

WORKSHEET B | WASTE COMPONENTS IDENTIFIED IN FACILITY WALK-THROUGH

Use this worksheet to identify and record the types of waste produced, the areas of generation and potential waste reduction and recycling strategies. In some cases, a walk-through may indicate that an existing recycling program is not being fully utilized.

The information needed to complete this worksheet can be obtained by conducting a walk-through of targeted functional areas of your facility, looking carefully at contents in waste containers as well as interviewing supervisors and employees. Certain areas tend to generate large amounts of waste, such as shipping and receiving, copy rooms, cafeterias, assembly lines and offices. Also, review the grounds maintenance activities.

Be sure that you have contacted department managers to inform them of the walk-through and that they support staff being interviewed. Consider interviewing housekeeping staff. Information will be most complete if you conduct the walk-through just before containers are emptied. Avoid conducting the walk-through when unusual activities are taking place or during unusually slow or busy times.

MATERIAL	IN THE WASTE STREAM?	ESTIMATED PERCENT OF WASTE STREAM	AREAS OF GENERATION	POTENTIAL WASTE REDUCTION AND RECYCLING STRATEGIES
PAPER				
Green bar computer paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
White ledger paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
White form-feed paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
White copy paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
White ledger pads	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cash register receipts	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Adding machine tape	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Windowed envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Colored paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Yellow legal pads	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Letterhead	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Message pads	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Newspapers	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Magazines	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Corrugated cardboard	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cardboard tubes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Mixed waste paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Unwanted mail	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Coated stock	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Stick-on notes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Paperboard (e.g., cereal boxes)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Paper plates/cups	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Napkins/towels	<input type="checkbox"/> Yes <input type="checkbox"/> No			

MATERIAL	IN THE WASTE STREAM?	ESTIMATED PERCENT OF WASTE STREAM	AREAS OF GENERATION	POTENTIAL WASTE REDUCTION AND RECYCLING STRATEGIES
PAPER (continued)				
Tissue paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Wax-coated paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Plastic-coated paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Carbon paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
PLASTIC				
#1 PET (e.g., soda bottles)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#2 HDPE bottles (e.g., milk jugs)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#2 HDPE film	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#3 Vinyl bottles, pipe, siding	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#4 LDPE film	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#5 Polypropylene	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#6 Polystyrene foam	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#6 Rigid polystyrene	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other plastic	<input type="checkbox"/> Yes <input type="checkbox"/> No			
METAL				
Aluminum cans	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Aluminum foil	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other aluminum (e.g., rain gutters, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Steel cans	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other ferrous metals	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other metals	<input type="checkbox"/> Yes <input type="checkbox"/> No			
GLASS				
Brown	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Clear	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Green	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other glass	<input type="checkbox"/> Yes <input type="checkbox"/> No			
LIGHTING				
Fluorescent bulbs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Incandescent bulbs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No			
FOOD SCRAPS				
Baked goods	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cooking oil	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Fruit/vegetable scraps	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Continued on the following page

MATERIAL	IN THE WASTE STREAM?	ESTIMATED PERCENT OF WASTE STREAM	AREAS OF GENERATION	POTENTIAL WASTE REDUCTION AND RECYCLING STRATEGIES
FOOD SCRAPS (continued)				
Grease	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Meat scraps	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other food scraps	<input type="checkbox"/> Yes <input type="checkbox"/> No			
WOOD				
Lumber	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Crates	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pallets	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Land-clearing debris	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other wood	<input type="checkbox"/> Yes <input type="checkbox"/> No			
YARD TRIMMINGS				
Grass clippings	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Leaves and brush	<input type="checkbox"/> Yes <input type="checkbox"/> No			
AUTOMOTIVE ITEMS				
Lead-acid batteries	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Used motor oil	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Used oil filters	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Used antifreeze	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Scrap tires	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other automotive items	<input type="checkbox"/> Yes <input type="checkbox"/> No			
MISCELLANEOUS ITEMS				
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Linens/towels	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Mattresses	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rechargeable batteries	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Appliances	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Electronics	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Toner/inkjet cartridges	<input type="checkbox"/> Yes <input type="checkbox"/> No			
OTHER MATERIAL				

