

Large bulk items and waste that cannot be recycled through standard services can be full of pollutants, including harmful metals and chemicals. Use the template to establish a policy to divert these items from the landfill, using reputable vendors.

RECYCLING POLICY—E-WASTE, BATTERIES, LIGHT BULBS, AND BULK ITEMS	
PART I: PROPERTY INFORMATION	
Basic information	
Property name	
Address	
Age	
Size	
Property or facilities manager	
Hauler and recycling service provider	
PART II: POLICY STATEMENT	
Effective Date	
Approved By	
<p><i>Example:</i></p> <p><i>XYZ Company is committed to providing and operating healthcare real estate in such a way that minimizes the footprint of our buildings and uses and disposes of materials in a responsible way. These business practices are not only good for the environment, but they also create positive financial results.</i></p> <p><i>As such, each property shall follow guidelines for recycling electronic or e-waste, batteries, light bulbs, and bulk items. The Building Manager has primary responsibility for implementing this policy, but everyone on staff is responsible for following the guidelines and communicating them to stakeholders, as appropriate.</i></p>	

PART III: GUIDELINES FOR RECYCLING E-WASTE, BATTERIES, LIGHT BULBS, AND BULK ITEMS

Sample clauses:

- *Recycling guidelines shall be included in tenant handbooks and on tenant portals.*
- *Each property shall place separate bins in a practical location for staff and occupants to dispose of e-waste and batteries. Commingling of these items is not recommended.*
- *Building engineering staff shall recycle all light bulbs. Each property shall designate a dry, well-ventilated area within the property away from occupant use to store used light bulbs until pickup. Bulbs must be retrieved by or dropped off at a recycling center at least every 3 months.*
- *Each property shall choose a hauler for e-waste that is certified under one of the following reputable standards:*
 - *Responsible Recycling Practices (R2)*
 - *e-Stewards*
- *Bulk items such as kitchen appliances, copiers, and building equipment should be removed from the property as needed, through a special pickup from a hauler certified under one of the above standards.*
- *Haulers and recyclers must provide a receipt or document certifying that all items were recycled in a safe, responsible manner.*

Additional resources:

- [R2 Standard](#)
- [e-Stewards](#)
- [EPA—Recycling Mercury-Containing Light Bulbs](#)
- [EPA—e-Cycling](#)

Alternative Documentation

Instead of this form, you may submit the following to IREM®:

- Copy of policy