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WORKSHEET E

Identifying Potential Waste Reduction Options

1 List All Potential Options

On the following table, list all potential waste reduction options gathered during the records review, facility walk-through, and/or waste sort. If needed, refer to Appendix A for a list of additional waste reduction options, Describe how and where the option will be used, if applicable,

Option	Description
Doublesided copying	*Equip copiers in accounting and sales offices with double-sided copying capability.*
Return toner cartridges	*Return toner cartridges from the printers in accounting and sales offices to the manufacturer for refilling.*

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2 Screen the Potential Options

Use the following table to screen the options listed in Step 1 according to how well they meet the criteria listed below. Add additional criteria that is important to your company in the blank spaces provided. Weigh each option against the listed criteria, using a screening system that works well for you. One option is to use a (++) when an option fully satisfies the criteria, a (+) when an option partially satisfies the criteria, or a (–) when an option does not satisfy the criteria. Check off in the last column those options that warrant further analysis.

Criteria / Option			Economic				Operational			other					
	Reduces Waste Volume or Weight	Reduces Waste Toxicity	Reduces Waste Disposal Costs	Reduces Purchasing Costs	Generates Revenues	Has Low Startup Costs	Improves Productivity	Improves Product or Service Quality	Is Relatively Easy to Implement	Builds Employee Morale	Improves Company Image	Increases Use of Recycled Goods			Check for Further Study
Double-sided copying	+	–	+	+	–	+				+					✓
Return toner cartridges	+	+	+	+	–	+				+					✓

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