

# Center for the Built Environment/ Annual Liveable Buildings Award

## U.S. Green Building Council (USGBC) Headquarters Office

Washington, DC | December 2024

**Architect:** Perkins+Will

**MEP Engineering:** GHT, Limited

**Structural Engineering:** SK&A

**Owner's Rep:** JLL

**Commissioning Agent:** Advanced Building Performance

**General Contractor:** HITT

**Audio Visual:** Hotbed Technologies

“USGBC’s headquarters isn’t just an office,” said Peter Templeton, President & CEO, U.S. Green Building Council and Green Business Certification Inc. (GBCI). “Our triple platinum certified space models our organization’s values as a workplace of the future, embodying the USGBC and GBCI shared mission and vision.”



The U.S. Green Building Council’s headquarters office, located in Washington, DC, unites staff from two different interior spaces in one location. Our office is triple platinum certified in LEED, WELL and TRUE in a building that is also LEED Gold Certified. The primary goal for our space was to illustrate our mission of accelerating and scaling transformation of the built environment to minimize climate impacts and enhancing the well-being of people, the environment and communities worldwide. The result is a high performance, agile space which transforms how staff work in a variety of collaborative work areas. The focus is on resource efficiency, embodied carbon reduction and circularity, health and wellness, energy and water efficiency. Our hope is that the space serves as a template for other interiors and building projects to see that sustainable design is achievable.

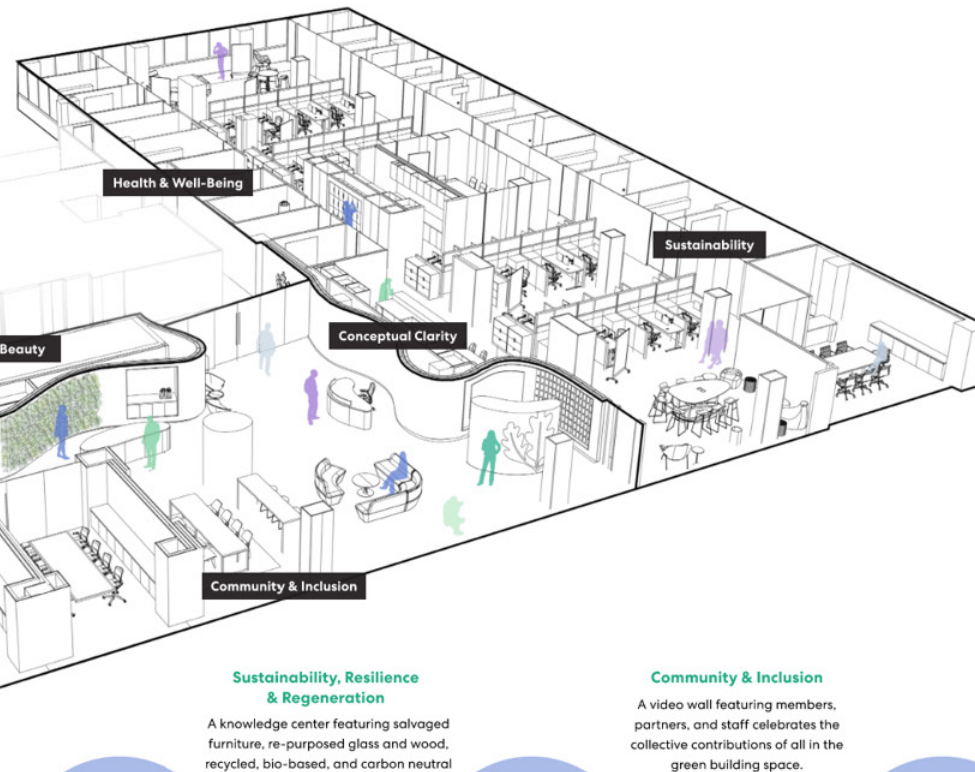


The space design comes together in the elements of the Living Design Framework. We envisioned the space with a public side focused on the visitor experience and hospitality where the curved ribbon walls and biophilia represented in imagery, freestanding plants, daylight and outside views pull visitors into the space and represent USGBC's commitment to enhancing the human condition. Sustainability, resilience and regeneration are featured in a Materials Wall in the Knowledge Center which showcases the

reused furniture, equipment and materials; salvaged glass, wood and ceiling tiles along with some new materials with vetted third-party certified health and environmental attributes and carbon neutral materials used throughout the space. There are a variety of collaborative work areas, a Focus room, a Wellness room, sit-stand desks and ergonomic furniture in the open work areas and private offices supporting health and wellness strategies throughout the space. The Video Wall and Podcast room utilize technology to

connect staff, partners and members around the world in celebration of our collective contributions toward our mission in green building. Repurposed wood from the water wall in our former space, which was designed into the new space outside our Podcast room and a Collaborative area, illustrate circularity in both the visitor and staff areas. Natural materials, curved ribbon walls, and biophilia combined with a focus on carbon reduction demonstrates USGBC's commitment to our future goals.

## Living Design



### Sustainability, Resilience & Regeneration

A knowledge center featuring salvaged furniture, re-purposed glass and wood, recycled, bio-based, and carbon neutral materials used throughout the space.

### Community & Inclusion

A video wall featuring members, partners, and staff celebrates the collective contributions of all in the green building space.

### Poetics & Beauty

The use of natural materials, soft curves, and biophilic elements paired with an emphasis on carbon reduction creates a space demonstrating USGBC's future organizational goals.

### Conceptual Clarity

Visitors and staff are greeted with soft curves and biophilic imagery representing an evolved USGBC, focused on enhancing the human condition.

### Health & Well-Being

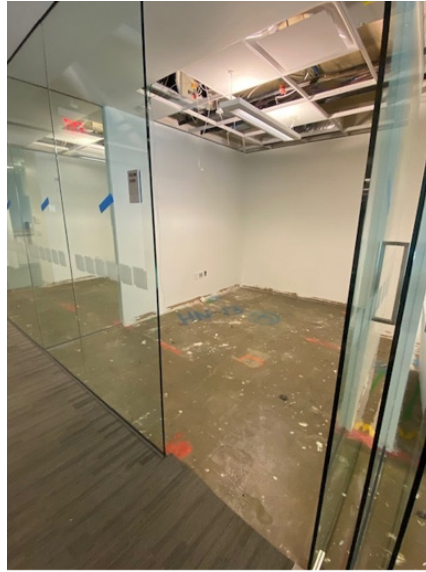
Varied work settings, spaces for meditation and respite, as well as height-adjustable workstations introduce health & well-being strategies throughout the space.

### Technology & Tectonics

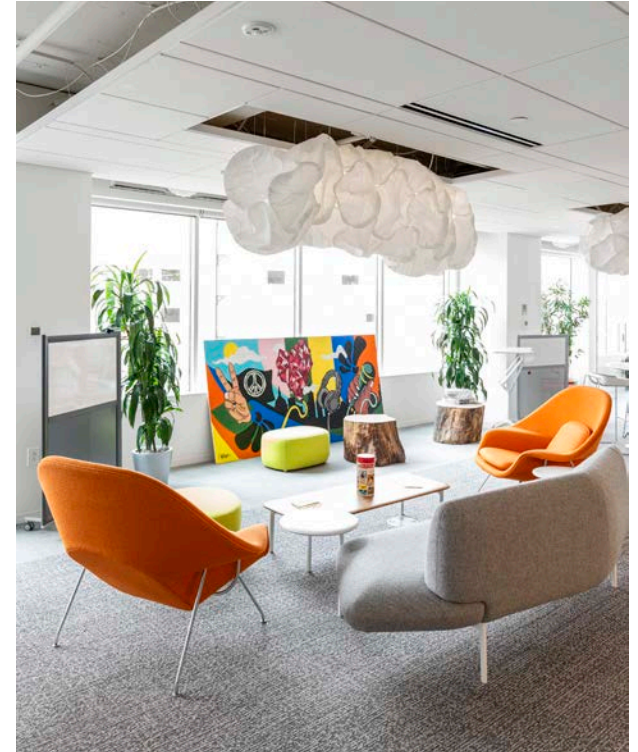
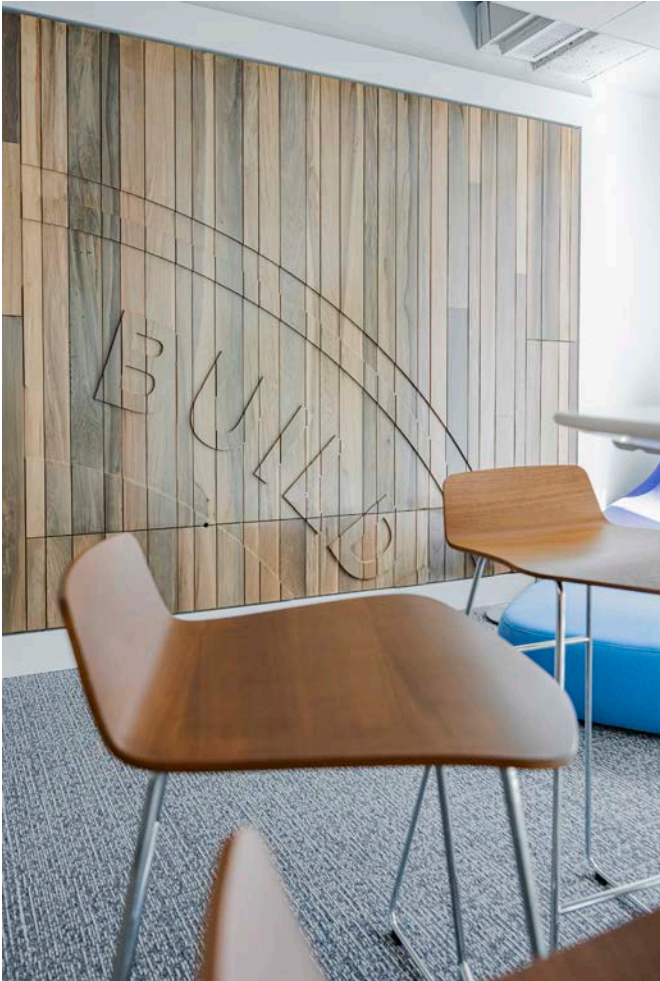
A repurposed wood feature wall from USGBC's previous space exemplifies material circularity in visitor and staff areas.

# Strategic Demolition & Reuse

Strategic demolition was specified in the architectural drawings and notes were provided for subcontractors on how to handle items salvaged for reuse. For our development project 95% of the original construction materials were reused or diverted from landfill including ceiling tiles, ceiling grid, glass panels, hardware, millwork and terrazzo flooring (originally mixed and poured on site using recycled glass in our former space). Multiple offices were kept intact conserving more materials and requiring less demolition.

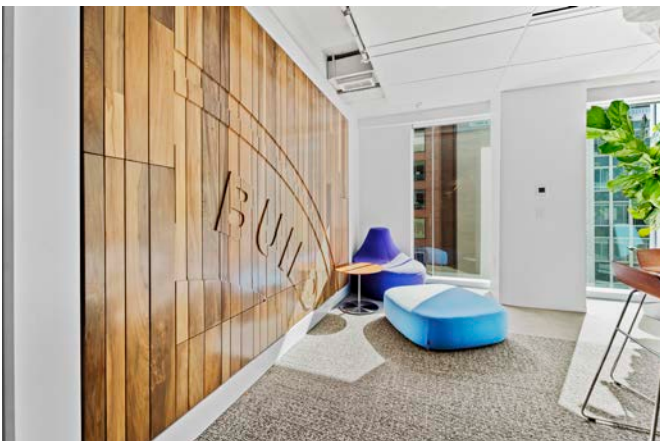


USGBC HQ | LEED Platinum | Washington, DC | Photos: Melanie Mayo-Rodgers, Ana Ka'ahanui, © Halkin Mason Photography



## Embodied Carbon Reduction

We achieved 60% furniture reuse including case goods in the offices, workstations (with the exception of new sit-stand desks), miscellaneous tables and chairs in collaborative areas and conference rooms. Dishware, glassware, silverware and serving platters were also reused. Items not selected for use in the new office were donated to staff and other organizations and auctioned online to ensure everything was diverted from landfill in keeping with our embodied carbon reduction and zero waste goals. Reuse was incorporated into the design such as the wood from the water wall in our former space that now fronts a collaborative area outside the CEO's office. We achieved an innovation credit for this designed reuse as it showed more than reusing items and going one step further to design the reuse of the wood as a feature of the new headquarters.



The project team leveraged a partnership with the Building Transparency Embodied Carbon in Construction Calculator (EC3) Tool to research and specify materials while documenting it through Tally (tallyCAT Life Cycle Assessment (LCA) Tool). For any new materials sourced for the space, priority was given to items that met strict third-party certification documentation and low embodied carbon. These strategies resulted in a 44% reduction in embodied carbon from baseline.

**REUSED CHAIRS**

**CARBON NEUTRAL CARPET**

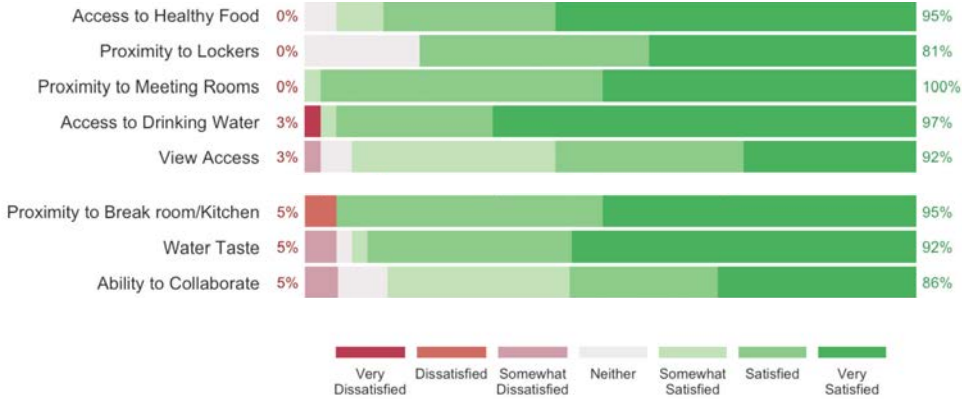
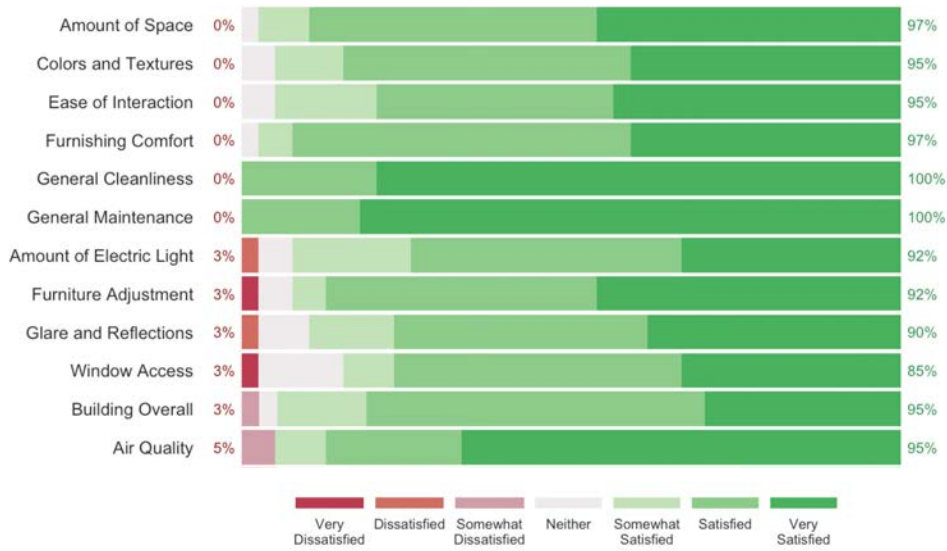
**FSC CERTIFIED OAK FLOORING**



# Health & Wellness



USGBC HQ | LEED Platinum | Washington, DC | Photos: Danielle Miller, © Halkin Mason Photography

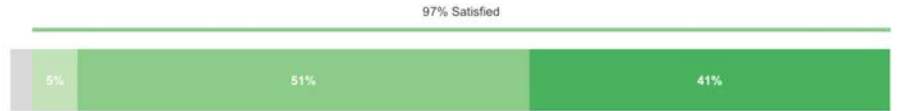


The results on the left and below show feedback from tenant space occupants on the CBE Occupant Survey regarding their health, wellbeing and satisfaction within the USGBC headquarters office.

**How satisfied are you with the ease of interaction with co-workers?**



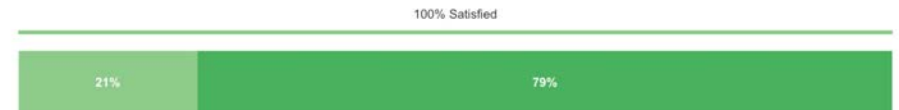
**How satisfied are you with the comfort of your furnishings?**



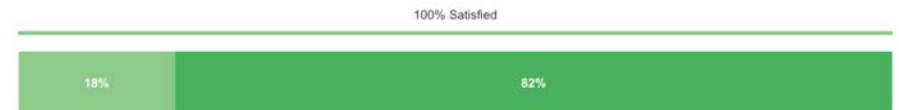
**How satisfied are you with the air quality in your space?**



**How satisfied are you with the building's general cleanliness?**



**How satisfied are you with the building's general maintenance?**







USGBC HQ | LEED Platinum | Washington, DC | Photo: Danielle Miller  
Wellness Room

# Sustainability Performance

Measuring and monitoring operational data was a primary goal for the USGBC with the objective of analyzing, benchmarking and continuing to improve the headquarters performance. The space used daylight harvesting lighting controls, occupancy sensor control of HVAC set back, lights, and plug load. Energy Star appliances and high efficiency, low flow plumbing fixtures were installed in the interior space.

**Energy:** Energy consumption is metered continuously and pulled from the building's BMS (Building Management System) into a data acquisition server for analysis to continue to detect anomalies, correct them and improve performance. We also implemented enhanced commissioning. The Baseline consumption from our energy model used for our LEED submittal was 88,278 kWh. The total electrical consumption for 2023 was 83,155 kWh resulting in a 5.8% reduction over baseline.

**Water:** Water meters monitor water consumption continuously for analysis, to detect anomalies and correct them and to incentivize ways to improve conservation.

**Indoor Air Quality (IAQ):** Specialized monitors collect indoor air quality data including temperature, relative humidity, carbon dioxide, particulate matter 10 and 2.5 (PM 10 and PM 2.5) and total volatile organic compounds (TVOC). Each monitor has a QR code posted so that staff and visitors may scan the QR code and go directly to the IAQ monitor dashboard site to see how the space is performing in real time. Our Environmental Purchase policy ensures only products that meet our sustainability requirements are brought into the space so only no or low emitting materials are ever used.

**Waste Reduction:** To accurately record waste stream data for our TRUE zero waste certification, the janitorial team helps with daily tracking by weighing each bag of waste removed and recording it on waste tracking sheets installed at every waste bin. Waste bins are housed within the millwork in all common areas to facilitate recycling and composting to divert as much as possible from landfill. Signage includes both text and images of items appropriate for the specific bin to make it easier for users. Waste data is reported annually to maintain TRUE certification. Our zero waste policy clearly states our goal and commitment to achieving zero waste and illustrates the methods and timeline for reaching the goal. Education is a critical facet of the program and starts with onboarding. We also offer an online training tool, **Waste Not 101**, and other programming throughout the year.

<b>Baseline Usage</b>	88,278	
2023 Elec Usage	83,155	-5.8%
2023 kg CO2 Equivalent	24,796	kgCO2e/kWh
2023 kBtu	283,726	kbtu
2023 EUI	21	EUI in kBtu/Sq Ft

DateTime	Headquarters Total Facility Consumption	KDCA
1/1/23 0:00	7,889	44.00
2/1/23 0:00	7,247	46.00
3/1/23 0:00	7,429	48.00
4/1/23 0:00	5,540	60.00
5/1/23 0:00	5,386	62.00
6/1/23 0:00	5,591	70.00
7/1/23 0:00	6,499	80.00
8/1/23 0:00	6,858	76.00
9/1/23 0:00	5,998	70.00
10/1/23 0:00	7,787	60.00
11/1/23 0:00	9,053	46.00
12/1/23 0:00	7,879	43.00

## Metering Inside the Space

### WATER METERS

- Pantry
- Catering Pantry
- Wellness Room
- Hospitality



### ELECTRIC METERS

- Lighting
- HVAC
- Computer Power
- Remaining Power



Photos: Ana Ka'ahanui

# LEED Scorecard

## USGBC HQ Renovation

**Project ID** 1000171122  
**Rating system & version** LEED V4.1 ID+C: CI  
**Project registration date** 01/25/2023



**Platinum Certified**

Certified: 40-49, Silver: 50-59, Gold: 60-79, Platinum: 80+

[Download scorecard](#)

### LEED v4.1 ID+C: Commercial Interiors

Attempted: 91, Denied: 4, Pending: 0, Awarded: 87 of 111 points

	<b>INTEGRATIVE PROCESS</b>	<b>2 OF 2</b>		<b>MATERIALS AND RESOURCES</b>	<b>9 OF 14</b>
	Integrative Process	2 / 2		Storage and Collection of Recyclables	Y
				Construction and Demolition Waste Mgmt Planning	Y
				Interiors Life-Cycle Impact Reduction	3 / 5
				Product disclosure & optimization - Environmental Product Declarations	2 / 2
				Product disclosure & optimization - Sourcing of Raw Materials	1 / 2
				Product disclosure & optimization - Material Ingredients	2 / 2
				Construction and Demolition Waste Mgmt	1 / 2
				Long-Term Commitment	0 / 1
	<b>LOCATION AND TRANSPORTATION</b>	<b>17 OF 18</b>		<b>INDOOR ENVIRONMENTAL QUALITY</b>	<b>10 OF 17</b>
	LEED for Neighborhood Development Location	0 / 18		Minimum IAQ Performance	Y
	Surrounding Density and Diverse Uses	8 / 8		Environmental Tobacco Smoke Control	Y
	Access to Quality Transit	7 / 7		Enhanced IAQ Strategies	1 / 2
	Bicycle Facilities	0 / 1		Low-Emitting Materials	3 / 3
	Reduced Parking Footprint	2 / 2		Construction IAQ Mgmt Plan	1 / 1
				IAQ Assessment	1 / 2
				Thermal Comfort	1 / 1
				Interior Lighting	1 / 2
				Daylight	2 / 3
				Quality Views	0 / 1
				Acoustic Performance	0 / 2
	<b>WATER EFFICIENCY</b>	<b>8 OF 12</b>		<b>INNOVATION</b>	<b>6 OF 6</b>
	Indoor Water Use Reduction	Y		Innovation	5 / 5
	Indoor Water Use Reduction	8 / 12		LEED Accredited Professional	1 / 1
	<b>ENERGY AND ATMOSPHERE</b>	<b>31 OF 38</b>		<b>REGIONAL PRIORITY CREDITS</b>	<b>4 OF 4</b>
	Fundamental Commissioning and Verification	Y		Surrounding Density and Diverse Uses	1 / 1
	Minimum Energy Performance	Y		Access to Quality Transit	1 / 1
	Optimize Energy Performance	17 / 24		Reduced Parking Footprint	1 / 1
	Fundamental Refrigerant Mgmt	Y		Optimize Energy Performance	1 / 1
	Enhanced Commissioning	5 / 5			
	Advanced Energy Metering	2 / 2			
	Renewable Energy	6 / 6			
	Enhanced Refrigerant Mgmt	1 / 1			
			<b>TOTAL</b>		<b>87 OF 111</b>



# TRUE Scorecard

## MINIMUM PROGRAM REQUIREMENTS

	AWARDED	PENDING	NOT AWARDED
<p>Company or project seeking certification has a zero waste policy in place</p> <p><b>Preliminary Review:</b> This MPR was awarded in precertification.</p>	Y	N	N
<p>Project has achieved an average 90% or greater overall diversion from landfill, incineration (WTE), and the environment for solid, non-hazardous wastes for the most recent 12 months.</p> <p><b>Preliminary Review:</b> See comments in ZWR c1.</p> <p><b>Final Review:</b> The updated narrative confirms compliance.</p>	Y	N	N
<p>Project meets all federal, state/provincial and local solid waste and recycling laws and regulations. Project complies with all air, water and land discharge permits required for collection, handling or processing of materials.</p> <p><b>Preliminary Review:</b> This MPR was awarded in precertification.</p>	Y	N	N
<p>Project does not exceed a 10% contamination level for any materials that leave the site.</p> <p><b>Preliminary Review:</b> The waste audit report in ZWA c1 confirms compliance.</p>	Y	N	N
<p>Post-certification: Project has agreed to submit 12 months of waste diversion data to GBCI annually to keep the certification current through each 3-year term.</p> <p>For more information on certification maintenance, see the <a href="#">TRUE Certification Maintenance and Recertification Guidance</a>.</p>	Y	N	N
<p>Post-certification: Company agrees to submit a case study of zero waste initiatives.</p>	Y	N	N

## REDESIGN

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	4	4	0	0
<b>Redesign Credit 1: Right size collection containers and service levels</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Redesign Credit 2: Restructure solid waste collection agreements for zero waste</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Redesign Credit 3: Review all 9 points of generation</b> <b>Preliminary Review:</b> This credit was awarded in precertification.	Y	Y	N	N
<b>Redesign Credit 4: Complete review of the supply chain</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N

## COMPOST (RE-EARTH)

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	3	3	0	0
<b>Compost Credit 1: Collect compostables separately from other materials</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Compost Credit 2: Compost, digest or reuse yard trimmings</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Compost Credit 3: Compost food scraps and/or soiled paper on-site</b>				
<b>Compost Credit 4: Compost food scraps and/or soiled paper off-site</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Compost Credit 5: Utilize/reuse compost or mulch onsite</b>				
<b>Compost Credit 6: Implement other process technologies for organic materials</b>				
<b>Compost Credit 7: Use compost from site for on-site food production</b>				

## REDUCE

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	6	5	0	1
<b>Reduce Credit 1: Document materials reduced by commodity</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reduce Credit 2: Implement tracking programs to eliminate waste before it occurs</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reduce Credit 3: Adopt a goal to reduce the overall size/amount of product packaging</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reduce Credit 4: Go paperless for at least one major office function</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reduce Credit 5: Set all printers to duplex print</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reduce Credit 6: Practice grasscycling for all mowed surfaces</b>				
<b>Reduce Credit 7: Reduce yard trimming waste through native landscaping or xeriscaping</b> <b>Preliminary Review:</b> This credit is for yard trimming waste which does not exist at the project site, not interior plant trimming waste. Therefore, this credit is not awarded.	Y	N	N	Y

## REUSE

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	6	5	0	1
<b>Reuse Credit 1: Develop systems that emphasize reuse</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reuse Credit 2: Document pallet and shipping container reuse</b> <b>Preliminary Review:</b> Since pallets are not used or tracked at the HQ project site, this credit is not available to this project site.	Y	N	N	Y
<b>Reuse Credit 3: Implement reusable transport containers</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reuse Credit 4: Establish program to reuse office supplies and materials</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reuse Credit 5: Use reusable/durable food service ware</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reuse Credit 6: Donate all food safe for human consumption</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Reuse Credit 7: Participate in animal feed program for inedible food</b>				

## RECYCLE

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	3	3	0	0
<b>Recycle Credit 1: Meet highest and best use for 80% of materials by weight</b> <b>Preliminary Review:</b> The narrative confirms compliance.	Y	Y	N	N
<b>Recycle Credit 1.2: Meet highest and best use for 100% of materials by weight</b> <b>Preliminary Review:</b> While this credit was not attempted, the application shows that 100% of the category weights meet their highest and best use. Therefore, this credit is awarded.	Y	Y	N	N
<b>Recycle Credit 2: Determine end markets for recycled commodities</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N

## ZERO WASTE REPORTING

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	3	3	0	0
<b>Zero Waste Reporting Credit 1: Document diversion by commodity or waste</b> <b>Preliminary Review:</b> Provide the weights for April 2023 for Terracycle. All other weights are accounted for in the documentation. <b>Final Review:</b> The updated narrative confirms compliance.	Y	Y	N	N
<b>Zero Waste Reporting Credit 2: Track financial data for diversion and waste disposal</b>				
<b>Zero Waste Reporting Credit 3: Generate climate impact report using the U.S. EPA WARM Model</b> <b>Preliminary Review:</b> Provide an updated WARM report matching the reporting period on the Diversion tab. <b>Final Review:</b> The updated supporting documentation confirms compliance.	Y	Y	N	N
<b>Zero Waste Reporting Credit 4: Benchmark Zero Waste Performance</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.	Y	Y	N	N

## DIVERSION

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	3	3	0	0
<b>Credit 1.1: Diversion is 90.1-94.9%</b> <b>Preliminary Review:</b> See comments in ZWR c1. <b>Final Review:</b> The updated narrative confirms compliance.	Y	Y	N	N
<b>Credit 1.2: Diversion is 95%-96.9%</b> <b>Preliminary Review:</b> See comments in ZWR c1. <b>Final Review:</b> The updated narrative confirms compliance.	Y	Y	N	N
<b>Credit 1.3: Diversion is 97%-98.9%</b> <b>Preliminary Review:</b> See comments in ZWR c1. <b>Final Review:</b> The updated narrative confirms compliance.	Y	Y	N	N
<b>Credit 1.4: Diversion is 99-99.9%</b>				
<b>Credit 1.5: Diversion is 100%</b>				

# ZERO WASTE PURCHASING

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	<b>9</b>	<b>9</b>	<b>0</b>	<b>0</b>
<b>Purchasing Credit 1: Adopt an Environmentally Preferred Purchasing (EPP) guideline or policy</b> Preliminary Review: This credit was awarded in precertification.	Y	Y	N	N
<b>Purchasing Credit 2: Include preference for durable goods in EPP policy or guideline</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Purchasing Credit 3: Give preference to sustainably produced paper and wood products</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Purchasing Credit 4: Identify EPP items in purchasing catalogs</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Purchasing Credit 5: Track purchase of environmentally preferred products</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Purchasing Credit 6: Give preference to used, refurbished, and/or remanufactured goods</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Purchasing Credit 7.1: Any additional EPP practice(s)</b> Preliminary Review: The narrative and supporting documentation for the bulk purchasing programs confirm compliance.	Y	Y	N	N
<b>Purchasing Credit 7.2: Any additional EPP practice(s)</b> Preliminary Review: The reuse of office furniture falls under Reuse c4. Provide an alternative purchasing strategy not already covered under another credit within the TRUE rating system. Final Review: The updated narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Purchasing Credit 7.3: Any additional EPP practice(s)</b> Preliminary Review: The reduction processes discussed in the narrative fall under Reduce c1. Provide an alternative purchasing strategy not already covered under another credit within the TRUE rating system.	Y	Y	N	N



# LEADERSHIP

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>
<p><b>Leadership Credit 1: Adopt zero waste goal at upper management level</b>  <b>Preliminary Review:</b> This credit was awarded in precertification.</p>	Y	Y	N	N
<p><b>Leadership Credit 2: Review monthly diversion activities with upper management</b>  <b>Preliminary Review:</b> It is unclear if employees are back in the office during the reporting year based upon the supporting documentation from 2021 and narratives stating that employees are not in the office.            Provide an updated narrative and monthly diversion activity that took place with upper management during the reporting year and confirm that employees are back in the office during the reporting year.  <b>Final Review:</b> The updated narrative and supporting documentation confirm compliance.</p>	Y	Y	N	N
<p><b>Leadership Credit 3: Encourage and incentivize employee participation</b>  <b>Preliminary Review:</b> It is unclear if employees are back in the office during the reporting year based upon the supporting documentation from 2021 and narratives stating that employees are not in the office.            Provide an updated narrative and supporting documentation confirming that employees can participate in the Earth Day events and/or are encouraged and able to provide suggestions and win prizes in 2023.  <b>Final Review:</b> The updated narrative and supporting documentation confirm compliance.</p>	Y	Y	N	N
<p><b>Leadership Credit 4: Take responsibility for company products and packaging</b></p>				
<p><b>Leadership Credit 5: Require vendors to take responsibility for products and packaging</b>  <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.</p>	Y	Y	N	N
<p><b>Leadership Credit 6: Promote zero waste in the community utilizing upper management personnel</b>  <b>Preliminary Review:</b> The narrative and supporting documentation confirm compliance.</p>	Y	Y	N	N

# TRAINING

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>
<b>Training Credit 1: Provide zero waste goal/policy to all employees</b> Preliminary Review: This credit was awarded in precertification.	Y	Y	N	N
<b>Training Credit 2: Incorporate zero waste into employee orientation</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Training Credit 3: Communicate with employees about zero waste activities quarterly</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Training Credit 4: Clearly label all collection receptacles</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Training Credit 5: Train purchasing agents</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Training Credit 6: Include zero waste in evaluation process and/or bonus structure</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Training Credit 7: Dedicate at least one person for zero waste leadership role</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Training Credit 8: Provide all employees access to zero waste training</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N

## ZERO WASTE ANALYSIS

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	5	5	0	0
Zero Waste Analysis Credit 1: Conduct annual physical waste audit Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Zero Waste Analysis Credit 2: Analyze results of annual waste audit and implement recommendations Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Zero Waste Analysis Credit 3: Complete annual physical audit of recyclables Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Zero Waste Analysis Credit 4: Add rejected recyclables back into waste stream documentation Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Zero Waste Analysis Credit 5: Engage employees in waste audit and/or analysis Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N

## UPSTREAM MANAGEMENT

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	3	3	0	0
Upstream Credit 1: Work with vendors to eliminate non-recyclable packaging Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Upstream Credit 2: Give preference to vendors who embrace zero waste goals Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Upstream Credit 3: Request vendors use 100% recyclable packaging Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Upstream Credit 4: Request vendors redesign products for reuse and recycling				

## HAZARDOUS WASTE PREVENTION

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	5	5	0	0
Hazardous Waste Credit 1: Properly handle hazardous materials Preliminary Review: This credit was awarded in precertification.	Y	Y	N	N
Hazardous Waste Credit 2: Save records for at least 3 years Preliminary Review: The narrative confirms compliance.	Y	Y	N	N
Hazardous Waste Credit 3: Reuse or recycle universal waste Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Hazardous Waste Credit 4: Reduce the use of hazardous chemicals/materials Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Hazardous Waste Credit 5: Collect universal wastes from employees and/or customers Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N

## CLOSED LOOP

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	2	2	0	0
Closed Loop Credit 1: Require a minimum of 30% post-consumer recycled content for office paper Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Closed Loop Credit 2: Require a minimum of 20% post-consumer recycled content for janitorial paper products Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
Closed Loop Credit 3: Purchase compost from a local source				
Closed Loop Credit 4: Ensure material remains in local markets and comes back on site				

# INNOVATION

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Innovation Credit 1: Participate in upcycling programs</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Innovation Credit 2: Commit to reduce total discards annually</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Innovation Credit 3: Implement innovative waste reduction activity</b> Preliminary Review: This credit is awarded for the “designing for reuse” aspect of the construction project and thereby reducing the waste stream at the project site. The other reuses discussed in the narrative all fall under the Reuse credits.	Y	Y	N	N

# PILOT CREDITS

	ATTEMPTED	AWARDED	PENDING	NOT AWARDED
	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Pilot Credit: TRUE ADVISOR</b> Preliminary Review: The narrative and supporting documentation confirm compliance.	Y	Y	N	N
<b>Pilot Credit:</b>				





ON-AIR

USGBC HQ | LEED Platinum | Washington, DC | Photo: © Halkin Mason Photography  
Podcast Room used for recording podcasts, audio and video recording.





USGBC HQ | LEED Platinum | Washington, DC | Photo: © Halkin Mason Photography  
Focus Room for private calls, one-on-one meetings and focus work.





### Our zero waste commitment

- Emphasizing durable materials and reuse
- Implementing a zero waste policy
- Utilizing an environmental purchasing program
- Implementing catering guidelines
- Hosting educational waste audits
- Sharing progress and training with staff