

Identifying Potential Waste Reduction Options

Use this worksheet to list and screen the potential waste reduction options that have emerged from your waste assessment.

This worksheet enables to list all the potential waste prevention, recycling, composting and purchaseing options that might be feasible for your waste reduction program. Information needed to fill out this worksheet will come from your records review, facility walk-through, and waste sort, as well as from your general working knowledge about your company and its operations. At this point, the team might want to meet to discuss the results of the waste aasessment and to brainstorm potential options for the program.

Once you have listed the potential options, use this worksheet help you quickly identify those options that are most feasible based on economic, operational, and other criteria. This process serves to screen out those ideas that are least feasible, enabling you to concentrate on a select set of options for further analysis in Worksheet F.



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.									

Identifying Potential Waste Reduction **Options**

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.

			Economic				Operational			other					
Option	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	ncreases Use of Recycled Goods			Check for Further Study
Double-sided copying	+	-	+	+	-	+				+					~
Return toner cartridges	+	+	+	+	-	+				+					~
										_					<u> </u>
										-					
					-										<u> </u>
					 										
						—				-					┣──
										-					
										-					
						-									┣───
											1				