Succeed with LEED

How to maximize USGBC LEED recycling credits

**For construction and demolition contractors,
waste haulers, salvagers,
project managers and recycling facility operators
in the Portland metropolitan region**

July, 2008

Metro

Purpose of this publication

This brochure and accompanying form aim to simplify the tracking and reporting of salvage and recycling data from U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) projects in the Portland metropolitan region. The standardized form will help project managers achieve maximum points under LEED v. 2.2 or other LEED products and minimize waste-related administrative costs.

The good news is that recycling is easier here in the Metro region than just about anywhere else in the United States, so it is not difficult to recycle 50 percent, 75 percent or even 95 percent of your LEED project waste.

The form within this publication can be used to track and report individual loads of recycling or salvage leaving LEED projects in the Metro region. It was specifically created to resolve the documentation problems that have arisen when LEED project debris is sent to one of the region's mixed-material recovery facilities and you need to know how much was actually recycled. Clearer documentation will also make it easier for project team members to understand recycling data and for LEED reviewers to understand and approve your LEED project recycling data.

Resources for recycling or salvage

Call Metro Recycling Information at 503-234-3000 or visit **www.oregonmetro.gov/toolkit** for a complete list of construction recycling and salvage facilities in the Metro region.

What materials count toward recycling under LEED?

The recycling or salvage of most non-hazardous building materials should count toward a project's overall recycling diversion percentage for LEED. This includes, but is not limited to, used building materials removed from the structure for reuse and recycling of concrete, brick, CMUs, sand, crushed rock, roofing, wood, cardboard, metals, glass, plastics, insulation, etc.

What materials do NOT count toward recycling under LEED?

Soil, dirt and topsoil scrapings from excavation or site-clearing do not count toward a project's overall recycling diversion percentage for LEED. Hazardous materials including asbestos, contaminated soil, mercury, and lighting parts containing polychlorinated biphenyl also do not count.

For maximum LEED points

1st – Salvage and deconstruct as much as possible.

2nd – Source separate the debris that is not salvageable.

3rd – Deliver mixed debris to a mixed-material recovery facility.

Implementation tips:

- Distribute LEED recycling tracking forms to all subcontractors that will be taking project debris or salvage off-site.
- The general contractor should contact the material recovery facility operator that will be accepting the project debris to ensure the vendor is aware of this form and your reporting requirements. During and after the project, stay in contact with the mixed-material recovery facility to verify the accuracy of information reported on the LEED tracking form.
- Request that the mixed-material recovery facility operators and recycling facility operators complete a form for each load they accept. The hauler's role is to return the completed form to the LEED project manager.
- Consider using smaller 10- and 20-yard drop boxes to allow more space for source-separated recycling on small footprint job sites.
- Make payment for hauling services contingent on receiving a completed LEED tracking form for each load leaving the site.
- Appoint one LEED team member to oversee all LEED recycling data-gathering.
- Use "tons" in all calculations.

LEED Recycling and Salvage Tracking Form

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Instructions: Form is to be filled out by the recycling facility, mixed-materials recovery (MRF) facility operator or salvage/demolition contractor. **Each load must have its own form.** Return completed forms to the party compiling the project's LEED documentation package. Additional copies of this form can be downloaded at **www.oregonmetro.gov/toolkit**.

Date/time: _____ Name: _____

Project name: _____ Invoice/job number: _____

Project address: _____

Hauler name: _____ Truck number: _____

Vehicle type *(check one)*: ❑ Drop box ❑ Flat bed ❑ Truck/trailer ❑ Other _____

Type of facility: ***Choose one and fill out that section.*** (Sorting procedures for mixed-material recovery facilities are listed on the back)

☐ SALVAGE/REUSE

Facility name: _____ Address: _____

Description of load: _____

_____ Weight: _____

☐ SOURCE-SEPARATED RECYCLING

Facility name: _____

Material type: _____

Portion of load that is not recyclable: _____ Weight: _____

End use *(check one)*: ❑ Recycled into fuel product (hog fuel) ❑ Processed/recycled into new product

☐ MATERIAL RECOVERY FACILITY

Facility name: _____

Description of load: _____

Choose option A or B:

A. Use existing recovery percentage data. List the mixed-material recovery facility recovery percentage reported to Metro. Call 503-797-1663 to find out the mixed-material recovery percent for the months when your LEED-eligible project loads were delivered to these facilities.

Facility recovery percentage: _____ Weight: _____

B. Custom sorting: The facility operator must provide (1) actual weights for each load, (2) recyclable materials weight by category, (3) total disposal weight and (4) the resulting recycling percent for each load. See sorting procedures on reverse side. **Visual estimation is not allowed.**

Facility name: _____

Recyclable materials by type, weight and end use (e.g. "wood", "6 tons", "hog fuel")

Material (1): _____ Weight: _____ End use: _____

Material (2): _____ Weight: _____ End use: _____

Material (3): _____ Weight: _____ End use: _____

Material (4): _____ Weight: _____ End use: _____

Total disposal weight/recycling percent: _____

Facility operator signature _____ Date: _____

Sorting procedure:

Mixed project waste from each separate LEED project must be kept physically separate from other waste at each mixed-material recovery facility until the weighing and sorting process is completed.

If this is not possible, the overall facility recycling data reported to Metro (*see option A*) is the fallback data set and can be used as the LEED alternative recycling percentage.

1. Weigh the incoming load on a state-regulated scale. (Record the weight of the load, minus the vehicle/container weight.)
2. Tip the load into the segregated sorting area.
3. Sort the load into material categories – wood, corrugated cardboard, metal, roofing and concrete, for example.
4. Weigh the recyclables on a scale and record on Section B of the LEED Recycling and Salvage form:
   - Weight of each recyclable material category
   - End use for each material – hog fuel, compost, etc.
5. Subtract the weight of recycling from the total load weight (minus the vehicle/container weight) and record the overall recycling percent on the LEED Recycling and Salvage form.
6. Sign the form and send it to the LEED project manager/contractor.

Note: Data quality and accuracy are the responsibility of the party filling out this form. Metro makes no claim about the accuracy of the data provided on this form.

Call Metro Recycling Information at 503-234-3000 to learn more about recycling and salvage facilities in the Metro region.

For additional copies of this form:
www.oregonmetro.gov/toolkit.

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