

# Your checklist

General	Done	To do	N/A
Know how much waste you dispose of			
Know the cost of waste disposal			
Designate a person to monitor waste onsite			
Ensure maximum recycling			
Review waste management practices regularly			
Request suppliers to use reusable and returnable packaging			
Monitor waste handling by staff			
Identify ways of reducing your food waste			
Educate staff about separation at source			
Packaging	Done	To do	N/A
Investigate returning packaging to suppliers			
Ask suppliers to minimise packaging			
Where appropriate compact cardboard and plastics			
Use shredded paper for infill			
Buy in bulk			
Educate staff about separation at source			
Canteen	Done	To do	N/A
Have sufficient recycling receptacles throughout			
Have a food waste bin			
Create a list of reusable / recyclable items			
Use non disposable tableware and cutlery			
Provide milk, sugar and coffee in containers			
Use reusable materials where possible			
Office	Done	To do	N/A
Encourage double sided printing and photocopying			
Recycle printer and toner cartridges			
Use reusable inter-office envelopes			
Reuse scrap paper - have collection points near printers / photocopiers			
Return unwanted post and remove name from unwanted mail databases			
Set up a central collection point for reusable office supplies			
Use email and bulletin boards for office communication			
Process	Done	To do	N/A
Separate materials at source, particularly valuable ones eg. metals, solvents etc			
Investigate start up / shut down wastes			
Optimise the cutting of materials			
Regularly inspect equipment and process lines			
Substitute hazardous materials			