TRUE

TRUE V2 RATING SYSTEM

PUBLIC CONSULTATION DRAFT

February 25, 2026

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PREFACE

TRUE (Total Resource Use and Efficiency) is a zero waste certification program used by buildings, businesses, and communities to define, pursue, and achieve their zero waste goals, driving the development of circular materials management infrastructure, behavior, and best practices worldwide.

The processes involved in resource extraction, use, and disposal create significant environmental impacts that are among the most challenging to reduce. Globally, we are extracting, consuming, and disposing of materials faster than the planet's capacity for replenishment. This results in unsustainable consumption and production, and ever-increasing amounts of waste and disposal in an inherently linear system. Notable statistics include:

- 2.1 billion metric tonnes of municipal solid waste was generated globally in 2023, not including waste from construction and demolition, industrial processes, agriculture, or healthcare. This number is expected to increase to 3.8 billion metric tonnes by 2050.[1]
- 3.5% of global greenhouse gas emissions result from waste, not including the energy needed for waste processing and treatment.[2] Additionally, waste management and disposal have a high impact on land use, biodiversity, pollution generation, and human health.
- 38% of waste is currently uncontrolled, meaning it is not properly collected and disposed of, leading to increased pollution in waterways, the air, and communities.[1]

The pressure is on to address the global waste problem through rethinking waste, implementing a circular economy, minimizing resource use, and extending the lifespan of materials.

TRUE aims to help address these critical impacts by driving widespread implementation of zero waste solutions that enable healthier, greener, and more socially responsible systems and communities. The rating system provides a framework for facilities and businesses to help identify and implement waste reduction and diversion practices to achieve zero waste.

Zero waste is defined by the Zero Waste International Alliance (ZWIA) as "the conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health."[3] TRUE aligns with the Zero Waste Hierarchy, shown in Figure 1, to prioritize waste reduction and diversion actions according to the highest environmental value.

Figure 1: Zero Waste Hierarchy[3]

[1] *unep.org/resources/global-waste-management-outlook-2024*
[2] *wri.org/insights/4-charts-explain-greenhouse-gas-emissions-countries-and-sectors*
[3] *zwia.org/zero-waste-definition/*

TRUE is a whole systems approach aimed at changing how materials flow through society, ideally eliminating waste. TRUE encourages the redesign of resource lifecycles such that products are kept in a useful state and promotes processes that consider the entire lifecycle of materials. TRUE serves as a roadmap to guide projects through zero waste programs, from initial planning through execution and measurement.

TRUE aims to act as a leadership standard and model for zero waste certification and achieve impact through the following:

Closing the Loop

Extending the life of materials for as long as possible by cultivating circular systems to preserve land, ecosystems, and natural resources.

Decarbonization

Reducing emissions across the full lifecycle of the materials we use, creating a safer and more stable climate for future generations.

Business Transformation

Driving more efficient business practices, reducing costs, and transforming supply chains to advance healthier economies.

SCOPE

PROJECT

The TRUE Rating System applies to physical facilities and their operations. The facility (or group of facilities on one property) applying for certification is defined as a "project." A project is defined by the legal property boundary, which may or may not include multiple buildings. For projects located on publicly owned land, within a greater facility not seeking certification, or campuses that do not have internal property lines, the project boundary may use the legal limits of the campus or define an alternative boundary that is wholly contained within the legally owned site. It may not exclude sections of the property to create boundaries in unreasonable shapes for the sole purpose of achieving certain credits. The current rating system does not certify the owner/organization or their products or services as zero waste.

Other criteria for defining the project are as follows:

- All operations must occur within the defined project boundary and be consistently accounted for in requirements and credit documentation.
- The entire area contained within the project boundary must be held by the same ownership, property manager, or developer, or be maintained under one operating body.
- The facility (or facilities) included in the project must be operational for a minimum of 12 months.
- The 12 months of data provided for certification (reporting period) must be consecutive and be within 120 days of submittal for certification.
- There is no maximum or minimum size for a project to be considered eligible for certification.

MATERIALS SCOPE

TRUE certification encompasses all solid, non-hazardous discards (referred to as "materials" or "material types" herein) generated within the project boundary. This includes materials generated during regular operations, as well as those generated during episodic activities (e.g., construction and demolition, special events, etc.). Hazardous materials are defined by the project's local jurisdiction, state, or country. Liquid wastes are included in the scope of materials if they are accepted in the landfill by the local jurisdiction, state, or country. Wastewater is not included.

ACCEPTABLE MEANS OF DIVERSION

The following activities are all considered acceptable forms of diversion and may be included in the diversion calculations:

- **REDUCTION –** Efforts to reduce the generation of materials can be recognized in the diversion calculations provided that the reductions are documented from an established baseline representing previous operations.
- **REUSE –** Avoided disposal resulting from the reuse of materials.
- **COMPOSTING –** Organic matter decomposed by microorganisms into a soil amendment.
- **RECYCLING –** Materials converted into manufacturing feedstock material and used in creation of new products (excludes use as fuel substitute or for energy production).
- **ANAEROBIC DIGESTION –** Organic matter broken down by microorganisms into a soil amendment in the absence of oxygen (byproducts must be recovered for productive use in nature).
- **OTHER PROCESSING TECHNOLOGIES**, not including incineration or waste-to-energy (WtE), in which the end product is recovered for productive use in nature or the economy.

DIVERSION CALCULATIONS

All those seeking certification must provide waste diversion calculations. These numbers must be used consistently across all requirements and credits. The diversion rate represents all activities within the project boundary and includes all materials generated within that boundary. Diversion is calculated by weight as follows:

$$\boldsymbol{Diversion\ Generation} = Material\ Weights\ (Reduce + Reuse + Compost + Recycle)$$

$$\boldsymbol{Total\ Generation} = Material\ Weights\ (Landfill + WtE + Incineration + Diversion\ Generation)$$

$$\boldsymbol{Diversion\ Rate} = \frac{\boldsymbol{Diversion\ Generation}}{\boldsymbol{Total\ Generation}}$$

TRUE does not require a standard unit of weight. However, all materials must be tracked and calculated using the same unit of measure chosen. For more details on calculation of diversion, please see the Zero Waste Measurement and Performance category.

KEY TERMINOLOGY

The following are key terms used throughout the TRUE rating system. Additional term definitions can be found in the Glossary.

MATERIAL TYPE: A classification that groups materials with similar properties for purposes of managing them in a system (e.g., metal, plastic, glass).

NINE POINTS OF GENERATION: The nine points of generation are typical areas found within a project boundary where waste may be generated. These categories guide projects in mapping waste generation and opportunities for reduction. The generation points include Warehousing and Distribution, Offices, Food Services, Grounds and Landscaping, Construction and Renovation, Manufacturing, Maintenance, Retail, and Housing and Hospitality.

PERSONNEL: The employees or staff that work for a project location that is seeking TRUE certification. Personnel can also include contractors that work at the project location. Personnel include all levels and types of staff (e.g., upper management, procurement, fabricators, custodial, and human resources).

PRODUCT TYPE: A category of purchased goods with similar composition and characteristics that can be either consumable (e.g., single-use service ware, food, paper products, etc.) or durable (e.g., computers, equipment, furniture, etc.).

PROJECT: The facility (or group of facilities on one property) applying for certification is considered a "project." For additional guidance on what defines a "project, refer to the Scope section.

PROJECT BOUNDARY: A project is defined by the legal property boundary, which may or may not include multiple buildings. For projects located on publicly owned land, within a greater facility not seeking certification, or campuses that do not have internal property lines, the project boundary may use the legal limits of the campus or define an alternative boundary that is wholly contained within the legally owned site. For additional guidance on Project Boundary, refer to the Scope section.

PROJECT TEAM: A group of project personnel which can include employees and/or contractors that are responsible for zero waste planning, implementation, and TRUE certification submittals.

SERVICE PROVIDER: A vendor that provides management and/or collection services for refuse and/or reusable/recyclable materials. Includes both private and public entities. Includes waste haulers, janitorial services, and recovery/recycling facilities.

WASTE AUDIT: Physical analysis of waste including separation by material and disposal type to better understand waste at the project and identify opportunities for waste diversion and contamination reduction.

ZERO WASTE: The conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health.[3]

ZERO WASTE AUDIT: A Zero Waste Audit builds on a waste audit to focus on preventing waste by evaluating waste at each point of generation and identifying upstream opportunities for reduction and diversion.

ZERO WASTE HIERARCHY: The Zero Waste Hierarchy provides a structured framework for waste prevention, material recovery, and sustainable resource management. Designed to guide policymakers, businesses, and individuals, it expands on the widely recognized 3Rs (Reduce, Reuse, Recycle) to prioritize actions that drive systemic change toward a circular economy. The Hierarchy serves as a key policy tool for developing Zero Waste strategies and fostering a more sustainable future.[4]

ZERO WASTE INTERNATIONAL ALLIANCE: The Zero Waste International Alliance (ZWIA) was formed in 2003 to promote positive alternatives to landfill and incineration and to raise community awareness of the social and economic benefits to be gained when wasted materials are regarded as resources which can create both employment and business opportunities.[5]

[4] *zwia.org/zwh*
[5] *zwia.org*

REQUIRED PROJECT INFORMATION

The following documentation and information must be provided by project teams to provide an overview of the project and its general operations:

- ✓ A narrative that provides a general description of the project.
- ✓ A site map of the full project boundary, including all buildings as relevant, with all waste enclosures and service collection containers clearly marked and labeled.
- ✓ Photographs and/or short videos showing enclosure spaces and internal collection areas that provide a representative sample of facility waste and material collection.
    - o If providing photographs, include at least one photograph per outdoor enclosure or service provider collection area and at least one photograph per generation area type (for example, kitchens, break rooms, administrative spaces, warehouse, labs, etc.).
    - o If providing a short video, include in the recording demonstrations of each outdoor enclosure or service provider collection area as well as recording of the internal collection for each generation area type (for example, kitchens, break rooms, administrative spaces, warehouse, labs, etc.).
- ✓ Floor plan(s) of all interior facility spaces within the project boundary with key interior collection areas marked and labeled (if available).

RATING SYSTEM OVERVIEW

This document contains the base requirements and credits of the TRUE Rating System.

CREDIT CATEGORIES

Credits in the rating system are organized into seven (7) categories including a Project Priority (PR) category (see Table 1 below). The rating system consists of a total of 100 possible credit points. A minimum of 40 credit points must be earned for a project to achieve certification.

The Project Priority category includes credit options such as innovation, facility-specific credits, and adaptation credits. Other than the required prerequisites discussed below, it is not required to earn a credit in every category and there is not a minimum number of categories in which credits must be earned. An overview of each category is provided at the beginning of each category section.

Each credit category has an abbreviation, which can be found in the parentheses in the table below next to each category name. Each credit in the category is assigned a reference, with the category abbreviation and the associated prerequisite or credit number (e.g., Zero Waste Fundamentals, Credit 3: Include a TRUE Advisor in Project would be ZWFc3).

Table 1: Credit Categories and Available Points

CREDIT CATEGORY	POINTS
ZERO WASTE FUNDAMENTALS (ZWF)	4
ZERO WASTE ACTIONS (ZWA)	14
ADVANCING THE CIRCULAR ECONOMY (ACE)	16
IMPLEMENTING THE ZERO WASTE HIERARCHY (ZWH)	19
FOSTERING A ZERO WASTE CULTURE (ZWC)	11
ZERO WASTE MEASUREMENT AND PERFORMANCE (ZWP)	21
PROJECT PRIORITY LIBRARY (PR)	15
TOTAL	**100**

CERTIFICATION LEVELS

The certification levels and required number of earned points follow.

CERTIFIED:	SILVER:	GOLD:	PLATINUM:
40 - 49 points	50 - 59 points	60 - 79 points	80+ points

PREREQUISITES

Each credit category contains at least one prerequisite. These requirements provide a foundational first step(s) and the basis upon which subsequent credits are achieved, as shown in Table 2. There are nine (9) required prerequisites. All prerequisites must be met if a project is to be considered for any level of certification.

The rating system uses the prerequisites to build a strong foundation for zero waste and facilitate the achievement of credits across the categories. The prerequisites in each category identify policies, systems, and essential actions that will support the project in achieving credits. The credits build upon this foundation, leading to successful zero waste programs. Table 2 below provides an overview of how the prerequisites support credits, but there is additional cross-credit and category support found in the rating system.

Table 2: Prerequisites as Foundation for Credits

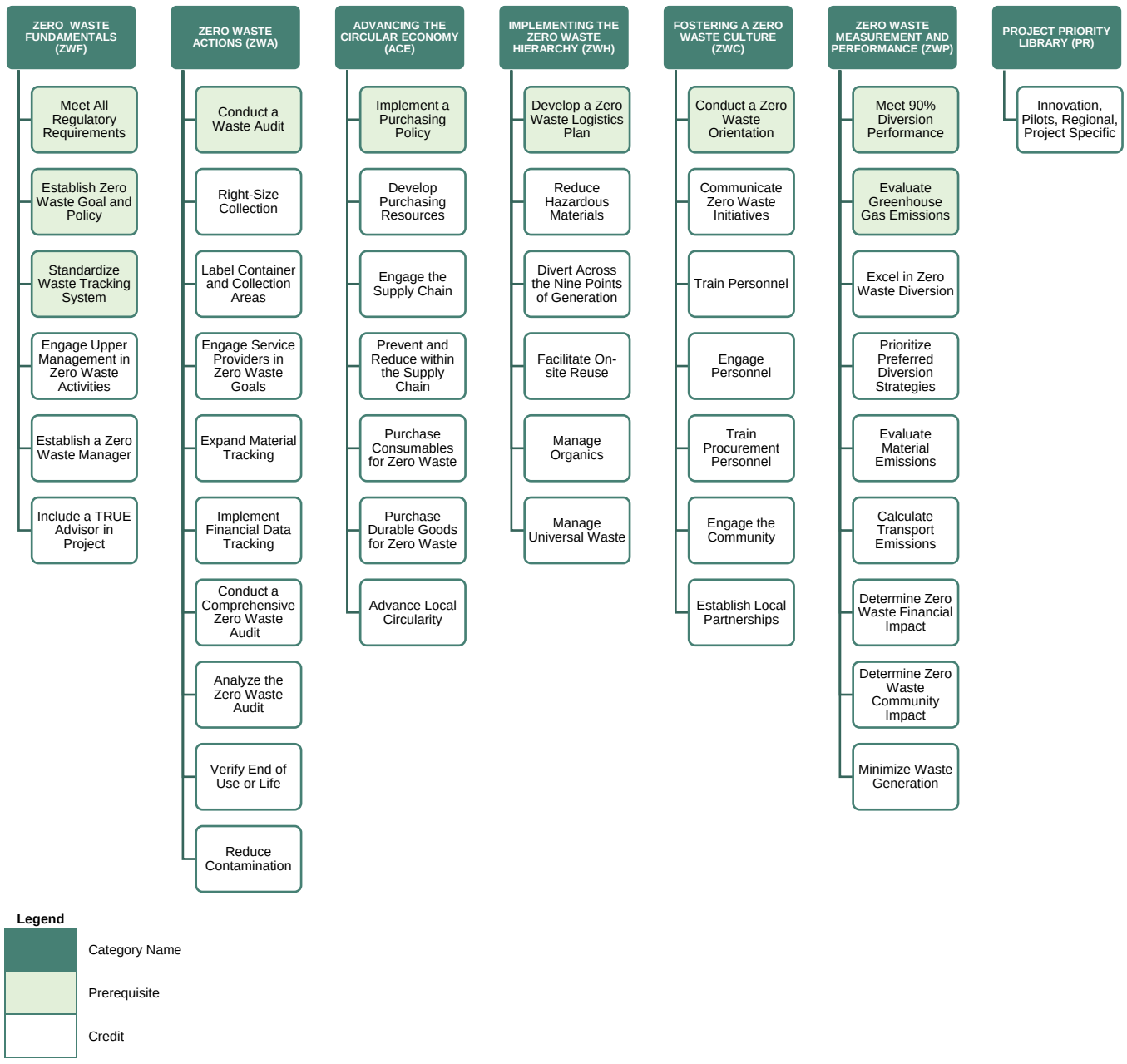
Meet Regulatory Requirements							
Establish Zero Waste Goal and Policy	**Standardize Tracking System**	**Conduct Baseline Waste Audit**	**Implement a Purchasing Policy**	**Develop a Zero Waste Logistics Plan**	**Zero Waste Orientation**	**Meet 90% Diversion Performance**	**Evaluate Greenhouse Gas Emissions**
Engage Upper Management in Zero Waste Activities	Engage Upper Management in Zero Waste Activities	Conduct a Zero Waste Audit	Develop Purchasing Resources	Label Container and Collection Areas	Train Personnel	Excellence in Zero Waste Diversion	Decarbonization Impact Area
Establish a Zero Waste Manager	Engage Service Providers in Zero Waste Goals	Analyze the Zero Waste Audit	Engage the Supply Chain	Reduce Hazardous Materials	Communicate Zero Waste Initiatives	Prioritize Preferred Diversion Strategies	
Include a TRUE Advisor in Project	Right-Size Collection	Reduce Contamination	Prevent and Reduce within the Supply Chain	Divert Across the Nine Points of Generation	Engage Personnel		
Conduct a Zero Waste Orientation	Expand Material Tracking	Divert Across the Nine Points of Generation	Purchase Consumables for Zero Waste	Reduce Hazardous Materials	Train Procurement Personnel		
Train Personnel	Implement Financial Data Tracking		Purchase Durable Goods for Zero Waste	Facilitate On-site Reuse	Engage the Community		
	Verify End of Use or Life		Advance Local Circularity	Manage Organics	Establish Local Partnerships		
	Calculate Transport Emissions		Train Procurement Personnel	Manage Universal Waste			
	Determine Zero Waste Financial Impact		Evaluate Material Emissions	Conduct a Zero Waste Orientation			
	Determine Zero Waste Community Impact						
	Minimize Waste Generation						

CREDITS

The TRUE Rating System consists of 100 possible points distributed across categories and credits (see Scorecard section). The points are distributed across credit types, including planning-based, strategy-based, and performance-based credits. This distribution provides opportunities for projects to obtain points for planning-based efforts but also reward projects for implementing initiatives and demonstrating impact reductions. Approximately 15% of the points are attributed to planning-based credits, 40% to strategy-focused credits, 30% to performance-based credits, with the remaining 15% associated with the Project Priority category.

The credits in the TRUE rating system provide a flexible path towards achieving zero waste through a variety of strategies, best practices, and leadership recognition. Figure 2 below provides an overview of the TRUE credit categories and associated prerequisites and credits.

Figure 2: TRUE Categories and Credits



CREDIT STRUCTURE

Each credit and its corresponding requirements are detailed using the following format:

- **INTENT:** Describes the objective or benefit of the credit.
- **REQUIREMENTS:** Actions, measures, or benchmarks a project must meet to achieve the credit.
- **GUIDANCE:** Suggestions, practices, strategies, and resources that a project team can consider to fulfill the credit. The guidance section is not an extension to the mandatory requirements section; however, it does include additional insight into the requirements when applicable. Achieving points will be based solely on demonstrating the requirements are met through submittal documentation. The guidance and strategies listed in this section are not all-inclusive, and projects are encouraged to use creative site-specific solutions to meet the requirements of a credit.
- **SUBMITTAL DOCUMENTATION:** Specifies what a project must submit to demonstrate compliance with the credit requirements. This documentation may include a policy or plan detailing specific criteria, calculations demonstrating a project's performance, or a narrative explaining procedures undertaken to meet the requirements.

PLAN AND IMPLEMENT

Some credits are structured as "Plan and Implement." This structure gives points for developing a plan to address the specific intent, and further rewards projects that are able to implement the plan and show impact. These credits are additive, so projects are not required to pursue all points within the credit but must complete the "Plan" in order unlock the points for "Implement."

OPTIONS

Some credits involve options as there are multiple pathways to meet the intent of the credit. These options can be additive or discrete and are noted as such. Optionality within credits provides flexibility and choices for different project types to pursue more applicable credit options.

- If the options state "***AND***" then the points are awarded cumulatively and must all be pursued to achieve maximum points.
- If the options state "***OR***" then only one of the options may be pursued.
- If the options state "***AND/OR***" then the project may choose any individual option to pursue or can combine options to achieve more points.

SCORECARD

Number	Credit	Points
ZERO WASTE FUNDAMENTALS (ZWF)		**4**
ZWFp1	Meet All Regulatory Requirements	P
ZWFp2	Establish Zero Waste Goal and Policy	P
ZWFp3	Standardize Waste Tracking System	P
ZWFc1	Engage Upper Management in Zero Waste Activities	2
ZWFc2	Establish a Zero Waste Manager	1
ZWFc3	Include a TRUE Advisor in Project	1
ZERO WASTE ACTIONS (ZWA)		**14**
ZWAp1	Conduct a Waste Audit	P
ZWAc1	Right-Size Collection	1
ZWAc2	Label Container and Collection Areas	1
ZWAc3	Engage Service Providers in Zero Waste Goals	1
ZWAc4	Expand Material Tracking	1
ZWAc5	Implement Financial Data Tracking	1
ZWAc6	Conduct a Comprehensive Zero Waste Audit	1
ZWAc7	Analyze the Zero Waste Audit	2
ZWAc8	Verify End of Use or Life	2
ZWAc9	Reduce Contamination	4
ADVANCING THE CIRCULAR ECONOMY (ACE)		**16**
ACEp1	Implement a Purchasing Policy	P
ACEc1	Develop Purchasing Resources	3
ACEc2	Engage the Supply Chain	3
ACEc3	Prevent and Reduce within the Supply Chain	3
ACEc4	Purchase Consumables for Zero Waste	2
ACEc5	Purchase Durable Goods for Zero Waste	1
ACEc6	Advance Local Circularity	4
IMPLEMENTING THE ZERO WASTE HIERARCHY (ZWH)		**19**
ZWHp1	Develop a Zero Waste Logistics Plan	P
ZWHc1	Reduce Hazardous Materials	3
ZWHc2	Divert Across the Nine Points of Generation	7
ZWHc3	Facilitate On-site Reuse	2
ZWHc4	Manage Organics	5
ZWHc5	Manage Universal Waste (Common Hazardous Waste)	2

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Number	Credit	Points
FOSTERING A ZERO WASTE CULTURE (ZWC)		**11**
ZWCp1	Conduct a Zero Waste Orientation	P
ZWCc1	Communicate Zero Waste Initiatives	1
ZWCc2	Train Personnel	3
ZWCc3	Engage Personnel	1
ZWCc4	Train Procurement Personnel	2
ZWCc5	Engage the Community	1
ZWCc6	Establish Local Partnerships	3
ZERO WASTE MEASUREMENT AND PERFORMANCE (ZWP)		**21**
ZWPp1	Meet 90% Diversion Performance	P
ZWPp2	Evaluate Greenhouse Gas Emissions	P
ZWPc1	Excel in Zero Waste Diversion	5
ZWPc2	Prioritize Preferred Diversion Strategies	5
ZWPc3	Evaluate Material Emissions	2
ZWPc4	Calculate Transport Emissions	1
ZWPc5	Determine Zero Waste Financial Impact	2
ZWPc6	Determine Zero Waste Community Impact	1
ZWPc7	Minimize Waste Generation	5
PROJECT PRIORITY LIBRARY (PR)		**15**
PRc1-15	Innovation, Pilots, Regional, Project Specific	15
Total		**100**

ZERO WASTE FUNDAMENTALS

CATEGORY OVERVIEW

An essential part of a zero waste program is establishing targets and outlining key actions for success. The Zero Waste Fundamentals category encompasses credits that serve as the foundation for successfully designing, implementing, and achieving zero waste outcomes. The prerequisites establish a starting point by requiring regulatory compliance and the establishment of a Zero Waste Goal and Policy. The series of credits support the identification and development of subject matter expertise and help establish project commitment, ownership, and accountability.

Waste data tracking and monitoring is often a significant challenge due to inconsistent definitions, units, methodologies, and timeframes. By leveraging the Zero Waste Goal and Policy and developing a standard waste tracking system, projects will have a strong basis for establishing targets, monitoring trends, and measuring and communicating progress. Employing zero waste fundamentals serves as a strong starting point on TRUE's roadmap to zero waste.

Closing the Loop

The category is key to a successful zero waste program as it establishes the priorities from the start of the zero waste program and encourages the initiative to come from the top down in an organization. Increasing circularity requires changing the mindset from our existing linear system. By establishing clear goals and leadership, the project has a foundation to drive changes in material usage and waste generation.

Decarbonization

Establishing a Zero Waste Goal and Policy not only supports waste reduction and diversion from landfill but also impacts the greenhouse gas emissions associated with material usage, transportation, and end of life management. By setting targets and conducting upfront planning, projects can successfully reduce emissions across the value chain.

Business Transformation

The Zero Waste Fundamentals category brings the subject matter expertise and focus to the zero waste program. By creating a role centered around the zero waste program and understanding TRUE principles, the project will have clear guidance and execution. By developing a goal, the zero waste program and associated policies can be communicated across the organization and their supply chain, setting the foundation for success.

CREDITS

No.	Credit Name	Points
ZWFp1	Meet All Regulatory Requirements	P
ZWFp2	Establish Zero Waste Goal and Policy	P
ZWFp3	Standardize Waste Tracking System	P
ZWFc1	Engage Upper Management in Zero Waste Activities	2
ZWFc2	Establish a Zero Waste Manager	1
ZWFc3	Include a TRUE Advisor in Project	1

ZERO WASTE FUNDAMENTALS

PREREQUISITE 1: MEET ALL REGULATORY REQUIREMENTS

ZWFp1 • Required

INTENT:

To ensure the project conforms with all current and applicable government regulations and permitting for solid waste, hazardous waste, and material diversion.

REQUIREMENTS:

- Meet all federal, state/provincial, and local solid waste, hazardous waste, and material diversion laws and regulations.
- Comply with all air, water, and land discharge permits required for collection, handling and/or processing of materials.

SUBMITTAL DOCUMENTATION:

- Narrative outlining how the project meets all federal, state/provincial, and local regulations.
- Documentation showing compliance with regulations, such as copies of permits, contracts, waste tickets, or other methods.

PREREQUISITE 2: ESTABLISH ZERO WASTE GOAL AND POLICY

ZWFp2 • Required

INTENT:

To establish guiding principles and policies needed to successfully achieve zero waste as an operational goal.

REQUIREMENTS:

Develop and adopt a Zero Waste Goal and Policy. The document must contain the following at a minimum:

- Project's zero waste goals organized according to the Zero Waste Hierarchy.
- Policies that guide achievement of the project's zero waste goals.
- Benchmarks to track progress toward goals and approaches for success.
- Internal processes and timelines for incorporating continued evaluation, feedback, and improvement.

SUBMITTAL DOCUMENTATION:

- Narrative detailing the process for developing the Zero Waste Goal and Policy.
- Copy of the project's Zero Waste Goal and Policy.

PREREQUISITE 3: STANDARDIZE WASTE TRACKING SYSTEM

ZWFp3 • Required

INTENT:

To establish internal processes for effectively capturing waste data within the project boundary.

REQUIREMENTS:

- Develop a standardized tracking system for waste data that tracks the following on a monthly basis:
  - Material type.
  - Amount of waste and units.
  - Outlet/hauler.
  - End-of-life method.
- Populate the Zero Waste Calculator template with at least 12 consecutive months of waste data. The 12-month reporting period must be within 120 days of submittal for the certification.
- Develop an internal process for documenting the waste on an ongoing basis, including roles and responsibilities for inputting the data.

SUBMITTAL DOCUMENTATION:

- Zero Waste Calculator with at least 12 consecutive months of waste data.
- Narrative describing:
  - The internal process for tracking waste data on an ongoing basis, including roles and responsibilities for inputting the data
  - The methodologies and calculations used to determine weight estimates, including volume-to-weight conversion factors and calculations, intermittent and non-standard waste, and reduction and reuse quantities.
- Documentation substantiating the amounts reported in the tracking system (e.g., hauler reports/invoices, tracking logs, photographs).

ZERO WASTE FUNDAMENTALS

CREDIT 1: ENGAGE UPPER MANAGEMENT IN ZERO WASTE ACTIVITIES

ZWFc1 • 1-2 points

INTENT:

To ensure upper management is committed to engaging in zero waste activities as a means of motivation, amplification, and identification of economic opportunities.

REQUIREMENTS:

Pursue Option 1 and/or Option 2 for a maximum of 2 points.

OPTION 1: ZERO WASTE GOAL AND POLICY COMMITMENT BY UPPER MANAGEMENT *(1 POINT)*

Upper management formally commits to the Zero Waste Goal and Policy developed in *ZWFp2: Establish Zero Waste Goal and Policy* and achieving zero waste for the project.

AND/OR

OPTION 2: REVIEW QUARTERLY DIVERSION ACTIVITIES WITH UPPER MANAGEMENT *(1 POINT)*

Establish quarterly reviews with upper management on zero waste activities, such as initiatives, quantifiable savings, and revenue generation from zero waste activities.

SUBMITTAL DOCUMENTATION:

OPTION 1:

- Narrative describing how the adoption of the Zero Waste Goal and Policy by upper management was communicated to personnel and relevant stakeholders.
- Copy of a memo or other formal documentation from upper management adopting and committing to the Zero Waste Goal and Policy, restating the goals, policies, commitments, and expectations.

OPTION 2:

- Narrative describing upper management's review process for zero waste activities.
- Copy of any reports generated for upper management or any communications relaying quarterly diversion activities (e.g., emails, presentations, or meeting minutes).

CREDIT 2: ESTABLISH A ZERO WASTE MANAGER

ZWFc2 • 1 point

INTENT:

To ensure zero waste program accountability, continuity, and overall success.

REQUIREMENTS:

- Develop a job description for a Zero Waste Manager role or series of roles (i.e., team) that includes the following responsibilities at a minimum:
  - Zero waste program design, development, implementation, and outcome monitoring.
  - Stakeholder engagement.
  - Achieving goals established in the Zero Waste Goal and Policy.
  - Personnel training on zero waste principles and practices as well as any program-specific training, including plans to keep current with industry changes (e.g., webinars, CEUs, etc.).
- Fill the Zero Waste Manager role(s) to oversee implementation of the Zero Waste Goal and Policy.

SUBMITTAL DOCUMENTATION:

- Copy of the job description(s) used to fill the Zero Waste Manager role(s).
- Narrative describing who is fulfilling the Zero Waste Manager responsibilities, how the role(s) was filled (e.g., internal promotion, external hire, consultant), hours per week allocated to the role(s), and a description of the accountability and reporting structure.

ZERO WASTE FUNDAMENTALS

CREDIT 3: INCLUDE A TRUE ADVISOR IN PROJECT

ZWFc3 • 1 point

INTENT:

To gain an understanding of zero waste that is required by a TRUE project and to facilitate the application process for certification.

REQUIREMENTS:

Include at least one principal participant on the TRUE project team that has earned the TRUE Advisor certificate.

SUBMITTAL DOCUMENTATION:

- Narrative identifying the TRUE Advisor and describing their role in the TRUE project.
- Copy of the TRUE Advisor certificate of one of the principal participants.

ZERO WASTE ACTIONS

CATEGORY OVERVIEW

The Zero Waste Actions category is an integral part to understanding waste, maximizing diversion, and achieving financial and material savings. An essential part of the TRUE framework is having a thorough comprehension of the project's waste: sources of generation, material makeup, contamination rates, and financial impact. The prerequisites and credits in this category provide guidance on how to develop detailed data tracking methods and how to conduct a Waste Audit and Zero Waste Audit to better understand material flows.

Understanding contamination rates is an essential step in ensuring that diversion is maximized and that materials go to the anticipated end of life outlet. In 2018, over 53% of the waste going to landfills in the United States was recyclable materials and over 30% was organic materials.[6] Since 2021, WM, Inc. has reported a 16% contamination rate in inbound recyclables.[7]

This category will assist project teams in establishing a consistent picture of material usage, waste generation, and costs, allowing them to see trends, identify issues, and evaluate opportunities for diversion and reduction.

Closing the Loop

By tracking and analyzing waste data and material types, project teams will have the necessary information to evaluate opportunities to keep materials in use. Understanding the materials, generation rates, and contamination issues are a key piece for identifying ways to increase circularity.

Decarbonization

The Zero Waste Actions category assists in decarbonization planning by supporting projects in tracking end of life for materials, which allows for more accurate greenhouse gas emission calculations. Understanding sources of waste generation and waste data provides valuable insight into the material types that are driving emissions.

Business Transformation

The Zero Waste Actions category prerequisites and credits are essential to small- and large-scale transformation. By building upon the standard waste tracking system, project teams will get a full picture of waste volumes and financial impacts, which will be key to developing business cases for reduction opportunities. The audit, contamination analysis, and end of use verification can identify challenges both on-site and externally.

CREDITS

No.	Credit Name	Points
ZWAp1	Conduct a Waste Audit	P
ZWAc1	Right-Size Collection	1
ZWAc2	Label Container and Collection Areas	1
ZWAc3	Engage Service Providers in Zero Waste Goals	1
ZWAc4	Expand Material Tracking	1
ZWAc5	Implement Financial Data Tracking	1
ZWAc6	Conduct a Comprehensive Zero Waste Audit	1
ZWAc7	Analyze the Zero Waste Audit	2
ZWAc8	Verify End of Use or Life	2
ZWAc9	Reduce Contamination	4

[6] *epa.gov/facts-and-figures-about-materials-waste-and-recycling/national-overview-facts-and-figures-materials*
[7] *sustainability.wm.com/data-center/*

ZERO WASTE ACTIONS

PREREQUISITE 1: CONDUCT A WASTE AUDIT

ZWAp1• Required

INTENT:

To understand waste generation, sorting processes, contamination rates, material flows, and opportunities for improvement.

REQUIREMENTS:

- Conduct a Waste Audit by on-site personnel or a third-party. The audit must:
  - Be completed during the consecutive 12-month reporting period prior to submission.
  - Include a physical separation of materials for all disposed materials included in the project boundary.
  - Represent waste generated during one typical shift or day at a minimum.
  - Segregate materials into categories based on the source location and makeup of the material type and weighed.
- If necessary, sampling of the waste is permissible.
- Using the Waste Audit results, estimate the contamination rates of each end-of-life method.
- Using the Waste Audit results, identify the top five (5) material types by weight in each end-of-life group (i.e., recycling, compost, landfill, etc.). This data will be used to establish thresholds for subsequent credits.

SUBMITTAL DOCUMENTATION:

- Narrative describing the Waste Audit, including:
  - Description of the team that conducted the audit.
  - Date(s) that the audit was conducted on.
  - Findings from the audit.
  - Contamination rates.
  - Identified opportunities for improvement.
- If sampling of waste was necessary, provide documentation indicating why sampling was required and the methodology employed to demonstrate the sample was representative of typical waste generation.
- Top five (5) material types categorized by end-of-life method.
- Photographs of the in-progress waste audit.

ZERO WASTE ACTIONS

CREDIT 1: RIGHT-SIZE COLLECTION

ZWAc1 • 1 point

INTENT:

To ensure container volume, quantity, and frequency of pick-ups for each material type is appropriate to the generation of materials.

REQUIREMENTS:

- Evaluate all containers to ensure appropriate size and pick-up schedules are in place.
- Implement corrective actions as needed based on the evaluation.
- Develop a strategy to perform this review annually and make necessary adjustments with service provider(s) as appropriate.

SUBMITTAL DOCUMENTATION:

- Narrative describing different material types collected, how containers were right sized, and the periodic review methodology.
- Documentation showing adjustments in service frequency (such as amended contracts or agreements, change orders, or written requests), or documentation (such as photographs, calculations, etc.) demonstrating that containers are sized appropriately.

CREDIT 2: LABEL CONTAINER AND COLLECTION AREAS

ZWAc2 • 1 point

INTENT:

To minimize contamination and increase diversion by ensuring collection areas and receptacles have proper signage.

REQUIREMENTS:

For all collection areas and receptacles:

- Clearly and consistently label and identify all receptacles for collecting recyclables, compostables, landfill material, and other diversion methods as applicable.
- Provide guidance identifying which material types are accepted in each diversion receptacle.
- Provide wayfinding and educational signage for locations where materials are collected and stored.

SUBMITTAL DOCUMENTATION:

- Narrative describing the approach to labeling.
- Representative photographs of container and/or collection area labeling.

ZERO WASTE ACTIONS

CREDIT 3: ENGAGE SERVICE PROVIDERS IN ZERO WASTE GOALS

ZWAc3 • 1 point

INTENT:

To incentivize all parties to reduce waste through solid waste collection agreements.

REQUIREMENTS:

- Review collection agreements for all vendors handling waste and reusable/recyclable materials, including waste haulers, janitorial services, and other parties.
- Identify and implement modification(s) to at least one agreement that incentivizes the reduction of waste to landfill and/or incineration (waste-to-energy).

SUBMITTAL DOCUMENTATION:

- Narrative listing all service provider agreements, the review process undertaken, and the resulting changes to service for at least one agreement/service provider.
- Documentation demonstrating adjustments made to service provider agreement(s) (such as amendments, change orders, or written requests).

ZERO WASTE ACTIONS

CREDIT 4: EXPAND MATERIAL TRACKING

ZWAc4 • 1 point

INTENT:

To expand granularity and insight into waste data and increase understanding of waste impact.

REQUIREMENTS:

Build upon the standard tracking method developed for *ZWFp3: Standardize Waste Tracking System* to expand the waste related data tracked each month. Specifically:

- Identify at least one (1) material type(s) that can be broken out into at least two (2) subcategories that will provide beneficial granularity in understanding and managing generated waste. Expand the Zero Waste Calculator to include the additional detailed waste data.
- The data must be provided for a minimum of three (3) months of the 12-month reporting period.

SUBMITTAL DOCUMENTATION:

- Zero Waste Calculator with at least one (1) material type split into at least two (2) more granular subcategories. The more granular subcategories must have at least three (3) months of data populated of the 12-month reporting period.
- Narrative describing:
  - The internal process for tracking additional material type waste data.
  - The methodologies and calculations used to determine weight estimates, including volume-to-weight conversions, intermittent and non-standard wastes, and reduction and reuse quantities.
- Documentation substantiating the additional waste amounts reported in the tracking system (e.g., hauler reports/invoices, tracking logs, photographs, waste audit results).

CREDIT 5: IMPLEMENT FINANCIAL DATA TRACKING

ZWAc5 • 1 point

INTENT:

To better understand the financial costs associated with waste and explore opportunities for savings.

REQUIREMENTS:

Build upon the Zero Waste Calculator developed for *ZWFp3: Standardize Waste Tracking System* to track financial data. Track the cost data for each waste type.

- Provide the total cost of disposal (or rebates) for each waste type, including hauling, tipping, and other service fees.
- Expand the tracking document to include these costs and update the internal process to reflect the additional data tracking.
- The data must be provided for a minimum of three (3) months of the 12-month reporting period.

SUBMITTAL DOCUMENTATION:

- Zero Waste Calculator populated with at least three (3) consecutive months of cost data in the 12-month reporting period.
- Narrative describing the updated internal process with the requirements for the additional data collection.
- Documentation substantiating the costs reported in the tracking system (e.g., hauler reports/invoices).

ZERO WASTE ACTIONS

CREDIT 6: CONDUCT A COMPREHENSIVE ZERO WASTE AUDIT

ZWAc6 • 1 point

INTENT:

To build upon the waste audit to identify opportunities to reduce waste generation.

REQUIREMENTS:

- Building on the *ZWAp1: Conduct a Waste Audit*, complete a Zero Waste Audit that covers at least three (3) days of typical operation.
- Ensure the audit covers each material that enters the project boundary and each of the Nine Points of Generation.
    - *The Nine Points of Generation include: Warehousing and Distribution, Offices, Food Services, Grounds and Landscaping, Construction and Renovation, Manufacturing, Maintenance, Retail, and Housing and Hospitality.*
- Identify the top three (3) materials at each point of generation that are either causing high contamination or cannot be diverted. Review the materials with the employees and the purchasing personnel to discuss opportunities for reduction.
- Develop a report that summarizes the Zero Waste Audit, key findings by point of generation, and opportunities to reduce or divert the three (3) materials at each point of generation.

SUBMITTAL DOCUMENTATION:

- Narrative describing the Zero Waste Audit, including:
    - Description of the team that conducted the audit.
    - Date(s) that the audit was conducted on.
    - Findings from the audit.
    - Identified opportunities for improvement.
- Meeting minutes from discussions of each point of generation.
- Photographs documenting the Zero Waste Audit.
- Zero Waste Audit Report.

CREDIT 7: ANALYZE THE ZERO WASTE AUDIT

ZWAc7 • 2 points

INTENT:

To quantify opportunities from the Zero Waste Audit and create an actionable plan for implementation.

REQUIREMENTS:

- Analyze the results from *ZWAc6*: *Conduct a Comprehensive Zero Waste Audit* to quantify the opportunities identified during the waste audit.
- Calculate the estimated waste reduction or diversion potential of at least five (5) opportunities.
- If available through *ZWAc5: Implement Financial Data Tracking*, calculate the financial impact of the opportunities.
- Based on the quantified opportunities, create an action plan for opportunity implementation and implement at least one opportunity.

SUBMITTAL DOCUMENTATION:

- A minimum of five (5) opportunities quantified with estimated annual weight savings and cost savings, if available per *ZWAc5: Implement Financial Data Tracking*.
- Narrative describing any additional calculations or estimates required.
- A copy of the opportunity action plan for opportunity implementation.
- Documentation supporting the implemented opportunity, such as photographs, Zero Waste Calculator, narrative, meeting minutes, or other.

CREDIT 8: VERIFY END OF USE OR LIFE

ZWAc8 • 1-2 points

INTENT:

To ensure that waste is being properly diverted at end of life and encourage service providers to be transparent.

REQUIREMENTS:

Pursue Plan and Implement for a maximum of 2 points.

PLAN: ENGAGE SERVICE PROVIDERS *(1 POINT)*

- Review agreements for at least two (2) diverted material types to determine current contractual end of life requirements.
    - These two (2) material types must be selected from the top five (t) material types identified in *ZWAp1: Conduct a Waste Audit* or the top three (3) materials per point of generation identified in *ZWAc6: Conduct a Comprehensive Zero Waste Audit*.
- Reach out to the waste service providers (e.g., haulers or vendors) associated with these agreements to confirm that the materials are being diverted to the appropriate outlet as defined by the agreement.
- If the service providers do not respond, document attempted communication.

AND

IMPLEMENT: CONFIRM END OF LIFE *(1 POINT)*

For at least two (2) diverted material types identified above:

- Confirm diversion path through final end of life, including any transfer stations.
- Document the final end market location and method for a minimum of three (3) months of the 12-month reporting period per material type.
- During the evaluation, if any material types are identified as being directed to incorrect outlets or disposed of via landfill, waste-to-energy, or incineration, develop an action plan with the vendor that:
    - Identifies the material type(s), current issue(s), and associated cause(s) such as contamination, outlet issues, or contractual terms.
    - Includes strategies to resolve the issue(s), actionable next steps, responsible parties, and timelines for resolution.

SUBMITTAL DOCUMENTATION:

PLAN:

- Narrative with overview of two (2) diverted materials evaluated, including description and record of the discussions or communication attempts with the waste service providers.

IMPLEMENT:

- Documentation validating end of life for the material types for a minimum of three (3) months of the 12-month reporting period per material type such as, waste tickets, certificates of destruction, or other methods from the vendors.
- Action plan for any material types not going to intended outlet(s), if applicable.

ZERO WASTE ACTIONS

CREDIT 9: REDUCE CONTAMINATION

ZWAc9 • 1-4 points

INTENT:

To properly divert as many materials as possible and minimize complications at end of life.

REQUIREMENTS:

Pursue Plan and Implement for a maximum of 4 points.

PLAN: DEVELOP CONTAMINATION REDUCTION PLAN *(1 POINT)*

Use the results of *ZWAp1: Conduct a Waste Audit or ZWAc6: Conduct a Comprehensive Zero Waste Audit* to determine material types with high rates of contamination. Identify three (3) of the top five (5) material types identified in *ZWAp1: Conduct a Waste Audit* or *ZWAc6: Conduct a Comprehensive Zero Waste Audit* and develop a plan to reduce contamination.

AND

IMPLEMENT: REDUCE CONTAMINATION *(1 – 3 POINTS)*

Implement the plan to reduce contamination for one (1) to three (3) of the material types, show a reduction in contamination after a minimum of three (3) months, and document the strategies implemented to yield the reduction. Points are awarded based on the table below:

Material Types with Reduced Contamination	Points
1	1
2	2
3	3

SUBMITTAL DOCUMENTATION:

PLAN:

- Reduction plan for three (3) material types identified in *ZWAp1: Conduct a Zero Waste Audit* or *ZWAc6: Conduct a Comprehensive Zero Waste Audit*.

IMPLEMENT:

- Narrative describing implementation of the reduction plan.
- Documentation detailing:
  - Strategies implemented to yield the reduction (e.g., signage, containers, or trainings).
  - The reduced contamination such as results from subsequent waste audit, new contamination rate data from waste vendor, photographs, or other.

ADVANCING THE CIRCULAR ECONOMY

CATEGORY OVERVIEW

The Ellen MacArthur Foundation, one of the leading advocates for moving away from a linear system, defines the circular economy as:

> *The circular economy is a system where materials never become waste and nature is regenerated. In a circular economy, products and materials are kept in circulation through processes like maintenance, reuse, refurbishment, remanufacture, recycling, and composting. The circular economy tackles climate change and other global challenges, like biodiversity loss, waste, and pollution, by decoupling economic activity from the consumption of finite resources.*[8]

As of 2023, only 7.2% of the global economy is circular, declining from 9.1% in 2018. Between the years 2016 to 2021, 582 billion metric tonnes of materials were consumed globally; almost as much as the 740 billion metric tonnes consumed in entirety of the 20th century.[9] At the same time, waste generation continues to increase, with global waste projected to grow to 3.4 billion metric tonnes per year by 2050.[10]

This category aims to address these issues and provide opportunities to advance the circular economy within the project boundary. The Circularity Gap Report estimates that we can meet the needs of all people with a third of the materials used today, highlighting the enormous impact that circularity can have.[9] Developing the Purchasing Policy as a prerequisite is a building block to reducing impact in the supply chain by prioritizing products that support circularity and zero waste. The credits support the implementation of the Purchasing Policy and encourage supplier engagement to move to reduced or alternative materials.

Closing the Loop
The Advancing the Circular Economy category has a direct impact on closing the loop. The intent of this category is to work upstream to reduce material usage, preserve natural resources, and address waste before it reaches the project boundary.

Decarbonization
Reducing materials, packaging, or using less impactful materials reduces the upstream carbon emissions before the materials enter the project boundary. The Ellen MacArthur Foundation anticipates that the circular economy can address the 45% of global emissions that the energy transition will not impact.[88]

Business Transformation
This category highlights business transformation by creating partnerships with vendors and local parties that can work together to find solutions. The strategies present an opportunity for financial savings for both the upstream vendors and the project and allow for innovative strategies to reduce impact.

CREDITS

No.	Credit Name	Points
ACEp1	Implement a Purchasing Policy	P
ACEc1	Develop Purchasing Resources	3
ACEc2	Engage the Supply Chain	3
ACEc3	Prevent and Reduce within the Supply Chain	3
ACEc4	Purchase Consumables for Zero Waste	2
ACEc5	Purchase Durable Goods for Zero Waste	1
ACEc6	Advance Local Circularity	4

[8] *ellenmacarthurfoundation.org/topics/circular-economy-introduction/overview*
[9] *reports.circularity-gap.world/cgr-global-2024-37b5f198/CGR+Global+2024+-+Report.pdf*
[10] *hdl.handle.net/10986/30317*

PREREQUISITE 1: IMPLEMENT A PURCHASING POLICY

ACEp1 • Required

INTENT:

To develop a Zero Waste Purchasing Policy to drive and support change upstream in the supply chain and to identify top purchases for impactful credit achievement elsewhere in the TRUE rating system.

REQUIREMENTS:

- Develop and adopt a project-specific purchasing policy that outlines purchasing preferences that support the zero waste hierarchy.
  - At a minimum, the policy must include directives, considerations, and internal processes for applying each of the diversion strategies (Rethink, Reduce, Reuse, Recycle, Compost) to purchases.
- Determine the top ten (10) ongoing consumable product types and the top ten (10) ongoing durable product types purchased within the 12-month reporting period (by cost, weight, or volume).
  - Evaluate the top three (3) purchases in each of the two (2) product type categories against the adopted policy and identify opportunities and strategies for improvement. Points for implementing these or other purchasing strategies are achieved in subsequent credits.

SUBMITTAL DOCUMENTATION:

- Narrative describing process for developing the Purchasing Policy.
- Copy of the Purchasing Policy.
- Memorandum or other document demonstrating adoption of the Purchasing Policy.
- List of the top ten (10) product types for both ongoing consumables and durables, metric used for determination (cost/weight/volume), which were evaluated for improvement, and the resulting findings.

CREDIT 1: DEVELOP PURCHASING RESOURCES

ACEc1 • 1-3 points

INTENT:

To facilitate implementation and improve outcomes of the Purchasing Policy.

REQUIREMENTS:

Develop resources that assist procurement personnel in successfully implementing the Purchasing Policy from *ACEp1: Implement a Purchasing Policy*.

Pursue Option 1 or Option 2 for a maximum of three points.

OPTION 1: VENDOR LIST OR DECISION TREE *(1 POINT)*

Develop a list of suppliers that meet Purchasing Policy preferences for the top ten (10) ongoing consumable product types and the top ten (10) ongoing durable product types identified in *ACEp1: Implement a Purchasing Policy*. Alternatively, develop a purchasing decision tree that guides procurement personnel through the internal process of selecting products that align with the Purchasing Policy preferences.

OR

OPTION 2: PROCUREMENT TOOL *(3 POINTS)*

Develop a new or customize an existing digital tool or software that at a minimum:

- Includes the top ten (10) ongoing consumable product types and the top ten (10) ongoing durable product types as identified in *ACEp1: Implement a Purchasing Policy*.
- Is populated with commonly purchased products (and alternatives) organized by product type category.
- Allows filtering by Purchasing Policy preferences.

SUBMITTAL DOCUMENTATION:

OPTION 1:

- Narrative describing the process for developing the resource.
- Copy of the vendor list and/or the decision tree.

OPTION 2:

- Narrative describing the process for developing the procurement tool.
- Copy of the procurement tool (alternatively provide screen shots and written description of list of material types included and filters/search functionality is sufficient).

CREDIT 2: ENGAGE THE SUPPLY CHAIN

ACEc2 • 1-3 points

INTENT:

To promote zero waste in the supply chain to prevent waste before it enters the project.

REQUIREMENTS:

Pursue Plan and Implement for a maximum of 3 points.

PLAN: DEVELOP SUPPLIER ENGAGEMENT PLAN *(1 POINT)*

Identify top five (5) suppliers, based on cost or weight of purchases annually. Develop an engagement plan to communicate zero waste goals and purchasing preferences to the suppliers.

AND

IMPLEMENT: ENGAGE SUPPLIERS *(1 – 2 POINTS)*

Engage with one or more of the top five (5) suppliers to communicate the project's zero waste goals and purchasing preferences. Collaborate with suppliers to explore opportunities for waste prevention and reduction in the supply chain.

Points are awarded according to the table below.

Number of Suppliers Engaged	Points
1	1
2+	2

SUBMITTAL DOCUMENTATION:

PLAN:

- Narrative describing supply chain engagement strategy and communication plan.
- A copy of the plan to engage and communicate with suppliers.

IMPLEMENT:

- Documentation of engagement or communication such as policies, presentations, brochures, newsletters, or other methods.

ADVANCING THE CIRCULAR ECONOMY

CREDIT 3: PREVENT AND REDUCE WITHIN THE SUPPLY CHAIN

ACEc3 • 1-3 points

INTENT:

To implement zero waste principles identified in the Purchasing Policy and change behavior in the supply chain.

REQUIREMENTS:

Implement at least one (1) change with one (1) supplier that impacts the zero waste goals. Changes must impact at least 10% of a material type by weight, volume, or cost provided by a supplier.

Points are awarded according to the table below.

Number of Suppliers with Implemented Changes	Points
1	1
2	2
3	3

SUBMITTAL DOCUMENTATION:

- Narrative describing changes made with supplier(s) and impact on waste.
- Documentation demonstrating the 10% threshold is achieved with one or more suppliers, such as meeting minutes, contracts, official agreements, receipts, or invoices.

CREDIT 4: PURCHASE CONSUMABLES FOR ZERO WASTE

ACEc4 • 1-2 points

INTENT:

To implement purchasing of consumable products that align with the Purchasing Policy preferences and more broadly support circularity and zero waste outcomes.

REQUIREMENTS:

Demonstrate effective implementation of applicable Purchasing Policy requirements by purchasing ongoing consumable products that meet one (1) or more of the following options:

Pursue Option 1 and/or Option 2 for a maximum of two points.

OPTION 1: POST-CONSUMER RECYCLED *(1 POINT)*

At least 50% of paper products purchased and 50% of one other product type purchased of the top ten (10) ongoing consumable product types identified in the *ACEp1: Implement a Purchasing Policy* is third-party certified as containing a minimum 50% post-consumer recycled content. Percent purchased is based on total cost of product type.

AND/OR

OPTION 2: COMPOSTABLE/BIODEGRADEABLE *(1 POINT)*

At least 50% of a product type purchased of the top ten (10) ongoing consumable product types identified in the *ACEp1: Implement a Purchasing Policy* is third-party certified as compostable / biodegradable. Percent purchased is based on total cost of product type.

SUBMITTAL DOCUMENTATION:

- Copies of invoices from procurement demonstrating minimum quantities (by cost) are met for each of the options attempted.
- Documentation supporting each product claimed under each of the attempted options such as third-party certification(s), conformance with national or international standards, contracts, and/or purchase orders.

CREDIT 5: PURCHASE DURABLE GOODS FOR ZERO WASTE

ACEc5 • 1 point

INTENT:

To implement purchasing of durable products that align with the Purchasing Policy preference for reuse and more broadly support circularity and zero waste outcomes.

REQUIREMENTS:

Demonstrate that at least 25% of one (1) product type purchased (of the top ten (10) ongoing durable product types identified in the *ACEp1: Implement a Purchasing Policy*) is reused, repurposed, refurbished, or remanufactured. Percent purchased is based on total cost of product type.

SUBMITTAL DOCUMENTATION:

- Copies of invoices from procurement demonstrating minimum quantity (by cost) is met.
- Documentation supporting each product claimed such as third-party certification(s), conformance with national or international standards, contracts, and/or purchase orders. For reused products provide photographs or other evidence demonstrating the products were sourced from reuse suppliers.

CREDIT 6: ADVANCE LOCAL CIRCULARITY

ACEc6 • 2-4 points

INTENT:

To advance the local circular economy by supporting local reuse, recycling, or upcycling markets through the project's outgoing material types and/or purchases.

REQUIREMENTS:

Identify and implement a process that advances a circular economy through:

Pursue Option 1 or Option 2 or Option 3 for a maximum of 4 points.

OPTION 1: INCREASE SUPPLY *(2 POINTS)*

- Demonstrate that at least 25% (by weight of volume) of one (1) material type generated at the project's site is collected through source separation and directed to local reuse, recycling, or composting outlets.
  - The material type must be selected from the top five (5) material types identified in *ZWAp1: Conduct a Waste Audit* or the top three (3) materials per point of generation identified in *ZWAc6: Conduct a Comprehensive Zero Waste Audit.*
  - Local qualifies as destination within 100 miles (161 kilometers) of the project (as measured by travel distance on a map).

OR

OPTION 2: INCREASE DEMAND *(2 POINTS)*

- Purchase at least 25% (by cost) of one (1) product type from local reuse, compost, recycling, or upcycling outlets.
  - The product type must be selected from the top ten (10) ongoing consumable or durable product types identified in the *ACEp1: Implement a Purchasing Policy.*
  - Local qualifies as source within 100 miles (161 kilometers) of the project (as measured by travel distance on a map).

OR

OPTION 3: SUPPLY AND DEMAND *(4 POINTS)*

Achieve Option 1 and Option 2 above where the local destination and source are the same outlet/facility. The materials or products purchased in Option 2 do not need to be made from the same waste materials sent to the outlet in Option 1 but need to come from the same outlet and process that is taking the waste materials as feedstock.

SUBMITTAL DOCUMENTATION:

- Narrative describing the local reuse, recycling, or upcycling outlet and an overview of the diversion practices.
- Data specifying the type and annual amount (quantity, weight, and/or cost) of material sent to, purchased from, or both (as applicable).
- Documentation verifying the relationship with local companies or organizations such as contracts, official agreements, receipts, or invoices.
- Documentation verifying that the outlet is local (within 100 miles or 161 kilometers).

IMPLEMENTING THE ZERO WASTE HIERARCHY

CATEGORY OVERVIEW

The Zero Waste Hierarchy is a guiding principle to divert waste from landfill and incineration through the highest and best method possible.[4] The goal of a zero waste program is to divert waste utilizing the strategies on the hierarchy and seek continuous improvement by moving materials up the hierarchy towards redesign and reduction. The hierarchy aims to extend the life of materials while reducing the amount of re-processing needed between uses. The Implementing the Zero Waste Hierarchy category encourages projects to implement strategies for reduction and diversion, first focusing on the top of the hierarchy.

Globally, only 19% of municipal solid waste is recycled, while 30% is landfilled and 13% goes to waste-to-energy. The remaining 38% of waste is uncontrolled, meaning it is either not collected or is dumped or burned outside of standard landfills or incinerators.[1] These statistics show that the proper collection and diversion, both within the project boundary and downstream, are imperative. This category starts with the Zero Waste Logistics prerequisite, ensuring that there is a formal materials management plan for internal use and service providers. The following credits build off the strategies identified in the Zero Waste Action category and the Zero Waste Hierarchy, working to divert materials through the highest point on the hierarchy.

Closing the Loop
Implementing the Zero Waste Hierarchy provides actionable strategies to promote and advance a closed loop system. The credits support diverting materials from landfill and incineration to more circular practices on the hierarchy. While reduction and reuse are the ultimate goal for many materials, the credits support collecting and managing recyclables and organic materials for proper diversion.

Decarbonization
The Zero Waste Hierarchy and the credits in this category result in decarbonization by reducing materials or using alternatives that have a lower impact throughout the value chain. By reducing waste or identifying better management strategies to keep materials in use, there will be a lower demand for virgin materials. Ensuring that materials such as organics are properly managed at end of life reduces methane emissions, a powerful greenhouse gas.

Business Transformation
The strategies implemented in this category avoid the costs of disposal by turning waste into an asset. Collecting and diverting materials can result in income or reduced disposal costs. The category promotes working locally, supporting the community and economy, as well as reducing hazardous materials, which have a higher risk of human impact.

CREDITS

No.	Credit Name	Points
ZWHp1	Develop a Zero Waste Logistics Plan	P
ZWHc1	Reduce Hazardous Materials	3
ZWHc2	Divert Across the Nine Points of Generation	7
ZWHc3	Facilitate On-Site Reuse	2
ZWHc4	Manage Organics	5
ZWHc5	Manage Universal Waste (Common Hazardous Waste)	2

PREREQUISITE 1: DEVELOP A ZERO WASTE LOGISTICS PLAN

ZWHp1 • Required

INTENT:

To ensure that internal processes for separation, collection, and hauling are established and implemented to maximize zero waste outcomes.

REQUIREMENTS:

Develop a Zero Waste Logistics Plan that provides clear direction to vendors, haulers, personnel, and contractors on materials management practices for the project. At a minimum, the document must include:

- Details on proper collection and handling of material types.
- Location of collection containers, storage areas, pickup areas, compactors, etc.
- Roles and responsibilities.
- Implementation strategy.

SUBMITTAL DOCUMENTATION:

- A narrative describing the process for developing the Zero Waste Logistics Plan including stakeholder involvement.
- A copy of the Zero Waste Logistics Plan.

IMPLEMENTING THE ZERO WASTE HIERARCHY

CREDIT 1: REDUCE HAZARDOUS MATERIALS

ZWHc1 • 1-3 points

INTENT:

To reduce or eliminate environmental, health, and safety risks to employees and communities in proximity to facility operations and where hazardous materials are developed/disposed.

REQUIREMENTS:

Pursue Plan and Implement for a maximum of 3 points.

PLAN: DEVELOP HAZARDOUS MATERIAL REDUCTION PLAN *(1 POINT)*

Develop a written plan that lists all hazardous materials used in all project operations, identify strategies to reduce hazardous material and chemical use, substitute their use with non-toxic alternatives, or eliminate the need to use hazardous materials from the outset.

AND

IMPLEMENT: IMPLEMENT HAZARDOUS MATERIAL REDUCTION *(1 – 2 POINTS):*

Earn additional points according to the table below by demonstrating reduction in total hazardous material use for at least 3 months.

Points are awarded according to the table below.

Hazardous Waste Reduction (% by weight)	Points
10%	1
20%	2

SUBMITTAL DOCUMENTATION:

PLAN:

- A narrative describing development of the plan.
- A copy of the plan to reduce hazardous materials.

IMPLEMENT:

- Data summarizing individual and overall hazardous material reduction quantities, such as Zero Waste Calculator data, invoices, waste tickets, or other documentation.

IMPLEMENTING THE ZERO WASTE HIERARCHY

CREDIT 2: DIVERT ACROSS THE NINE POINTS OF GENERATION

ZWHc2 • 1-7 points

INTENT:

To reduce impacts associated with inbound materials and reduce waste across the nine points of generation.

REQUIREMENTS:

Pursue Plan and Implement for a maximum of 7 points.

PLAN: REVIEW NINE POINTS OF GENERATION *(1 POINT):*

- Review all applicable Nine Points of Generation within the project boundary for opportunities to reduce and divert materials.
- Identify the top material types disposed of by weight or volume (minimum of one (1)) at each point of generation. Identify at least one strategy per point of generation to reduce waste.

The nine points of generation include: Warehousing and Distribution, Offices, Food Services, Grounds and Landscaping, Construction and Renovation, Manufacturing, Maintenance, Retail, and Housing and Hospitality.

AND

IMPLEMENT: REDUCE MATERIALS ACROSS NINE POINTS OF GENERATION *(1 – 6 POINTS):*

Implement strategies that result in a reduction or diversion of at least ten percent (10%) (by weight or volume) in a 3-month period compared to a previous 3-month period in the 12-month reporting period in materials disposed per point of generation that have not been addressed through other credits, such as *ACEc3: Prevent and Reduce within the Supply Chain* or *ZWHc4: Manage Organics.*

Points are awarded according to the table below, for a maximum of 6 points.

Number of Materials	Minimum Percent Reduced/Diverted Per Material	Points
1	10%	1
	20%	2
2	10%	2
	20%	4
3	10%	3
	20%	6

SUBMITTAL DOCUMENTATION:

PLAN:

- Narrative describing the review of the Nine Points of Generation, including justification for which points were excluded. The narrative must include the top disposed materials at each point of generation (minimum of one (1) per point) and one (1) strategy for reduction for each point of generation.

IMPLEMENT:

- Documentation showing the reduction(s) of each disposed material for each point of generation, such as the Zero Waste Calculator data, invoices, waste tickets, receipts, reports, photographs, or other documentation.
- A narrative describing strategies implemented to achieve the reductions.

IMPLEMENTING THE ZERO WASTE HIERARCHY

CREDIT 3: FACILITATE ON-SITE REUSE

ZWHc3 • 2 points

INTENT:

To support the use of durable and reusable materials within the project to help extend the embodied value of materials.

REQUIREMENTS:

- Identify and implement strategies that enable the reuse of materials within the project.
- Facilitate on-site reuse through an internal process change and/or infrastructure improvement. The strategies can be newly implemented or an improvement to an existing program.

SUBMITTAL DOCUMENTATION:

- Narrative describing the facility improvements made to support on-site reuse.
- Documentation of any existing or programs, including written policies, internal processes, or photographs.

CREDIT 4: MANAGE ORGANICS

ZWHc4 • 1-5 points

INTENT:

To manage organic matter to create valuable, nutrient rich soil or for use by local communities through donation.

REQUIREMENTS:

Create a process for the collection of source-separated organics. Use an on-site compost system or identify and utilize an organics service provider for off-site management of organic materials. Organic materials can include food waste, compostable materials, organic scrap from production, yard waste, or other materials. If feasible, reuse the compost on-site for landscaping or other uses. Acceptable methods of organics management include:

- Compost
- Donation
- Animal Feed
- Anaerobic Digestion (with compost of residuals)

Points are awarded according to the table below. Combine options for a maximum of five points.

Option	Points
Manage Back of House Food Waste	1
Manage Front of House Food Waste	1
Manage Food Service Ware / Compostable Materials	1
Manage Yard Trimmings	1
Reuse Compost On-site	1

SUBMITTAL DOCUMENTATION:

- Narrative identifying process for collection of source-separated organics and the organization(s) that are handling the composting of materials and a brief description of their process.
- Photographs of on-site collection system.
- Documentation verifying service for at least three (3) months of invoices from hauler and compost facility and a contract showing ongoing commitment or documentation showing on-site compost practices.

CREDIT 5: MANAGE UNIVERSAL WASTE (COMMON HAZARDOUS WASTE)

ZWHc5 • 1-2 points

INTENT:

To avoid negative environmental impacts from improper disposal of commonly generated hazardous waste.

REQUIREMENTS:

Collect and properly dispose of commonly generated hazardous waste including but not limited to electronic waste, fluorescent bulbs, and batteries.

Pursue Option 1 and Option 2 for a maximum of two points.

OPTION 1: ON-SITE COLLECTION *(1 POINT)*

Collect and properly dispose of all universal waste generated at the project.

AND

OPTION 2: COMMUNITY COLLECTION *(1 POINT)*

Collect and properly dispose of universal waste from personnel and/or the local community.

SUBMITTAL DOCUMENTATION:

- Narrative describing the waste generated at the project, what is collected (including that from personnel and the community if applicable), and how the materials are safely handled and disposed of.
- Photographs of collection system for the materials.

FOSTERING A ZERO WASTE CULTURE

CATEGORY OVERVIEW

A zero waste program can only succeed with the support and involvement of all stakeholders. The Fostering a Zero Waste Culture category provides strategies and guidance for projects to continuously promote the zero waste goals, policies, and procedures across an organization and the community. The World Bank strongly encourages behavior change to reach sustainable waste management, stating:

> *Successful waste management depends on stakeholder participation, social support, and a strong social contract with citizens.*[11]

The prerequisites and credits emphasize the need for initial training for all personnel, as well as the benefits of ongoing education and communication to implement a successful zero waste program. Education, training, and engagement empowers personnel to drive forward zero waste goals. This category also encourages projects to expand beyond the project boundary to the local community, expanding the zero waste impact.

Closing the Loop

By providing the training and education needed for stakeholders to understand zero waste, people become equipped with an awareness of circularity and the role it plays in reducing the impact on the natural world. This is critical as it allows for more ideas and solutions to be brought to the table for keeping materials and resources in use. Increasing engagement by employees and other stakeholders can lead to innovative circular strategies.

Decarbonization

Zero waste plans need more than just policies and procedures to succeed; they need the buy-in and follow-through from all stakeholders. It is critical for personnel to understand the waste management procedures, segregation requirements, and importance of contamination reduction in order to minimize waste, increase diversion, and ultimately reduce emissions.

Business Transformation

The Fostering a Zero Waste Culture category is built on providing the knowledge and skills to reduce and divert waste to people of all roles and backgrounds. By providing continuous education to personnel, a project can have a significant impact on the culture of waste at both the project site and in the surrounding community. By interacting with the local community through events and partnerships, the project can continue to grow this impact and drive transformation.

CREDITS

No.	Credit Name	Points
ZWCp1	Conduct a Zero Waste Orientation	P
ZWCc1	Communicate Zero Waste Initiatives	1
ZWCc2	Train Personnel	3
ZWCc3	Engage Personnel	1
ZWCc4	Train Procurement Personnel	2
ZWCc5	Engage the Community	1
ZWCc6	Establish Local Partnerships	3

[11] *blogs.worldbank.org/en/sustainablecities/sustainable-waste-management-through-behavioral-science-case-studies-around-world*

FOSTERING A ZERO WASTE CULTURE

PREREQUISITE 1: CONDUCT A ZERO WASTE ORIENTATION

ZWCp1 • Required

INTENT:

To ensure all employees understand the zero waste goal and how their roles support the waste initiatives. To increase program engagement by promoting internal materials management and zero waste processes and policies.

REQUIREMENTS:

Conduct a zero waste training as part of orientation for all new personnel, including employees, contractors, consultants, and vendors working at the facility. Training must provide an overview of the program, including:

- Zero waste goals identified in *ZWFp2: Establish Zero Waste Goal and Policy.*
- Zero Waste Logistics process from *ZWHp1: Develop a Zero Waste Logistics Plan*.
- The importance of zero waste.
- Proper internal processes for material collection and disposal at the facility.

SUBMITTAL DOCUMENTATION:

- Narrative overview of how zero waste training is incorporated into orientation.
- Documentation used for zero waste training (presentations, brochures, guides, etc.).

FOSTERING A ZERO WASTE CULTURE

CREDIT 1: COMMUNICATE ZERO WASTE INITIATIVES

ZWCc1 • 1 point

INTENT:

To increase program engagement through ongoing promotion of the zero waste program and continuous education.

REQUIREMENTS:

Communicate with personnel about any zero waste program updates, successes, case studies, opportunities, or other related topics at a minimum of once per quarter.

SUBMITTAL DOCUMENTATION:

- Narrative describing how zero waste information is communicated to employees each quarter. The narrative must include the communications completed during the four (4) quarters in the 12-month reporting period.
- Documentation of communications or activities for the four (4) quarters in the 12-month reporting period. Documentation may include newsletters, presentations, brochures, photographs, emails, or other methods.

FOSTERING A ZERO WASTE CULTURE

CREDIT 2: TRAIN PERSONNEL

ZWCc2 • 1-3 points

INTENT:

To provide focused, continuing education to personnel in roles that have a high impact on the zero waste program.

REQUIREMENTS:

Pursue Option 1 and/or Option 2 for a maximum of 3 points.

OPTION 1: ROLE-SPECIFIC TRAINING *(1 POINT)*

- Develop role-specific zero waste training for at least two (2) key roles related to the materials management program, such as operations, janitorial, or office management. The training must include internal processes specific to the role or group and emphasize how the role is related to the program.

AND/OR

OPTION 2: ALL PERSONNEL TRAINING *(1 – 2 POINTS)*

- Develop an annual training for all personnel. The training must include internal processes specific to different roles or groups. The training must cover the importance of the zero waste program, all internal materials management and zero waste processes, best practices, and facility-specific requirements.
- Require all employees take the annual training. Points are achieved based on participation rate for the 12-month reporting period according to the table below.

Participation Rate	Points
50 – 79% Participation Rate	1
80%+ Participation Rate	2

SUBMITTAL DOCUMENTATION:

ALL OPTIONS:

- Narrative describing the focus role(s) or group(s) for the training and their impact on the waste program. The narrative must include an overview of key topics included in the waste training and the process for annual updates.
- Documentation used for zero waste training (presentations, brochures, guides, etc.).

OPTION 2:

- Documentation showing the participation rate during the 12-month reporting period for the all personnel training.

FOSTERING A ZERO WASTE CULTURE

CREDIT 3: ENGAGE PERSONNEL

ZWCc3 • 1 point

INTENT:

To increase engagement and incentivize zero waste performance.

REQUIREMENTS:

Implement a personnel engagement activity or program that incentivizes and rewards waste program participation and initiatives. The activity or program must have been conducted once at a minimum during the 12-month reporting period and must support zero waste goals.

SUBMITTAL DOCUMENTATION:

- Narrative describing the zero waste activity or activities that were conducted within the 12-month reporting period.
- Documentation used for the activity such as newsletters, posters, brochures, photographs, or other.

CREDIT 4: TRAIN PROCUREMENT PERSONNEL

ZWCc4 • 1-2 points

INTENT:

To demonstrate commitment to the upstream reduction of waste and educate personnel to support goals.

REQUIREMENTS:

- Conduct a training specific to the procurement team on zero waste.
- The training must include the impact of procurement and purchases on zero waste, how to identify products that satisfy the Purchasing Policy developed in *ACEp1: Implement a Purchasing Policy*, tools for simplifying procurement, strategies for reducing waste from suppliers, and how to communicate goals with vendors.
- Points are achieved based on percentage of procurement personnel trained in the 12-month reporting period according to the table below.

Percentage of Procurement Personnel	Points
50%	1
90%	2

SUBMITTAL DOCUMENTATION:

- Narrative describing an overview of the training and how procurement impacts waste in the facility. The narrative must include an overview of key topics included in the waste training.
- Documentation used for zero waste training such as presentations, brochures, guides, or other.
- Documentation verifying the percentage of procurement personnel that took the training in the 12-month reporting period.

FOSTERING A ZERO WASTE CULTURE

CREDIT 5: ENGAGE THE COMMUNITY

ZWCc5 • 1 point

INTENT:

To encourage wider adoption of zero waste practices outside of the project and have a positive impact on the surrounding community.

REQUIREMENTS:

Participate in or host an event or activity that promotes zero waste practices within the local community at least once annually. The event or activity must have occurred within the 12-month reporting period.

SUBMITTAL DOCUMENTATION:

- Narrative describing the community event and the project's role in promoting zero waste activities, including an overview of the event, what zero waste initiatives were implemented, and how many project personnel were involved.
- Documentation showing project engagement with the community through photographs, flyers or promotional materials, official letters, press releases, or other.
- Documentation showing educational support for zero waste initiatives during the community event such as flyers or promotional materials, signage, press releases, photographs, or other methods.

FOSTERING A ZERO WASTE CULTURE

CREDIT 6: ESTABLISH LOCAL PARTNERSHIPS

ZWCc6 • 3 points

INTENT:

To increase waste diversion by working within the local community on new solutions.

REQUIREMENTS:

Develop a novel partnership with a local business, facility, or group to increase waste diversion. Points are awarded according to the table below.

Partnerships	Points
1	1
2	2
3	3

SUBMITTAL DOCUMENTATION:

- Narrative describing partnership and impact on zero waste goals and program.
- Documentation verifying the partnership such as contracts, invoices, photographs, waste tickets, or other.
- Documentation verifying agreement that the partnership will continue in the future, such as contracts, meeting notes, or other.

CATEGORY OVERVIEW

This category captures a core tenet of TRUE certification, the requirement for all projects to achieve a 90% diversion rate. The category also goes above and beyond the diversion rate to measure the project performance for total generation, emissions, and financial impact. The Zero Waste Measurement and Performance category provides a framework for evaluating a project with quantifiable and measurable data points. The prerequisites and credits provide metrics for the project to rate performance at the time of certification and to develop targets for improvement.

Closing the Loop

The Zero Waste Measurement and Performance category gives project teams essential performance data that shows alignment with circularity principles. The diversion rate and intensity reduction track and reward materials that stay in use, reducing the need for virgin materials. Zero Waste Measurement and Performance allows a project to quantify and report on circular strategies while also identifying areas for future improvement.

Decarbonization

This category provides the methodology and tools to calculate the emissions impact of waste, including the waste disposal methods, materials impact, and transportation methods. By calculating the emissions impact, the project can identify the most impactful wastes, materials, and transport methods and create action plans for reduction. The emissions data provides valuable insights into focus areas for long-term decarbonization goals.

Business Transformation

The Zero Waste Measurement and Performance category highlights transformation by allowing projects to consistently calculate and report on overall diversion, reduction, and emissions. These key data points can be used externally to highlight successes and opportunities, which can open the door to expanded awareness, shared learnings, and partnerships.

CREDITS

No.	Credit Name	Points
ZWPp1	Meet 90% Diversion Performance	P
ZWPp2	Evaluate Greenhouse Gas Emissions	P
ZWPc1	Excel in Zero Waste Diversion	5
ZWPc2	Prioritize Preferred Diversion Strategies	5
ZWPc3	Evaluate Material Emissions	2
ZWPc4	Calculate Transport Emissions	1
ZWPc5	Determine Zero Waste Financial Impact	2
ZWPc6	Determine Zero Waste Community Impact	1
ZWPc7	Minimize Waste Generation	5

PREREQUISITE 1: MEET 90% DIVERSION PERFORMANCE

ZWPp1 • Required

INTENT:

To ensure a minimum percentage (by weight) of waste material that is diverted from landfill and incineration as compared to the total volume of waste generated.

REQUIREMENTS:

Divert at least 90% of waste by weight. Use a combination of waste prevention, reuse, composting, recycling, or other forms of acceptable diversion to reach the 90% diversion threshold. The contamination rate for the diverted material must be lower than 10%.

SUBMITTAL DOCUMENTATION:

- Zero Waste Calculator per requirements in *ZWFp3: Standardize Waste Tracking System* with diversion rate calculated.
- Documentation verifying that the contamination rate is 10% or below for diverted materials.

PREREQUISITE 2: EVALUATE GREENHOUSE GAS EMISSIONS

ZWPp2 • Required

INTENT:

To understand the greenhouse gas emissions impact of waste.

REQUIREMENTS:

Utilize the fields in the Zero Waste Calculator to determine the emissions impact of materials generated and diverted in metric tonnes of carbon dioxide equivalent. Review the calculator to ensure all waste types are completed including end of life scenario.

SUBMITTAL DOCUMENTATION:

- Zero Waste Calculator with completed fields for emissions calculations.
- Narrative describing any additional information or calculations used to support emissions calculations.

ZERO WASTE MEASUREMENT + PERFORMANCE

CREDIT 1: EXCEL IN ZERO WASTE DIVERSION

ZWPc1 • 1-5 points

INTENT:

To encourage exceptional diversion of waste material from landfill and incineration.

REQUIREMENTS:

Use the Zero Waste Calculator from *ZWFp3: Standardize Waste Tracking System* and review to ensure all waste types are captured. Confirm that any non-standard wastes have calculated monthly weights following the provided guidance in the calculator. Using the calculator, identify the diversion rate and evaluate points based on the table below.

Diversion Percentage	Points
90.1 - 92%	1
92.1 - 94%	2
94.1 - 96%	3
96.1 - 98%	4
98.1 - 100%	5

SUBMITTAL DOCUMENTATION:

- Zero Waste Calculator per requirements in *ZWFp3: Standardize Waste Tracking System* with diversion rate calculated.

CREDIT 2: PRIORITIZE PREFERRED DIVERSION STRATEGIES

ZWPc2 • 1-5 points

INTENT:

To encourage diversion strategies that demonstrate highest and best use of materials.

REQUIREMENTS:

Use the Zero Waste Calculator from *ZWFp3: Standardize Waste Tracking System* and review to ensure all waste types are captured. Confirm that any non-standard waste types have calculated monthly weights following the provided guidance in the calculator. Using the calculator, identify the percentage of the diversion from rethink, redesign, reduce, or reuse and achieve points based on the table below.

Percentage of Diversion from Rethink/Redesign/Reduce or Reuse	Points
10%	1
20%	2
30%	3
38%	4
45%	5

SUBMITTAL DOCUMENTATION:

- Zero Waste Calculator per requirements in *ZWFp3: Standardize Waste Tracking System* with diversion rate and the reduce and reuse diversion calculated.

CREDIT 3: EVALUATE MATERIAL EMISSIONS

ZWPc3 • 1-2 points

INTENT:

To understand the greenhouse gas emissions impact of inbound materials on the upstream supply chain.

REQUIREMENTS:

Pursue Plan and Implement for a maximum of 2 points.

PLAN: PREPARE TO CALCULATE MATERIAL EMISSIONS IMPACT *(1 POINT)*

- Compile the top ten (10) ongoing consumable product types and the top ten (10) ongoing durable product types purchased within the 12-month reporting period (by cost, weight, or volume) that were determined in *ACEp1: Implement a Purchasing Policy.*
- Align each material with the appropriate spend-based category in the Zero Waste Calculator from *ZWFp3: Standardize Waste Tracking System*.

AND

IMPLEMENT: CALCULATE MATERIAL EMISSIONS *(1 POINT):*

- Conduct a preliminary calculation of the upstream Scope 3 category, Purchased Goods and Services for the top ten (10) ongoing consumable product types and the top ten (10) ongoing durable product types purchased within the 12-month reporting period (by cost, weight, or volume).
- Calculate the annual emissions in metric tonnes of carbon dioxide equivalent for top incoming materials by weight or cost following the instructions in the Zero Waste Calculator for the spend-based method. If the project has previously conducted Scope 3 calculations for Purchased Goods and Services, those calculations may be submitted.

SUBMITTAL DOCUMENTATION:

PLAN:

- List of top ten (10) ongoing consumable product types and top ten (10) ongoing durable product types and appropriate category in the Zero Waste Calculator.

IMPLEMENT:

- Zero Waste Calculator with top materials and spend with calculated emissions OR previous Scope 3 calculations.
- Narrative describing methodology for Scope 3 calculations, data sources, and emission factor sources if different from the Zero Waste Calculator.

CREDIT 4: CALCULATE TRANSPORT EMISSIONS

ZWPc4 • 1 point

INTENT:

To capture the transportation impacts of downstream waste management and reward steps taken to reduce transportation emissions.

REQUIREMENTS:

Using the Zero Waste Calculator, calculate the emissions impact of waste transportation to the final destination using the distances to the outlets and transportation methods.

SUBMITTAL DOCUMENTATION:

- Narrative describing transportation methods and outlet locations.
- Documentation supporting transportation methods and outlet locations (e.g., hauler reports/invoices, waste tickets, hauler communications, photographs).

CREDIT 5: DETERMINE ZERO WASTE FINANCIAL IMPACT

ZWPc5 • 1-2 points

INTENT:

To quantify the financial impacts of implemented waste reduction and diversion strategies.

REQUIREMENTS:

Pursue Option 1 and Option 2 for a maximum of 2 points.

OPTION 1: CALCULATION OF ZERO WASTE FINANCIAL IMPACT *(1 POINT)*

- Calculate the financial impact of waste within the project boundary including the total cost of disposal and diversion and the cost of all materials wasted.
- For diversion initiatives implemented within the 12-month period, calculate the avoided cost of waste, including diversion fees and material purchases.
- Document any soft costs, such as rework, material handling, or janitorial services.
- If any implemented strategies were identified and quantified in *ZWAc7: Analyze the Zero Waste Audit*, then savings may be used in this credit.

AND

OPTION 2: ZERO WASTE FOR BUSINESS DECISIONS *(1 POINT)*

- Create a methodology to calculate the return on investment (ROI) or payback of zero waste and diversion initiatives.
- Document how the full financial impact and ROI of zero waste are used to inform business decisions.

SUBMITTAL DOCUMENTATION:

OPTION 1:

- Zero Waste Calculator or similar document calculating the full cost of waste.
- Narrative describing any additional calculations or estimates required.
- Additional calculations, if required.

OPTION 2:

- Narrative describing method of calculating ROI or payback and how this is used to inform business decisions.
- Example calculations.

CREDIT 6: DETERMINE ZERO WASTE COMMUNITY IMPACT

ZWPc6 • 1 point

INTENT:

To quantify the social impacts of implemented waste reduction and diversion strategies.

REQUIREMENTS:

- Create a methodology to estimate the community and societal benefit of zero waste and diversion initiatives.
- Document how these impacts of zero waste are used to inform business decisions.
- Include the impact both internally and externally.

SUBMITTAL DOCUMENTATION:

- Narrative describing method of estimating community and societal benefits including how this is used to inform business decisions.
- Example impact summary.

CREDIT 7: MINIMIZE WASTE GENERATION

ZWPc7 (1-5 points)

INTENT:

To encourage a reduction in total waste generated at the project in addition to waste diversion.

REQUIREMENTS:

- Collect a minimum of 12 months of waste data from a period prior to the certification year. Import data into calculator as a baseline.
- Determine the appropriate intensity metric based on the facility type. Metrics include, but are not limited to production, revenue, square footage, labor-hours, number of personnel, or others.
- Collect data for the intensity metric for the baseline year and current year. Data must be annual at minimum but is encouraged to be monthly. Calculate the waste intensity for the baseline year and the current year.
- If the project is undergoing recertification, the previous certification data may be established as the baseline.
- Reduce waste intensity compared to the baseline year. Points are awarded according to the table below:

Reduction	Points
5%	1
10%	2
15%	3
20%	4
25%	5

SUBMITTAL DOCUMENTATION:

- Zero Waste Calculator with at least 12 consecutive months of waste data for the baseline and at minimum, annual data for the intensity metric for the baseline and current year.
- The methodologies and calculations used to determine weight estimates, including volume-to-weight conversions, intermittent and non-standard waste, and reduction and reuse quantities.
- Documentation substantiating the amounts reported in the tracking system (e.g., hauler reports/invoices, tracking logs, photographs).
- Calculation showing intensity reduction from baseline to current.

PROJECT PRIORITY

CATEGORY OVERVIEW

The Project Priority Library consists of potential credits that provide flexibility for different project types and innovative strategies to earn points. These include credits related to innovation, specific facility-types, construction adaptations, and event adaptations. Additionally, it allows for credit achievement that is supportive of amplifying project success, advancing social justice, and restorative actions related to the circular economy. Projects can submit for up to fifteen (15) points from the Project Priority category.

The library below is a preliminary example list. Example credits have been provided.

POTENTIAL CREDITS

No.	Credit Name	Points
PRc1	Publish Case Study on TRUE'S Website	1
PRc2	Off-site Reuse to Charitable Organization	1
PRc3	Use Life Cycle Assessment for Decision-Making	1
PRc4	Extend Life of Commodities	1
PRc5	Join Initiative, Group, or Alliance for Advancing Circular Strategies	1
PRc6	Confirm Recovery of Closed-Loop Reusables	1
PRc7	Demonstrate Regenerative Nature of Circular Economy: Renewable Energy Sourcing	1
PRc8	Demonstrate Regenerative Nature of Circular Economy: Emissions Reduction	1
PRc9	Demonstrate Regenerative Nature of Circular Economy: Water Reduction	1
PRc10	Demonstrate Regenerative Nature of Circular Economy: Renewable Feedstocks	1
PRc11	Utilize Technology for Advanced Waste Data and Tracking	1
PRc12	Develop Risk Mitigation Plan for Local Community	1
PRc13	Support Local Community by Hiring Local Service Providers	1
PRc14	Develop Material Process Flow	1
PRc15	Community Engagement: TRUE Certified Event	1
PRc16	C&D Waste Management for Renovations	1
PRc17	Surge and Event Planning	1
PRc18	Material and Waste Carbon Projection	1
PRc19	Incentivize Goal Achievement Through Profit-Sharing or Other Recognition	1
PRc20	Promote/Establish Secondhand Use or Sales	1
PRc21	Manufacturers: Establish Takeback Program	1
PRc22	Manufacturers: Innovate Processes to Reduce Material Usage	1
PRc23	Advanced Organics Management	1
PRc24	Conduct Long-Term Zero Waste Planning	1

PROJECT PRIORITY

CREDIT 1: PUBLISH A CASE STUDY ON TRUE'S WEBSITE

PRc1 • 1 point

INTENT:

To demonstrate zero waste leadership and communicate best practices to other projects.

REQUIREMENTS:

- Develop a case study of zero waste initiatives for the project. Include key impact metrics, best practices, and other information relevant to the zero waste program's success.
- Submit to GBCI for publication on TRUE's website.

SUBMITTAL DOCUMENTATION:

- Zero waste case study.
- Written permission that the case study can be published on TRUE's website and visible to the public.

PROJECT PRIORITY

CREDIT 7: DEMONSTRATE REGENERATIVE NATURE OF CIRCULAR ECONOMY: RENEWABLE ENERGY SOURCING

PRc7 • 1 point

INTENT:

To incorporate circular economy principles into the project beyond waste.

REQUIREMENTS:

Generate at least 50% of electricity from renewable sources for the project. The renewable energy generation equipment must be located within the project boundary.

SUBMITTAL DOCUMENTATION:

- Narrative describing the renewable energy generation system.
- Confirmation of total electricity usage and renewable energy produced.
- Documentation demonstrating that the renewable energy generated is only being attributed to the project (i.e., not being sold as renewable energy credits [RECs]).

PROJECT PRIORITY

CREDIT 8: DEMONSTRATE REGENERATIVE NATURE OF CIRCULAR ECONOMY: EMISSIONS REDUCTION

PRc8 • 1 point

INTENT:

To incorporate circular economy principles into the project beyond waste.

REQUIREMENTS:

Reduce operational greenhouse gas emissions (Scope 1 and Scope 2) for the project by a total of 10% in the 12-month reporting period compared to a baseline year. The baseline year must be within the 3 years prior to the reporting period.

SUBMITTAL DOCUMENTATION:

- Narrative describing the activities leading to the reduction.
- Operational greenhouse gas emission calculations for reporting period and baseline year for the full project boundary.

PROJECT PRIORITY

CREDIT 9: DEMONSTRATE REGENERATIVE NATURE OF CIRCULAR ECONOMY: WATER REDUCTION

PRc9 • 1 point

INTENT:

To incorporate circular economy principles into the project beyond waste.

REQUIREMENTS:

- Reduce water usage for the project by a total of 10% in the 12-month reporting period compared to a baseline year. The baseline year must be within the 3 years prior to the reporting period.

SUBMITTAL DOCUMENTATION:

- Narrative describing the activities leading to the reduction.
- Water usage data for reporting period and baseline year for the full project boundary.

PROJECT PRIORITY

CREDIT 10: DEMONSTRATE REGENERATIVE NATURE OF CIRCULAR ECONOMY: RENEWABLE FEEDSTOCKS

PRc10 • 1 point (for manufacturing facilities only)

INTENT:

To incorporate circular economy principles into the project beyond waste.

REQUIREMENTS:

- Demonstrate that at least 5% of the total (by weight or cost) of feedstocks used in the project are from rapidly renewable sources.
  - The 5% or greater value must be met each month for a minimum of three (3) consecutive months of the 12-month reporting period.
  - Rapidly renewable means the feedstocks are made from agricultural products that are harvested within a 10-year or shorter cycle.

SUBMITTAL DOCUMENTATION:

- Narrative describing the rapidly renewable feedstock(s) used and the typical harvest cycle.
- Purchasing data for all feedstocks and rapidly renewable feedstocks for the 3-month period.
- Documentation showing certification of renewable feedstocks.

PROJECT PRIORITY

CREDIT 14: DEVELOP MATERIAL PROCESS FLOW

PRc14 • 1 point

INTENT:

To capture the movement of all material streams throughout the project.

REQUIREMENTS:

Develop a process flow diagram or narrative that documents the movement of each material in the project boundary, from where it enters the project boundary to disposal or exit.

SUBMITTAL DOCUMENTATION:

- Copy of the process flow document.
- Narrative describing the development of the process flow.

PROJECT PRIORITY

CREDIT 21: MANUFACTURERS: ESTABLISH TAKEBACK PROGRAM

PRc21 • 1 point (for manufacturing facilities only)

INTENT:

To demonstrate leadership by taking responsibility for end-of-life management for manufactured products.

REQUIREMENTS:

Implement a system for customers to return products at end of life for proper recycling, refurbishment, or disposal.

SUBMITTAL DOCUMENTATION:

- Narrative describing the takeback program including what product(s) is covered; the logistics associated with customer return of the product; how the program is funded and by whom; associated cost burden (if any) to the customer; and how product will be recycled, refurbished, or properly disposed after being returned.
- Documentation of any agreements or contracts to support the takeback program.
- Data specifying the amount (waste or volume) of products that are returned within the 12-month reporting period.

PROJECT PRIORITY

CREDIT 24: CONDUCT LONG-TERM ZERO WASTE PLANNING

PRc24 • 1 point

INTENT:

To develop a plan for long-term reduction in waste, material use, and carbon emissions.

REQUIREMENTS:

Develop a waste reduction plan to reach long-term goals. The plan must cover a 10-year horizon at a minimum. Include indication of how reductions will be made in material usage, waste generation, and carbon emissions including the associated goals for each. Document the estimated cost impact of the reductions.

SUBMITTAL DOCUMENTATION:

- Narrative explaining the development of the plan.
- A copy of the long-term plan covering waste initiative goals and associated impact on waste, materials, emissions, and costs.