



Assessment Form

Sample—Baseline 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: XYZ Corporation Phone: (202) 564-3330
 Principal Contact: Bill Smith Email: bill.smith@xyz.com
 Facilities Included in Report: Headquarters plus Dallas and San Diego plants Number of Total Employees: 1,200

Section II - Current Waste Reduction Activities

This Report Covers Data Measured From: April 1, 2004 (Date) To: April 30, 2004 (Date)
 Total Amount of Municipal Solid Waste Disposed of During Reporting Period: 50,975 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	Reuse incoming boxes for outgoing deliveries.	350 lbs.	Evaluate using reusable plastic bins.
Pallets - Wood	Repaired and reused pallets.	1,400 lbs.	Switch to more durable plastic pallets.
Cafeteria Waste - Food	Compost food for on site landscaping purposes.	150	N/A
Gloves - Textiles	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	Collect PET bottles.	350 lbs.	Continue to collect PET bottles for recycling.
Boxes -Corrugated	N/A	N/A	Begin measuring corrugated recycling.
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: \$ 100

Total Avoided Purchasing Costs Due to Waste Prevention: \$ 250 Total Avoided Disposal Costs Due to Recycling and Waste Prevention: \$ 600

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.

We are already conducting a few waste reduction activities, but know that our participation in WasteWise will help us analyze where we can focus our future efforts. We look forward to working with our haulers and vendors and analyzing the recycling markets to determine which activities would be cost-effective. We also hope to understand our organization's impact on the environment, specifically the green-house gas emissions that we reduce due to our waste reduction activities.

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: _____