



Goals Identification Form

Please refer to the instructions and the sample Goals Forms when completing this form. Please use this form to identify the WasteWise goals that your organization will implement during its 3-year (5-year for federal partners) commitment. Goals also can be submitted electronically from the Partner Network section of the WasteWise Web site, <www.epa.gov/wastewise>.

Please submit within 6 months of your membership date.

Organization Name: Federal Facility Phone: (202) 555-1234
Principal Contact: Mary Smith E-mail: msmith@fedfac.gov
Address: 987 Government Lane Fax: (202) 555-5678
City: Washington State: DC Zip: 20460
NAICS Code (if available): _____ Organization URL: www.federalfacility.gov
Facilities included in planned waste reduction efforts: Headquarters (1,300 Employees)

Waste Prevention

List three significant waste prevention activities you plan to undertake.

We plan to educate all employees on the benefits of waste prevention and create a "Green Team" of employees, responsible for monitoring waste prevention progress and results on the goals established below.

1. *Reduce Office Paper.* Identify the main sources of paper generation and take measures to reduce paper usage by 15 percent within 5 years. Specific activities include encouraging electronic communications, duplex copying and printing, and on-line training manuals and directories.
2. *Reuse Supplies and Furniture.* Establish formal policy encouraging the reuse of office materials, equipment, and furniture through an internal exchange program. This effort will include the reuse of incoming corrugated boxes and other transport packaging materials for outgoing packaging needs.
3. *Reduce Cafeteria Waste.* We will research various alternatives to find the most cost effective and waste reducing plates, utensils, and drinking glasses.

Recycling Collection

List the improvements or expansion in recycling activities you plan to undertake.

Research potential recycling markets to expand current recycling activities to include new materials such as polystyrene and plastic bottles, and develop formal tracking procedure to track and evaluate facility recycling activities.

Buying or Manufacturing Recycled-Content Products

Describe your plans to increase the quantity of recycled-content products purchased and/or plans to purchase products with an increased percentage of recycled content.

Continue progress toward fully implementing an affirmative procurement program for products with recycled content, and investigate "closed loop" programs for purchasing products made from our own collected recycled materials.

OR (for manufacturers only)

Describe new efforts to increase postconsumer content in products or product lines you manufacture.

Please attach additional sheets if necessary. If you have any questions, call 800-EPA-WISE (372-9473) or e-mail <ww@cais.net>.

Please fold and mail, or fax to the WasteWise program at 703 308-8686 or submit electronically via the Partner Network section of the WasteWise Web site, <www.epa.gov/wastewise>.



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