



Appendix-E

Commonwealth of Virginia State Agency Waste Assessment Form

Conduct a waste assessment at your facility by walking through the buildings and grounds. Look for all types of waste materials and how they are disposed. Look in dumpsters, loading docks and storage areas. Discuss your waste composition and weight of materials with your waste hauling vendor and recycling vendors. Repeat your assessment every 2 years to measure changes and to reassess your practices.

Use this worksheet to prepare a profile of existing waste management practices, to prepare estimates and recommendations for future waste reduction and recycling activities, or to streamline existing programs.

Agency: _____ **Date:** _____

Address: _____

Primary Contact: _____

Phone: _____ **email:** _____

OTHER CONTACTS:

Recycling Program Manager: _____

Phone: _____ **Email:** _____

Surplus Property Manager: _____

Phone: _____ **Email:** _____

Facilities Manager: _____

Phone: _____ **Email:** _____

FACILITY PROFILE:

No. of Employees at this assessment site: _____

Facility Rented/Owned? _____

Types of Buildings: (Check all that apply)

Office Building

Hospital

Warehouse

Correctional Facility

Cafeteria/Food Service

Stadium

Laboratory

Recreational Buildings

Residential Dorms

Museum

Other: _____

Other: _____

Materials That Can Be Recycled: circle those currently recycled and check materials that you want to consider for recycling:

- | | |
|-----------------------------|-------------------------------|
| White paper | Scrap metal |
| Colored paper | Car Batteries |
| Magazines, brochures | Tin/Steel Cans (food service) |
| Envelopes | Carpeting |
| Newspaper | Construction Debris |
| Telephone directories | Food Waste |
| Cardboard | Food Grease |
| Aluminum cans | Photographic Film |
| Glass beverage containers | Textiles |
| Plastic beverage containers | Tires |
| #1 plastics | Printer Toner Cartridges |
| #2 plastics | Wood Pallets |
| Electronics | Yard Waste |
| Rechargeable batteries | Used motor oil |
| Other: _____ | Other: _____ |

Recycling Program Profile:

What is the average monthly revenue received from recyclables: _____

What is the average annual revenue received from recyclables: _____

Annual cost of recycling program: _____

What is the estimated cost of recycling additional materials? _____

What is the estimated revenue possible from recycling additional materials?

Describe contract terms for recyclables: _____

What is the estimated "avoided disposal cost" expected by recycling?
(monthly and annual estimates) _____

Recycling Vendors: (list name, material collected and location)

Waste Management Profile:

What are your current waste hauling:

Tipping Fees? _____ Pull-Fees? _____

Other Fees? _____

Total spent on waste hauling annually: _____

Describe the type and number of containers your waste hauler used to pick-up trash and how often service is provided: _____

Waste Disposal contract terms and renewal dates: _____

Describe any potential improvements possible for increased efficiencies related to your trash collection (compactors, less service, etc.): _____

Does your waste hauler collect any recyclables of your agencies?

If Yes, which ones: _____

Potential Partnerships:

Other state agencies located nearby: _____

Local Government Recycling Contact and Services: _____

Other potential partners: _____

Related Activities and Comments:

Recommendations and Program Goals: