

SUBMISSION TEMPLATE

MAT-2 Solid Waste Management

1. Sustainable Procurement Policy		YES	NO
A	Does the building have a Solid Waste and Materials Management Policy?		

Attachments:

Please attach a copy of the Solid Waste Management Policy and complete checklist below

Item	Document Title	Description

Submission Checklist:

Solid Waste Management Policy

Solid Waste Management Policy		Included in Policy	Page number
Purpose			
Scope			
Goals and Programme Rules			
Performance Metrics	Waste Minimisation Goal		
	Diversion Rate from landfill for		
	Ongoing operational waste.		
	Food waste		
	Landscape waste		
	Batteries		
	Hazardous Waste (e.g. CFL lamps)		
	Electronic Waste		
Procedures and Strategies			
Standard Operating Procedures	implementation of the waste diversion practices		
	Waste minimisation procedures		
	Purchase of Green Cleaning Equipment		
Quality Assurance Control Processes	Control systems		
	Specifications for tenders		
	Compliance processes		
Responsibilities and Accountability			
Time Period			

2. Operational Waste Management Plan		YES	NO
A	Has a Waste Stream Audit been undertaken on the building's entire ongoing consumables waste stream?		

Attachments:

Attach a copy of the Operational Waste and Materials Management Plan and complete checklist below:

Item	Document Title	Description

Submission Checklist:

Operational Waste Management Plan

Operational Waste Management Plan		Included in Plan	Page number
Purpose			
Scope			
Goals and Programme Rules	Waste stream identification and goals		
Performance Metrics	Environmental Performance Measurements: targets		
Procedures and Strategies			
	Waste stream reduction (minimisation) strategies		
	Waste stream diversion strategies		
Quality Assurance Control Processes	Performance metrics		
	Review processes		
Responsibilities and Accountability			
Time Period			

3. Waste to Landfill Diversion – Operational Waste and Materials		Percentage
A	What percentage of operational waste and materials (by mass or volume) is diverted from landfill?	
B	By what percentage has the overall operational waste and materials been reduced by over the performance period?	

Attachments:

- Attach a copy of the completed calculator to track the diversion rate which is available on request from the GBCSA.
- Attach waste contractors receipts which confirm the diversion rate

Item	Document Title	Description

4. Movable and/or Electronic Goods		YES	NO
A	Has a diversion programme been implemented that targets moveable goods such as electric equipment and furniture as well as electronic goods?		
B	Has the programme been developed in accordance with the requirements of the Solid Waste and Materials Management Policy?		
		Percentage	
C	What percentage of all movable goods waste is diverted during the performance period?		
D	What percentage of electronic goods enters the movable goods waste stream?		

Attachments:

- Attach a copy of the completed calculator to track the diversion rate which is available on request form the GBCSA.
- Attach waste contractors receipts which confirm the diversion rate

Item	Document Title	Description

5. Construction Waste – Churn and Alterations (if applicable)		YES	NO
A	Has a diversion programme been implemented that targets construction waste diversion from landfill?		
B	Has the programme been developed in accordance with the construction waste diversion principles, methods and calculations established in Green Star SA – Office As Built v.1?		
		Percentage	
C	What percentage of total construction waste from churn and alterations generated during the performance period is diverted from landfill?		

Attachments:

- Attach a copy of the completed calculator to track the diversion rate which is available on request form the GBCSA.
- Attach waste contractors receipts which confirm the diversion rate

Item	Document Title	Description

Statement of Authenticity

I, _____, hereby declare that the values/information listed in this submission template are indeed the true values of the applicant building, and additionally, that evidence either proving or rationalising said values can be supplied within 14 days of notification by either GBCSA, or any GBCSA approved third party.

DATE: _____

NAME: _____

SIGNATURE: _____