



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: ABC Organization Phone: (202) 555-1234

Principal Contact: Mary Smith E-mail: msmith@abc.com

Address: 987 Corporate Lane Fax: (202) 555-5678

City: Washington State: DC Zip: 20460

NAICS Code (if available): 335 Organization URL: www.abc.com

Facilities included in planned waste reduction efforts: Headquarters (14,000 employees)

Waste Prevention

List three significant waste prevention activities you plan to undertake.

1. Implement Changes to Reduce Transport Packaging. Reduce the packaging used to transport our products and supplies during the next 3 years. Collect baseline data on how many containers are typically disposed of each year. Based on a study of our current packaging use, determine an appropriate option (e.g., switching to reusable containers or purchasing in bulk) and conduct a pilot study. Based on the amount of waste reduced during the pilot study and our baseline data, we will be able to measure results each year from implementing the chosen option.
2. Reduce Office Paper. Identify the main sources of paper generation and reduce paper usage by 15 percent over a 3-year period. Specific activities that may be included in our efforts are implementing a formal policy to duplex all draft reports and making training manuals and personnel information (e.g., human resources and benefits forms) available electronically.
3. Reduce Cafeteria Waste. Determine the types of food and other cafeteria waste currently generated. Evaluate options for reducing those wastes, such as donating unused food to local organization for redistribution to the needy or donating waste food to a local farmer for pig feedstock. Research alternatives to find the most cost effective and waste reducing cafeteria supplies, such as dishware, utensils, and trays.

Recycling Collection

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

Research potential recycling markets to expand current collection by two materials each year. Potential materials include corrugated, coated paper, polystyrene, vinyl, and glass. 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.

Begin purchasing recycled-content products and supplies for the cafeteria and office areas, as well as for maintenance and janitorial operations.

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>.



PLEASE
PLACE
STAMP
HERE

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