



WasteWise Tip Sheet

WasteWise Program

"Road Map"



What Is WasteWise?

WasteWise is a voluntary partnership program between EPA and the business community. The purpose of WasteWise is to spur substantial progress in reducing municipal solid waste by working with businesses to identify and implement innovative and cost-saving waste reduction and reuse programs. WasteWise participants commit (1) to implement three significant waste prevention activities; (2) to expand or improve programs to collect recyclables; and (3) to increase the purchase and/or manufacture of products with recycled content. Participants establish their own goals in each of the three program areas, monitor their progress, and report annually on the results. WasteWise is designed as an ongoing program in which companies annually set and achieve new waste reduction goals. Companies may terminate their participation in WasteWise at any time.

EPA provides technical assistance to WasteWise members, as well as recognition for waste reduction achievements in press materials and public service announcements, in case studies featuring exemplary accomplishments, in EPA's solid waste newsletter, *Reusable News*, and in other EPA reports. Participants also may publicize their WasteWise participation and use the WasteWise logo. In addition, each company will receive a WasteWise certificate upon achieving their initial goals.

How Do I Participate in WasteWise?

- 1. Sign Up.** Simply fill out and return the one-page enrollment form. To do this, you will need to obtain the signature of a senior official who can commit your company to a waste reduction effort and identify the facilities that are likely to be included in your initial waste reduction efforts. You can start with one facility or division, or include all company operations in initial efforts. If you do start with a subset of facilities, you can always expand your efforts later.
- 2. Get Started.** EPA suggests that you conduct a waste assessment of company facilities and operations to identify feasible, cost-effective waste reduction options. Depending on your waste reduction objectives and available resources, the waste assessment can be as brief as a quick walk-through in one department, or as comprehensive as a complete review of all company purchasing, materials use, and disposal practices.
- 3. Choose Your Goals and Take Action.** After determining the waste reduction efforts your company will undertake, fill out the attached Goals Identification Form and return it to EPA. Please be as specific as possible in outlining the actions you plan to take. For example, if one of your waste prevention goals is to reduce paper use, please indicate the specific types of actions you plan to take, such as instituting a two-sided



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copying policy company-wide or using central bulletin boards to post memos rather than widely distributing them. EPA will provide targeted technical information, as available, to assist you in meeting your goals.

4. Share Your Results. Many factors will determine how long it takes to achieve your initial waste reduction goals. You decide what timeframe is feasible and implement your program accordingly. Regardless of how far along you are in implementing your waste reduction program, EPA would like to hear about your progress each year by March 1. WasteWise members monitor their results during each calendar year and share these with EPA through the attached Annual Reporting Form. Companies are asked to estimate amounts of waste prevented and recyclables collected, and amount of money spent on products with increased recycled content **or** (an option for manufacturers) the increased amount of postconsumer material used in manufactured products.

As part of the Annual Reporting Form, companies are also asked to set waste reduction goals for the following year. To help minimize the data gathering and reporting burden, we have made this form as simple as possible and ask for estimates of waste reduction achievements, rather than precise measurements.

In addition, EPA has worked with other solid waste reduction programs to minimize the reporting burden should you decide to join more than one program. If your company is a member of the National Recycling Coalition's Buy Recycled Business Alliance (BRBA), you may submit the BRBA annual reporting form in lieu of Part IV.A of the WasteWise Annual Reporting Form, which provides information on last year's activities in buying or manufacturing recycled products.

If you are a member of the National Office Paper Recycling Project's Office Recycling Challenge, you may submit the Challenge reporting form in lieu of Parts III.A and IV.A of the WasteWise form, provided that you have completed the "optional" information on the Office Recycling Challenge Form. This information covers the amount of recyclables collected and amount of recycled products or materials purchased during the calendar year.

Each year, EPA will compile and distribute a report on the collective accomplishments of WasteWise companies.

What Assistance Does EPA Offer?

Business Guide for Reducing Solid Waste provides detailed information on different kinds of waste assessments for identifying cost-effective waste reduction efforts.

Waste Prevention Pays Off: Companies Cut Waste in the Workplace is a collection of brief case studies on a wide range of companies that have saved thousands or even millions of dollars through waste prevention efforts that might also be right for you.

EPA has several ***tip sheets*** that describe ways to prevent waste, sources of information on recycled products, and other aspects of waste reduction.

As we learn more about what WasteWise members are doing, we'll share ***case studies*** based on successful company efforts.

The WasteWise ***hotline*** (800 EPAWISE or 800 372-9473) answers your questions on any aspect of the program, from enrollment to reporting.

In the future, an **electronic bulletin board** will provide on-line assistance to facilitate paperless reporting. EPA is working on other resources that also might be helpful to you, including reduced-cost access to the **Official Recycled Products Guide**. We encourage you to contact us with suggestions on the types of assistance that would be most useful for your waste reduction efforts.

**WASTE
WISE**



WasteWise is a partnership between EPA and America's leading businesses. Participants set their own waste prevention, recycling, and recycled product purchasing/manufacturing goals. WasteWise supports company efforts through technical assistance and recognition of participants' successes.

We are always looking for good sources of waste reduction information to share with companies. To share your suggestions or for more information about any aspect of WasteWise, call 800 EPAWISE (800 372-9473).

