

US EPA ARCHIVE DOCUMENT

G Monitoring and Evaluation

Name of Reviewer:

Date of Review:

Building:

Department:

Name of Contract:

Telephone Number:

1 Amount of Waste Reduced

Use the following tables to quantify the annual amount of waste that is being reduced as a result of your company's waste reduction efforts. When recording the amount of waste prevented, use whatever time period (e.g., weeks or months) is easiest for you to measure. Multiply these figures by the appropriate annual multiplier to come up with an estimate of the amount of waste reduced per year. Then, in the last column of each table, convert this amount to either weight or volume. (if you are charged for waste removal based on weight, convert the amount of waste reduced to tons. If you are charged for waste removal by volume or per pull, convert this amount to cubic yards).

A Waste Prevention

Activity	Type of Waste Prevented	Amount of Waste Prevented (units/time period)	Annual Amount of Waste Prevented X Annual Multiplier =	Conversion to Tons or Cubic Yards*
Double-sided copying	White office paper	12 reams per week	624 reams per year	21 cubic yards per year
Donate wooden pallets	Pallets	10 pallets per week	520 pallets per year	10.4 tons per year
Total				

• See Appendix D for conversion tables.

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B. Recycling

Material	Amount of Waste Collected (units/time period)	Annual Amount of Waste Collected	Conversion to Tons or Cubic Yards*
		X Annual Multiplier =	
HDPE plastic	40 pounds per week	2,080 pounds per year	1.04 tons
Total			

C. Composting

Material	Location of Composting	Estimated Amount of Waste Reduced	Annual Amount of Waste Reduced	Conversion to Tons or Cubic Yards
			X Annual Multiplier =	
Cafeteria food scraps	On site	250 pounds per week	13,000 pounds per year	6.5 tons
Total				

D. Total Amount of Waste Reduced

Use the formula below to calculate the total annual amount of waste reduced (in tons or cubic yards).

<u> </u> +	<u> </u> +	<u> </u> =	Total Annual Amount of Waste Reduced
Total annual amount of waste prevented [from Step 1-A]	Total annual amount of waste recycled [from Step 1-B]	Total annual amount of waste composted [from Step 1-C]	

• See Appendix D for conversion tables.