



# Assessment Form

## Sample—Annual Data

OMB No. 2050-0139  
Expiration Date: June 30, 2011

Please take care when reporting, measurements of your activities are important. A sample Annual Assessment Form and reporting instructions are available on the WasteWise Web site in the "Publications Directory" <www.epa.gov/wastewise>. Completed forms can be submitted by email <WasteWise@icfi.com>. If you have questions, call (800) EPA-WISE (372-9473) or email <WasteWise@icfi.com>.

### Section I - Participant Information

Organization Name: ABC Organization Phone: (703) 555-1234  
 Principal Contact: James North Email: jnorth@abc.org  
 Facilities Included in Report: Headquarters Number of Total Employees: 500

### Section II - Current Waste Reduction Activities

This Report Covers Data Measured From: January 1, 2004 (Date) To: December 31, 2004 (Date)  
 Total Amount of Municipal Solid Waste Disposed of During Reporting Period: 100,000 lbs. (Pounds or Tons\*)  
 This Information Is (please check one):  Baseline Data  Annual Data

In the chart below, provide your waste prevention and recycling data. If this is your first time reporting data to WasteWise, you are reporting baseline data. If you have previously submitted data to WasteWise, provide data for this reporting year. Photocopy this page if you need more space.

Waste Prevention			
Product/Material	Description of Waste Prevention Activity	Amount Prevented (Pounds or Tons*)	Goals for Upcoming Year
Boxes - Corrugated	Switched to reusable containers	500 lbs.	N/A
Pallets - Wood	Repaired and reused pallets.	1,400 lbs.	Switch to more durable plastic pallets.
Cafeteria Waste - Food	Reduced food waste by donating scraps for feedstock.	350	Continue to donate food for feedstock.
Cafeteria Waste - Food	N/A	N/A	Switch to reusable cloth gloves.

Recycling			
Product/Material	Description of Recycling Activity	Amount Recycled (Pounds or Tons*)	Goals for Upcoming Year
Magazines - Coated Paper	Collected more magazines	4,200 lbs.	Continue to collect magazines for recycling.
Bottles - PET	Began collecting PET bottles this year.	350 lbs.	Continue to collect PET bottles for recycling.
Boxes -Corrugated	Began measuring corrugated recycling	2,400 lbs.	N/A
Yard trimmings - Leaves	N/A	N/A	Collect yard trimmings for off site composting.

\* Please note if data is reported as pounds or tons.

### Section III - Cost Savings/Revenue

In the lines below, please provide information on the revenues/savings generated from the waste reduction activities listed in Section II.

Total Waste Prevention Revenue: \$ 0 Total Recycling Revenue: \$ 1,200

Total Avoided Purchasing Costs Due to Waste Prevention: \$ 3,500 Total Avoided Disposal Costs Due to Recycling and Waste Prevention: \$ 6,075

### Section IV - Buy/Manufacture Recycled Products

In the chart below, please provide information on products containing recycled content that you have purchased or manufactured.

Buy/Manufacture Recycled Products			
Product/Material	Current Recycled Content Percent (%)	Previous Recycled Content Percent (%)	Current Units (Purchased or Manufactured)
Printer/Copier Paper - High Grade Paper	50%	25%	6,000 cases of paper purchased
Scrap Metal - Aluminum	100%	100%	32,050 lbs. manufactured
Cafeteria Trays - HDPE	25%	5%	2,000 trays purchased

### Section V - Comments

Please attach any additional information you would like to share about your activities (e.g., external promotion of WasteWise, employee education, etc.) or comments about the WasteWise program. With permission from individual organizations, EPA will share successes with others.

This past year we hosted an event for America Recycles Day for our employees. We promoted WasteWise (using the program's logo and mission) via our Web site, in brochures to our customers, and on billboards throughout the community. We also promote the link between climate and waste and share our greenhouse gas emissions reductions with our employees and customers through quarterly newsletters. This effort has been quite a success and has lead to new efforts to decrease our impact on the environment.

### Three options for submitting your Annual Assessment Form:

**1** Email to: <WasteWise@icfi.com >

**2** Mail to:  
EPA WasteWise  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031

**3** Fax to: WasteWise c/o ICF International:  
(703) 934-3183

Signature of Principal Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_