



Instructions For Completing the Goals Identification Form

WasteWise strongly encourages you to submit your WasteWise Goals Identification 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 form to us at 703 308-8686.

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

Within 6 months of joining WasteWise, all partners must complete a Goals Identification Form identifying their 3-year (5-year for federal partners) waste reduction commitments.

- ◆ We recognize that developing substantial waste reduction goals may require time up-front for planning and coordinating efforts across operations. EPA recommends that partners develop 3-year goals (5-year goals for federal partners) that are the most feasible for their operations within 6 months.
- ◆ We encourage you to conduct a waste assessment, if you haven't recently done so, to identify new opportunities for cutting waste. Refer to EPA's *Business Guide for Reducing Solid Waste* for assistance in conducting a waste assessment.
- ◆ You may wish to refer to the *Available Resources* listed on the back of this page to assist you in completing your form.

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 Goals Identification Form is estimated to average 1.5 hours for filling out the form and 23.5 hours for reviewing waste reduction options and determining goals. 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