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## Business Waste Reduction Project Toolkit

### Reviewing Progress

**NOTE:** You will probably need to photocopy this sheet or create another table to review all actions and steps you have identified

Target	Steps	Timeframe	Tasks met	Net change in waste	Net costs / costs recovery
<b>EXAMPLE:</b> Achieve an average of an 80% reduction in food waste in waste bins	1. Identify food waste reduction options and decide on most appropriate method	Complete Step 1 by July 30 <sup>th</sup> 2006	Yes	Obtain results from the start and finish of your assessment period from the completed forms in Appendix 9: 'Summary of Waste Assessment records' <ul style="list-style-type: none"> <li>Review records – waste management details and costs;</li> <li>Review records – waste assessment results</li> </ul> For each of these two forms, subtract results for the initial assessment from the final assessment to get net change in waste figures.	Obtain results from the start and finish of your assessment period from the completed forms in Appendix 9: 'Summary of Waste Assessment records' <ul style="list-style-type: none"> <li>Review records – waste management details and costs;</li> <li>Review records – Purchase items;</li> </ul> For each assessment, sum the total costs of waste management and purchasing. Subtract the initial costs from the final costs to see if attempts to achieve this target have resulted in costs incurred / saved.
	2. Purchase equipment if necessary	Complete Step 2 by August 30 <sup>th</sup> 2006	Yes		
	3. Monitor the option's effectiveness and tailor the system to improve its effectiveness until successful	Monitor the success of the new system every fortnight for first month, then once a month until successful.	Yes		
	4. On-going monitoring of program effectiveness	Complete Step 4 -Ongoing monitoring carried out 6 monthly for first two years, then every year thereafter.	In progress		