

Waste Audit and Recycling Opportunities Evaluation Data Requirements

Greater Philadelphia Commercial Recycling Council
2002

In order to maximize our services to you, receipt of the documents and information described below *prior* to our site visit will be very helpful. If any or all of this data cannot be made available, we can still do the audit, it's just that we won't be able to help you as much.

Data Requirements:

- Facility gross square footage
- Floor plan or map of facility
- Number of full-time employees, students, etc.
- Copies of Invoices for One Year (2001 or to date):
 - Trash
 - Recycling
 - Bulky Waste (construction and demolition)
 - Other
- Copies of contracts with service companies for these services
- Copies of waste and recycling memos/instructions to employees
- Philadelphia Commercial Recycling Plan, if available (only if located in Philadelphia; we can also help you complete this; go to http://www.greenworks.tv/gpcrc/regulatory_issues.asp#backtop for a copy of the Plan and to find out more about Philadelphia's commercial solid waste and recycling regulations)
- Other pertinent information such as custodial procedures, company environmental policy, proposals, etc.

Please contact David Biddle
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