



Waste Assessment Checklist

While the TFPF Guidebook will help you begin working on your facility's waste management system, there is a surprising amount of complexity to waste management in many facilities. To help you begin the evaluation process, this one-page checklist has been developed to make your waste assessment as easy as possible.

Infrastructure:

1. Do you have a map of the facility?
2. Have you mapped where bins, totes, dumpsters, and compactors are currently?
3. Where are the best places to place bins and dumpsters? Consider thoroughfares, near vending areas, loading docks, locations where advertising is possible, food courts, and anywhere else where trash or recycling is generated.
4. For organic waste, does your kitchen facility have a food pulper and water extractor?
5. Do you have refuse processing or composting capability on-site (compost piles or pulping or shredding machine)?

Collection:

1. Do you know who manages the collection of trash and recycling?
2. What system is in place for the collection of trash and recycling?
3. Transportation:
 - Are push trucks, totes, and forklifts able to operate where collection is necessary?
 - Are alleys large enough for collection trucks to pass, back up, and turn where the dumpsters are placed?
 - Are the roads passable for heavy collection trucks?
 - Will overpasses restrict the entrance of collection trucks?

Efficiency:

1. Has the efficiency of the current program been evaluated?
2. Has you performed a review of recent technology that could assist your facility with efficiency?
3. Personnel: Do you have personnel or a contractor to collect, sort, and manage the refuse collection?

Hierarchy of Support:

1. Do you have support from management to evaluate and improve the waste management system at your facility?
2. Would you have support to do a pilot study?
3. Do you have a "Green Team" or taskforce set up to help you evaluate the current system?

Market and Final Destination

1. Is there a market for recycling in your area?
2. Where will the refuse that you collect go? A recycling or compost facility, transfer station, or food donation program?
3. Does the final destination for the recycling ethically manage the material? Are there any negative environmental impacts that would make you think twice about sending your materials there? Do they follow health and safety requirements for facility employees?

Contracts:

1. Is the current collection contract amendable?
2. How long does the current contract last or is it month-to-month?
3. Are you satisfied with the quality of service you are receiving from your current collector? Do you offer the kind of collection you need or will you need to change or add haulers?
4. Do you have the legal and technical capability of creating an RFP (request for Proposals) within your organization if a new collector or hauler is necessary?

Financial Statistics:

1. How much refuse is produced daily, monthly, or annually?
2. How much is spent on collection supplies and hauling fees?
3. Did you receive invoices from your collection company or hauler for refuse? If so, how often?
4. Do you have a system in place to monitor refuse invoices?
5. Do you have adequate funding and resources to do a pilot study (funds for advertising, training staff, hiring new staff, etc.)?

Security:

1. Do you have special security concerns that must be considered? If so, how have these concerns been dealt with in the past and can you update how they are managed?
2. Are there policies that restrict what can and cannot be collected where, by whom, how, and at certain times?

Goals:

1. Do you have a refuse management goals?
2. Does your facility have an environmental policy statement that supports these goals ?
3. Do you have a timeline for completing your goals?

Education:

1. Do you know where to go for educational resources?
2. Do you have access to funding for educational materials?
3. How will you go about educating stakeholders?