



Annual Reporting Form

SAMPLE

OMB No. 2050-0139
Expiration Date: May 31, 2004

Please refer to the reporting instructions and the sample Annual Reporting Form when completing this form. Reliable estimates of your WasteWise results are important. If you have questions, call 800 EPA-WISE (372-9473) or e-mail <ww@cais.net>. Annual Reports also can be submitted electronically from the Partner Network section of the WasteWise Web site, <www.epa.gov/wastewise>.

For Reporting Period from 1/1/00 to 12/31/00 Please submit by July 16, 2001

Section I - Participant Information

Organization Name: ABC Organization Phone: (703) 555-1234

Principal Contact: James North E-mail: jnorth@abc.org

Facilities included in report and number of employees: Headquarters (500 employees)

NAICS Code (if available) 335 - Electrical Equipment Manufacturing

Section II - Waste Prevention

Describe your activities under the three waste prevention WasteWise goals undertaken in 2000. Please describe the primary material and product targeted in the activities from the attached lists. **Please do not include recycling data here—recycling collection activities should be reported in Section III.**

WASTEWISE GOAL 1: Description of Activity

Implemented transport packaging changes, including the following:

1. Switched to reusable containers thereby reducing the amount of corrugated boxes used.
2. Repaired and reused pallets thereby reducing the amount of wooden pallet waste.

WASTEWISE GOAL 2: Description of Activity

Reduced office paper through the following activities:

1. Duplexed all draft reports thereby reducing the amount of high-grade printer paper used.
2. Made benefits forms available electronically thereby eliminating mixed paper forms.

WASTEWISE GOAL 3: Description of Activity

Reduced cafeteria waste by donating food scraps for feedstock.

Section III - Recycling Collection

- For the materials that you collected for recycling as a result of activities undertaken in 2000 under the WasteWise program, please indicate the pounds collected of each material in the **WasteWise Amount** column, if you are able to separately measure this amount. Please describe (in the space provided in Section V) how you are able to distinguish the results of your efforts to meet your WasteWise recycling goals, as contrasted to the results of other recycling activities you may have conducted or other factors affecting recycling efforts.
- If you are not able to separately measure the amount collected under the WasteWise program, please indicate the total pounds collected in 2000 of each material in the **2000 Amount** column. Please also share your total recycling activities, in addition to reported WasteWise amounts, if you can.
- Total the figures at the bottom of each column.
- To indicate your 2000 WasteWise recycling collection goals, select the activities (see shaded box) that best describe each goal. Enter the corresponding activity number(s) in the **Activity Box** next to each material that you collected **as part of a WasteWise goal**, regardless of whether you are able to measure the amount collected.

NOTE: If you report both a WasteWise Amount and a 2000 Amount for a specific material(s), the 2000 Amount should include the WasteWise Amount.

Materials		WasteWise Amount	Activity Box	2000 Amount	
		Pounds		Pounds	
Paper	Corrugated	18,000	3,6	18,000	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">Activities Corresponding to WasteWise Goals</p> <p>1- Education/ Outreach</p> <p>2- Investigate recycling opportunities (e.g. waste audits)</p> <p>3- Collect new material(s) for recycling</p> <p>4- Reduce contamination by non-recyclables</p> <p>5- Increase amount collected of an existing recycled material</p> <p>6- Establish measurement system</p> <p>7- Expansion or continuation of a previous year's goal</p> <p>8- Other (please describe below)</p> </div>
	Office paper (high grade)			120,000	
	Office paper (mixed)	500	5,6	2,000	
	Magazines				
	Newspaper				
Plastics	PET	350	3,6	350	
	HDPE				
	PVC/vinyl	30,000	3,6	30,000	
	LDPE				
	Polypropylene				
	Polystyrene	15,000	3,6	15,000	
	Other/mixed plastics				
Metals	Aluminum cans				
	Other aluminum				
	Other nonferrous metals				
	Steel cans				
	Other steel				
Other	Other ferrous metals				
	Glass containers	3,000	3,6	3,000	
	Food scraps composted off-site				
	Yard trimmings composted off-site				
	Wood				
	Other (describe)				
Total Recyclables		66,850		188,350	

OPTIONAL: Changes in Expenditures. Please describe such changes associated with your organization's 2000 WasteWise recycling goals by category (e.g., changes in disposal costs).

Establishing a recycling program for corrugated netted us \$1,500 in revenue and avoided disposal costs.

Section IV - Buying or Manufacturing Recycled-Content Products

Please describe the recycled-content product changes in 2000 under your WasteWise program. Such actions could include the following (check all that apply):

- Research new products;
- Purchasing products for the first time with recycled-content (e.g. replace a virgin product with a recycled-content product);
- Education programs on buying recycled;
- Changes in the amount of recycled content in products your organization had previously purchased with recycled-content;
- Changes in the quantity of products purchased with recycled-content;
- Developing purchasing specifications, policy, or guidance documents;
- Tracking and measuring purchases;
- Testing product performance; and
- Encourage vendors to carry more recycled-content products.

Where possible, please provide specific information, such as materials and products (choose from the attached list), percent average recycled-content, and pounds of product purchased.

1. Purchased 1,050 pounds of trash receptacles and 2,000 pounds of cafeteria trays made of HDPE with 25% recycled content.
 2. Researched vendors that sell plastic trash receptacles and recycling bins with recycled content; had custodial staff test receptacles and bins for ease of use before purchasing.
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TOTAL RECYCLED-CONTENT PURCHASES (OPTIONAL):

Please indicate how recycled-content product purchases compare with your total purchases:

Total amount spent on products with recycled-content \$ 8,000

Recycled-content product spending as a percent of total product spending _____%

FOR MANUFACTURERS ONLY

Please complete the following information if you changed the amount of postconsumer material in products manufactured by your organization in 2000.

Product (choose from list)	Postconsumer Material (choose from list)	Previous Postconsumer Content (%)	Postconsumer Content (%) in 2000	Pounds of Postconsumer Material Used in 2000
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Section V - Comments

Please attach any additional information you would like to share about your activities (e.g., external promotion of WasteWise, employee education, etc.) or comments about the WasteWise program. With permission from individual organizations, EPA will share successes with others.

We attended a WasteWise Partner Network meeting and hosted an event for America Recycles Day. Please continue to include workshop dates in the WasteWise Bulletin and on the WasteWise List Server. We also promoted WasteWise with a story in our newsletter describing the program and why we joined.

Please attach any additional information you can share about your measurement methodology, including ways to better distinguish WasteWise results from actions taken for other reasons (e.g., to meet state and local mandates). Please also discuss factors that might affect your ability to reliably determine the effect of your WasteWise program, in order that we can better interpret the data you provide.

Please sign and mail to EPA at:

WasteWise Program
U.S. Environmental Protection Agency (5306W)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Or you can fax your form to us at:

703 308-8686

Signature of Principal Contact _____ Date _____

Print Name _____ Title _____