Fort Leonard Wood
Directorate of Public Works
Environmental Branch

Recycling Award Evaluation

Organization: _____   **Date:** _____

Recycling Coordinator/ECO: _____   **Phone Number:** _____

Assessor's Name: _____

GENERAL	YES	NO	COMMENTS
Does the organization have a designated Recycling Coordinator/ECO?	☐	☐	
Are records being kept on purchases and disposal of recycled materials?	☐	☐	
Is a training program in place for incoming/departing personnel on solid waste and recycling procedures?	☐	☐	
Are training records maintained on recycling procedures?	☐	☐	
During the initial visit, what programs were in place for reducing waste and recycling?	☐	☐	
During the follow up visit were new program procedures implemented?	☐	☐	
Does the unit have an internal recycling SOP and a copy of the Command Policy for Waste Reduction and Recycling?	☐	☐	
Are educational materials/signs/posters displayed?	☐	☐	
RECYCLING			
Are materials being recycled (see Table 1)?	☐	☐	
Does the unit have an adequate number of recycling containers and are they properly placed?	☐	☐	
Are recycled materials being placed in trash containers?	☐	☐	
Are recycled materials being properly sorted and placed in the correct recycling containers?	☐	☐	
Are containers properly labeled?	☐	☐	
Are lids removed and containers rinsed?	☐	☐	
Does the unit provide an area to hold large recyclable items and are recyclables being delivered to the proper recycling location in a timely manner?	☐	☐	
REUSE			
Does the unit reuse packaging materials?	☐	☐	
Does the unit reuse items when possible, rather than throw them away ?	☐	☐	
Are units using both sides of paper or scrap paper rather than new paper?	☐	☐	
Does the unit have an exchange program in place?	☐	☐	
Have units set up a storage/exchange area for reusable office supplies such as envelopes, file folders, binders, shipping boxes, and packing material?	☐	☐	

Recycling Award Evaluation Checklist

REDUCE			
Are eco-friendly/recycled products being purchased and used by unit?	☐	☐	
Are products like paper being bought in bulk?	☐	☐	
Are less used items being purchased only as needed?	☐	☐	
Is duplex mode set as the default on computers and printers?	☐	☐	
Are units using computers to find and read articles rather than purchase hard copies?	☐	☐	
Do units use reusable cups rather than disposable cups?	☐	☐	

Table 1

ITEMS BEING RECYCLED	YES	NO	COMMENTS
Aluminum	☐	☐	
#1 Plastics	☐	☐	
#2 Plastics	☐	☐	
Glass (clear, green, & brown)	☐	☐	
Cardboard (boxes broken down)	☐	☐	
Newspapers, junk mail, magazines, colored paper	☐	☐	
White office paper	☐	☐	
Steel/tin	☐	☐	
Wood pallets	☐	☐	
Used oil	☐	☐	
Batteries	☐	☐	
Tires	☐	☐	
Compost/brush and stumps	☐	☐	
Antifreeze	☐	☐	
Are other items being recycled?	☐	☐	

Additional Comments: