



PARTNERSHIP GUIDELINES – Municipal Buildings

1. **To become a Partner**, a designated staff member at the municipal facility must complete the Municipal Building Waste Audit Form (yearly) and the Zero Waste Reporting Form (monthly). In the monthly form, a facility must report the types of materials generated and their respective weights. The form for any month must be submitted by the last day of the following month (for example, submit a form for December by January 31).
2. **Partner Incentives:** Partners, at any tier, will receive or are eligible for certain incentives. At this time, incentives do not change based on one's Partnership tier. The incentives are:
 - a. **An exclusive marketing package provided by the City's Zero Waste and Litter Cabinet.** The marketing package is delivered digitally upon review of the property's first Zero Waste Partnership form. It will include the following: a digital decal signifying the property's official Partnership status/tier, which may be posted in the Partner's online publications; a digital Partnership Certificate signifying the property's official Partnership status/tier, which can be printed and posted on-site with other City certifications; a list of helpful resources; and any additional materials as they are created (new materials will be sent to existing Partners as they are created). Partners will receive a printed window decal signifying their Partnership status/tier, which can be hung in the front window of the property.
3. **To become a Silver-tier Partner**, a facility must complete the Municipal Building Waste Audit Form (once yearly) and the Zero Waste Reporting Form and specify that it has achieved a waste diversion rate of 70% or greater.
4. **To become a Gold-tier Partner**, a facility must complete the Municipal Building Waste Audit Form (once yearly) and the Zero Waste Reporting Form and specify that it has achieved a waste diversion rate of 90% or greater.
5. **To maintain Partnership status**, the property must complete the form every month by the final day of the month, reporting its waste diversion rate for the previous month.
6. **To maintain Partnership status at Silver or Gold tiers:**
 - a. Partner must maintain a specified waste diversion rate for the majority of any 6-month period. The 6-month period consists of the current reporting month and

the previous 5 reporting months. The Waste diversion rate in any given month must be greater than 50% to maintain Silver or Gold Partnership status.

- i. *Example:* A Gold Partner must maintain 90% waste diversion for 4 out of 6 months in any period. So, waste diversion may fall below 90% (but no less than 50%) for any 2 months within a 6-month period.
- b. If a Silver- or Gold-tier Partner fails to meet these requirements within the 6-month period, their official Partnership Status will revert to the tier qualified by the most-recently submitted form.

7. Defaulting on submissions:

- a. The Form for any month must be submitted by the last day of the following month (for example, submit a form for December by January 31). Partners will receive a reminder via email.
- b. If the Partner does not submit a form for 2 consecutive months, they will receive a warning via email.
- c. If a Partner defaults for 3 consecutive months, they will lose their Partnership Status (at any tier); the facility can reapply for Partnership at any time. While the Partner is in default, they must remove their Partnership decal and certificate from public view, as well as designation of their Partnership Status in publications or online.