

TIPS AND CHECKLISTS

 <p>Checklist: Optimization of waste management</p>	
Tip/question/measure	
Consider what information you need for data collection and who can provide it.	<input type="checkbox"/>
What types of waste are generated by the company?	<input type="checkbox"/>
Do you know the volumes of the most important waste streams in the company?	<input type="checkbox"/>
What are the disposal costs for the company?	<input type="checkbox"/>
Does the company record all different types of waste? If not, which type of waste is not recorded?	<input type="checkbox"/>
Does the company receive an annual report from its disposal company with information on types, volumes and disposal costs of waste?	<input type="checkbox"/>
Does the company comply with local and national waste regulations?	<input type="checkbox"/>
Are responsibilities for waste management clearly defined?	<input type="checkbox"/>
Is the approach discussed in the environmental team?	<input type="checkbox"/>
Does management approve of the measures?	<input type="checkbox"/>
Analyse the residual waste or hazardous waste in order to determine potential for optimization.	<input type="checkbox"/>
Work out measures for optimization of waste logistics together with employees and cleaning staff.	<input type="checkbox"/>
Try to record changes in waste logistics by taking photos. In this way you can document positive developments.	<input type="checkbox"/>
Inform employees and cleaning staff about the correct segregation of waste. Show them how and where they can contribute to avoiding waste and disposal costs.	<input type="checkbox"/>
Regularly compare disposal offers from different disposal companies.	<input type="checkbox"/>

**Checklist – Introducing/Optimizing waste management**

Waste logistics/Waste regulations	
Documentation of all types of waste (type, volume, storage, costs)	<input type="checkbox"/>
Compliance with special legal requirements for the disposal of hazardous waste	<input type="checkbox"/>
Obligation to declare hazardous waste	<input type="checkbox"/>
Separate collection of different types of packaging waste (glass, metal, paper/cardboard, plastics)	<input type="checkbox"/>
Separate collection of organic waste	<input type="checkbox"/>
Collection of recyclable material	<input type="checkbox"/>
Analysis of residual waste	<input type="checkbox"/>
Appropriate collection/storage of hazardous waste (special containers, special room with a lock, roofed area)	<input type="checkbox"/>
Improvement of waste logistics	<input type="checkbox"/>
Uniform labelling/colour system for the waste containers	<input type="checkbox"/>
Attractive design of waste collection points	<input type="checkbox"/>
Education of the employees on waste segregation (company-specific segregation guide)	<input type="checkbox"/>
Education of the cleaning staff on waste segregation (segregation guide, part of the tender)	<input type="checkbox"/>
Nomination of persons responsible for waste logistics in different departments	<input type="checkbox"/>

Measures to avoid and reduce waste	
Use reusable packaging	<input type="checkbox"/>
Reduce additional packaging	<input type="checkbox"/>
Reduce the thickness of the packaging material	<input type="checkbox"/>
Purchase items in big containers	<input type="checkbox"/>
Use returnable containers (system of refundable deposits)	<input type="checkbox"/>
Internal recycling of waste (e.g. recycling of solvents)	<input type="checkbox"/>
External recycling of waste	<input type="checkbox"/>
Use refillable toner (printer, copying machine)	<input type="checkbox"/>
Use refillable pens	<input type="checkbox"/>
Carry out small repairs yourself (e.g. wooden pallets)	<input type="checkbox"/>
Participate in external repair networks	<input type="checkbox"/>
Define environmental procurement criteria	<input type="checkbox"/>