

Purpose

Use these two spreadsheets to inventory existing and potential high diversion and Zero Waste initiatives as well as service opportunities. **Feel free to customize them to suit your purposes.** Consider items not checked, as possible future initiatives or opportunities.

Instructions - Checklist

On the **Checklist Tab**, place a Y in the column to the left of initiatives that have been implemented in your community. Enter a R if it exists regionally and you utilize it. If an initiative is in development, place a D. Circle details - i.e. Mandatory, highlight or change the **color** of the font. Use blanks and the Other Section on Page 3 to note additional initiatives by sector and category.

At any time, press <Control> <P>, or Preview to view or print. You may have to adjust columns to suit your printer.

Instructions - Service Opportunities

On the **Service Opportunities Tab**, place a Service Code in the column to right of each Material Type and enter details in the subsequent column. Circle clarifying details - i.e. juice boxes, or change the font **color**. Review Checklist for inspiration and possible material types.

The Service Codes are: CU - Curbside, PU - Pick Up, DO - Drop-off, BB - Buy Back and Blank - No Service.

At any time, press <Control> <P>, or Preview to view or print. You may have to adjust columns to suit your printer.

Credits

This series was originally conceived by the Zero Waste Brain Trust in the late 1990's for use in Sonoma County, CA. It was further developed in 2012-2014 for use on EPA Regions 1 and 9 projects, and subsequently by Zero Waste USA.

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