



GreenNonprofits

DRAFT: April 8, 2008

Green Nonprofit Certification Application Checklist

Green Notes

- The average nonprofit office worker discards more than 175 lbs. of high-grade paper per year.
- Businesses use 2 million tons of paper in copiers each year!
- In the U. S. the average person generates 4.39 pounds of trash per day.
- Every year, Americans make enough plastic film to shrink-wrap the state of Texas.
- Americans receive approximately 4 million tons of junk mail every year – most of which ends up incinerated or in the landfill. (Source: Clean Air Council)
- Only 1% of water on earth is drinkable.
- A faucet with a slow leak can waste more than 10 gallons of water a day! A single leaky toilet can waste as much as 100 gallons per day!
- Outdoor lighting provides an excellent opportunity for energy savings, as they often remain on for long hours. By using efficient light (compact fluorescents, etc.) your Nonprofit can reduce wasted energy and your monthly bill by up to 15%.
- EnergyStar® monitors have power management features and consume up to 90% less energy than conventional monitors. Fax machines can reduce their annual electricity costs by about 50%.
- A sample tune-up can increase the energy efficiency of your furnace by 5%. You can save up to 10% by insulating and tightening up ventilation ducts.
- Each commuter driving alone to work creates more than 2 tons of auto exhaust annually.
- If a commuter car in the U. S. carried just one more passenger, we would save 600,000 gallons of gas and reduce air emissions by 12 million pounds of CO₂ everyday.
- An improperly tuned car produces 10-15 times more pollution than a tuned one.
- Each person driving alone to work creates more than 2 tons of auto exhaust each year.
- If every American home replaced just one light bulb with an ENERGY STAR qualified bulb, we would save **enough energy to light more than 3 million homes for a year**, more than **\$600 million in annual energy costs**, and prevent greenhouse gases equivalent to the emissions of more than **800,000 cars**.



Green Nonprofit Certification Program

Application and Checklist

Nonprofit Name: _____

Contact Name: _____ Phone: _____

Address: _____

Email: _____ Fax: _____

A Green Nonprofit is a smart Nonprofit, and smart Nonprofits run successful organizations while protecting the environment which sustains our economy. By assuming a leadership and environmental stewardship roles, Green Nonprofits will:

- Reduce solid waste disposal and promote recycling
- Become energy and water efficient
- Purchase products that are less harmful to human health and the environment
- Minimize pollution contributions to the environment
- Help improve indoor air quality and reduce smog formation
- Educate their customers, employees and other Nonprofits about Green Nonprofit practices

In an effort to recognize and certify outstanding Green Nonprofits and promote their services, GreenNonprofits has established this program. By participating in this program and becoming certified, your Nonprofit will publically declare your commitment to these principles while joining this unique global group of superior organizations.

How to Get Started

Certification Process

1. Print or download the appropriate Green Nonprofit Certification (GNPC) Program checklist for your Nonprofit. Then, simply review the program checklist to determine if this program is a good fit for your Nonprofit.
2. If you decide you want to pursue certification, contact the Green Nonprofit Certification Program Co-coordinator, to register for the GNPC Program: 888-99-GREEN.
3. Perform the self-guided waste assessment using the attached GNPC Waste Assessment Form.
4. Read through the checklist options and check all boxes that apply to your Nonprofit. These can be existing or newly adopted measures implemented in order to meet the GNPC program requirements.
5. **Complete all REQUIRED measures PLUS earn a minimum of 100 points before submitting application.**

Submit or email 2 copies of your completed checklist with payment to GreenNonprofits:

Green Nonprofit Certification Program
1101 15th Street NW
Suite 200
Washington DC 20005
certification@greennonprofits.org

Please make check payable to: GreenNonprofits

Please Note: Payment is non-refundable.

If you do not pass application verification, you will be granted 90 days to complete corrective measures.

Charter member fee schedule below:

GREEN NONPROFIT CERTIFICATION FEE SCHEDULE				
Type of Nonprofit				
	A	B	C	D
Budget Size	<\$500,000.00	\$500,000 - \$2.5 Million	\$2.5 Million - \$10 Million	>\$10 Million
	\$250.00	\$350.00	\$550.00	\$750.00

6. Congratulations! Assuming your application verification is a success, you are now ready to be certified and recognized for your Green practices. You will receive a Green Nonprofit window decal to market your achievement and an electronic version of the logo to use on your website and in promotional materials. Then you'll join a growing number of prominent Green Nonprofits around the world.

* GNPC is valid for two years. If re-certification is desired, payment and documentation is required for subsequent 2 year period.

Honor System/ Enforcement:

The GreenNonprofits Program is based on the honor system. Nonprofits/NGOs are expected and trusted to submit only factual information. However, any member of GreenNonprofits may challenge a certification of another organization, stating specifically why the organization in question is not in compliance with GreenNonprofits standards. GreenNonprofits will then review the matter and take such measures as it feels appropriate to further verify the matter in question. This can result in the certified organization being required to provide additional information and/or make arrangements for site visit. The result may result in extension of certification, suspension or removal of certification. All decisions made by the GreenNonprofits Board of Directors are final.

Frequently Asked Questions

- **My Nonprofit is not Green. Where can I get assistance?**
GreenNonprofits offers online and offline Greening Your Nonprofit Programs. These programs can put your Nonprofit on the path to becoming certified and receiving recognition for your efforts. To learn more about these programs, visit <http://www.greennonprofits.org/greening> or contact the Nonprofit Greening Program at 888-99-GREEN.
- **Do I get credit for good things I'm already doing?**
Yes! In fact, your organization may already qualify. Your Nonprofit will get credit for existing Green practices, as well as newly adopted ones implemented to meet the GNPC program requirements.
- **Do I have to do everything on the checklist to become certified as a Green Nonprofit?**
No! Although you must complete the "Required Measures" in each category to receive certification, the additional "Optional Measures" in the checklist are intended to give Nonprofits flexibility in their approach to becoming Green. Many certified Green Nonprofits have taken their program to the next level using the additional measures as motivation and guidance.
- **Does it cost to become a Certified Green Nonprofit?**
Yes. A minimal fee is applied to cover costs to administer certification by GreenNonprofits staff. See the fee schedule listed in the How to Get Started Section.
- **How long does my certification last?**
The Green Nonprofit Certification is valid for two years. If re-certification is desired, documentation and payment is required for subsequent 2 year period.
- **What if I don't pass certification?**
If the measures you selected in the checklist are not verified by documentation presented, you will not obtain Green Nonprofit certification. However, you will be granted 90 days to complete the corrective measures to obtain certification.



Green Checklist for Nonprofits

Required Measures

Complete ALL 12 REQUIRED measures below:

- Designate time at staff meetings or other employee gatherings to cover existing new and environmental efforts.
- Discontinue use of Styrofoam and non-recyclable plastic food service containers.
- Office paper – minimum 30% post-consumer recycled content
- Perform a self assessment of your waste using the Waste Assessment Form attached. Identify the types and percentages of waste currently being generated and recycled. Use the assessment information and checklist to create or improve on-site reuse and recycling programs.
- Reduce junk mail by removing your organization’s name from national databases at: <https://www.dmachoice.org>
- Reuse packaging (bubble wrap, cardboard boxes, and polystyrene peanuts) or donate to a local shipping company.
- Convert at least 50% of all lighting fixtures to energy efficient alternatives, such as ENERGY STAR qualified compact fluorescents lights (CFL’s), low voltage track lighting, halogen or high intensity discharge lighting.
- Provide ridesharing information on carpooling, vanpooling, bicycling, walking and public/mass transportation on a bulletin board. Distribute rideshare information monthly.
- Place “turn off light” labels on appropriate switches facility wide.
(Members may download labels from the GreenNonprofits website)
- Regularly remind all staff members to power down all computers when work is completed.
- Board/ leadership of organization formally votes to endorse the GreenNonprofits Pledge.
- Annually calculate your office carbon footprint utilizing the Office Foot Print Calculator at <http://www.greennonprofits.org/carbon>, and communicate the details of your carbon footprint to board members and staff.



Green Checklist for Nonprofits

General

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 2 New or Existing Measures (earning a minimum of 4 points):

- Track and post utility bills.
- Provide three ongoing incentives or training opportunities to encourage management and employee participation in the Green Nonprofit Certification Program. For example:
 - Performance appraisals, training programs, job descriptions, new employee orientations
 - Staff meeting discussion or presentations
 - Employee reference materials
 - Company newsletters or bulletins
- Inform your clients, supporters and donors regarding your nonprofits environmental efforts and what you are doing to meet the GNPC standards. For example:
 - Post examples of steps you have taken to become certified as a Green Nonprofit
 - Offer clients, supporters and donors Green service or amenities options
 - Offer tours that highlight your Green Nonprofit successes
 - Post your GNPC efforts and/or certification on your website
 - Upon completion hang the GNPC decal in a visible location and post to your website.
- Upon completion of the Green Nonprofit Certification Program, encourage other Nonprofits to participate in the Program and provide their contact information to GreenNonprofits.
Name of Nonprofit: _____
Contact Name: _____
Phone Number: _____
Email Address: _____

Total Points Earned (General): _____ (min 4 points)

Green Checklist for Nonprofits

Purchasing

Purchasing products made from recycled materials conserves resources and is essential for supporting markets for recycled materials. Close the loop!

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 4 New or Existing Measures (earning a minimum of 8 points):

- Letterhead and Nonprofit cards – minimum 30% post-consumer recycled content
- Envelopes – minimum 30% post-consumer recycled content
- Post-it notes – minimum 30% post-consumer recycled content
- Paper towels – minimum 30% post-consumer recycled content
- Toilet paper – minimum 30% post-consumer recycled content



- Remanufactured toner cartridges
- Refurbished or remanufactured furniture and equipment
- Carpet, carpet under cushion, rugs or floor mats
- Construction materials when building or remodeling: paint, insulation, concrete, lumber/wood flooring, tile, etc.
- Boxes and bags for shipping or retail use
- Obtain or purchase used office equipment
- Inform main supplier's sales representatives that you prefer eco-friendly products – request that they start carrying these products if they do not currently do so or switch to a supplier that does.
- Replace white napkins and paper towels with one of the following alternatives:
 - Recycled content, unbleached paper towels.
 - Reusable cloth towels & dispenser suitable for washrooms.
 - Energy efficient air dryers.
- Purchase reusable rather than disposable office items, such as refillable pens, erasable white boards & wall calendars.
- Request that deliveries come in returnable or reusable containers.
- Purchase condiments (milk, sugar, cream, etc.) in bulk.
- Purchase supplies (toilet paper, hand soap, etc.) in bulk.
- Retailers: sell products made with recycled content and/or organic materials.
- Purchase organic, shade grown or fair-trade coffee.
- Use biodegradable or compostable “to-go” food containers such as paper or biobased plastics.

Total Points Earned (Purchasing): _____ (min 8 points)

Green Checklist for Nonprofits

Solid Waste

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 3 New or Existing Measures (earning a minimum of 6 points):

Reduce:

- Design marketing materials that require no envelope.
- Eliminate duplicate mailings of subscriptions by contacting the subscriptions department to request that all but one be removed.
- Update your own mailing list annually to avoid duplicate mailing or outdated information being sent to your customers.
- When faxing, use fax label on first page instead of full-page cover letter.
- Reduce junk faxes by contacting number listed on bottom of fax and requesting permanent deletion of your number.
- Purchase or lease copiers and printers that have a duplexing function or retrofit existing printers with a duplexer where applicable.
- Make two-sided printing and copying standard practice in your Nonprofit. Set printer to default to duplexing mode.



- Post staff memos and schedules instead of printing individual copies for each staff member.
- Nonprofits with Stores, Shops or other Retail outlets: offer an incentive to customers who bring their own shopping bag, coffee mugs, etc.
- Replace disposable utensils and tableware with reusable alternatives.

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 2 New or Existing Measures (earning a minimum of 4 points):

Reuse:

- Donate or exchange unwanted furniture, supplies, electronics, scrap materials, linens, etc. to Other nonprofits like schools, churches, hospitals, libraries, nonprofit organizations, museums, teacher resource organizations, etc.
- Enroll in a local waste exchange program buying and selling reusable and recyclable commodities: <http://www.epa.gov/jtr/comm/exchnat.htm>
- Purchase reusable kitchenware (silverware, mugs, plates, etc.) for staff use.
- Reuse envelopes and file folders.
- Train housekeeping staff to reuse clean trash liners.
- Keep a stack of previously used paper for fax machines and/or printers. Use the backsides for notes, drafts, internal memos, etc.

Green Checklist for Nonprofits

Solid Waste Cont.

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 2 New or Existing Measures (earning a minimum of 4 points):

Recycle: Implement office-wide recycling programs for:

- Office paper-mixed: copy, letterhead, color, glossy, newspaper, junk mail, telephone directories, paper board, magazines, and cardboard.
- Cans, plastic, glass.
- Green waste: use Green waste bin or make composting part of the contract with your landscape service.
- Food waste: collect and compost your office food waste.
- Recycle toner and inkjet cartridges.
- Carpet – many of the leading carpet manufacturers will recycle your old carpet.

Total Points Earned (Solid Waste): _____ (min 14 points)

Green Checklist for Nonprofits

Water Efficiency

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 3 New or Existing Measures (earning a minimum of 6 points):

- Understand your water bill and review it for indications of leaks or other problems.
- Regularly check for and repair leaks.
- Replace pre-1992 toilets which use 3 or more gallons per flush (gfp) with more efficient alternatives that use 1.6 gfp or less.
- Replace pre-1992 urinals with more efficient alternative such as 1.0 gfp or water free urinals.
- Clean all outdoor area, with a broom and damp mop instead of a hose. This includes parking lots, sidewalks, alleys or patios. NEVER hose off outdoor hardscapes or use soap outside.
- Do not hose off or wash cars, equipment, floor mats or other items where runoff water flows into the storm drain; if possible direct water to landscaped areas.
- Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids.
- Adjust sprinkler times according to seasons. Sprinkler irrigation runoff is prohibited. No watering between 10am and 4pm.
- Obtain an assessment of your facility's water use from your local water authority and provide specific steps you are taking to improve water efficiency. Review annually to identify additional opportunities to improve water savings. (provide narrative of your plan to improve water efficiency)
- Install standard faucet aerators or flow restrictors facility-wide. (2.5 gallons/minute is standard)

Employee Practices

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 2 New or Existing Measures (earning a minimum of 4 points):

- Place "use water wisely" stickers near faucets. Educate staff on the need to water efficiency. (Members may download forms from the GreenNonprofits website)
- Educate staff regarding the hazards caused by run-off and how to prevent them.
- Use dishwasher only when full. Post signage to remind employees.
- Regularly clean litter and debris in front of your organization. Attempt to minimize the amount of litter entering the storm drain.

Total Points Earned (Water Efficiency): _____ (min 10 points)



Green Checklist for Nonprofits

Landscape

If you do not have or do not manage your landscape, you are exempt from these measures. However, if you are able to influence the landscaping around buildings you use, you are encouraged to take these measures and document your efforts for certification.

- Check box if exempt: if not:**
- In place of turf, install water efficient shrubs or ground cover.
- Remove hardscapes and install permeable paving, such as porous concrete, decomposed granite, or pavers.
- Install drip irrigation.
- Install a smart irrigation controller that uses weather data to irrigate appropriately.
- Plant environmentally-friendly and native plants.
- Annually apply mulch to all exposed landscape to increase moisture retention, reduce weeds, and prevent soil erosion.
- Redirect downspouts towards landscaped areas where possible.
- Install a cistern or Rain Barrel to catch rainwater.
- Install a gray water system (where permitted, check with local authorities).
- Test irrigation system to ensure proper operation and watering schedule. Ensure all spray heads are functioning and not over spraying onto hardscapes.
- Instruct landscapers and staff NOT to hose off hard surfaces. Simply dry sweep the area.

Total Points Earned (Landscaping): _____ (no minimum points)

Green Checklist for Nonprofits

Energy Efficiency

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 4 New or Existing Measures (earning a minimum of 8 points):

Equipment and Facilities

Special note: Check for rebates with your local energy provider for any energy conservation steps taken. Rebates may be available for many of the energy efficient measures listed below.

- Install occupancy (motion) sensors or times in low traffic areas such as storage, bathrooms and offices.
- Obtain an assessment of your facility's energy use. Review suggestions annually to identify additional opportunities to improve energy savings.
- Upgrade existing fluorescent tube lighting with T-8 or T-5 lamps with electronic ballasts.
- Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers in fluorescent fixtures.
- Replace all exit signs with LED or high-efficiency alternatives.



- Program computer monitors to sleep mode after 15 minutes or less.
- Set the Energy Save feature on photocopier to default.
- When replacing equipment and appliances ensure that they are Energy Star rated and/or equipped with energy saving features. www.energystar.gov
- Purchase renewable energy for your organization through the purchase of renewable energy certificates (RECs), or through direct purchasing by a renewable energy supplier.. http://www.green-e.org/base/re_products?cust=b
- Insulate water heater, storage tanks and hot water pipes.
- Use a thermos or pump pot instead of electric burners to maintain hot liquids (coffee and/or tea.)
- Install solar panels.

Green Checklist for Nonprofits

Energy Efficiency Cont.

Heating, Ventilation & Air Conditioning (HVAC) Units

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 2 New or Existing Measures (earning a minimum of 4 points):

- Use natural ventilation instead of mechanical air conditioning. Open windows at opposite ends of room to facilitate cross breezes.
- Install ceiling fans.
- Install programmable thermostat and set to 68 degrees in winter and 78 degrees in summer with a nighttime set back of 55 degrees.
- Replace leaky, inefficient or broken windows with double pane, low-E, energy-efficient windows.
- Apply window film to reduce solar heat gain.
- Shade sun-exposed windows and walls during the warm season: use awnings, sunscreens, shade trees or shrubbery.
- Use caulk and/or weather-stripping around windows and doors.
- Perform regular maintenance on your HAVC (heating, ventilation and air conditioning) system. If leasing your facility, ask the building owner or property manager to do the following:
 - Clean or change filters every 2-4 months.
 - Check entire system for coolant and air leaks, clogs and obstructions of air intake.
 - Provide a copy of HVAC service records or Property Management contract to the GNPC coordinator during on-site verification visit.

Employee Practices

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 2 New or Existing Measures (earning a minimum of 4 points):

- Implement an office wide policy that encourages staff members to turn off equipment and lights when not in use.



- Clean light fixtures and diffusers regularly for optimal light output.
- Clean skylights annually in late spring to maximize incoming light.
- Rearrange the workspace to take advantage of areas with natural sunlight, design future spaces with natural lighting opportunities in mind.
- Use “task” lighting where extra light is needed, rather than lighting an entire area.
- Instruct all employees to unplug equipment that is not being used.

Total Points Earned (Energy Efficiency): _____ (min 16 points)

Green Checklist for Nonprofits

Chemical Use & Pollution Prevention

Equipment and Facilities

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 4 New or Existing Measures (earning a minimum of 8 points):

- Stock one non-toxic, biodegradable cleaner for daily use. For example multipurpose cleaner, glass cleaner, etc.
- Install filtered water tap at your sink for drinking water, instead of purchasing bottled water.
- Use recycled content or low VOC paint products available from local paint suppliers.
- Use non-toxic, low VOC office supplies, such as white out, white board pens, etc.
- Use low mercury fluorescent lamps – most lighting suppliers carry a line of low-mercury, energy efficient, long lasting lamps.
- When remodeling, use low-emitting/low-polluting building materials, carpets, furniture, and other materials to improve indoor air quality and reduce down time. Look for products certified by GreenGuard or the Carpet and Rug Institute.
- Educate and inform cleaning staff of your eco-friendly preferences.
- Discontinue purchase of glass cleaner and replace with vinegar and water for cleaning windows.
- Use less-toxic graffiti removers.
- Use less-toxic cleaning products that are safer for staff and the environment.
- Consider Green Seal certified products available from most cleaning product suppliers.
- Store all chemical products in their original containers or properly labeled secondary containers with tight fitting lids. Chemical products should be stored in secure, controlled areas, away from ignition sources and food storage areas.
- Utilize proper government authorized Hazardous Waste Drop-off facilities. These materials should never be thrown in the trash or poured down a drain:
 - Batteries-rechargeable and alkaline
 - Paint
 - Used toner and ink-jet cartridges
 - Cleaning and maintenance chemicals
 - Compact fluorescent lamps and fluorescent tubes
 - Electronics



- Aerosol cans that are not completely empty of contents

You may list up to THREE products, for a total of THREE credits or measures:

- _____
- _____
- _____

- Use unbleached and/or chlorine free paper products. For example, copy paper, paper towels, coffee filters, etc.
- Retailers-stock/sell products that are less toxic or less polluting than conventional ones.
- Purchase organic or shade grown coffee and teas.
- Use rechargeable batteries, instead of disposable alkaline.
- Have materials printed using soy or vegetable based ink.

Integrated Pest Management

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 2 New or Existing Measures (earning a minimum of 4 points):

- Request that your pest control or landscape contractor reduce use of pesticides and/or use less-toxic pesticides. Get their commitment in writing.
- Use less-toxic insecticides, such as soaps, horticultural oils, and microbials.
- Pick weeds by hand rather than using herbicides (weed killers).
- Correct situations that attract and harbor pests, such as improperly stored foods, open trash bins, and dense foliage around your building.
- Use traps, containerized baits, gels and/or barriers for ants and cockroaches.
- Request pest control company or property manager apply pesticides on an “as-needed” basis instead of on a set schedule.
- When chemical pesticides are necessary, use those labeled “caution” rather than “warning” or “danger”.

Total Points Earned (Chemical Use & Pollution Prevention): _____ (min 12 points)

Green Checklist for Nonprofits

Transportation

Employee Practices and Facilities

NOTE Each measure in this section is worth 2 points once completed.

Choose a minimum of 5 New or Existing Measures (earning a minimum of 10 points):

- Provide a secure location for staff to store bicycles or install a bike rack in or near facility.
- Cover rideshare programs at new employee orientations.
- Provide Bus and Metro maps and information (where available)

- Encourage alternative modes of transportation via incentives. For example, bus pass or small bonus.
- Offer a parking cash-out program.
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic.
- Incorporate a “How to get here via alternative transportation” page into your employee manual and provide information to employee upon hiring.
- Perform local errands on bike or foot.
- Shop at local businesses within close proximity.
- Maintain fleet to optimize miles per gallon, including adjusting tire pressure, filter, oil, etc.
- Provide company commuter van.
- Provide shower facilities for employees who walk, jog, or bike to work. Consider contracting with a nearby health facility for the use of their showers.
- Provide preferential parking for alternative modes of transit such as carpools, electric, hybrid or biodiesel vehicles.

Total Points Earned (Transportation): _____ (min 10 points)

Green Checklist for Nonprofits

Twelve Requirements completed _____ (check box when completed)

Total Points Earned (General): _____ (min 4 points)

Total Points Earned (Purchasing): _____ (min 8 points)

Total Points Earned (Solid Waste): _____ (min 14 points)

Total Points Earned (Water Efficiency): _____ (min 10 points)

Total Points Earned (Landscaping): _____ (no minimum)

Total Points Earned (Energy Efficiency): _____ (min 16 points)

Total Points Earned (Chemical Use & Pollution Prevent.): _____ (min 12 points)

Total Points Earned (Transportation): _____ (min 10 points)

Optional:

Our Calculated Carbon Footprint is ____ Tons of CO₂

We have offset 50% this year and pledge to do so again next year _____ (add 10 points)

We have offset 100% this year and pledge to do so again next year _____ (add 20points)



Click to Upload copy of your Carbon Neutralization Certificate

Total _____ MINIMUM 100 Points

GreenNonprofits Solid Waste Assessment Form

Company: _____

Contact Name: _____ Contact Phone: _____

Waste Hauler: _____ Contact Phone: _____

Solid Waste Assessment Instructions

This process will help you identify and quantify the items in your organization's waste stream.

1. If applicable, obtain your waste hauling invoice. If you lease your space and/or share your dumpsters with other Nonprofits, go to #2. Write down your trash bin/s size (measured in 'yards'), number of bins, and how many times trash is picked up per week in spaces provided.

2. Perform two waste assessments:

- Choose two different days to assess your company's trash and write in the dates.
- **NOTE: Pick days/times where bin is more than half full (e.g., end of day before trash collection).** If your company does not have its own dumpster (e.g., you share with other Nonprofits), write N/A and use trash bins around your office to obtain the following info.
- Look in your trash. What items do you see?
- Estimate, then write down percentages of the items listed that you see in the trash (e.g., if you do not see any glass items, write '0%').
- If you have a lot of one particular item in your trash (e.g., 30% mixed paper) consider setting up recycling programs specific to these items.

Bin Size:	#Bins:	Assessment Day #1	Assessment Day #2	Recycling Program Available?
# Pick-ups per week:		Date:	Date:	
List % of the following items found in trash:		How full is trash bin? _____ %	How full is trash bin? _____ %	
Mixed paper				
Cardboard				
Cans				
Plastic				
Glass				
Compost vegetable/fruit trimmings				
Other:				
*If you have more than 25% of any item listed ask your Waste Hauler if recycling programs are available.				