

US EPA ARCHIVE DOCUMENT

# About the Worksheets

This guide contains seven worksheets designed to help you implement a waste reduction program:

- Worksheet A: Facility Background Information
- Worksheet B: Records Review: Waste Collection and Removal
- Worksheet C: Facility Walk-Through
- Worksheet D: Waste Sort
- Worksheet E: Identifying Potential Waste Reduction Options
- Worksheet F: Economic and Operational Feasibility
- Worksheet G: Monitoring and Evaluation

These worksheets will help companies to understand the types and amounts of waste generated and carefully analyze the options for reducing this waste. Companies can invest as much time and resources into their waste reduction program as they feel is necessary. The worksheets have been designed to be flexible in order to meet the waste reduction needs of different companies. Using these worksheets, companies can opt for the most basic program, which might simply involve collecting facility information, identifying potential waste reduction options, and program evaluation. More involved programs might entail reviewing records and/or conducting a facility walk-through, identifying program options, and evaluation. The most comprehensive program would entail examining facility records, conducting a waste sort, identifying and evaluating potential options, and monitoring the program over time. Depending on the level of your waste reduction effort, you might only want to complete certain worksheets. After determining the scope of your program, use the following chart to determine which worksheets are actually needed to achieve the level of waste reductions you are seeking.

| Level of waste reduction | Complete worksheets..   | Optional |
|--------------------------|-------------------------|----------|
| Basic program            | A, E, and G             | B and F  |
| Moderate program         | A, B, C, E, and G       | F        |
| Comprehensive program    | A, B, C, D, E, F, and G | —        |

Because there are a wide range of waste reduction programs, this chart is intended to offer guidance regarding the resources needed to complete the different worksheets. Your company should review the worksheets and determine which ones are needed to help you design and evaluate your waste reduction program.

**Note:** Because repeated duplication of the worksheets will diminish their clarity and make them more difficult to complete, it is recommended that you retain the original worksheets in this guide as masters. Be sure to use these originals whenever copies of the worksheets are needed.