

Solid Waste Management Plan (SWMP) Checklist

Following is a useful checklist to get you started planning your SWMP program.

Responsibility, Planning, and Preparation for the SWMP

- Have you, or someone in authority, been assigned overall responsibility for the SWMP?
- Have you set aside time to plan and prepare your SWMP?
- Has every stage in the project been examined and the processes required for completion been considered?

Identify Your Waste

- Have those sub-contractors producing significant waste streams been identified?
- Has a thorough assessment taken place to identify different types of waste that will be produced; how much, when, and what types?
- Have you thought about ordering materials that have less or reusable/returnable packaging?

Identify Your Waste Management Options

- Has an area of the site been set aside for storage of new materials and waste management, including separation of different types of waste?
- Have targets been set for the different types of waste likely to arise from the project?
- Have measures been put in place to deal with expected (and unexpected) hazardous waste?
- Has disposal of liquid wastes such as wash-down water and lubricants been considered?
- Have you got agreement from the sewerage company for trade effluent discharge?
- Have opportunities been considered for re-use of materials on-site and off site?
- Have opportunities been considered for on-site and off-site processing and re-use of materials?
- Have you considered where the most appropriate sites for disposal of residual waste from the project are located?
- Have you identified opportunities for reducing disposal costs from waste materials that may have a commercial value?

Materials Needed and Waste Handling

- Has there been a careful evaluation of materials so that over-ordering and site wastage is cut down?
- Can unused materials be returned to the supplier or used on another job?
- Has using secondary and recycled materials been fully considered?
- Will unwanted packaging be returned to the supplier for recycling or re-use?
- Are selected waste materials segregated to allow you to get best value from good waste management practices?
- Are containers/skips clearly labeled to avoid confusion?
- Are you complying with any local procedures, including providing transfer notes and checking the authorization of registered carriers, registered exempt sites, and licensed waste management facilities?
- Has everyone who will be handling waste been told about the requirements of the SWMP?

Communicate the SWMP

- Have toolbox talks been planned for all site personnel about waste management on-site?
- Are contractors and sub-contractors trained and aware of their responsibilities?
- Have these contractors and sub-contractors understood and agreed the Site Waste Management Plan?
- Are the SWMP's built into contracts as a requirement?

Measuring and Monitoring Your Waste

- Are you making regular checks on the SWMP and making sure that targets are being reached?
- Are the agreed waste management procedures being checked and monitored on a regular basis?
- Are reports on waste quantities and treatment/ disposal routes and the costs incurred being regularly produced?
- When construction is underway, are you making note of any problems that come up and recording them for your next plan?

After Project Completion, Review and Learn Lessons for the Future

- Have you completed a final report on the use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, with costs and savings identified?
- Have important waste management issues been taken into account for action at future projects?
- Have you built the results into your business to help with competitive bidding that could help you win work next time?

This checklist can be downloaded from www.heartwoodresources.org/recycling.htm