

Recycling Coordinator Program Quick Reference List

The following list serves as a quick checklist for the implementation of the Recycling Coordinator Program. A more in-depth protocol for the operation of the program can be found in the Recycling Coordinator Handbook.

Item	Action	Completed Date	Notes
1.	Attend Facility Management training and receive the Recycling Coordinator Handbook.		
2.	Identify the facilities/activities that fall within your footprint of responsibility for Facility Management (and Recycling Coordination).		Note Building #'s
3.	Assign additional personnel as needed to ensure that reduction of waste, re-use of material and recycling management are occurring at all designated facilities/activities within the footprint.		Note Assigned Personnel:
4.	Determine if additional Recycling Coordinator training is needed for the facility/activity (contact 337-531-1105 for an appointment).		
5.	Set-up recycling areas, to include visual aids, in the facilities/activities as outlined in the Recycling Coordinator Handbook.		
6.	Determine if your facility/activity is eligible to participate in the Curbside Recycling Program.		
7.	Review Section 4, Section 5 and Attachments 2 and 3 to determine how to manage recyclable/reuse items and implement Net Zero Waste best management practices and processes in the workplace.		

Item	Action	Completed Date	Notes
8.	Assess the Recycling Coordinator program using the assessment schedule recommended in the Recycling Coordinator Handbook. Use the program assessment checklist in Attachment 4 of the Recycling Coordinator Handbook for guidance.		
9.	Report Recycling Coordinator Program assessment status to the Facility Manager and personnel working within the footprint of responsibility. Correct any findings identified during the assessment.		
10.	Provide personnel training focusing on repeat assessment findings (areas where improvements are needed, i.e., separation of white and mixed paper, etc.)		
11.	Keep a copy of all assessments (internal/external) and all training provided to personnel within the footprint of responsibility in the Recycling Coordinator Binder.		