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| --- | --- | --- | --- | --- | --- | --- | --- |
| List the waste- what is it? | What is its purpose? | Usage timeframe? Continual, sporadic, cyclic/same time each year | Quantity – some estimate i.e. number of items, volume | Where is it most likely to become waste? On-site/off-site | Can it be avoided? Yes/No | Your solution to avoid/reduce this waste? | Date this action was: |
| **Started** | **Completed** |
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Waste Stream Action Checklist

Department name:

Your name:

List your department’s most significant waste streams- either products themselves, packaging around deliveries or sales

Waste Stream Action Checklist

The waste checklist is simply a list of the waste streams you can identify in your labs.

Concentrate on reducing the amount of waste produced before thinking about how to dispose of waste- be that recycling or throwing the waste away.

Use the hierarchy below to assess each waste product on the list, to see if it can be avoided or minimised. On the checklist:

1. Describe the material and its purpose.
2. Detail when it is used – are there particular times of year it is used or is it used all the time? Understanding when and why it is used will help plan actions to reduce and eliminate it.
3. Quantify the scale of consumption and think about where it ends up – again this is a useful detail and might help to prioritise where actions will have the most effect.
4. Make a note of how you plan to avoid this type of plastic or what solution you have found – talk with colleagues to generate ideas and build consensus on tackling it.
5. Add the date that the solution was started and the date it was actioned/completed. This will help you measure your success and to share your outcomes with colleagues within the LEAF program.