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Business Waste Reduction Project Toolkit

Waste Reduction Action Plan

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

Action	Steps	Who	Target	Timeframe	Expected outputs
EXAMPLE: 1. Reduce food waste	1. Identify food waste reduction options and decide on the most appropriate method for our company		Achieve an average of an 80% reduction in food waste in waste bins	Complete Step 1 by July 30 th 2006 Complete Step 2 by August 30 th 2006 Complete Step 3 - Monitor the success of the new system every fortnight for first month, then once a month until successful. Achieve reduction target within 6 months of introducing new system. Complete Step 4 -Ongoing monitoring to be carried out every 6 months for the first two years, then every year thereafter.	Providing bins throughout the complex for recycling and composting has the potential to reduce waste by up to 23%, based on an 80% recovery rate.
	2. Purchase equipment for the new collection system if necessary				
	3. Monitor the effectiveness of new reduction options and tailor the system to improve its effectiveness until satisfied				
	4. On-going monitoring of program effectiveness				
2. Provide ongoing education / signage throughout the business	1.				Educational tools that help promote or aid in effective recycling are crucial to waste reduction success. All other Actions are dependent on this Action
	2.				
3.	1.				
	2.				
4.	1.				
	2.				
5.	1.				
	2.				