



Instructions For Completing the Annual Reporting Form

WasteWise strongly encourages you to submit your Annual Reporting Form electronically from the Partner Network section of the WasteWise Web site, <www.epa.gov/wastewise>.

For those without Internet access, please send a hard copy to EPA at the address below, or fax your forms to us at 703 308-8686.

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

You may wish to refer to the *Available Resources* listed on the back of this page to assist you in completing your form.

*If your organization joined WasteWise before August 1, 2000, please complete the 2000 Annual Reporting Form and submit it by **July 16, 2001**. If you joined after August 1, 2000, you are also welcome to share your progress, but are not expected to do so.*

EPA asks WasteWise partners to annually report their WasteWise goal activities for several reasons. First, such information is very useful as an example and inspiration for other organizations considering waste reduction initiatives. Second, this information helps EPA and the WasteWise partners better understand the results of the partners' WasteWise activities.

As you describe your WasteWise goal activities, please take into account and describe other, non-WasteWise factors which might affect the results. Such factors might include changes from the previous year's production or purchasing levels; facilities being closed, sold to another company, or being temporarily idle; participation

SHARE YOUR SUCCESSES!

We are very interested in information that documents your significant accomplishments. With your permission, we may share these successes with WasteWise partners and others.

in other internal or external voluntary waste reduction programs. Please describe these factors in Section V.

Please note the following guidelines related to the Annual Reporting Form:

- ◆ **Sections II and IV:** We have provided lists of materials and products for you to choose from in describing your WasteWise goal activities. For each measured amount, please indicate just one primary material and one primary product. This will help us to better understand your activities.
- ◆ **Section III:** Please do not include under "WasteWise Amount" any materials collected to meet state or local mandates.

If you have any comments or suggestions about the WasteWise program, please include them with your Annual Reporting Form, call the WasteWise Helpline at 800 EPA-WISE (372-9473), or e-mail <ww@cais.net>.

Please submit your Annual Reporting Form by July 16, 2001.

Available Resources

The following resources are available to assist you in completing your forms. Many of the documents are contained in your New Partner Packet. If you need a copy of any of the documents listed, please call the WasteWise Helpline at 800 EPA-WISE (372-9473) or e-mail <ww@cais.net>. Some of the publications are available on the WasteWise Web site, <www.epa.gov/wastewise>.

- ◆ Sample Completed Goals Identification Forms.
- ◆ Selected Goals of WasteWise Partners Booklet contained in the planning section of the WasteWise Toolkit.
- ◆ Sample Completed Annual Reporting Forms.
- ◆ *Business Guide for Reducing Solid Waste*, includes such useful information as conversion tables and waste audit and measurement worksheets.
- ◆ *WasteWise Update: The Measure of Success—Calculating Waste Reduction*, July 1999 issue, includes successful measurement methods used by WasteWise partners.
- ◆ *Measurement and Reporting Subpage of WasteWise Partner Network* includes measurement conversion and other resources.
- ◆ WasteWise Industry Sector Fact Sheets and Marketing Case Studies.
- ◆ *Source Reduction Now*, published by Minnesota Office of Waste Management, includes measurement ideas.

Public reporting burden for the Annual Reporting Form is estimated to average 3 hours for filling out the form and 42 hours for collecting and reviewing data. No person is required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to:

Director of Collection Strategies Division, 2822
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, N.W.
Washington, DC 20460

and

Office of Management and Budget
Paperwork Reduction Project
Washington, DC 20503