



Annual Reporting Form

(previously the Core Competency Checklist)

Submit this form annually to the Alice Ferguson Foundation unless you already report your results on WasteWise as a Trash Free Potomac Program Affiliate (p. 15). This form can be filled out online at: TrashFreePotomac.org or submitted by fax (301-292-1070) or mail (TFPF Program, 2001 Bryan Point Rd, Accokeek, MD 20607). Use additional sheets as necessary.

Name of Facility:

Date:

Name and Contact Information of Facility's TFPF Coordinator:

1. Hierarchy of Support.

Senior Management. Describe how they have shown support for your TFPF efforts.

Green Team. What is the composition of your team and how often does it meet?

2. Waste Reduction Plan. Describe your waste reduction efforts, including details about your goals and efforts to prevent and divert waste from the trash, such as green purchasing and recycling policies.

3. Litter Prevention Plan. What have you done to address litter? Please describe your goals and what actions you have taken to prevent litter from making it into our waterways.

Annual Reporting Form (continued)

4. Educate. How have you educated staff, customers, tenants, and others about: 1) waste reduction 2) litter prevention, and 3) the TFPF Program? Please describe.

5. Track and Report.

Waste Assessment. When was the last time you performed a waste assessment at your facility? Describe.

Tracking System. Explain your tracking system, including how often and what kind of data is collected.

Report Results. Please fill out the following table with your results.

Type	Total Annual Amount	Units <i>(tons, 50 gal bins, etc.)</i>	How Often Tracked	Notes <i>(Anything that might influence your results)</i>
Trash				
Recycling				
Composting				
Other <i>please specify</i>				