

WASHINGTON★REIT



Waste Management Program

November 2015

Updated April 2017

SCOPE

This program applies to diverting of ongoing consumables, durable goods, materials for facility alterations and additions, and mercury-containing lamps purchased for Washington REIT from the disposal in landfills or incineration facilities, as long as they are within the building management's control.

This program applies to each portfolio as follows:

- Office: Applies in full
- Residential: Objectives to be communicated to third-party management
- Retail: Not applicable (waste managed by retail tenants)

GOALS

- 50% of the ongoing consumables waste stream, by volume, shall be diverted from landfill
- 75% of the durable goods waste stream, by weight, shall be diverted from landfill
- 70% of the waste from facility alterations, by weight, shall be diverted from landfill
- 100% of mercury containing lamps shall be recycled
- 100% of batteries shall be diverted from landfill

PROCEDURES & STRATEGIES

Achievement of the above goals depends primarily on property-level performance. However, it is incumbent on Washington REIT's Real Estate Services (RES) team to translate corporate strategy and direction into portfolio-wide objectives and therefore to identify and provide the necessary guidance, resources, and partnerships needed by the property teams. Guiding principles to govern the practice of each energy management aspect are defined below.

ONGOING CONSUMABLES

Washington REIT recognizes that tacking stock of each building's waste stream is the first step in better managing and ultimately reducing landfill waste. The priority of actions should be to first reduce consumption that generates waste in the first place, then to emphasize the use of recyclable or compostable products, and finally to minimize the portion of the waste stream that is destined for landfill.

Successful reduction of ongoing consumables waste is a factor largely of building occupants' behavior. Because of this, the property team's role is one of education and monitoring. Washington REIT teams should think of ways to incentivize building occupants to participate in waste reduction efforts. The first step in doing so begins with measuring the baseline of waste generation at the property, prior to implementing any corrective actions. Then, sharing this data with tenants can be a powerful motivator to change behavior.

Collecting property-specific waste data can be a challenge, limited by the cooperation of waste haulers and a lack equipment to measure daily waste levels. Understanding these challenges, there is a hierarchy of waste data collection methods, in order of decreasing robustness:

1. Property-specific trash and recycling quantities, directly measured by weight and tracked for every hauler pick-up
2. Property-specific trash and recycling quantities, directly measured by volume and tracked for every hauler pick-up, with educated estimates used to convert volume to weight

3. Trash and recycling quantities calculated using property-specific hauling frequency and applying typical estimates for container fullness and volume-to-weight conversions
4. Periodic waste audits at each property, sorting and weighing all components of the trash and recycling waste streams for a representative period of time to determine a snapshot waste diversion rate

While method #4 may currently be the only feasible option for most properties, RES will work to move the portfolio's quality up the data collection hierarchy.

GOAL TRACKING

With guidance from RES, property teams will enact a data collection method from the hierarchy above and as appropriate to the method, report monthly, quarterly, or annual ongoing consumables waste data to sustainability@washreit.com. The Sustainability team will input waste data in each property's Portfolio Manager account.

DURABLE GOODS

Durable goods are items that are replaced infrequently and for most Washington REIT properties, most durable goods waste generated will fall into one of two categories: office furniture and electronics. Management of these waste streams involves tenant education to ensure building occupants are aware of restrictions on placing durable goods waste in the building's landfill dumpsters. To improve waste diversion, property management should provide resources to simplify the collection of durable goods waste, as this waste is generated infrequently and building occupants may be unaware of how best to dispose of these items.

To facilitate the collection of electronic waste, or e-waste, (such as computers, monitors, televisions, copiers, etc.) each property should hold an e-waste drive annually. During this event, tenants should be notified in advance to collect electronic products at or near the end of their useful life. Tenants may also be encouraged to bring appropriate e-waste from home for collection during the drive. Where feasible, property management should assist tenants with storing e-waste during the year, for future disposal at during the next event. Alternatively, property management should provide tenants with contact info for a trusted e-waste partner to come collect these items outside of the planned e-waste drive timeframe.

As stated in the tenant handbook, furniture and other bulk trash items are not to exit the property through the building's dumpsters intended for landfill. While property management is not responsible for the disposal of tenant's furniture waste, Washington REIT should provide guidance to tenants on how best to reuse, recycle, donate, or otherwise dispose of this waste appropriately. To facilitate appropriate disposal, where feasible, property management should provide storage space for furniture waste until a pick-up can be scheduled.

GOAL TRACKING

Because durable goods waste is generated infrequently, it is the responsibility of the property team to monitor the building's waste stream and stay in contact with building occupants to ensure compliance. Records from waste haulers, either from the annual e-waste drive or from periodic pick-ups for tenant's durable goods, must be submitted to sustainability@washreit.com. The Sustainability team will input waste data in each property's Portfolio Manager account.

LAMPS AND BATTERIES

Because of potentially hazardous components, it is critical that all lamps and batteries be diverted from landfill and appropriately disposed of. To facilitate disposal, RES will coordinate a single vendor for disposal of these items. Engineering staff should collect all

lamp and battery waste until pick-up by the designated hauler. Additionally, property management should communicate to tenants, through the Tenant Handbook or other means, that any lamp or battery waste generated in their space must not end up in the trash stream.

GOAL TRACKING

The property team has primary responsibility for receiving and maintaining records of lamp and battery waste disposal. The Sustainability team will collect portfolio-wide records from the designated hauler and will input waste data in each property's Portfolio Manager account.

FACILITY ALTERATIONS

Management of waste generated by facility alterations is governed by Washington REIT's Sustainable Construction Policy and restated below.

For construction activity managed by Washington REIT (either by Project Management Services or by the property team), the requirements for diversion of waste generated by facility alterations must be specified in the contract with the General Contractor. For construction activity managed by the tenant, property management is responsible for communicating the requirements to the tenant and reviewing their compliance in the construction approval letter. In either case, it must be made clear that the General Contractor has the primary responsibility for implementing the waste management policies and tracking compliance with the program. All waste materials, including but not limited to building components and structures, finishings, panels, carpet, and adhesives, sealants, paints and coatings are covered by the scope of this program.

GOAL TRACKING

The General Contractor will be required to submit waste tracking reports to the Washington REIT Project Manager or property management at conclusion of project. The report must list the volume of material, material type, date, and destination (landfill/recycle). These reports must be saved to the property folder. The Sustainability team will perform an annual audit for a sample of projects to verify compliance. Washington REIT reserves the right to request back up documentation, in the form of waste hauler tickets, to verify GC compliance.

QUALITY CONTROL

Primary responsibility for implementation and quality assurance lies with each property team. Additional oversight will be provided through the supporting documentation submitted to sustainability@washreit.com. The Sustainability team will review the documentation and calculate annual diversion rates for each property. Issues with compliance, or missing data, will be communicated to the property manager to be addressed with the property team and/or tenants.