

## NZW Recycling Program Assessment & Scorecard

| <b>Date:</b>  |     | <b>Location (BLDG#):</b>                     |     |   |  |
|---|-----|--|-----|---|--|
| <b>Facility Manager Name:</b>   |     | <b>Facility Manager Signature:</b>           |     |   |  |
| <b>Recycling Coordinator Name:</b>  |     | <b>Recycling Coordinator Signature:</b>      |     |   |  |
| <b>Net Zero Waste Team Member:</b>  |     | <b>Net Zero Waste Team Member Signature:</b> |     |   |  |
| Check   | YES | NO   | N/A | Comments/Corrective Actions Required                    |  |
| 1. <i>Has a primary Recycling Coordinator been appointed in writing at the brigade and battalion; directorate and division or tenant management and supervisory level?</i>          |     |  |     |   |  |
| 2. <i>Have the Primary Recycling Coordinators (brigade/battalion, directorate/division or tenant management/supervisory level) attended the initial training provided by ENRMD?</i> |     |  |     | <i>Please describe venue of training:</i>               |  |
| 3. <i>Have the alternate/assistant Recycling Coordinators received training from the primary Recycling Coordinator or ENRMD?</i>  |     |  |     | <i>Please describe venue of training:</i>               |  |
| 4. <i>Have all occupants of the facility/activity received recycling awareness training within the past 12 months?</i>  |     |  |     | <i>Please describe mechanism of awareness training:</i> |  |
| 5. <i>Have all employees received awareness training on the installation's Net Zero Waste initiative?</i>   |     |  |     | <i>Please describe mechanism of awareness training:</i> |  |

| Check  | YES | NO | N/A | Comments/Corrective Actions Required |
|--|-----|----|-----|--------------------------------------|
| 6. <i>Is the Recycling Coordinator Handbook for the unit/activity available and up-to-date?</i>  |     |    |     |                                      |
| 7. <i>Are up-to-date visual reminders posted to explain recycling processes and procedures?</i>  |     |    |     |                                      |
| 8. <i>Have identified deficiencies, if any, from the previous RC/ENRMD assessment been corrected?</i>                                  |     |    |     |                                      |
| 9. <i>Are dumpsters located at the facilities free of recyclables? Are cardboard recycling bins co-located with dumpsters?</i>         |     |    |     |                                      |
| 10. <i>Are trashcans in the facilities free of recyclables?</i>  |     |    |     |                                      |
| 11. <i>Are office recycling containers free of contamination? (ex. trash, food, liquids)</i>   |     |    |     |                                      |
| 12. <i>Are the plastics collected for recycling free of liquids/solids and the caps removed?</i>                                       |     |    |     |                                      |
| 13. <i>Are the white and mixed paper recyclable materials sorted properly and kept dry?</i>  |     |    |     |                                      |
| 14. <i>Are aluminum cans collected for recycling free of liquids/solids?</i>   |     |    |     |                                      |
| 15. <i>Are recycling containers kept watertight? (plastic bags for inside bins and lids closed on bins/roll-off stationed outside)</i> |     |    |     |                                      |

| Check   | YES                 | NO | N/A | Comments/Corrective Actions Required |
|---|---------------------|----|-----|--------------------------------------|
| 16. Are office recycling containers for white paper, mixed paper, #1 clear plastic bottles, and aluminum cans placed at or near the point of waste generation?  |                     |    |     |                                      |
| 17. Are all recycling containers clearly marked for all recyclables, explaining what goes into them?  |                     |    |     |                                      |
| 18. Are all recyclables listed in the Reuse and Recycling Turn-In Facilities Chart (Table B in Recycling Handbook) being taken to the proper recycling facilities?  |                     |    |     | <i>If yes, what items?</i>           |
| 19. Is cardboard being properly reused where possible and appropriate?  |                     |    |     |                                      |
| 20. Are copy machines pre-set to print on both sides if machine has that capability?  |                     |    |     |                                      |
| <b>Points available: 20 (100%)</b>  | <b>Total Score:</b> |    |     | <b>% Compliance:</b>                 |
| <ul style="list-style-type: none"> <li>• <b>Points equaling 14 points (70%) and above = Meets standards</b> <ul style="list-style-type: none"> <li>○ Review and correct any deficiencies identified in the checklist</li> <li>○ Refer to the Recycling Coordinator Handbook for recycling management guidance</li> </ul> </li> </ul>  |                     |    |     |                                      |
| <ul style="list-style-type: none"> <li>• <b>Points equaling 13 points (65%) or below = Does not meet standards</b> <ul style="list-style-type: none"> <li>○ Review and correct any deficiencies identified in the checklist</li> <li>○ Refer to the Recycling Coordinator Handbook for recycling management guidance</li> <li>○ Provide additional training for facility occupants regarding the management of recyclable material</li> </ul> </li> </ul> |                     |    |     |                                      |

| Best Management Practices  | YES | NO | N/A | Comments/Notes |
|--|-----|----|-----|----------------|
| <b>BMP1.</b> Has the unit donated or utilized the office supplies available at the Office Re-store within the past quarter?  |     |    |     |                |
| <b>BMP2.</b> Has the unit donated or utilized the reusable cardboard boxes at the Re-packaging Store within the past quarter?  |     |    |     |                |
| <b>BMP3.</b> Have all events sponsored by the unit in the past month followed a waste-free, or nearly so, procedure?   |     |    |     |                |
| <b>BMP4.</b> Is single use Styrofoam being avoided in the unit/ activity? Are alternatives to Styrofoam being used?  |     |    |     |                |
| <b>BMP5.</b> Where used/desired, is curbside paper collection program in place and operational? (If curbside collection is not used and/or not desired, please check n/a.) |     |    |     |                |
| <b>BMP6.</b> Was last month's facility recycling audit filed in the Recycling Handbook?  |     |    |     |                |
| <b>Additional Notes:</b>   |     |    |     |                |
|  |     |    |     |                |
|  |     |    |     |                |
|  |     |    |     |                |
|  |     |    |     |                |