

# GAP ANALYSIS CHECKLIST

## WASTE SUSTAINABILITY SKILLS LAB: INCREASE DIVERSION THROUGH EMPLOYEE ENGAGEMENT

Company Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

## 1. ESTABLISHING A BASELINE

#	✓	Consideration	Effectiveness (100%)	Comments
1		Have you completed a staff survey?		
2		Have you completed an internal waste audit?		
3		Have you completed a 3 <sup>rd</sup> party waste audit?		
4		Are you compliant with Ontario's 3Rs Regulations?		
5		Have you measured reduction or reuse?		

### Additional Comments

## 2. COMMUNICATIONS

#	✓	Consideration	Effectiveness (100%)	Comments
6		Do you have senior level buy-in?		
7		Do you have a green team or sustainability champion?		
8		Do you address 3R's in regular team meetings?		
9		Do you address waste with staff through one-on-one communication?		
10		Do you use visual aids throughout your entire facility (i.e. Posters/TV/Signage)?		
11		Do you send out a regular newsletter?		
12		Do you make announcements on intranet?		
13		Do you monitor and report progress on a visual board?		
14		Do you host Lunch and Learns for staff?		
15		Do you have waste training sessions or programs for staff?		
16		Do you incentive, reward, or recognize staff efforts or performance?		
17		Do you participate in external validation for your waste programs such as awards or certifications?		

# Additional Comments

### 3. LOGISTICS

#	✓	Consideration	Score (100%)	Comments
18		Do you have appropriate signage at your waste bins?		
19		Are your waste bins properly laid out within your facility?		
20		Are you fully aware of your waste service provider's requirements?		
21		Are maintenance personnel aware of the requirements to fulfill on your waste management plan?		
22		Do you source separate all materials that are relatively easy to divert?		
23		Do you monitor contamination levels in your waste streams and provide feedback to your staff?		

### Additional Comments

#### 4. EVALUATION

#	✓	Consideration	Score (100%)	Comments
24		Do you have built in milestones within your waste initiatives to check your progress?		
25		Do you complete an annual waste audit?		
26		Do you have SMART goals?		
27		Do you follow the cycle of Plan-Do-Check-Act?		
28		Do you review and evaluate your waste performance internally or with waste service provider?		
29		Do you review and evaluate your waste service provider's performance?		

#### Additional Comments