

Form 1A: General Business and Waste Audit Information

**Refer to the back of this page for help in completing this form.*

1. General Business Information

Name: _____

Address: _____

Phone: _____

Fax: _____

Website: _____

Products or services offered: _____

Number of employees: _____ Number of operations/departments/divisions: _____

Number of operating days per year: _____

2. General Waste Reduction Information

Current recycling coordinator/contact: _____

Current regional or municipal coordinator/contact: _____

Current recycling contractor: _____

Current garbage contractor: _____

Current recycling practices: _____

3. Waste Audit Coordinator

Name: _____ Position: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

4. Waste Reduction Committee

Employee Name	Department	Address	Contact Information

5. Operations included in the Waste Audit

Operation	Address	Contact Person	# of Employees

6. Waste Audit Approval

The information in this Waste Audit is approved by: _____

Name: _____ Title: _____

Signature: _____ Date of Submission: _____

Form 1B: General Business and Waste Audit Information

1. General Business Information

- List the name under which you do business in the province of B.C. If the business is owned or controlled by another B.C. company, also supply the name of the parent company.
- For the “products or services offered” by your business, provide a general description of the overall business of the company. If your business is diverse, list the major categories. Examples might be: law firm, manufacturer of oak furniture, or grocery store. You should provide sufficient detail to suggest the types of solid waste generated by your business.

2. General Waste Reduction Information

- The “current recycling coordinator” should be the person who will serve as the long-term contact on general policy issues related to the reduction and recycling of solid waste.

3. Waste Audit Coordinator

- List the person with primary responsibility for preparing this audit and the resulting plan – the person who can be contacted with questions about the plan. This person may be an employee or a consultant. List the person who will serve as the long-term contact on general policy issues related to the reduction and recycling of solid waste.

4. Waste Reduction Committee

- Mid-sized to large companies should form a Waste Reduction Committee to coordinate the waste assessment and subsequent reduction and recycling programs. The committee should include people from each operation, most appropriately employees who are most knowledgeable about solid waste. Note the importance of including people from purchasing, finance, administration, shipping/receiving, etc. The Waste Reduction Committee would provide recommendations to management.

5. Operations/Departments/Divisions included in the Waste Audit

- Categorize the activities of your business in a manner appropriate for preparing a solid waste management plan. Use types and amounts of waste and methods of waste handling as the main criteria for your distinction.
- If your business activities generate only one general type of solid waste (e.g. corporate office) then you should list only one operation. If your company carries out the same type of operation at facilities in many locations (e.g. a chain of convenience stores), and if you intend to implement the same type of reduction and recycling program at each location, list only one operation.
- If you have operations which generate different types of waste (whether at the same or different locations) each operation should be listed separately. For example, a business might produce paper and organic waste from its corporate office and wood waste from its manufacturing operation.

6. Waste Audit Approval

- The person signing the audit and resulting plan should have the authority to certify the accuracy of the information submitted.