

## **Section II:**

### **Steps for Developing a Waste Reduction Program**



## Section II: Steps for Developing A Waste Reduction Program

The following are the steps recommended by EPA.

### 1. Establish Program

- ! Executive Level Description
- ! Policy Statement
- ! Consensus Building

### 6. Define Options

- ! Propose Options
- ! Screen Options

### 2. Organize the Program

- ! Name Task Force
- ! State Goals

### 7. Do Feasibility Analysis

- ! Technical
- ! Environmental
- ! Economic

### 3. Preliminary Assessments

- ! Collect Data
- ! Review Sites
- ! Establish Priorities

### 8. Write Assessment Report

### 4. Write Program Plan

- ! Consider External Groups
- ! Define Objectives
- ! Identify Potential Obstacles
- ! Develop Schedule

### 9. Implement Plan

- ! Select Projects
- ! Obtain Funding
- ! Install

### 5. Do Detailed Assessment

- ! Name Assessment Team(s)
- ! Review Data and Site(s)
- ! Organize and Document Information

### 10. Measure Progress

- ! Acquire Data
- ! Analyze Results

### 11. Maintain Program

Some key factors for success include visible commitment from facility leadership, program ownership and support by all employees, multi-functional participation, establishment of waste reduction goals, management systems for tracking the types and amounts of materials, wastes and associated costs, and the measurement and celebration of progress.

Additional information on developing a program can be found in the

- ! EPA *Facility Pollution Prevention Guide* (EPA/600/R92/088, May 1992) which provides information for establishing and implementing a pollution prevention/waste reduction program at your facility.

