as part of the 90% diversion
 - Reused materials (office furniture, pallets, paper, etc) are eligible to count as part of the 90% diversion requirement
3. Meet all federal, state/provincial, and local solid waste and recycling regulations
4. Data provided to USZWBC has been published formally
5. Data documents a base year and measurements since the base year
6. Commit to submit 12 months of data to USZWBC annually (Data submitted will be public and published on the USZWBC website)
7. Case Study of Zero Waste initiatives can be published on USZWBC website
8. Recertification is required every three years
9. Contamination is not to exceed 10% of each material once it leaves the company site

Credit Redesign

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|----------|-----------------------------------|
| Credit 1 | Right size collection containers |
| Credit 2 | Restructure collection agreements |
| Credit 3 | Design out or eliminate waste |
| Credit 4 | Review supply chain |

Credit Reduce

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|----------|---|
| Credit 1 | Document materials reduced |
| Credit 2 | Track material flows to eliminate waste |
| Credit 3 | Reduce size/amount of product packaging |
| Credit 4 | Implemented paperless-office program |
| Credit 5 | Duplex printing is default setting |

- Credit 6 Grass-cycling is standard practice
- Credit 7 Native landscaping, xeriscaping and grasscycling

Credit Reuse

- Credit 1 Implement reuse systems
- Credit 2 Document reused pallets and shipping containers
- Credit 3 Implement reusable transportation options
- Credit 4 Reuse office supplies
- Credit 5 Reuse durables for service ware
- Credit 6 Donate edible food
- Credit 7 Donate remaining food to animals

Credit Compost (ReEarth)

- Credit 1 Collect compostables separately
- Credit 2 Compost, digest or reuse yard trimmings
- Credit 3 Compost food scraps & soiled paper onsite
- Credit 4 Compost food scraps & soiled paper offsite
- Credit 5 Use compost or mulch onsite
- Credit 6 Digest food scraps
- Credit 7 Grow food onsite for company use

Credit Recycle

- Credit 1 80% of recyclables marketed for Highest and Best Use
- Credit 1.2 100% of recyclables marketed for Highest and Best Use
- Credit 2 Document where recyclables are taken

Credit Zero Waste Reporting

- Credit 1 Document 90% diversion or better
- Credit 2 Track landfill costs, avoided costs and recycling revenue
- Credit 3 Include Zero Waste in Climate Change Report
- Credit 4 USEPA Waste Wise member

Credit Diversion from landfill, incineration, and environment

- Credit 1 Diversion is 90.1-94.9%
- Credit 2 Diversion is 95%-96.9%
- Credit 3 Diversion is 97%-98.9%
- Credit 4 Diversion is 98-99.9%
- Credit 5 Diversion is 100%

Credit Zero Waste Purchasing

- Credit 1 Environmentally Preferred Purchasing (EPP) policy
- Credit 2 Durable goods are preferred over disposables
- Credit 3 Buy sustainably produced paper and wood products
- Credit 4 Purchasing identifies EPP products
- Credit 5 Purchasing tracks environmentally preferred products
- Credit 6 Used, refurbished, goods are preferred

- Credit 7.1 Other EPP practices
- Credit 7.2 Other EPP practices
- Credit 7.3 Other EPP practices

Credit Leadership

- Credit 1 Adopted Zero Waste goal
- Credit 2 Upper management reviews Zero Waste reports
- Credit 3 Encourage and reward Zero Waste recommendations
- Credit 4 Take responsibility for products and packaging
- Credit 5 Suppliers take responsibility for products/packaging
- Credit 6 Promote Zero Waste beyond internal operations

Credit Training

- Credit 1 Mission statement includes Zero Waste (ZW)
- Credit 2 Orientation includes ZW
- Credit 3 Quarterly communicate with associates about ZW
- Credit 4 Receptacles are labeled and staff is trained
- Credit 5 Train Purchasing to ID environmentally preferred products
- Credit 6 Zero Waste considered for evaluations or bonuses
- Credit 7 Dedicated roles for Zero Waste leadership
- Credit 8 Internal website has Zero Waste training information

Credit Zero Waste Analysis

- Credit 1 Annual physical waste analysis
- Credit 2 Complete recommendations from analysis
- Credit 3 Annual audit of recyclables contamination
- Credit 4 Include rejected recyclables as waste
- Credit 5 Staff engaged in waste and recycling analyses

Credit Upstream Management

- Credit 1 Suppliers eliminate non-recyclable packaging
- Credit 2 Request vendors to adopt Zero Waste
- Credit 3 Implement 100% recyclable packaging
- Credit 4 Suppliers redesign to increase reusability or recyclability

Credit Hazardous Waste Prevention

- Credit 1 Hazardous materials training provided
- Credit 2 Maintain hazardous waste manifests for 3 years
- Credit 3 Universal wastes reused or recycled
- Credit 4 Reduce hazardous chemicals/materials used
- Credit 5 Collect from employees and customers

Credit Closed Loop

- Credit 1 Require 30% post-consumer recycled paper
- Credit 2 Use 20% post-consumer recycled for janitorial products
- Credit 3 Purchase compost from facility that composts your materials

Credit 4 Materials remain in local markets

Credit Innovation

Credit 1 Upcycle non-traditional recyclable materials

Credit 2 Continuously reduce at least 1% more each year

Credit 3 Additional innovation