

ELECTRONIC WASTE RECYCLING STANDARD OPERATING PROCEDURE (SOP)



The Durst Organization wishes to ensure that all tenants and building contractors recycle their electronic waste stream by following the new guidelines regulated by The Department of Transportation. The disposal of electronic waste by The Durst Organization and building tenants must follow the below guidelines and specifications.

SPECIFICATIONS

a. DESCRIPTION OF SERVICES

Waste Hauler or Electronic Waste Recycler will provide bins for removal and recycling of all electronic waste from all Properties. **Electronic waste is defined as light bulbs, batteries, computers, entertainment device electronics, mobile phones, fax machines, printers, batteries, and other mercury-containing items such as TVs.**

b. STORAGE AND REMOVAL

- The building will be adequately supplied with bins labeled specifically for electronic waste. These bins will be supplied by the current Waste Hauler or electronic waste recycler selected for electronic waste removal.
- Tenants should contract property management to coordinate pick-up/removal of electronic waste from tenant spaces.
- Upon call or routine pick ups (to be determined by location with management) service provider shall arrive at the location in a timely fashion.
- Service provider is expected to arrive at the location with all the necessary manpower and materials to not only pack up and remove, but to take proper inventory of the materials being disposed. All bins should be replaced with empty bins.
- All personnel: waste haulers and technicians must be bonded and certified.

c. RECYCLE AND REPORT

- Once electronic waste is removed from the premises, the service provider shall transport to an EPA approved recycling plant.
- Due to the variety of tenants The Durst Organization's portfolio holds, the disposal of the electronic waste must be in accordance with Relevant Federal, State and local laws based on building location.
- The Durst Organization will require a monthly consolidated report on the electronic waste items disposed of and the methods of disposal.
- Additionally, the service provider must provide the custody certificates and certificate of recycling and/or destruction.

